



# Council

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**Wednesday, 11 November 2020**  
**2.00 p.m.**  
**Virtual Meeting**

**Rotherham**  
Metropolitan  
Borough Council 

# WELCOME TO TODAY'S MEETING

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## GUIDANCE FOR THE PUBLIC

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

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

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

Copies of the agenda and reports are available on the Council's website at [www.rotherham.gov.uk](http://www.rotherham.gov.uk). You may not be allowed to see some reports because they contain private information and these will be marked accordingly on the agenda.

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

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

Council meetings are open to the public, but occasionally the Council may have to discuss an item in private. If this occurs you will be asked to leave.

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## FACILITIES

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

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

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

Contact:-

Craig Tyler, Head of Democratic Services  
[governance@rotherham.gov.uk](mailto:governance@rotherham.gov.uk)

Date of Publication:-

**3<sup>rd</sup> November, 2020.**

# COUNCIL

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Wednesday, 11 November 2020 at 2.00 p.m.  
Virtual Meeting

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

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CHIEF EXECUTIVE (Sharon Kemp)

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## MEMBERS OF THE COUNCIL

### ANSTON AND WOODSETTS

IRELAND, Jonathan C.  
JEPSON, Clive R.

### KEPPEL

CLARK, Maggi  
CUTTS, Dave  
HAGUE, Paul

### SITWELL

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

### BOSTON CASTLE

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

### MALTBY

BEAUMONT, Christine  
RUSHFORTH, Amy L.

### SWINTON

CUSWORTH, Victoria  
SANSOME, Stuart  
WYATT, Kenneth J.

### BRINSWORTH AND CATCLIFFE

BUCKLEY, Alan  
CARTER, Adam  
SIMPSON, Nigel G.

### RAWMARSH

BIRD, Robert  
MARRIOTT Sandra  
SHEPPARD, David R.

### VALLEY

ALBISTON, Kerry  
REEDER, Kathleen  
SENIOR, Jayne E.

### DINNINGTON

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

### ROTHER VALE

BROOKES, Amy C.  
WALSH, Robert J.

### WALES

BECK, Dominic  
WATSON, Gordon  
WHYSALL, Jennifer

### HELLABY

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

### ROTHERHAM EAST

COOKSEY, Wendy  
FENWICK-GREEN Deborah  
KHAN, Tajamal

### WATH

ATKIN, Alan  
ELLIOT, Jayne C.  
EVANS, Simon

### HOLDERNESS

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

### ROTHERHAM WEST

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

### WICKERSLEY

ELLIS, Susan  
HODDINOTT, Emma  
READ, Chris

### HOOBER

LELLIOTT, Denise  
ROCHE, David J.  
STEELE, Brian

### SILVERWOOD

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

### WINGFIELD

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

# **Council Meeting Agenda**

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**Time and Date:-**

Wednesday, 11 November 2020 at 2.00 p.m.

**Venue:-**

Virtual Meeting

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**1. ANNOUNCEMENTS**

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

**2. APOLOGIES FOR ABSENCE**

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

**3. COMMUNICATIONS**

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

**4. MINUTES OF THE PREVIOUS COUNCIL MEETING (Pages 1 - 51)**

To receive the record of proceedings of the ordinary meeting of the Council held on 30<sup>th</sup> September, 2020 and to approve the accuracy thereof.

**5. PETITIONS**

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

No petitions have been received since the previous Council Meeting held on 30<sup>th</sup> September, 2020.

**6. DECLARATIONS OF INTEREST**

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

**7. PUBLIC QUESTIONS**

To receive questions from members of the public who may wish to ask a general question of the Mayor, Cabinet Member or the Chairman of a



Committee in accordance with Council Procedure Rule 12.

**8. EXCLUSION OF THE PRESS AND PUBLIC**

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

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

**9. LEADER OF THE COUNCIL'S STATEMENT**

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

**10. MINUTES OF THE CABINET MEETINGS (Pages 52 - 81)**

To note the minutes of the Cabinet Meetings held on 21<sup>st</sup> September and 19<sup>th</sup> October, 2020.

**11. RECOMMENDATION FROM CABINET - LIBRARY STRATEGY 2021-2026 (Pages 82 - 212)**

To consider the Cabinet's recommendations in respect of the final version of the Library Strategy 2021 – 2026 and associated service offer.

**12. MEMBERSHIP OF POLITICAL GROUPS ON THE COUNCIL, POLITICAL BALANCE AND ENTITLEMENT TO SEATS AND MEMBERSHIP OF COMMITTEES, BOARDS AND PANELS (Pages 213 - 218)**

To report on the establishment of political groups, the political balance of the Council and the entitlement of each group to seats on the Authority's committees and to consider the appointment of members to the Council's committees, boards and panels.

**13. PROPOSED AMENDMENTS TO THE CONSTITUTION (Pages 219 - 226)**

To consider proposed amendments to the Constitution.

**14. OVERVIEW AND SCRUTINY UPDATE (Pages 227 - 280)**

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

**15. DIRECTOR OF PUBLIC HEALTH APPOINTMENT (Pages 281 - 283)**

To note the appointment of the Director of Public Health

**16. THRIVING NEIGHBOURHOODS - UPDATES FROM WARD COUNCILLORS (Pages 284 - 290)**

To receive updates from Ward Councillors from Wingfield, Anston and Woodsetts and Boston Castle on the activities supporting Thriving Neighbourhoods across the Borough.

**17. STANDARDS AND ETHICS COMMITTEE (Pages 291 - 294)**

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

To confirm the minutes as a true record.

**18. AUDIT COMMITTEE (Pages 295 - 301)**

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

To confirm the minutes as a true record.

**19. HEALTH AND WELLBEING BOARD (Pages 302 - 308)**

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

To confirm the minutes as a true record.

**20. PLANNING BOARD (Pages 309 - 311)**

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

To confirm the minutes as a true record.

**21. LICENSING BOARD SUB-COMMITTEE AND LICENSING SUB-COMMITTEE (Pages 312 - 321)**

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

To confirm the minutes as a true record.

**22. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS**

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

**23. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRPERSONS**

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

**24. URGENT ITEMS**

Any other public items which the Mayor determines are urgent.

A handwritten signature in black ink that reads "Sharon Kemp." The signature is written in a cursive, flowing style.

**SHARON KEMP,**  
Chief Executive.

**The next meeting of the Council will be on  
13<sup>th</sup> January, 2021 at 2.00 p.m.**

**COUNCIL MEETING**  
**30th September, 2020**

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

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

**379. ANNOUNCEMENTS**

The Mayor was pleased to present her activity since the last Council meeting which was attached for information to the Mayor's Letter, but drew particular attention to:-

- Yorkshire Day – 1<sup>st</sup> August 2020 – recording of short video message for the Yorkshire Society which was published on their website.
- Zoom Meeting with the New Zealand Yorkshire Society along with Cabinet Member, Councillor Sarah Allen, and the Chief Executive.
- VJ Day – 15<sup>th</sup> August 2020 - two minute silence and recorded message followed by an online performance of Lorrie 'The Vera Lynn Story'.
- Forthcoming Remembrance Sunday – 8<sup>th</sup> November, 2020.
- Dalton Parish Council's Remembrance Service – 8<sup>th</sup> November, 2020.
- Redeployment of Civic Officers – Riverside Food Bank.

**380. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cusworth, D. Cutts, Fenwick-Green, Jarvis, Napper, Steele and Whysall

**381. COMMUNICATIONS**

There were no communications received.

**382. MINUTES OF THE PREVIOUS COUNCIL MEETING**

**Resolved:-** That the minutes of the meeting of Council held on 22<sup>nd</sup> July, 2020, be approved for signature by the Mayor.

Mover:- Councillor Read

Second:- Councillor Watson

**383. PETITIONS**

The Mayor introduced the report and confirmed the receipt of two petitions received since the last Council meeting which had not met the threshold for consideration by Council.

**382.** Containing 30 signatures calling on the Council for replacement pavements and crossings on Well View Road.

Mr. L. Ashton and Mr. S. Collins addressed the Council as part of the presentation of the petition.

**383.** Containing 22 signatures calling on the Council to explain why a report on RMBC's website (presented to the Improving Live Select Committee in March, 2020) continued to communicate errors of fact after these errors were pointed out.

Councillor Cowles addressed the Council as part of the presentation of the petition.

**Resolved:-** (1) That the report be received.

(2) That the relevant Strategic Directors be required to respond to the lead petitioners as set out by 14<sup>th</sup> October, 2020.

**384. DECLARATIONS OF INTEREST**

Councillor Senior declared a personal interest in Minute No. 383 (Public Questions and specifically Question 3 on the grounds of her employment). She was not present in the meeting when questions were asked.

**385. PUBLIC QUESTIONS**

(1) Mr. Peter Thirlwall asked, following his complaint to the Standards Board about Brian Cutts' failure to complete his register of interests, the Board decided to take no action against Councillor Cutts, but instead decided that the best course of action would be to regularly remind all Members of their obligations. Therefore, he asked could the Chair of the Board tell him if this had been done?

Councillor McNeely confirmed it had. She also confirmed this matter had been considered by the Standards and Ethics Committee at its meeting in January, 2020 where the Legal Officer recommended reminders being issued to Members on a six monthly basis. The Committee recommended this take place on a monthly basis and this practice had continued to take place.

In a supplementary question Mr. Thirlwall referred to training that had been provided for many years for Members and again for UKIP Members on the Register of Interests. The Legal Officer had also met with Councillor B. Cutts to remind him of the importance of updating his Register of Interests, but still with monthly reminders, his current Register of Interests still had him registered as a Brexit Party member. This was the same for Councillor John Turner and Councillor Reeder who was not registered to any political party. Last September as Chair of Standards you advised all Members had been emailed to alter their Register of Interests. Councillor B. Cutts altered his on the 4<sup>th</sup> September, 2019, but he still was registered as a Brexit Party member. He, therefore, asked what the Chair of Standards was going to do about it.

Councillor McNeely explained she had listened and been guided by the Legal Officer accordingly. She confirmed that in a meeting with the former Brexit Party and Legal Services it was explained to them what needed to be done. They gave their assurances this would be undertaken. Councillor B. Cutts was not at that meeting and subsequently the Legal Officer had met with him and again he assured everything would be brought up-to-date. If this was not the case then the Legal Officer would be requested to take action.

(2) Elizabeth was not present at the meeting so would receive a response to her question in writing.

(3) Mr. John Smith was not present at the meeting so would receive a response to his question in writing.

(4) Mr. Gerald Dempsey was not present at the meeting so would receive a response to his question in writing.

(5) Ms. Margaret Edge was not present at the meeting so would receive a response to her question in writing.

(6) Ms. Philomena Holland was not present at the meeting so would receive a response to her question in writing.

(7) Mr. Liam Harron asked would the Leader agree to a debate in public (with appropriate social distancing arrangements), ideally before the next Council meeting scheduled for 11th November, 2020, with one or more adult survivors of CSE about (and he quoted the Leader) “the progress the Council and our partners have made in dealing with CSE in Rotherham over the last few years”.

The Leader confirmed the Council had made significant progress, validated by Ofsted and the Government’s intervention, by the fact that more than thirty perpetrators of CSE were now behind bars and that most people who have used the Council’s Post-Abuse Services have indicated those services have helped them over the past five years.

**COUNCIL MEETING - 30/09/20**

This did not mean that everyone had had a good experience, or that it was not legitimate for individuals to have concerns. The Council would continue to listen and learn.

The Leader confirmed he was always willing to meet with CSE survivors and take learning from them on board. What he did not wish to do was to enter into some form of public debate which could put survivors into a difficult environment. He indicated he was happy to receive representations, but was not willing to enter into a public debate the way described.

In a supplementary question Mr. Harron referred to how on the 16<sup>th</sup> December, 2014 he had met with the former Leader, Paul Lakin, and offered his help. Unfortunately, following a series of unfortunate events causing delays and the series of unfortunate events on the 10<sup>th</sup> July, 2020 was just a further example.

Mr. Harron had requested single point of contact to Paul Lakin and he asked the Leader again if he would reinstate a single point of contact for communications rather than him bothering the Leader with the questions. He would prefer to contact a senior officer for himself and for the victims and survivors who he represented to ensure a single point that could be trusted.

The Leader explained he was happy to take this request back for consideration, but pointed out a single email inbox had been made available to Mr. Harron for him to contact the Council. This ensured queries were sent to the most appropriate officer.

(8) 'T' was not present at the meeting so would receive a response to her question in writing.

(9) Ms. Chrissy Meleady MBE, was not present at the meeting so would receive a response to her question in writing.

(10) Mr. Paddy Cawkwell explained he had watched the webcast of the Improving Lives Select Commission (ILSC) meeting on 22<sup>nd</sup> September, 2020 and asked what exactly was the scrutiny role of the Improving Lives with respect to the consultation with victims and survivors of CSE about the re-commissioning of Post Abuse Services and were there any other scrutiny mechanisms in place with respect to this vitally important process?"

The Leader explained the recommissioning process was an operational process carried out by officers working under the direction of the Chief Executive, to the strategic direction of the Councillors who exercised decision making through Cabinet.

The Council's Scrutiny function provided the opportunity for Members to focus additional oversight and attention on ensuring those operational processes were fit for purpose and that the Council's policies were working as intended and to make any recommendations into the Executive on how functions may be better discharged.

The route for Scrutiny that regulated that activity was through the Improving Lives Select Commission.

In a supplementary question Mr. Cawkwell referred to perpetrators being sent into custody, but further asked if, as part of the consultation for Post Abuse Services, the Council had consulted with survivors and victims of CSE, was there any victim/survivor involvement and engagement, were they used as stakeholders or any outside agency?

The Leader explained the consultation process on the recommissioning of Post-Abuse Services had since closed. A report had been considered by the Cabinet where they agreed to recommission and the tendering process was currently taking place with the new contracts coming into effect later this year.

As part of the process there was engagement with stakeholders and there was an open forum for survivors, for those who had and had not used the services previously, to help shape what services would look like and for them to feedback.

(11) Mr. John Cape was not present at the meeting so would receive a response to his question in writing.

(12) Mrs. Mary Harron was not present at the meeting so would receive a response to her question in writing.

(13) Dr. Firas Miro was not present at the meeting so would receive a response to his question in writing.

(14) Ms. P. Cialfi was not present at the meeting so would receive a response to her question in writing.

### **386. EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved:-** That under Section 100(A) of the Local Government Act 1972, that should the Mayor deem it necessary the public be excluded from the meeting on the grounds that any items involve the likely disclosure of exempt information as defined under Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.



**387. LEADER OF THE COUNCIL'S STATEMENT**

The Leader wished to highlight the concerns and the current rise in confirmed COVID-19 cases nationally and the tightening of restrictions that this had brought to try and bring this awful virus back under control.

Over the summer a substantial reduction had been seen in the number of cases in Rotherham. After the horror of more than 330 deaths, for five weeks there were none at all. At one stage there were no COVID-19 patients in Rotherham hospital.

The Leader's sincere thanks went to all sections of the Rotherham community for the calm and responsible way they went about their business. Rotherham was spared some of the terrible things that have happened elsewhere. Its religious institutions, the churches and mosques, voluntary sector groups, all stepped up brilliantly and very often with the support of Elected Members.

It had been hoped that a relatively more stable position would be in place, but this was not the case.

Last week cases rose steeply with 139 new cases confirmed (53 per 100,000). Those numbers varied from day to day, which was why the Council only reported on the end of week published figures. All the indications since then were that the number of infections continued to rise rapidly.

The number of patients in hospital was still rising as, sadly, were the number of fatalities. There was a three or four week delay from cases being identified, when people became ill, before they passed away. It was almost inevitable that people who were infected today would not be around in a month's time.

It would not be a surprise to see Rotherham return to the national watchlist this week. The cases confirmed were across several Wards with no hotspots or spikes being recorded at the current time. Whilst younger people have been disproportionately affected, all age groups had seen infections.

Many were also affected by the failure of the national testing system. The shortage of lab capacity had meant that people in the Borough had been left waiting for appointments, which was not good enough and was a failure.

Big areas of the North West, West Yorkshire and the North East have all be severely affected, as everyone knows so Rotherham was far from alone.

People were urged to act responsibly and to:-

- Keep 2 metres apart whenever possible.
- [Wash hands often](#).
- Self-isolate and [get tested if you have symptoms](#).
- Wear a face covering [whenever required](#).

People were also urged to download and use the NHS Covid smartphone app. This had, indeed, been a difficult year, but together the Borough would get through this and eventually lives would return to normal. Everything would be done to protect jobs and ensure that the world being returned to was better than the one left behind.

Everyone please be careful, stay safe, and look after each other.

Councillor Carter echoed the remarks about the community and personal sacrifice made by people, but believed the Council should be doing more with the Public Health role. He asked would the Council give a commitment to do more Public Health meetings with key stakeholders so that communities could be better informed and ask questions of what the Council was doing to keep abreast of local hotspots.

The Leader highlighted the huge amount of work already taking place with the Communications Team and Public Health colleagues where significant volumes of information was targeted to different communities and those in particular who needed extra effort with such as community language.

Meetings have also been held with relevant stakeholders in different parts of the Borough. It was unfair to stretch Public Health time further and have an open-ended process of meetings. However, he would consider what had been said, but was unable to make a further commitment on Public Health's time at the moment.

Councillor Sansome echoed the Leader's sentiments and how it was hoped normal life would soon resume. Rotherham industries needed as much support as they could and he asked would the Leader agree with him that it was positive that the Shadow Business Secretary was visiting the Aldwarke site of British Steel with regards to the new green steel solidifying jobs, growth and profitability.

The Leader welcomed the interest in the local steel industry and the end of furlough would be enormous. The City Region had asked Government for funding, but an answer was yet to be received. However, he gave his assurance that with the serious challenges ahead Leaders would work closely with the City Region Mayor and it was hoped there would be more announcements over the next few weeks.

Councillor B. Cutts wished to emphasise his recent experience of trying to obtain a COVID-19 test, but was told he needed an appointment. He could not understand why he could not be tested when there appeared to be no-one around and no queue.

The Leader pointed out that Councillor Cutts' experience was not uncommon and the inability to walk-in and get a test was due to the shortage of lab space secured by the Government.

The Government was not prepared for the number of people who were ill and people were losing out and lives were at risk. This was a national scandal and the Government needed to correct as quickly as possible.

Councillor John Turner further pointed out that in the open air people did not feel they needed any protection. He suggested, subject to the approval of those families affected by loss, that in order to get the message across about the devastating impact this virus was having on families, could some form of media coverage using photographs be used to raise awareness about the need to wear masks. People were being told that there were deaths, but it needed to be put into perspective and people identified to make it real and subsequently make people behave more rationally.

The Leader was aware this had happened in other places where the names of deceased were placed in newspapers, but this was an incredibly sensitive and difficult issue. It was not clear or how feasible it would be to do this.

**388. MINUTES OF THE CABINET MEETING**

**Resolved:-** That the reports, recommendations and minutes of the meetings of the Cabinet held on 20<sup>th</sup> July, 2020, be received.

Mover:- Councillor Read

Seconder:- Councillor Watson

**389. RECOMMENDATION FROM CABINET - FINANCIAL OUTTURN 2019/20**

Further to Minute No. 31 of the meeting of the Cabinet held on 20<sup>th</sup> July, 2020 consideration was given to the report which detailed how the final outturn position was a balanced budget which required £2.0m less use of corporate reserves than planned for. The original budget was supported by budget contingency reserves of £3.2m. Additional funding received in year, use of earmarked reserves and flexible use of capital receipts had resulted in a reduced call on the reserves of £1.2m leaving a balance of £2.0m to support the budget in later years.

The Council continued to face demand pressures, in particular in respect of Social Care. This coupled with the significant financial challenges the Council's response to Covid-19 would bring, as reported in detail to Cabinet in June 2020, meant the outlook was very challenging.

The Council's General Fund minimum balance had been increased to £20.700m as planned and set out within the Council's Reserves Strategy reported in the Budget and Council Tax Report 2020/21. The reserve was held to protect the Council against unforeseen events and realisation of contingent liabilities.

The Housing Revenue Account had an underspend of £2.9m, however, the revenue contribution to capital outlay was increased by £0.2m. Therefore, the net budgeted use of HRA reserves reduced by £2.7m.

The schools outturn position, funded by the ring-fenced Dedicated Schools Grant had an underspend of £1.968m.

The capital outturn showed slippage and underspend of £6.3m against the estimated spend for 2019/20 included within the Capital Programme.

Councillor Carter regarded this typically as overspending on the budget with huge overspends in Children's Services during 2019/20 before the COVID-19 pandemic. This administration was trying to claim the financial outturn was a success when it was just fudging figures in the budget and in the statement presented. It was clear the Council could not manage a budget, failed to meet its obligations year after year and used precious reserve funds. If it could not manage a budget last year what hope did it have in managing one in the middle of global pandemic. He was, therefore, unable to support the report.

Councillor Alam explained the Council had worked through difficult circumstances and simply could not predict numbers of children or adults who needed support and had to meet its obligations. It was disheartening when colleagues made political comments rather than working to move the town forward.

Councillor Cowles supported Councillor Carter's comments. Comparatively Barnsley was able to manage its budget and was underspent in areas of Adults and Children's Social Care. This just highlighted the failure of this organisation to stick to rigorous management processes and indicated a clear failure of management.

Councillor Alam reiterated that with the overspends in both adult and children's social care both Cabinet Members had worked tirelessly to deliver to vulnerable groups and this Council would not allow legacy issues to return or let vulnerable people down.

**Resolved:-** (1) That the updated financial position as detailed in the report be noted.

(2) That the updated Capital Programme as set out in paragraphs 2.58 to 2.66 and Appendices 1 to 4 of this report be approved.

Mover:- Councillor Alam

Second:- Councillor Read

**390. COMMUNITY GOVERNANCE REVIEW - RAVENFIELD PARISH COUNCIL - FINAL OUTCOME**

Further to Minute No. 362 of the meeting of the Council held on 22<sup>nd</sup> July, 2020, consideration was given to the report which provided a summary of the final consultation responses received in respect of the Community Governance Review being undertaken by the Council following the receipt of a petition from Ravenfield Parish Council. The report recommended a final outcome to the Review that there be no change to the current boundary arrangements.

Councillor B. Cutts could not understand why the matter had arisen when he had found both Parish Councils to be considerate previously.

Councillor Alam explained the review had been undertaken following the submitting of a petition requesting boundary changes.

**Resolved:-** That the final outcome of the Community Governance Review be that there be no change to the current arrangements in respect of the Parish boundary between Ravenfield and Bramley.

Mover:- Councillor Alam

Second:- Councillor Allen

**391. AUDIT COMMITTEE ANNUAL REPORT 2019/20**

Further to Minute No. 97 of the Audit Committee held on 18<sup>th</sup> August, 2020 consideration was given to the Audit Committee Annual Report for 2019-20 for Members' approval, having been endorsed by the Audit Committee.

The purpose of the Annual Report 2019/20 was to bring together in one document a summary of the work undertaken by the Audit Committee. The production of the report complied with current best practice for Audit Committees.

It allowed the Audit Committee to demonstrate it had fulfilled its terms of reference and shared its achievements with the Council and was thought useful as a reminder to the organisation of the role of the Committee in providing assurance about its governance, risk management and financial and business controls.

The Chartered Institute of Public Finance and Accountancy (CIPFA) had issued guidance to local authorities to help ensure that Audit Committees operated effectively. The guidance recommended that Audit Committees should report annually on how they have discharged their responsibilities.

**Resolved:-** That the Audit Committee Annual Report 2019/20 be approved.

Mover:- Councillor Wyatt

Seconder:- Councillor Walsh

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

Further to Minute No. 55 of the meeting of the Cabinet held on 19<sup>th</sup> November, 2018, consideration was given to the annual Ward updates for Wath, Wales and Wickersley as part of the Thriving Neighbourhood Strategy.

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

Councillors Atkin and J. Elliot, on behalf of the Wath Ward, gave an update on their Ward priorities for 2020/21 and welcomed the opportunity that the Thriving Neighbourhoods had given to Members and listed a number of initiatives that had taken place in the Ward, including:-

- Following receipt of a request from Hedgehog Rescue Hedgehog Warning Signs have been erected.
- Music in the Park to encourage community spirit and boosting moral during the lockdown.
- Laptops had been funded by the Ward budget for the Internet Access Project which enabled people accessing the foodbank to also access the internet and supporting them to access benefit support online.
- Match funding support had been provided for various improvements to the Wath Scout Hut and the purchase of new equipment for activities.
- Parking Buddies.
- Local Democracy Week.
- Support for Covid-19 food parcels which had enabled the purchase of equipment and food needed for the Montgomery Hall Covid19 Food Parcel Project. 400 households had been supported and 2,500 food parcels delivered.
- Residents' voices had been listened to for future improvements in Newhill Park. A family fun event was to have been held but had been delayed due to the pandemic.

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- Multi-agency and enforcement work had taken place on the White Bear Estate that had included a survey of all the bins on one road checking for missing/contaminated/broken bins and replaced where appropriate, warning letters issued for untidy gardens, work undertaken on overgrown grassed areas and porch door improvements as well as recycling education.
- Following the closure of the Oaks Day Centre, a social enterprise (Community Connect) to support local people with mild to moderate learning disabilities had been set up in Wath. They had transformed a disused piece of land owned by Wath Rugby Club next to Community Connect into a sensory garden.
- Match funding had been provided to enable the purchase of a floating jetty facility on Manvers Lake and 171 metal warning signs for installation at key entrances to the facility which would assist the Police in their enforcement work.
- The Kings Bowl Club had been severely damaged during the November 2019 floods. Working with contractor Mears, the Club had been provided with new kitchen cabinets, new electrical installation, electrical items and crockery as well as a section of fencing to protect the Club from any further incidents of anti-social behaviour.
- Places on a First Aid at Work course for community volunteers had been funded from the Wath Ward budget thus enabling the necessary first aid cover at community events.
- Residents involvement in nominating street signage under Street Signage Improvements.
- The Wath Ward budget had allowed new surfacing to be provided on the ramps to the Skate Park and improvements to existing equipment/provision of new equipment at Strathmore Park, Avenue Road and Biscay Way Play areas.

Councillors Beck and Watson, on behalf of the Wales Ward, gave an update on their Ward priorities and welcomed the opportunity to thank the Neighbourhood Working Group, staff and volunteers and listed a number of initiatives that had taken place in the Ward and as a result the community were benefiting from:-

- Pre-Covid, Councillors and partners had held a 2 day project of door knocking to speak to as many residents as possible about the new Ward Housing Hubs and how they could become involved. This was recommended as a way forward to engage with members of the public with the work of the Council.
- The “Friendly Bench” outside Kiveton Library the aim of which was to tackle loneliness, isolation and promoting community cohesion and togetherness.
- Provision of community skip in February.

- The fitting of a defibrillator onto the external wall of the Neighbourhood Centre on Viking Way. Start A Heart had donated the cabinet that housed the defibrillator. The Viking Way TARA Group had worked hard to raise funds so they could buy replacement pads and potential future repairs.
- Harthill/Thorpe Salvin Covid-19 Group had kept the vulnerable people of the neighbourhood fed and looked after. During the first 3 months of the pandemic the Group had delivered 375 food parcels to 88 households and 125 people.

Councillors Ellis, Hoddinott and Read, on behalf of the Wickersley Ward, gave an update on their Ward priorities, however, it was noted that the impact of the Covid-19 pandemic during the last six months had meant the inability to fulfil the two main stable activities of community skips and community speed watch. It was hoped the community skips would be able to begin again soon. The Members welcomed the opportunity to thank the Neighbourhood Working Group, staff and volunteers and listed a number of initiatives that had taken place in the Ward including:-

- Community speed watches undertaken by the Police due to speeding on Wickersley residential roads.
- Supporting residents through the Covid-19 pandemic by undertaking shopping, collecting prescriptions and keeping in touch with those who felt isolated.
- Sunnyside Supplies, a local food network starting during lockdown to assist with food parcels, had delivered 700 parcels. The Group would run until the end of October.
- A free book swap service.
- Afternoon tea delivered, together with John Healey MP, to those people who were isolated/elderly people.
- In recognition of the NHS workers and key workers, together with two local craft groups, a rainbow yarn bombing of Wickersley roundabout of ribbons and crocheted rainbows and pompoms made by children. They had since been taken down and displayed in the community centre. The ribbons had been washed and ironed by volunteers of Winthorp and made into individual thank you cards and distributed to all key workers in the area.
- The erection of a new speed sign on Brook Lane and extra road markings. Consultation was still ongoing with regard to the possible speed reduction.
- Four Billy and Belinda bollards funded and six bollards around Bramley Sunnyside Junior and Infant School.
- Flanderwell School had received a set of Parking buddies with messages chosen by the school pupils to try and encourage responsible parking in the area.
- Numerous roads put forward to the Council's Roads Programmes had been or were to be refused this financial year.



- Rotherham's first Cumulative Impact Zone which covered the Wickersley area which formed part of stricter licensing rules across Rotherham for pubs, late night takeaways and other licenced premises.
- Silverwood Pit continued to be a source of complaints of noise and nuisance due to off-road bikes, quads and 4 x 4s using the site without permission. Numerous gaps in the perimeter fencing had been repaired by the Council..
- Several community skip days and street clean ups had been organised and would resume once it was safe to do so.
- Yorkshire Day bunting had been placed in areas where due to age and vulnerability people may not have got out as much as they would have liked to celebrate the day.
- The bus route in the area of Markhill Drive had been restored by First Travel and Powells .

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

Mover:- Councillor Watson

Second:- Councillor Read

**393. AUDIT COMMITTEE**

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

Mover:- Councillor Wyatt

Second:- Councillor Walsh

**394. PLANNING BOARD**

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

Mover:- Councillor Sheppard

Second:- Councillor Williams

**395. LICENSING BOARD SUB-COMMITTEE AND LICENSING SUB-COMMITTEE**

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

Mover:- Councillor Ellis

Second:- Councillor Beaumont

**396. MEMBERS' QUESTIONS TO DESIGNATED SPOKESPERSONS**

**Councillor R. Elliott** asked Councillor Taylor, the Council's Designated Spokesperson on the South Yorkshire Fire and Rescue Authority "Will you confirm that since the last Council meeting because of severe staff shortages the day shift has been kept on the road by Firefighters working overtime. How many times this did not work resulting in a pump being

taken off the run leaving just the one on days as well as nights and how much has all this cost.”

In response Councillor Taylor advised that the day staffed fire engine at Rotherham had been unavailable on three full shifts since the beginning of 2020, noting that this was generally due to staff taking summer leave, the staffing impact of the Covid-19 pandemic and other sickness issues. Councillor Taylor noted that there may be other occasions where it was unavailable for shorter durations, such as urgent short notice absences or mechanical repairs but on the whole, it was available on most days.

Councillor Taylor advised that as with every fire station in the County, the Service sometimes used pre-arranged overtime to staff certain shifts and that a budget for an amount of overtime was allocated each year. Councillor Taylor noted that although the Service was spending above its specific overtime budget this year, that its overall spend was within its total budget.

As a supplementary question Councillor R. Elliott asked that as the Fire Authority's budget was showing a significant underspend for the first quarter of the financial year 2020/21, whether the Fire Authority should commit to put the second pump, with associated staff into place at Rotherham on a permanent basis.

Councillor Taylor advised that whilst the budget was currently underspent, it remained essential that the Authority exercised caution with regard to its budgetary position, and as such the Fire Authority was not in a position to make this commitment.

**397. MEMBERS' QUESTIONS TO CABINET MEMBERS AND CHAIRPERSONS**

**(1) Councillor Jepson** asked the Leader following three Labour Councillors being removed from office for non-attendance at meetings, did the Leader think it fair that their Wards have now lost £1,483 from the Community Leadership Fund which could have been used to help sustain local organisations following the pandemic as well as losing other benefits that having three Ward Councillors would bring.

In response the Leader advised that as the Community Leadership Fund was allocated to individual Councillors as opposed to Wards, that this particular funding could not be utilised by other Councillors and noted that the situation had been communicated through to Councillor at Ward briefings. The Leader stated that it was regrettable that the Councillors referred to had been removed from office due to non-attendance at meetings and noted that all Wards should have a full complement of Councillors.

As a supplementary question Councillor Jepson asked that as the Community Leadership Fund was able to be spent on both revenue and capital projects, whereas the Ward fund could not, had the remaining Councillors for the Wards that had lost Councillors made representations regarding the loss of available funding for their Wards.

The Leader stated that he was not aware of any specific representations from those Councillors had been made, but advised that this issue had been raised with the Deputy Leader who was the responsible Cabinet Member.

**(2) Councillor Carter** asked the Cabinet Member for Waste Roads and Community Safety given the challenges with Coronavirus continuing during the winter, how had the Council planned for winter pressures on essential Council services, specifically highway maintenance such as road gritting?

In response the Cabinet Member for Waste, Road and Community Safety noted her thanks to all frontline staff, including Highways staff for their work during the pandemic who had ensured that services had continued to be delivered and advised that contingency plans were in place to ensure that essential highway maintenance tasks could be delivered throughout the winter effectively and also in a Covid secure way.

As a supplementary question Councillor Carter asked how the potential impact of staff absences over the winter would be mitigated in order to ensure that services continued to be delivered.

The Cabinet Member advised that services across the Council had been planning in order to build resilience into their service delivery plans for winter and noted that drivers from other services would be deployed to grit roads if needed during the winter. The Cabinet Member noted, however, that sickness absence, even with the best planning, had the potential to impact on service delivery, but noted that experience developed during the pandemic so far in delivering services would be used in order to minimise any potential disruption to services.

**(3) Councillor Jepson** asked the Cabinet Member for Waste, Roads and Community Safety further to recent extensive utility works being carried out in his Ward which have led to numerous complaints, will the Cabinet Member for Waste, Roads and Community Safety ensure that these companies and their sub-contractors were taken to task and made to carry out the works according to current legislation, that the standard of the reinstatement works were acceptable and if not take any necessary enforcement action against them.

In response the Cabinet Member for Waste, Roads and Community Safety advised that the Council had powers that were derived from the New Roads and Street Works Act legislation in terms of dealing with utility companies to ensure they undertook works in a way that minimised

disruption and was compliant with the law. The Cabinet Member advised that since April 2020 the Council's Highway Inspectors had carried out 979 inspections of utility works, of which 15.6% were found to be defective and had been rectified following the Council's intervention.

The Cabinet Member assured the meeting that the Council was aware of Councillor Jepson's concerns regarding the recent Northern PowerGrid works in his Ward and advised that Northern PowerGrid had already returned to site to rectify some defective works following the Council's intervention. The Cabinet Member stated that where issues were reported the Council would always ensure that works were inspected and that any issues were resolved with inspections carried out in accordance with the New Roads and Street Works Act legislation.

Councillor Jepson thanked the Cabinet Member for the work that had been carried out to address his concerns. As a supplementary question Councillor Jepson asked what action could be taken to address the problem of the sub-contractors who did not follow correct procedures regarding street works.

The Cabinet Member advised that any problems regarding the work of sub-contractors should be reported so that incidents could be investigated.

**(4) Councillor Carter** asked the Cabinet Member for Waste, Roads and Community Safety compared to plans prior to the start of the coronavirus pandemic lockdown, was the Council on track to make its road resurfacing targets?

In response the Cabinet Member for Waste, Roads and Community Safety advised that plans were on track and that even if planned works were delayed due to the pandemic in 2020/21, that she was confident that the Council was on track to fully deliver the full four year resurfacing programme within the timescales allocated for the funding.

As a supplementary question, Councillor Carter asked that whilst plans were currently on track, what mitigation plans had been put in place to ensure that this remained the case with the potential of disruption caused adverse weather.

The Cabinet Member advised that delays caused by adverse weather were unavoidable and that any planned works impacted would be rescheduled to enable the overall programme to be completed on time.

**(5) Councillor Carter** asked the Cabinet Member for Waste, Roads and Community Safety "Has the Council identified any hot beverage retail outlets that posed a security/safety risk within the Borough? If so, could the Cabinet Member please list these?"

In response the Cabinet Member for Waste, Roads and Community Safety advised that all retail outlets had an obligation to operate in accordance with national legislation which meant that they should operate in a way that did not pose a security or safety risk to people within the Borough, and noted that the Council would use all its statutory powers to reduce or remove any risks that were presented by retail outlets that failed to operate as required by the law.

The Cabinet Member stated that no retail outlets in Rotherham had been identified as posing significant safety or security risks, with the only exceptions being any retail outlets that were either the subject of a current investigation, where formal action was yet to be taken, or that had been the subject of formal action and were now the involved in an appeal process. The Cabinet Member emphasised that in any of these situations it would not be appropriate to provide details of the retail outlet involved in a public meeting as this action could prejudice any ongoing investigation or court proceedings.

As a supplementary question Councillor Carter asked that with regard to the current situation surrounding the “Matki Chai” coffee shop in Eastwood, did she have full confidence in the Licensing Board to carry out its functions in a way that did not racially discriminate.

In response the Cabinet Member advised that she would never support any type of discriminatory behaviour, but that as the case referred to was currently going through the appeal process, stated that it would not be appropriate to comment further.

**(6) Councillor Carter** asked the Cabinet Member for Waste Roads and Community Safety when and how would residents be compensated for the loss of garden waste collections during March, April and May earlier this year?

In response the Cabinet Member for Waste, Roads and Community Safety noted that the Council, in common with many other councils, had suspended garden waste collections in the early days of the pandemic in order to ensure that reduced staff resources could be focussed on the delivery of general household and recycling collections. Garden waste collections had recommenced as soon as had been possible.

The Cabinet Member advised that whilst the terms and conditions of the Garden Waste Collection Service stated that the Council was not required to make a refund if services were interrupted, compensation for the six week suspension of the Garden Waste Collection Service would be offered. The Cabinet Member noted that residents that subscribed to the 2020/21 collection service would be able to either choose to receive a discount against the total cost of re-subscribing to the Garden Waste Collection Service in 2021/22 or receive cash refund to the equivalent value. The Cabinet Member advised that further details of how residents

would be able to claim this compensation would be circulated to subscribers before the end of the year.

As a supplementary question Councillor Carter asked that while it was good to hear that compensation would be made, would an update be sent to residents to advise of the situation.

The Cabinet Member noted that subscribers had been advised compensation would be offered, but that it would not be helpful to announce a procedure for refunds that subsequently had to be changed in response to changing circumstances surrounding the pandemic.

**(7) Councillor Carter** asked the Cabinet Member for Waste, Roads and Community Safety what incentives did the Council provide to commercial organisations to recycle who contracted their waste collection to the Council?

In response the Cabinet Member for Waste, Roads and Community Safety advised that currently the Council did not offer any incentives to commercial organisations to recycle and reduce the amount of general waste. The Cabinet Member advised that the focus of the Council had been on providing the best domestic refuse and recycling service that was possible but noted that there were plans to develop a better commercial waste offer. The Cabinet Member advised that due to the difficulties created by the pandemic that it was currently difficult to develop new services but assured Councillor Carter that the Council was keen to develop an improved commercial waste service.

As a supplementary question Councillor Carter asked whether the Cabinet Member thought it was acceptable that six months after the Council had declared a Climate Emergency that a plan to develop an improved commercial waste offer was not yet in place.

The Cabinet Member stated that the teams responsible for the delivery of waste and recycling services had worked exceptionally hard during the unprecedented demands created by the pandemic to ensure core services had continued to be delivered to residents and reaffirmed the Council's commitment to develop and enhanced commercial service.

**(8) Councillor Carter** asked the Cabinet Member for Waste, Roads and Community Safety so far this year how was the Council's recycling rate compared to previous years?

In response the Cabinet Member for Waste, Roads and Community Safety stated that the Council's recycling rate to date was 43.8%, compared to 47.1% for the same point in 2019. The Cabinet Member advised that the reduction in the recycling rate was a nationwide trend and was a direct result of restrictions imposed due to the pandemic. The Cabinet Member advised that the reduction in the rate in recycling had been impacted in particular by an increase in general waste created by

more people being at home offsetting the increase in recyclables that had been collected, the suspension of garden waste collections that normally made a significant impact on the recycling rate and the closure of the Household Waste Recycling Centres for a time at the start of the pandemic.

As a supplementary question Councillor Carter asked that as people's lifestyles were changing in response to the pandemic, would the Council be looking at ways to ensure that recycling was maximised across the Borough.

The Cabinet Member advised that ways to improve the recycling service were always being looked at, noting that residents could now use the kerb side collections to recycle Tetrapaks and that residents could request an additional recycling bin free of charge in order to help them to recycle more.

**(9) Councillor B. Cutts** asked the Cabinet Member for Jobs and the Local Economy as owner and landlord of the Guest and Chrimes site, what safeguard/conditions did Rotherham MBC put into the tenant agreement to protect the listed office block?

In response the Cabinet Member for Jobs and the Local Economy stated that there were no specific safeguards or conditions put in the lease agreement to protect the listed elements of the Guest and Chrimes buildings, but noted that the appropriate planning processes that would consider the site's listed status would followed with regards to any future development of the site.

As a supplementary question Councillor B. Cutts asked what action the Council was taking to protect the built heritage across the Borough at a time when listed buildings were being lost, and others were in poor repair.

The Cabinet Member advised of the many investments and activities that were being carried out in the Town Centre and across the Borough to improve the built environment.

**(10) Councillor Carter** asked the Cabinet Member for Waste, Roads and Community Safety in recent months have the levels of fly tipping continued to rise following the easing of lockdown compared to previous years?

In response the Cabinet Member for Waste, Roads and Community Safety advised that whilst the number of fly tipping jobs the Council had dealt with in the early stages of the lockdown period initially fell, the Council dealt with 1,751 fly tipping jobs in the period from April to June which was a 28% increase compared to the same period in 2019. The Cabinet Member advised further that since the easing of restrictions in June, the number of fly tipping cases had fallen with the Council dealing

with 1,510 fly tipping incidents in the period from July to September, which was a reduction of 14%.

As a supplementary question Councillor Carter asked for clarification on whether the 14% reduction was from the previous quarter or from the same period in 2019.

The Cabinet Member confirmed it was a 14% reduction in incidents from the previous quarter.

**(11) Councillor Carter** asked the Cabinet Member for Jobs and the Local Economy how much money had the City Region been allocated from the Transforming Cities Funding?

In response the Cabinet Member for Jobs and the Local Economy advised that the Transforming Cities Funding had granted £166m to the Sheffield City Region for expenditure on public transport and active travel infrastructure schemes up to 2023, with £29.3m having been identified for improvements in Rotherham.

As a supplementary question Councillor Carter asked for information on how the Sheffield City Region compared to other areas that had made bids to the Transforming Cities Funding.

The Cabinet Member advised that while it did appear that the Sheffield City Region often received less funding than other areas, that the £29.3m that had been allocated for improvements in Rotherham was still a significant figure.

**(12) Councillor Cowles** asked the Cabinet Member for Jobs and the Local Economy this week in the media and financial press there was concern over cinema companies e.g. Cineworld. If the new Bond film was not a major success a couple of major companies may fail. If this happened how might/would this affect the Forge Island development?

In response the Cabinet Member for Jobs and the Local Economy advised that a Cinema was a key part of the Forge Island scheme and negotiations were at a very advanced stage with a cinema operator. The Cabinet Member noted that the negotiations had continued to progress against the background of the pandemic and the difficult trading conditions cinema operators had been experiencing. The Cabinet Member noted that while the negotiations had presented challenges that it was very positive that the cinema operator had been negotiating with an awareness of the impact of the pandemic on the market, and that such considerations had been factored in its business planning.



As a supplementary question Councillor Cowles asked that as major cinema companies were struggling in the current market conditions, what would be the impact on the Forge Island development if the cinema did not end up being built and whether the Council had a “plan B” for the site if this were to occur.

The Cabinet Member advised that due to the commercially sensitive nature of discussions she was unable to share further details, but assured Councillor Cowles that she was keeping a very close eye on the negotiations and that she was confident that the deal was on track.

**(13) Councillor Carter** asked the Cabinet Member for Waste, Roads and Community Safety following last year’s floods in the Borough what changes have the Council made to the cleaning of drains and gullies to mitigate the impact of unprecedented rainfall to avoid flooding disruption?

In response the Cabinet Member for Waste, Roads and Community Safety advised that the Council maintained road gullies in accordance with its Annual Gully Cleansing Schedule for cleaning and repair operations and that the Schedule was based on Construction Industry Research and Information Association recommended requirements for gully cleaning operations. The Cabinet Member noted that as part of the inspection schedule, defects were identified, and a programme of works carried out each year to repair damaged gullies and drains. The Cabinet Member stated that the Annual Gully Schedule also identified road gullies that were in areas that were sensitive to heavy rain and that could be vulnerable to surface ponding. When reports of potential heavy rainfall in these locations were received the gullies were inspected in advance.

The Cabinet Member advised that the flooding that had occurred over the Winter of 2019/20 had been caused by an exceptional rainfall event, and as such was not generally caused as a result of any deficiencies within the highway drainage system or the condition of road gullies, with flooding occurring due to river and watercourses overtopping.

As a supplementary question Councillor Carter asked whether the Council was doing enough to tackle flooding by increasing drainage capacity in effected areas.

The Cabinet Member noted that gully cleaning flood defences were separate issues but advised that if Councillor Carter had an particular areas on concern on this issue that he should contact her so that they could be fully investigated.

**(14) Councillor Cowles** asked the Cabinet Member for Housing over 1.5m people owning modern flats face ten years of uncertainty to prove they were safe. The banks would not lend, owners could not sell. External features described as rubbish building work was to blame. Balconies, wall structures, spaces between floors and insulation. We have modern flats

and building many more. He asked the Cabinet Member was he sure this was not happening here?

In response the Cabinet Member for Housing stated that he did not believe there were any problems, as detailed by Councillor Cowles. With regard to Council housing in the Borough, the Council had gone over and above statutory requirements regarding fire safety to ensure that residents remained safe in their homes.

The Cabinet Member advised that in Rotherham there was only one high rise block of flats, which was the Council-owned Beeversleigh block in the Town Centre. The Cabinet Member noted that building was predominantly constructed of brick and concrete and that it had passed stringent fire risk assessments, with the Council having invested more than £1.5m on refurbishment over the past four years including the installation of a fire sprinkler system. The Cabinet Member noted that twice-yearly checks were also undertaken on fire alarms along with dry riser servicing, sprinkler systems and bin chute servicing in addition to regular communal area checks.

As supplementary question Councillor Cowles asked about wider safety measures as his initial question had not just been regarding high rise blocks.

The Cabinet Member detailed the additional safety measures that had been applied across all Council-owned flats and again stated that with regard to Council housing in the Borough, that the Council had gone over and above statutory requirements regarding fire safety to ensure that residents remained safe in their homes.

**(15) Councillor Carter** asked the Cabinet Member for Corporate Services and Finance at the start of the Covid-19 crisis the Government allocated Councils funding for Business Support Grant. How much was allocated to Rotherham Council to distribute, how many businesses were allocated the funding and was there any unallocated money following the 28th August application deadline?"

In response the Cabinet Member for Corporate Services and Finance advised that the Government had provided £49.580m of Business Support Grants to assist the Council in administering the Small Business Grant Fund, the Retail, Hospitality and Leisure Grant Fund and the Discretionary Business Grant. The Cabinet Member noted that the allocation had made by the Government based on an estimated requirement, and not using any local knowledge, with the eligibility criteria for support also being set by the Government. The Cabinet Member noted that Council promoted the schemes widely via social media, press releases, the Business Chamber, direct contact (calls, emails and letters) and the Council's website, with extra promotion of the schemes in the weeks leading up their closure.

The Cabinet Member advised that 3,934 businesses had successfully applied and that £44.440m had been paid out to businesses of all sizes across the Borough. The Cabinet Member advised that the £5.140m of grant received by the Council that had not been used would be returned to the Government. The Cabinet Member stated that the Government had also provided £2.479m for a discretionary scheme that had been used to support 274 businesses and noted that all of this money had been allocated to businesses.

As a supplementary question Councillor Carter noted that all of the money received should have been used to support businesses and asked why all the funding received had not been spent.

The Cabinet Member advised that all money allocated to businesses had been allocated correctly, and in line with the Government's rules for how the money was to be used. While it would have been desirable to use all of the available funding in the Borough, it would not have been responsible to allocate funding to businesses that did not meet the required criteria.

**(16) Councillor Cowles** asked the Cabinet Member for Waste, Roads and Community Safety of the 35 PSPO breaches issued in Eastwood in the past year how many have been for noise ASB related offenses?

In response the Cabinet Member for Waste, Roads and Community Safety advised that the Council took noise nuisance very seriously and had recently made a decision to invest in additional resources to ensure that there was a more effective Out of Hours Service to deal with noise and anti-social behaviour. The Cabinet Member advised that over the course of the pandemic the Council had had a seven day service in place to support residents in terms of this work, and that this approach would continue in the future.

As a supplementary question Councillor Cowles noted the additional cameras that had been installed in the area and asked whether it was the case that these could only be used regarding fly tipping offences.

The Cabinet Member noted the improving situation regarding fly tipping and noise complaints in Eastwood and the contribution that Ward Members had played in this in working with their community. The Cabinet Member also noted the significant increase of Fixed Penalty Notices that had been issued compared to the same time in 2019. The Cabinet Member advised that she did not know the exact rules surrounding what the cameras could and could not be used for an advised Councillor Cowles that she would look into this further this and get the information to him.

### **398. URGENT ITEMS**

There were no urgent items for consideration.

**Councillor Chris Read – Leader of the Council**

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*Email the Council for **free** @ your local library!*

<b>Our Ref:</b>	<b>Direct Line:</b>	<b>Extension:</b>	<b>Please Contact:</b>
CR/EJH	(01709) 822700	22770	Councillor Chris Read

7th October 2020

Elizabeth

By email

Dear Elizabeth

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

*You ask “Since the telephone call just after 2 pm on Friday 10th July what has the Leader found out about the highly sensitive information that ended up in the last place it should have ended up?”*

Further to the telephone call that I had with Mr Harron on July 10<sup>th</sup> I am afraid that I have not been able to find any further information about the issue he raised with me on your behalf.

As I said during that conversation, the Council would not be aware of the contents of a legal bundle. I have taken advice from the police, who tell me that not only should the Council not be made aware of such information, but that it would also be inappropriate for me to try to obtain it.

In these circumstances I am not sure there is anything more I can do, but if you feel that there is then please do let me know.

With best wishes,



**Councillor Chris Read**  
**Leader of Rotherham Council**

**Councillor Chris Read – Leader of the Council**

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Councillor Chris Read

7th October 2020

Mr J Smith

By email

Dear Mr Smith

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “Why was a Gold Group set up to investigate SLAC (allegedly)?”

In August 2016 the Council received a number of complaints about Swinton Lock Activity Centre and its Chief Executive.

At that time, Swinton Lock Activity Centre was receiving Council funding and therefore the council had a duty of care to ensure the complaints were robustly and fairly considered.

To enable due consideration to be given to the matters raised the Council formed a multi-agency Gold group to oversee an investigation and commissioned independent investigators to carry it out. It is not unusual when multiple agencies need to work together on one piece of work for a ‘Gold group’ to be formed in this way.

Following the conclusion of the independent investigation, when there were no outstanding actions for statutory partners to undertake, the Gold group ceased to meet.

I hope this information is helpful.

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**

**Councillor Chris Read – Leader of the Council**

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<b>Our Ref:</b>	<b>Direct Line:</b>	<b>Extension:</b>	<b>Please Contact:</b>
CR/EJH	(01709) 822700	22770	Councillor Chris Read

7th October 2020

Mr G Dempsey

By email

Dear Mr Dempsey

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “I request that RMBC provide clarity about the first rejection of a recent adult survivor's petition (and other petitions) with this very vague and confusing phrase:

“I thank you for your petition which I have rejected as potentially libellous / relates to a particular official of a public authority.”

There are 11 criteria set out in the council's constitution which explain the circumstances in which a petition will be deemed not valid. Amongst these are:

- Potentially libellous, false or defamatory statements.
- a petition that refers to a particular official of a public body

The principle in both cases is that council is not a meeting where it is appropriate to discuss the specifics of any individual, be they members of staff or of the public. Natural justice would suggest that they should have the right to reply to any allegations about them, which is not possible within the confines of a council meeting.

Any complaints about a member of staff would be subject to the council's complaints procedure, and issues about the circumstances of an individual member of the public should be submitted to the relevant service.

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**

**Councillor Chris Read – Leader of the Council**

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22770

**Please Contact:**

Councillor Chris Read

7<sup>th</sup> October 2020

Ms M Edge

By email

Dear Ms Edge

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “I support the petition calling on the Council to investigate the obstacles placed in the way of a petition submitted by an adult survivor of Child Sexual Exploitation (CSE) on 31.7.20 for the Council meeting today.

What mechanisms are in place for scrutinising the actions of officers who are making decisions about petitions by adult survivors of CSE?”

I can confirm that all petitions are considered in relation to the Council Scheme of Petitions, the part of the council’s constitution which sets out clear guidance for what may be considered acceptable.

The actions of officers in relation to how they administer all schemes and protocols are overseen by the Council’s Monitoring Officer.

Anyone who has a complaint in relation to how the petition scheme is applied should follow the Council’s complaint procedure. If you wish to make a complaint details of the procedure can be found here <https://www.rotherham.gov.uk/xfp/form/536>.

Yours sincerely



**Councillor Chris Read**

**Leader of Rotherham Council**

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CR/EJH	(01709) 822700	22770	Councillor Chris Read

Ms P Holland

7<sup>th</sup> October 2020

By email

Dear Ms Holland

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “It was recently stated that the uploading of proposed petitions onto the RMBC petition site is the responsibility of the petitioner.

Will you investigate the enormous difficulties that users have found with the RMBC e-petition site and explain how a person, who has been authorised to do so, can upload a petition for an adult survivor of CSE?”

It is correct that the uploading of any proposed e-petition onto the Council’s website is the responsibility of the petitioner. The Council provides this useful function as an alternate means of raising a petition; and in addition to the traditional means a petitioner may wish to raise a petition by physically collecting signatures, or by using a commercial online petitioning site.

Anyone is welcome to propose a petition and guidance is available on the website  
<https://www.rotherham.gov.uk/downloads/file/1293/petition-scheme>

Where issues are experienced using the RMBC e-petition site individuals should email the details to the governance team [governance@rotherham.gov.uk](mailto:governance@rotherham.gov.uk) who will be happy to investigate the issues and assist in resolution.

I understand that the specific petition to which your question refers was successfully submitted ahead of last week’s council meeting.

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**



**Councillor Chris Read – Leader of the Council**

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CR/EJH	(01709) 822700	22770	Councillor Chris Read

'T'

7th October 2020

By email

Dear 'T'

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “On 1 October 2018, following a meeting with the Assistant Chief Executive, as a part of an objective, “Ensure there is regular communications with yourself” it was suggested I be sent an email once a month to keep me up-to-date with the re-commissioning of post CSE services.”

Unfortunately, as I was not party to the meeting two years ago that you refer to, I’m afraid am unable to comment on the matters discussed or agreed in relating to the possible monthly emails. As you know, the then Assistant Chief Executive has subsequently moved to a new role with a different council. I think your question is the first time that you have raised this matter with me and I can only apologise if you feel that the Council has not met a commitment to you.

I can confirm that the timeline for the commissioning is on track for the new contract to commence from 1<sup>st</sup> January 2021 as set out in the report considered by Cabinet on 15<sup>th</sup> June 2020. I have enclosed a copy of the report that was considered by Cabinet for your information.

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**  
Enc

**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 1<sup>st</sup> 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  
01709 822125 or jo.smith@rotherham.gov.uk

Jenny Lingrell, Joint Assistant Director of Commissioning,  
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This report is published on the Council's [website](#).

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**Councillor Chris Read – Leader of the Council**

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CR/EJH	(01709) 822700	22770	Councillor Chris Read

Ms C Meleady

9th October 2020

By email

Dear Ms Meleady

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “I understand that the consultation with victims and survivors of CSE about the re-commissioning of POST ABUSE services did not proceed because a full clinical governance structure was not in place. What steps have been taken to establish a full clinical governance structure for victims and survivors of CSE ahead of the re-commissioning of POST ABUSE services?”

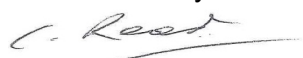
In September 2018 the Council engaged the organisation A Centre of Excellence for Public and Patient Engagement (ACEPPE) to assist with the development of a consultation to support drawing up a needs analysis to inform the post-abuse CSE services commissioned by the Council.

Early in this pre-consultation phase significant ethical concerns were raised by current providers, Rotherham RISE and GROW, and by the clinical lead of the Trauma and Resilience Service, as well as the Associate Nurse Director of the Rotherham, Doncaster and South Humber Mental Health Trust about the approach advocated by ACEPPE.

I understand that Council officers worked with ACEPPE and stakeholders to try and seek consensus and enable the work to proceed as planned. However, it became apparent that it would not be possible to proceed in the way that ACEPPE advocated without agreeing a full clinical governance structure. This is the governance approach used by the NHS in order to protect patients who participate in the research. The Council’s commissioned services for post-abuse are intended to meet the needs of those people who might otherwise not meet thresholds for health services. Mental health services that might be required by CSE survivors are properly provided by the NHS, and the council is not a clinical organisation.

Despite this, consultation did take place, with the needs analysis informed by the views of existing service users through a questionnaire, and through a public survey that was hosted on the Council’s website and promoted to encourage survivors who had not used commissioned services to be able to take part; this approach did not require full clinical governance.

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**

**Councillor Chris Read – Leader of the Council**

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<b>Our Ref:</b>	<b>Direct Line:</b>	<b>Extension:</b>	<b>Please Contact:</b>
CR/EJH	(01709) 822700	22770	Councillor Chris Read

Mr J Cape

7<sup>th</sup> October 2020

By email

Dear Mr Cape

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “In the reports pack for the Improving Lives Select Commission (ILSC) on 3.3.20, on page 21 (Agenda Item 9 1.2: Re-commissioning of CSE Support services) it stated that “significant concerns were raised”.

Did each of the three organisations identified (Rotherham Rise, GROW and the Trauma and Resilience Service) raise concerns or were the concerns about these three organisations?”

Each of the three organisations identified (Rotherham Rise, GROW and the Trauma and Resilience Service) raised concerns about the way that A Centre of Excellence for Patient and Public Engagement (ACEPPE) were proposing to work with adult survivors to prepare a needs analysis to inform future commissioning of support services for adult survivors of child sexual exploitation.

Yours sincerely



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**Please Contact:**

Councillor Chris Read

Ms Mary Harron

7th October 2020

By email

Dear Ms Harron

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “I support the petition calling on the Council to investigate the obstacles placed in the way of an adult survivor of CSE who submitted a petition for the Council meeting today.

Will the Leader personally investigate why this false statement was issued on 15th September 2020:


The petition has been uploaded to the Rotherham MBC website”.

It seems that there has been a genuine misunderstanding around the term ‘uploaded’ and our guidance to petitioners will be checked to ensure that it is clearer in future. This petition was uploaded to the website but as per the scheme could not be made visible until approved by the Monitoring Officer.

I have looked into this matter and I understand that there were some delays in agreeing the narrative with the petitioner which meant this process couldn’t be completed before the closing deadline.

However, I note that despite the petition not being publicised on the Council website, it still received enough signatories to be presented before Council last week.

Yours sincerely



**Councillor Chris Read**

**Leader of Rotherham Council**



**Councillor Denise Lelliott – Cabinet Member Jobs and the Local Economy**

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DL/EJH		23564	Councillor Denise Lelliott

Dr F Milo

5th October 2020

By email

Dear Dr Milo

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “Residents are concerned about the council’s parkway expansion plans. What guarantees will the council give to install a sound barrier, and will the council commit to a review of the need for parkway expansion given change in commuter behaviours due to the pandemic?”

A full environmental assessment has been completed for the scheme, and the results will be published on the council website in early October. The noise assessment shows that the scheme has a negligible impact on noise, both in the long and short-term, and so therefore no noise barriers are proposed.

During the construction phase best practice mitigation measures will be employed to ensure the minimum amount of disturbance to residents. The scheme has been submitted to the Government (Department for Transport) for consideration and we await the response.

I hope above information adequately answers your question.

Yours sincerely



**Councillor Denise Lelliott**  
**Cabinet Member Jobs and the Local Economy**

**Councillor Chris Read – Leader of the Council**

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CR/EJH	(01709) 822700	22770	Councillor Chris Read

7<sup>th</sup> October 2020

Ms P Cialfi

By email

Dear Ms Cialfi

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “A comparative reference was made to the council’s handling of CSE.

The CEO wrote:

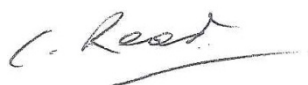
“I can assure you that the Council can be trusted...”  
“I believe there has been a substantial change in culture...”

These statements are not endorsed by CSE survivors.

Where is the evidence to support what the CEO has written?”

Given that your question relates to something apparently stated by the Chief Executive, I will ask her to respond to you directly in writing.

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**

c.c. Sharon Kemp – Chief Executive

**Councillor Denise Lelliott – Cabinet Member Jobs and the Local Economy**

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DL/EJH		23566	Councillor Denise Lelliott

Councillor A Napper

19th October 2020

By email

Dear Councillor Napper

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask ***“What is RMBC’s position with regards to Grade II listed buildings in Rotherham?”***

The Council's policy on Listed Buildings is contained within the adopted Local Plan with reference specifically to Policies CS23 'Valuing the Historic Environment' and SP40 'Listed Buildings' which seek to protect and enhance the Borough's heritage assets, including Grade II Listed Buildings.

Listed Buildings are buildings or structures which are included in a list of buildings of special architectural or historic interest. Listing acknowledges the buildings special interest and also helps us understand our history. All types of buildings and structures can be listed, from civic buildings to ordinary cottages, bridges, walls, milestones, stocks, telephone boxes and lampposts may even be listed. Not all the items on the lists are beautiful or attractive – some are included purely for their historical value and associations.

Buildings are listed to ensure that their special interest is considered before decisions on their future are made. This does not mean that the building and its surroundings must be preserved intact at all costs. What it does mean is that changes will only be permitted if they respect the particular character and interest of the building and its setting or that exceptional circumstances of a proposal clearly outweigh any harm that is identified.

I hope above information adequately answers your question.

Yours sincerely



**Councillor Denise Lelliott**  
**Cabinet Member Waste, Jobs and the Local Economy**

**Councillor Emma Hoddinott – Cabinet Member Waste, Roads  
and Community Safety**

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**Please Contact:**

Councillor Emma Hoddinott

Councillor A Napper

19th October 2020

By email

Dear Councillor Napper

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask ***“Silverwood is a nature reserve, what can RMBC do to help stop destruction of this site by off road vehicles and wanton vandalism of the site?”***

The site of the former Silverwood Pit is actually within private ownership (Ogden Group of Companies) and has no formal designation as a nature reserve or other environmental protections that the Council is aware of.

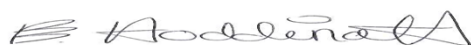
It terms of managing issues on the site, this is down to the private owners however the council appreciate that this is a site of significance and it is well-used by local communities. As such a working group has been formed which I chair and brings together officers from within the council, and representation from South Yorkshire Police.

To date this group has restricted access to the site for off-road vehicles from adjacent woodlands which are in Council ownership to further prevent access to the site off-road vehicles. Alongside local knowledge, South Yorkshire Police have been able to run a number of operations around the site and seized some off-road bikes. .

I am also liaising with the landowner and have recently held a site visit with its representative and local residents. Following this visit I have written to Ogdens asking them to consider improvements which we feel would be beneficial in securing their land further, and this has been supported with a letter by the local MP John Healey.

As you will see from the above information that the council are actively working to secure the site and reduce anti-social behaviour that is taking place so that local residents are able to enjoy this beautiful area to its full potential.

Yours sincerely



**Councillor Emma Hoddinott**

**Cabinet Member Waste, Roads and Community Safety**

**Councillor David Roche – Cabinet Member Adult Social Care and Health**

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DR/EJH		2465	Councillor David Roche

Councillor A Napper

19<sup>th</sup> October 2020

By email

Dear Councillor Napper

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask **“Could the Chair of Health and Wellbeing tell us how many people in the Rotherham area have died of flu or pneumonia in the last six months?”**

Unfortunately, I am unable to provide a response to the question that you would have asked had you been able to attend the Council Meeting. This is because the Council, like many other councils do not hold or collect this data.

I am sorry that I cannot be of more help in this matter.

Yours sincerely



**Councillor David Roche**  
**Cabinet Member Adult Social Care and Health**  
**Chair of Health and Wellbeing Board**

**Councillor Chris Read – Leader of the Council**

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**Please Contact:**

Councillor Chris Read

Councillor Alan Napper  
c/o Rotherham Town Hall

The Crofts

Moorgate Street

ROTHERHAM

S60 2TH

5th October 2020

By email

Dear Councillor Napper

**Council Meeting – 30<sup>th</sup> September 2020**

Thank you for submitting a question for the above Council meeting.

You ask “***Can the Leader tell us why the Licensing Committee hearing cannot be held in the Council Chamber?***”

We all remain mindful that a return to physical meeting arrangements remains our long-term ambition and we keep this matter under a tight review.

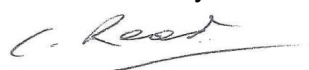
However, government advice remains that all work that can be conducted without physical interaction should continue to be done so, and with rising infection rates both nationally and locally the Council’s position remains that Council business will be conducted virtually.

There are additional specific matters to take into consideration in respect of the Town Hall. The building is currently closed, and Town Hall staff have been allocated to other duties. Opening the building would require additional logistical considerations such as an enhanced cleaning regime, which is currently not practical given other options.

I am aware members of this particular committee have expressed some difficulties with virtual meetings and note officers will be providing further support to ensure all our virtual meetings are as effective as they can be.

With best wishes

Yours sincerely



**Councillor Chris Read**  
**Leader of Rotherham Council**

**THE CABINET**  
**21st September, 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)

**40.           DECLARATIONS OF INTEREST**

There were no declarations of interest.

**41.           QUESTIONS FROM MEMBERS OF THE PUBLIC**

(1) A question was received from Mr. Cawkwell who asked:-

On the 14<sup>th</sup> September, 2020 the joint Assistant Director of Commissioning, Performance and Quality confirmed in an e-mail to the Chair of the Improving Lives Select Commission that there were errors in a report presented to the meeting of the 3<sup>rd</sup> March, 2020. He asked what those errors were.

The Leader, without knowing the full details, was unable to speculate and would so investigate and report back to the member of the public in writing.

In a supplementary question, Mr. Cawkwell asked if important errors had been made what actions would the Leader take to deal with that particular issue.

The Leader confirmed it would depend very much on the nature of the mistake. If it were simply administrative error this would be corrected at the meeting. However, if it was believed Members were being misled then the Council's complaints procedure could be followed through and investigated. However, as already indicated this would be looked into and a response provided in writing.

(2) A question was received from Mr. Harron who asked:-

How was the Council going to ensure that the voices of the most vulnerable would be heard in the year specifically on the run up to the Council elections next May.

The Leader referred to the Year Ahead (on the agenda) and referenced the particular strand assisting with residents' mental and physical health and addressing health inequalities. This was a big challenge and had been for some people over the last six months and was likely to continue.



The Council would continue to use the methods of engaging people to make sure their voices were heard with a process of formal consultation. People would be listened to, but there would be particular challenges for some sections of the community, which services were acutely aware.

In a supplementary question Mr. Harron asked if the Leader was aware of the number of obstacles put in the way of an adult survivor just to get a petition on to the agenda of the next Council meeting next week. Despite it being said in writing that the petition was uploaded onto the e-petition site it was not there and asked if the Leader would ensure it was uploaded as a matter of urgency.

The Leader was not aware of the specific issue, but would investigate and speak to Democratic Services.

Mr. Harron followed by confirming this was about scrutiny and checking the process was followed correctly. He was in receipt of an email confirming the petition was uploaded and ready for people to sign. He stressed the importance of the democratic process with questions and petitions so would be grateful if the Leader could look into this further.

(3) A further written question was received from Mr. Rodgers who asked in relation to Section 2.65 of item 7 (Update on the Council Response to the COVID -19 Emergency), please could you advise residents of when the refunds will be processed for the PAID FOR Garden Waste Collections that were not provided in April and May?

A reply in writing would be provided to Mr. Rodgers.

**42. MINUTES OF THE PREVIOUS MEETING**

**Resolved:-**

That the minutes of the Cabinet meeting held on 20<sup>th</sup> July, 2020 be approved as a true and correct record of the proceedings.

**43. 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 Agenda Item 14 on the grounds that Appendix 4 involves 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.



#### 44. THE YEAR AHEAD

Consideration was given to a report which outlined the Council's Year Ahead Plan with the purpose of supporting residents and businesses in these uncertain times, helping them to build resilience and adapt.

The Year Ahead document would effectively be the Council Plan for operating within and recovering from the Covid-19 pandemic in that it would capture the key actions through to May, 2021 and provide a basis for the development of a longer-term plan for the Borough.

The changing nature of the pandemic meant that the Council would need to continue to respond in a flexible way. Many of the impacts of the pandemic were not yet understood and have the potential to be profound and long lasting, therefore, the Council would need to continue to learn and adapt to new and emerging situations. As such, the approach through recovery planning would be an iterative process, necessarily building a picture of and responding to emerging needs and challenges.

The Year Ahead plan was based around five themes:-

- Thriving neighbourhoods.
- Better health and wellbeing.
- Economic recovery.
- New ways of working.
- Confidence and hope in Rotherham.

The plan outlined the outcomes that each theme would be focussed on as well as the key activity that would take place between September, 2020 and May, 2021 to deliver on these outcomes.

Councillor Roche confirmed the role of the Health and Wellbeing Board was to address health inequalities and as part of this work a revamp of the Health and Wellbeing Board would take place. This was also discussed as part of the workshop with the LGA at the last meeting.

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

- a sub-group of the Improving Places Select Commission be established in order to feed into the planned review relating to the return to, and use of Council buildings, and that the Chair of the Overview and Scrutiny Management Board be invited to be a member of the sub-group
- that the sub-group of the Overview and Scrutiny Management Board on Communications be re-established in order to review how customers access Council Services

- that a sub-group of the Overview and Scrutiny Management Board be established to feed into the Council's review of its approach to Equalities.

The Cabinet were happy to accept those recommendations.

**Resolved:-**

- (1) That the Council's Year Ahead Plan be approved.
- (2) That the proposed governance arrangements be endorsed.

**45. UPDATE ON THE RESPONSE TO AND RECOVERY FROM THE COVID 19 PANDEMIC**

Consideration was given to the report which provided an update on how the Council was currently responding to the COVID-19 global pandemic.

An overview was also provided how the Council was responding to the crisis, what this meant for critical services and the critical issues being addressed.

The Cabinet Member wished to formally place on record his thanks and appreciation to staff for their hard work throughout this Pandemic.

Governance arrangements have been reviewed and streamlined to reflect current priorities as the Council moved into recovery. This included merging the Workforce, PPE and Accessible Areas workstreams into a single workstream (Corporate Incident, Continuity Management, PPE, Workforce and Recovery Cell.)

Gilly Brenner, Public Health Consultant, gave a short presentation via Powerpoint on the COVID-19 Surveillance Board and how the current situation was being monitored:-

The presentation drew attention to:-

- England Comparisons – Maps.
- Cases over the Pandemic.
- Weekly Cases by Local Area.
- Summary Epidemiology.
- Local Outbreak Control Plan.
- Consistent Key Messages.

Cabinet Members welcomed the update, but sought assurance as how the situation was being monitored when surrounding areas were subject to restrictions with cases starting to rise and whether there was anything in particular that should be done to avoid those sort of local lockdown situations.

Whilst it was noted Rotherham was not on the "Watch List" this week the numbers were still of concern. Messages about testing had been successful with the communications campaign and public engagement. It was important to keep up those consistent messages especially when some of the cases identified were actually transmitted outside of the Borough.

Further information was sought on the details from Central Government about funding for those on low incomes suffering financial hardship when having to self-isolate and thus unable to work as well as the fines for those breaching the restrictions. This was of significant concern and the importance of staying home would continue to be promoted. All age groups continued to be affected by this virus so the public could not afford to be complacent and must, regardless of age or location, work together to keep the infection rates down.

The Chief Executive also confirmed the Council continued to operate within its major incident plan and had continued to participate in the South Yorkshire Resilience Forum co-ordinating actions and aid across the sub-region.

The number of Business Support Grants the Council had issued was very positive and the delivery high with 3,928 Business Support Grants paid and a further 276 grants being delivered. Rate relief had also been issued to 1,150 business across the Borough along with 3,834 requests for support since its launch. The Council also had 305 volunteers who were cleared to provide support and the Food Crisis Support Service continued to deliver over 2,397 food parcels, a service which still remained available.

Adult Social Care was continuing to work with G.P.'s to support care home providers and on Friday last week a new National Scheme was launched which would see the extension of the Infection Control Grant which actually supported local providers over the Winter period. This would ensure everything was being done to support the most vulnerable elderly population and reduce the transmission.

Children's Social Care continued to make contact with all vulnerable children and had been heavily engaged with working with local schools and Public Health England. 990 laptops had also been delivered as part of the Vulnerable Children's Technology Scheme by the DFE.

Libraries were also starting to re-open in a managed way with a reduced offer and COVID-19 secure arrangements in place.

The situation, however, still remained volatile and would continue to be monitored on a daily basis within the national Government's guidance. Special thanks were offered to all who had worked so hard over the course of the last six months and which would continue with the

challenges ahead during Winter.

**Resolved:-**

(1) That the COVID-19 management and control arrangements that are in place be noted.

(2) That the COVID-19 workstreams and the action being taken be noted.

(3) That feedback be provided in relation to the workstreams and current actions.

**46. CHILDREN'S COMMISSIONER'S TAKEOVER CHALLENGE - YOUNG CARERS' UPDATE**

Consideration was given to the report which provided an update on the actions that were able to be progressed from June, 2020 during the current Covid-19 lockdown restrictions period.

Since June 2020, the Assistant Director for Early Help, Family Engagement and Business Support was assigned to lead this work and convened a fortnightly Task and Finish Group to expedite action and to oversee process.

Updates have been provided against each of the Overview and Scrutiny Management Board (OSMB) recommendations and these were clearly detailed as part of the report.

The outbreak of Covid-19 continued to hamper progress made against some of the review recommendations and this was likely to be the case for some considerable time. However, this work would be progressed virtually where possible to ensure recommendations continued to be progressed.

**Resolved:-**

That the updates within the report be noted.

**47. RESPONSE TO RECOMMENDATIONS FROM CHILDREN'S COMMISSIONER TAKEOVER CHALLENGE – HATE CRIME**

Consideration was given to the report which detailed how Rotherham Youth Cabinet included Hate Crime as one of the four key aims in their 2020 manifesto after it emerged in the top three issues following the annual "Make Your Mark" consultation with young people.

Subsequently a spotlight scrutiny review was undertaken by a group of young people from Rotherham Youth Cabinet on 12th March, 2020 when they took over an Overview and Scrutiny Management Board meeting.

As part of their evidence gathering Rotherham Youth Cabinet participated in a short interactive session with the Community Safety Team and a planning meeting followed to develop the young people's key lines of enquiry and broad questions and to determine who they wished to invite as witnesses.

The Early Help and Family Engagement Team facilitated this work with support from Councillor Steele, Chair of the Overview and Scrutiny Management Board, and the Governance Unit.

An update was, therefore, presented on the response to each of the recommendations arising from this review, which would also be referred back to the Overview and Scrutiny Management Board for information.

Cabinet Members welcomed the update and thanked the Youth Cabinet for presenting their concerns to the Safer Rotherham Partnership. This was a good opportunity for the partners to hear about the work being undertaken.

**Resolved:-**

That progress updates on the recommendations from the review be received and noted.

**48. VOLUNTARY SECTOR INFRASTRUCTURE**

Consideration was given to the report which detailed progress after a review and renewed approach to the delivery of Voluntary Sector Infrastructure Services and which subsequently led to the award of a three-year Service Level Agreement (SLA) with Voluntary Action Rotherham (VAR) running from April, 2018 to March, 2021.

The Service Level Agreement had, within the generality of infrastructure services, umbrella support and communications, been prioritised to provide support and promote a number of activities.

In doing so, the SLA brought together working with both VAR and Rotherham Ethnic Minority Alliance (REMA) into a single Service Level Agreement.

Recommendations were, therefore, made for the next three year Infrastructure Service Level Agreement for the period April, 2021 to March, 2024, taking forward the commitments set out in the Rotherham Compact, building on experience gained through the current agreement, taking account of research on the impact of COVID-19, and setting out a aspirational strategic approach for the future of the voluntary and community sector in Rotherham.

The report also took account of seeking to achieve “excellent” accreditation under the Equality Framework for Local Government and address the equalities implications arising from the COVID-19 emergency. This would be completed undertaking a review and course of action that would be set out in a further report to Cabinet.

To this end, it was recommended that the equalities component of the current Service Level Agreement be separated from the future VCS Infrastructure arrangements and incorporated into the Equalities Review.

This recommended approach would protect the services currently provided by REMA around increasing capacity of ethnic minority organisations for at least a year, whilst the Council undertook a wider piece of work to improve equalities and consider how that grant funding might contribute.. At the same time funding of the wider VCS infrastructure work would continue based on the remaining funding available.

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

**Resolved:-**

(1) That the progress arrangements for VCS Infrastructure Services in Rotherham be approved, including:-

- a. Co-design with voluntary sector organisations for services to be delivered through an SLA for three years commencing from April, 2021;
- b. Invitation to bid and appointment of a VCS organisation to lead on the co-design process.

(2) That as part of the Council’s work to review equalities in Rotherham, the future arrangements for working with, and for support for REMA, be excluded from the Infrastructure SLA and included in the review.

(3) That the terms of the current SLA, so far as they apply to REMA, be extended for one year pending the review of equalities.

**49. ADVICE REVIEW AND ADVICE SERVICES SLA**

Consideration was given to the report which detailed how the provision of advice across a range of topics, and especially in relation to benefits and debt, both through Council services and the voluntary sector, continued to provide essential support to thousands of vulnerable people in Rotherham each year.

Demand for advice services remained high, and was expected to continue to rise, particularly as the economic impact of the COVID-19 emergency and end of furlough created more financial difficulties for people.

Experience from the advice review showed that further improvements could be made, particularly around referrals and this built on the developments to date in implementing the “single advice model” adopted by Cabinet at its meeting in October 2017.

Lessons learnt from operating the Community Hub throughout the COVID-19 emergency were also assisting in improving referral pathways.

An update was provided on the provision of advice services across Council inhouse and Voluntary and Community Sector (VCS) providers and a process was set out for a new three year Service Level Agreement (SLA) through co-design with VCS advice providers for the period 2021/22, 2022/23 and 2023/24. It was, therefore, proposed that this be done through inviting a lead VCS organisation to work with the Council.

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

**Resolved:-**

(1) That arrangements be approved and progressed for advice services in Rotherham, including:-

- a) Co-design with voluntary sector organisations for services to be delivered by voluntary sector advice providers for three years commencing from April 2021.
- b) Invitation to bid and appointment of an advice services VCS organisation to lead on the co-design process.
- c) That the scope of services to be delivered by the voluntary sector focus on provision in levels two and three of the advice model through core Service Level Agreements to a total value of £240k per annum, with the provision for additional project based arrangements covering specific advice service demands and developments over the medium term.
- d) That the SLA be a “partnership” SLA with each partner a signatory to the SLA and direct receipt of grant.

(2) That improvements to referral processes from other services to create person centred client pathways be built into the new service specification, in line with the Single Advice Model agreed by Cabinet in October 2017.

(3) That progress made since the implementation of the Advice Review phase 2 be received.

**50. JULY FINANCIAL MONITORING 2020/21**

Consideration was given to the report which set out the financial position as at the end of July 2020 and was based on actual costs and income for the first four months of 2020/21 and forecast for the remainder of the financial year.

Financial performance was a key element within the assessment of the Council's overall performance framework and was essential to achievement of the objectives within the Council's Policy Agenda.

To that end, this was the second financial monitoring report of a series of monitoring reports for the current financial year which would continue to be brought forward to Cabinet on a regular basis.

As at July 2020, the Council had a forecast year-end overspend of £21.9m on the General Fund, this was mitigated in part by the Government's provision of COVID-19 support grant of £18.9m, providing a net forecast outturn of £3m overspend.

It was also noted that at the time of the report being written the guidance had not been received in terms of the support grant and mitigating income, but this would now be worked through. It was uncertain how long the implications of the Pandemic would go on for and estimates were based on real issues and how this played into next year and future years. This would also have a substantial impact on delivery of savings this and there were lots of interrelated issues and the non-delivery of savings that also needed to be worked through.

A further report would be submitted to Cabinet in November where more would be known about income grant and how this could be built into plans in order to move forward. The Government settlement would not be received until late in the year and this would then play through into the budget. It was hoped plans would remain on track with the uncertainty more around the medium term than the current year in a financial sense.

**Resolved:-**

(1) That the current General Fund Revenue Budget forecast of £3m 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.



**51. COUNCIL PLAN Q4 2019/20 PERFORMANCE REPORT**

Consideration was given to the report which detailed how the Council Plan, the core document that underpinned the Council's overall vision, set out the headline priorities, outcomes and measures that would demonstrate its delivery.

This report was the fourth and final report in the 2019-2020 reporting cycle covering Quarter 4 (1st January, 2020 to 31st March, 2020) and year-end. Due to the COVID-19 crisis and reallocation of resources, there had been a delay in the production of the Quarter 4 Performance Report for 2019-20.

The report content had also been slimmed down and did not include a detailed narrative for each priority. The Quarter 4 Report (Appendix A) consisted of performance scorecards for each priority to provide an analysis of the Council's performance against the thirteen key delivery outcomes and sixty-nine measures, including whether the 2019/20 targets have been achieved and how performance compared to 2018-19.

At the end of the fourth and final quarter (January to March 2020), thirty-eight measures (57%) had either met or had exceeded the target set in the Council Plan.

This was a higher number than 2018-19 when thirty-four measures met or exceeded the targets set, but was 1% lower than the 58% of measures that hit their targets in 2018-19.

This was also an improvement in performance over previous quarters, as only 55%, 52% and 49% of measures hit their targets in quarters one, two and three respectively.

The priority area with the highest proportion of targets met was Priority 3 (a strong community in a clean safe environment) where 75% of measures were marked as target met or exceeded.

The direction of travel was positive for thirty-seven (60%) of the indicators measured in the final quarter. This was the same number of positive measures when compared to thirty-seven last quarter, although a lower percentage when compared to 66% in Quarter 3. However, this was a significant improvement in comparison to Quarter 4 2018-19 when thirty-two (51%) had a positive direction of travel.

Cabinet Members were invited to each give an overview of progress in their respective areas:-

Councillor Alam confirmed seven out of thirteen measures had hit the target and four others within 3% of the target set. Targets were hit for the completion of PDR reviews, agency costs and response to complaints given the challenges facing the Council. Performance was strong revenue collections and sickness.

This provided from a good foundation for future years now the Plan had come to an end in its current form.

Councillor Beck was pleased to report that target for new homes being delivered in the Borough had been achieved with 51 being delivered from a target of 50. Homes delivered directly through Council intervention had achieved 177 from a target of 175 which meant about a third of the new homes delivered last year were delivered as a direct result of the Council getting involved with the market delivering largely affordable housing and Council housing.

On track was the measure of decency national standards for Council stock which was 100% the same as last year. The outcome compliancy of Selective Licensing Scheme was at 97.5% of the licence holders being compliant at the end of the year.

Councillor Watson reported on the progress made with the safe and sustainable reduction in the number of children on Child Protection Plans, Children in Need Plans and Looked After Children, which as a result of lockdown had seen a reduction in progress with families and the resultant creeping back up of the numbers.

The Service was bracing itself for referrals now schools had returned so whilst the numbers looked good they did come with a health warning that they may increase over the next few months and reflected how this pandemic had affected some aspects of the Council's work.

Councillor Roche reported on the steady progress of the reduction of numbers of smoking during pregnancy and successful completion of opiate drug treatment and hospital discharges which was going in the right direction but had not quite met its target.

Good progress was also being made with targets hit for safeguarding adults and the number of carers assessments completed.

Councillor Hoddinott confirmed that most of the measures were on target and despite the challenging conditions the Service managed to complete the number of on the spot inspections of taxis with compliance in terms of the driver and the vehicle. Of the 110 carried out last year not all of them were compliant – 83% of drivers and 70% of vehicles were compliant and the majority of issues resolved within 24 hours.

An area that had suffered due to COVID-19 had been missed bins and whilst numbers had reduced and missed the target this was due to the Waste Service being hit by staff absence. Thanks and appreciation were recorded for those staff who kept most of those services going.

Further improvements were made in the road network and a decrease had been made in the number of roads rated as red and amber with emphasis placed on the unclassified road network.

There had also been positive outcomes for hate crimes which had improved with better handling and reporting by the Police. It was hoped this would continue and improve further.

It was also good news for enforcement with over 2,000 fines being issued for various enforcement issues such as littering and in particular 82 for fly tipping. 12 cases had been prepared for prosecution, but this had been delayed due to the pandemic. A small minority continued to fly tip and allow their dogs to foul, but action would continue against them.

Councillor Lelliott reported on the extended opportunities in planning for the future which showed the progress where businesses were supported to grow with employment opportunities being expanded across the Borough.

This was really important during the challenging economic times, but with the expansion of successful business centres the direction of travel was positive.

There were several reasons for those measures that did not hit the target with the percentage of working age population being missed by 0.4% below the national average. This was not surprising given the economic imbalance. The other measure was the number of new businesses started which was 2% lower than the 2018/19 target. Hopefully Rotherham could look to buck the trend and move this forward.

Councillor Allen was pleased to report that the direction of travel for all three measures were going in the right direction. In terms of culture and leisure facilities the target was not only achieved, but exceeded by over 5% on the previous year. Visitors were coming to culture and leisure facilities to learn and develop the skills towards obtaining employment and over 17,000 more people had taken advantage of those opportunities which was a 4% increase on the year before.

The customer satisfaction ratings for the Council's culture and leisure facilities remained high with a 92% highly satisfied rating for libraries, heritage sites parks, open spaces and sports and leisure facilities.

In terms of the Year Ahead report some of 77 actions also tied into this area moving forward.

**Resolved:-**

- (1) That the overall position and direction of travel in relation to the Council Plan performance for 2019-20 be noted.
- (2) That measures which did not achieve their targets and the actions required to improve performance, including future performance clinics be discussed.
- (3) That the future reporting arrangements for 2020-21 be noted.

**52. ANNUAL HOUSING DEVELOPMENT REPORT**

Consideration was given to the report which set out how the delivery of new housing played a critical role in both Rotherham's overall economic growth, and the health and wellbeing of Rotherham's residents.

The Council had an ambitious Housing Revenue Account (HRA) funded housing growth programme, including the Site Clusters Programme which had delivered 217 new homes across the Borough, Bellows Road which had delivered 58 homes in Rawmarsh, Rothwell Grange which would add a further 44 homes in Broom before the end of the financial year and most recently a commitment to build 171 new homes in Rotherham Town Centre.

This major investment would be transformational to the town, alongside the Forge Island and other key Town Centre masterplan projects. The 2020/21 HRA Business Plan, approved by Council in February 2020, included an additional £65m for housing growth over the next five years using existing reserves and HRA borrowing, bringing the total forecast HRA investment in the development of new homes to around £130m.

Each year, a report would be presented to Cabinet that set out the programme for the year ahead, and this was the first. Each report would identify the Council-owned sites proposed for inclusion in the annual programme, to be delivered through a combination of direct delivery by the Council, transfer of land to Registered Provider (Housing Association) partners, and sale of land on the open market. While the majority of these sites were small garage and infill sites within existing neighbourhoods and capable of delivering small numbers of homes, they were an important part of the programme. These are often located in more deprived areas and where there was a strong need for affordable housing, and due to viability issues the market would not deliver without Council intervention.

Alongside Council delivery, the strategic acquisition of Section 106 properties from private developers also formed an important part of the programme, as a key route to replacing Council stock sold through the Right to Buy.

As well as setting out the sites proposed as priorities for 2020/21, this report also sought some new delegated authorities with strict parameters. This was to ensure key opportunities were not missed when they arose, including for example, where unforeseen opportunities may arise to acquire homes from the private sector (which were often time limited due to competition from other social housing providers), or where there was an opportunity to complement other key corporate projects such as the Towns Deal where the agility was needed to either utilise or levy HRA resources.

Robust governance arrangements were in place, to ensure each individual scheme complied with strategic, legal, procurement and financial requirements. Consultation with Ward Members was key to ensuring the right housing interventions were made in the right areas and this was built into the process and an update would be provided every quarter.

The strategic pipeline/annual programme approach set out in this report was primarily intended to facilitate the agility and flexibility needed to deliver against the Council's challenging housing delivery ambitions and to meet local strategic housing need. However, separate individual Cabinet reports would be required where, for example, there were specific local challenges, more than ten homes would be delivered on a site, and/or where a completely new approach to delivery was being proposed as transparency and scrutiny was essential to ensuring the wider housing development programme is right for Rotherham's residents.

Since the publication of the agenda it had emerged that an error had been made within Appendix 3b and that the last two sites were, inadvertently, wrongly added. These were to be removed and Appendix 3b would be updated.

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

**Resolved:-**

(1) That the release of the Council-owned sites listed in Appendix 3a for early residential development, subject to development being undertaken directly for Council stock with the Council retaining ownership of the land and homes, or by a registered social landlord with the Council retaining tenancy nomination rights where this is deemed to offer better value, and subject to written confirmation of agreement by the relevant Ward Members, be approved.

(2) That proposals be noted to deliver more than ten homes on any individual site, will continue to require a separate Cabinet report.

(3) That delegated authority to the Assistant Director for Housing, with agreement from the Section 151 Officer, Cabinet Member for Housing and local Ward Members, to substitute or accelerate sites from the list included as Appendix 3b (strategic pipeline), if any of the primary sites in Appendix 3a prove to be unviable or if additional resources are identified to bring forward more housing.

(4) That the programme of strategic acquisition opportunities listed in exempt Appendix 4 be approved and that authority be delegated up to a maximum value of £1.118m, to the Assistant Director for Planning, Regeneration and Transport to purchase homes from private developers or the open market to add to the Council's stock, upon confirmation of support by the Assistant Director for Housing with agreement from the Section 151 Officer and Cabinet Member for Housing, and subject to the governance processes set out in Section 5. This delegation is sought for a period of twelve months and subject to an annual review.

(5) That a quarterly report to update on progress of delivery and any changes made as a result of these delegations be agreed.

### **53. TRANSPORT AND HIGHWAYS CAPITAL PROGRAMME 2020-21**

Consideration was given to the report which outlined the Transport and Highways Capital Programme for 2020/21 identifying the specific schemes to be delivered during 2020/21 and those schemes to be developed and assessed for potential future delivery.

The programmes contained in Appendix B related to the maintenance and improvement of critical transport and highway infrastructure and were, therefore, key to supporting the Council's priorities for a strong community in a clean, safe environment by providing safe, accessible transport networks and public places. They supported the priority of extending opportunity, prosperity and planning for the future by supporting growth and access for businesses and housing.

The programme also covered Active Travel which would contribute to the Council's wider public health agenda by improving active travel options.

A condition of the SCRMCA's approval for the Greasbrough LGF Scheme was acknowledgement of the award of this funding and the entering into of a funding agreement. Such conditions included a requirement for funded authorities to accept any unforeseen project costs, should they arise above the level of funding granted. Should the need arise this would be accommodated within the management of the capital programme.

This also fed into the Council's 2020 Roads Programme and would come to an end at the end of March. The focus had been on the unclassified road network with money being invested locally. There was still more to do and the new 2024 Roads Programme would invest £24 million on

roads identified as in need and included in the report now submitted. Members had had the opportunity to feed in their areas of concern and suggestions had been welcomed.

In addition, the last of the LED street lighting had been completed saving over £1 million in energy costs for the Council and the pedestrian crossing investment was seeing key crossings being completed like the ones on Bawtry Road, Brinsworth, Fenton Road and the A57.

**Resolved:-**

(1) That the decision of the Strategic Director Regeneration and Environment to approve the Transport and Highways Capital Programmes for 2020/21 be noted.

(2) That the addition to the 2020/21 programme of the Greasbrough Local Growth Fund junction improvement scheme following Mayoral Combined Authority approval on 27th July 2020 be approved.

(3) That the addition of the Transforming Cities Fund (TCF) programme of active travel measures to the capital programme for 2021-23 be approved.

**54. TOWN CENTRE PUBLIC SPACES PROTECTION ORDER, AND A DOG CONTROL PUBLIC SPACES PROTECTION ORDER**

Consideration was given to the report which detailed how Borough-wide Dog Fouling Public Spaces Protection Order expired in September and October, 2020 respectively and detailed the response to the full public consultation.

The implementation and performance on the Orders would continue to be closely monitored.

The production of the report in July 2020 with proposals for consultation were delayed significantly due to Covid-19 pandemic work taking priority within the Service. On this basis a request was made for this decision to be exempted from call-in to prevent a potential gap between the old and any proposed new Order. Any delay caused by the call-in process would seriously prejudice the Council's or the public's interests.

The Chair of Overview and Scrutiny Management Board and the Leader of the Opposition were consulted and have agreed that a decision to exempt this decision from call-in was, therefore, reasonable in the circumstances and have agreed to it being dealt with as an urgent matter.

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

**Resolved:-**

That the two draft Public Space Protection Orders attached as Appendix 2 and 3 contain the following restrictions/requirements be approved:-

**2. Town Centre and Clifton Park PSPO**

- a) Behaving in such a way or using language that causes, or is likely to cause, harassment, alarm or distress to another person.
- b) Making unsolicited approaches, in the open air, for the purposes of face-to-face fundraising and marketing of commercial products, carried out by organisations without prior written permission from the Council.
- c) Failing to keep a dog on a leash and under control (otherwise than within the designated area within Clifton Park, where dogs may be off leads but must remain under control, see attached maps)
- d) Littering
- e) Urinating or defecating in a public place, other than within designated public toilets.
- f) Spitting saliva or any other product from the mouth
- g) Consuming alcohol other than on licensed premises or at a licensed event

**3. Borough Wide Dog Fouling PSPO**

- a. If a dog defecates on any land to which this Order applies and the person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless:-
  - i. That person has reasonable excuse for failing to do so; or
  - ii. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to that person failing to do so.
- b. This Order does not apply to a person where:-
  - i. that person is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - ii. has a disability as defined by the Equality Act 2010 or its successor and who relies upon an accredited assistance dog trained by an accredited member of Assistance Dogs International (ADI) or the International Guide Dog Federation (IGDF) or other prescribed charity.



**55. 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.

**56. DATE AND TIME OF NEXT MEETING**

**Resolved:-**

That the next meeting of the Cabinet be held on Monday, 19<sup>th</sup> October, 2020, commencing at 10.00 a.m.

**THE CABINET  
19th October, 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)

**57. DECLARATIONS OF INTEREST**

There were no declarations of interest to record at this meeting.

**58. QUESTIONS FROM MEMBERS OF THE PUBLIC**

(1) Mr. L. Harron referred to accountability, statements of fact and the evidence he had to back those statements up. Having appealed to the Information Commissioner on two occasions and winning both appeals to obtain information from Council, he had recently received a further decision by the Information Commissioner who had been critical of the Council in restricting information. He regarded this as a waste of public funds and resources by the Council and the Information Commissioner.

Having received the decision by the Information Commissioner about an issue he raised in a Council meeting 2.5 years ago he had sent the Leader a paper which he had also given to the Chief Executive 3.5 years ago detailing evidence of dishonesty. He, therefore, asked would the Leader be accountable and nominate an Elected Member to work with himself to look at the issues of dishonesty of officers since 2015.

The Leader acknowledged this was a prolonged period of time, but explained he would be unable to nominate an Elected Member due to the formal procedures already in place to investigate complaints where there were allegations of officer dishonestly or malpractice. The three tier process ended with a panel of Elected Members coming to a final decision and making any sanctions necessary. It would be highly irregular to have Member involvement to lead at the beginning of the process and again at the end.

Mr. Harron confirmed he had lots of evidence of the dysfunctional complaints process and how it controlled rather than looking at the issues. In fact, the Council had, on a number of occasions, used independent investigators to look at issues that could not be done internally. He had also attempted to lodge a complaint on behalf of an adult survivor, but there was no response to the email. He had also asked for this to be debated in public for the next Council meeting.

He confirmed he had referred another response from Rotherham to the

Information Commissioner very recently, bizarrely, as it was a very simple question, which was then altered into a Freedom of Information request. He, therefore, asked around the 1<sup>st</sup> September, 2016 had the Chief Executive met with an officer and a reporter from the Advertiser about the Sheffield Star's intention to publish an article about the investigation into Swinton Lock. The Chief Executive could simply answer yes or no.

The Leader confirmed he had been involved in correspondence on this matter and the answer had been there was no record and no one could remember whether such a meeting took place. It was, therefore, not possible to give a cast iron guarantee.

The Leader was happy to ask the Chief Executive to confirm, but this was four years ago and it would be if she could recollect such a meeting. This was frustrating for Mr. Harron in the absence of any written information.

Mr. Harron had assumed he would receive a simple yes or not, but this was changed to an FOI response. He had, in fact, received an email around that time from a reporter from the Star which proved some previous correspondence had existed. This had been denied by the Council which confirmed such an exchange had existed, but somehow this had been deleted from records.

(2) Mr. Felstead confirmed he had written to the Leader three weeks ago about Councillor Sue Ellis over claiming on her expenses and had yet to receive a reply. This was documented in the local press where she had received an extra £9,000 on top of the £22,000 for a year without letting anyone know.

Mr. Felstead confirmed he had raised this on a forum of around 5,000 people in Wickesley and Councillor Ellis had received little support. Bringing this into perspective Councillor Ellis was at the time a Director of a multi-billion pound company and in their annual statement they described her as a former Police Officer and Social Worker and how she had served as a Labour Councillor since 1995 along with other roles and responsibilities. It also confirmed the dates she represented the Council on the South Yorkshire Pensions Authority and eventually became Chair.

The Pensions Authority helped to maintain consistently high level performance of an £8 billion fund, but it was clear Councillor Ellis was not financially competent when she was incapable of realising she had overpaid by such a sum.

Mr. Felstead, therefore, asked, having asked his own four year old child to highlight in picture format bigger block proportions, if the Council believed Councillor Ellis to be incompetent.

The Leader thanked Mr. Felstead for his question, but pointed out that

**THE CABINET - 19/10/20**

Councillor Ellis did not claim any money as she was paid an allowance and the overpayment was an administrative error on behalf of the Council.

The Leader was not willing to speculate on personal circumstances of Members, but confirmed the error had been rectified and Councillor Ellis had paid the money overpaid in full.

This had been very frustrating for Councillor Ellis and as a result the Council had issued her with a formal apology because the fault of making those excess payments lay with Council staff.

There was more work to be done and procedures were now in place to ensure this did not happen again.

In a supplementary question Mr. Felstead asked if the Police had been informed. He referred to a recent article where a man received money by mistake and landed himself with a prison sentence when he spent the windfall. He compared this to the case for Councillor Ellis.

The Leader having regard to case law believed any overpayments made in error required people to repay the money in a period of time no longer than the period for which the overpayment occurred. As previously indicated Councillor Ellis had already repaid that money quickly after the issue was drawn to her attention. It was not believed there was any criminal wrongdoing and Mr. Felstead was, of course, welcome to draw these matters to the attention of the Police. If they wished to investigate information was already in the public domain.

**59. MINUTES OF THE PREVIOUS MEETING**

**Resolved:-**

That the minutes of the Cabinet meeting held on 21<sup>st</sup> September, 2020 be approved as a true and correct record of the proceedings, subject to corrections to replace the word “covert” on pages 5 and 12.

**60. EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved:-**

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for Agenda Items 9 and 10 on the grounds that the some of the appendices involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006.

**61. ADULT CARE SERVICES - EARLY INTERVENTION COMMUNITY**

**SUPPORT SERVICES**

Consideration was given to a report which outlined how the two contracts associated with the services highlighted in this report, the Rotherham Sight and Sound Service and the Carers Support Worker and Dementia Café Service, reached their initial contract term at 31st March, 2021.

There was an option to extend the contracts for a period of twelve months in the contract terms at the discretion of the Council. Both services made a positive contribution to the Council's duty under the Care Act 2014 to promote wellbeing and prevent, reduce and delay the need for care. The people who benefitted from the services were living in their own homes in the community.

The Rotherham Sight and Sound Service supported people who experienced sensory impairment (deaf, blind or deaf-blind).

The Carers Support Worker and Dementia Café Service supported unpaid carers and people who were experiencing the symptoms of dementia.

Both services were now well established in Rotherham and the report's proposals were for the Council to continue to secure the services going forward under grant agreement arrangements under Option 1 proposals.

Cabinet Members welcomed the report, but sought assurances that the BME community, who appeared from the equality analysis to not be accessing the services, were receiving the required support. In understanding this an action plan had been put in place along with a commitment to meet the needs of all Rotherham's communities to ensure any gaps were addressed in a timely fashion.

**Resolved:-**

That the two options contained in this report be considered and Option 1 be approved:-

**Option 1**

(a) Rotherham Sight and Sound Service be offered to the wider market under a grant funded Service Level Agreement in accordance with the provisions of the Rotherham Compact prior to contract termination at 31st March, 2022 to secure a provider to continue the service for a period of two years until 31st March, 2024.

(b) The Carers Support Worker and Dementia Café Service be offered to the wider market under a grant funded Service Level Agreement in accordance with the provisions of the Rotherham Compact prior to contract termination at 31<sup>st</sup> March, 2022 to secure a provider to continue the service for a period of two years until 31st March, 2024.

**62. LEARNING DISABILITY/AUTISM - DEVELOPING COMMISSIONING SOLUTIONS**

Consideration was given to the report that set out in detail the approach to adopting a set of strategic commissioning intentions that strengthened independence, choice and control for people with a Learning Disability and/or Autism within Rotherham and supported the Adult Care Directorate's development programme My Front Door.

This report provided an overview of the current externally commissioned offer in Rotherham, particularly the state of the local market in terms of ability to meet current demand for service and the pressures that providers were facing and further highlighted the case for change, before focusing on the key work needed to underpin a new delivery model for externally commissioned Learning Disability and Autism Services.

The report also focused on Supported Living and detailed how the current external offer in Rotherham did not always promote independence and could be reliant on a quasi-residential care model rather than an independent living approach. Individuals did not always have the option to appropriately move on to alternative accommodation or to regularly access community assets.

There were a limited number of supported living providers operating within the Borough and currently there was no established route to market for supported living. This had restricted genuine choice and had led to an inconsistency in quality and pricing which needed to be addressed. However, these issues were mainly contractual. Although people often remained in the same service with the same level of support for many years the people currently residing in Rotherham's Supported Living Services were well supported both at home and out in the community where they were able and supported to participate with daily tasks at home out in the community.

The work programme would improve services by developing and commissioning services based on co-produced service specifications that focused on person centred outcomes.

The externally provided Day Opportunity offers in Rotherham have begun to transform the opportunities which were available, but further work was needed to ensure that there was choice and a vibrant offer for people with a Learning Disability and/or Autism in Rotherham, to access meaningful opportunities around employment, education and leisure time during the day as an alternative to a day centre or remaining within their accommodation.

The Day Opportunity Complex Needs Services that was commissioned with external organisations provided both building-based and community outreach elements. The building-based services provided a base for people to return to for personal care needs and therapeutic sessions. The

community outreach provided support to access the community and complete daily living tasks such as shopping, banking alongside support to access community groups. Community Catalysts have been instrumental in the development of a vibrant and varied Day Opportunities offer for working age people in Rotherham, working closely with the many Community Enterprise organisations to ensure that the services they offered were of good quality, provided value for money and evolved to meet the changing needs of the people who access these services. The Community Catalysts work had had a positive impact on the economy in Rotherham by supporting small businesses to develop locally, which in turn contributed to social value in local communities in line with the Council's Social Value Policy.

There was a need to develop the Employment Support Opportunities within Rotherham. Limited opportunities were available through some of the Community Enterprises, but this area needed to be developed further and would be addressed as part of any future tender opportunity.

The intention would be to use a blended approach to deliver the transformation of the commissioned services. This would be carried out in three stages in order to ensure current service delivery was maintained: Stage One - Service Continuity, Stage Two - Assessment, Planning and Procuring and Stage Three - Delivery and Implementation

The report also sought approval for the commencement of a project to develop a Flexible Purchasing System (FPS), including the approach adopted and also asked that associated risks and mitigations be noted.

Cabinet Members welcomed how this solution would create more opportunities for people with Learning Disabilities and Autism giving them greater control of their lives with a better offer. They supported the report, setting out the detail on the methodology and approach to making this happen.

**Resolved:-**

(1) That the Stage 1 (Continuity), including the use of grants for Speak Up and Community Catalysts, and Stage 2 (Assessment, Planning and Procuring) phases be approved. These were to support the design, delivery and planning of new services, and are expected to be completed by June 2021

(2) That the retendering of services outlined in section 3.2 of the report submitted be approved. This is expected to be completed by June 2021.

(3) That the process and timings associated with the Stage 3 (Delivery and Implementation) be noted. This to include the procurement (FPS approach or otherwise) of new Supported Living arrangements and Day Opportunities services.

(4) That Cabinet receive a report in eight months' time with recommendations at the conclusion of Stages 1 and 2 in order that Stage 3 can progress. This was to include benefits of the proposal and projected financial implications.

(5) That the overall project timings be approved and the approach, tasks, and associated risks be noted.

### **63. LIBRARY STRATEGY**

Consideration was given to the report which set out in detail the vision and framework contained in the Library Strategy 2021–2026 and how the Strategy and new service offer would enable the Council to fulfil its statutory duty under the Public Library Act and meet the needs of the community through the delivery of the Libraries and Neighbourhood Hubs Service.

The Strategy and service offer had been finalised following feedback from the last phase of consultation, along with the Equalities Impact Analysis. All future delivery changes would be, therefore, underpinned by the Strategy.

Particular attention was drawn to the exciting proposals to relocate the Thurcroft Library to Gordon Bennett, the increased community partnership work with the new Brinsworth Library collaboration with the Parish Council working on some new models of management and access and the need for libraries to diversify.

The Equalities Impact Assessment at Appendix 3 provided some in-depth detail which would be embedded into service planning and delivery and key facts about the service and usage and some of these were highlighted.

Cabinet Members expressed their support for the Strategy and the significant investment that this also brought locally. An assurance was made that, despite the pandemic, staff were active and currently providing a click, call and collect service, staggered staged opening of libraries and a number of initiatives online.

In addition, calls had been made to several hundred vulnerable library members knowing how isolation was particularly damaging to people's health and the importance to be connected.

The Strategy itself was built on the Equalities Impact Analysis and research to address barriers to people engaging. The investment had allowed eleven libraries to re-open and a number were undergoing refurbishment.

The needs of young readers, disabled and BME were highlighted with



examples of activities online, along with the use of social media platforms to showcase, recognise and celebrate authors and activity programmes for different groups and communities.

Training was ongoing with existing staff so they could better understand and address the needs of certain people and community groups. Staff were excited and welcomed the opportunity.

Attention needed also to be given on how best to use photography imagery for the libraries and how this could be presented.

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

**Resolved:-**

(1) That the final version of the Library Strategy 2021-2026 and associated service offer be endorsed and be recommended to Council for adoption.

(2) That the consultation and engagement undertaken and the findings of the Equalities Impact Analysis be noted.

(3) That the Action Plan for Rotherham Libraries and Neighbourhood Hubs be approved.

(4) That the progress made on the development of a new Library for Rotherham Town Centre be noted.

(5) That the transfer of Brinsworth Library to Brinsworth Community Trust, supported by Brinsworth Parish Council and Rotherham Metropolitan Borough Council be approved.

(6) That the relocation of Thurcroft Library from Thurcroft Junior Academy to the Gordon Bennett Memorial Hall site utilising the approved libraries capital allocated be approved.

(7) That the implementation of self-service technology in order for customers to access library sites independently be approved.

**64. TOWNS FUND – TOWN INVESTMENT PLAN**

Consideration was given to the report which set out in detail how the Town Deal was a £3.6bn programme seeking to “unleash the economic potential” of one hundred places across the country.

Rotherham had been given an opportunity to bid for up to £25m through

this Fund or up to £50m if it was considered that “exceptional circumstances” applied. Bidding would take the form of a Town Investment Plan.

This report, therefore, provided an update on the development of the Town Investment Plan and sought approval for the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Section 151 Officer to submit the Town Investment Plan and any necessary supporting documentation.

A requirement of the Town Deal programme was that the Council set up an overarching Town Deal Board. This was established in January, 2020. The robust Town Deal Board served an advisory function and a vehicle through which the vision and strategy for the town was defined and the Town Investment Plan produced.

The Town Investment Plan would cover a geography prescribed by MHCLG and was detailed in Appendix 2. Potential interventions focused on the Eastwood, Templeborough and Town Centre areas were suggested and examined to reflect the Town Deal geography. A number of investment opportunities were identified and a summary was provided.

Funding for the Town Deal Accelerator was entirely dependent upon the scheme being delivered by 31<sup>st</sup> March, 2021. In addition to the preferred scheme, further options for the Town Deal Accelerator were being explored should it not be possible to secure the necessary agreements and approvals to allow the preferred scheme to progress to be delivered in time and since the report was submitted the Government had opened invitations from December, 2020.

Work was ongoing with the Town Deal Board to agree the detail and confirm the various projects for the bid. The next meeting of the Board was scheduled for Tuesday, 20<sup>th</sup> October, 2020.

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

**Resolved:-**

(1) That the Town Investment Plan Emerging Project Summary (Appendix 5) be endorsed.

(2) That delegated authority be given to the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Section 151 Officer, to agree the final content and submit the Town Investment Plan and subsequently to agree the Town Deal Heads of Terms.

(3) That the acquisition of the freehold interest necessary to enable a

Town Deal Accelerator scheme as detailed in Appendix 6 be approved, and the Head of Legal Services be instructed to complete the necessary legal documentation once terms for the acquisition have been agreed.

(4) That delegated authority be given to the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the Section 151 Officer, to agree the final Town Deal Accelerator scheme as detailed in Appendix 6, if the preferred scheme is not progressed.

**65. THE PROPOSED DISPOSAL OF THE COUNCIL'S FREEHOLD INTEREST IN THE FORMER OAKS DAY CENTRE, OAKS ROAD, WATH UPON DEARNE**

Consideration was given to the report which sought approval to dispose of the Council's freehold interest in the former Oaks Day Centre, Oaks Road, Wath upon Dearne.

Since becoming vacant there have been attempts to break into the former learning disability building which was no longer fit for purpose, required significant investment and was subsequently deemed not to be economically viable. The proposal was to clear the site and offer this as a development opportunity on the open market.

Local Ward Members have been consulted on the proposal to dispose of this property and no objections or representations have been received.

**Resolved:-**

(1) That the disposal of the Council's freehold interest in the former Oaks Day Centre, Oaks Road, Wath upon Dearne, S63 7BB be approved.

(2) That the Assistant Director (Planning, Regeneration and Transport) be given delegated authority 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 delegated authority to negotiate and complete the necessary legal documentation once terms for the disposal have been agreed.

**66. 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.

**67. DATE AND TIME OF NEXT MEETING**

**Resolved:-**

That the next meeting of the Cabinet be held on Monday, 23<sup>rd</sup> November, 2020, commencing at 10.00 a.m.

**Committee Name and Date of Committee Meeting**

Council – 11<sup>th</sup> November, 2020

**Report Title**

Recommendation from Cabinet – The new Library Strategy 2021 – 2026 and Action Plan for the Libraries and Neighbourhood Hubs Service

**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)**

Zoe Oxley, Head of Operations and Business Transformation  
01709 334283 or [zoe.oxley@rotherham.gov.uk](mailto:zoe.oxley@rotherham.gov.uk)

**Ward(s) Affected**

Borough-wide

**Summary**

At its meeting on 19<sup>th</sup> October, 2020, the Cabinet considered a report in respect of the new Library Strategy 2021 – 2026 and Action Plan for the Libraries and Neighbourhood Hubs Service.

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

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

**Recommendations**

1. Approve the final version of the Library Strategy 2021 – 2026 and associated service offer.

**List of Appendices Included**

Appendix A Original Report submitted to Cabinet on 19<sup>th</sup> October, 2020

Appendix 1 Rotherham Library Strategy 2021-2026

Appendix 2 Public consultation and engagement on the future of Rotherham Libraries and proposed changes to Brinsworth Library analysis report 2020

Appendix 3 Equality Screening Assessment and Analysis for the Library Strategy

Appendix 4 Action Plan for Rotherham Libraries and Neighbourhood Hubs 2020 - 2022

**Background Papers**

Consultation on a New Library Strategy 2020 – 2025 Cabinet Report– 20 May 2019  
Consultation and engagement on a Library Strategy and future service delivery model Cabinet Report – 20 January 2020

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

Overview and Scrutiny Management Board – 14 October 2020  
Cabinet – 19<sup>th</sup> October, 2020

**Council Approval Required**

Yes

**Exempt from the Press and Public**

No

**APPENDIX A**Public Report  
Cabinet

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**Committee Name and Date of Committee Meeting**

Cabinet – 19 October 2020

**Report Title**

The new Library Strategy 2021 – 2026 and Action Plan for the Libraries and Neighbourhood Hubs Service

**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)**Zoe Oxley, Head of Operations and Business Transformation  
01709 334283 or [zoe.oxley@rotherham.gov.uk](mailto:zoe.oxley@rotherham.gov.uk)**Ward(s) Affected**

Borough-Wide

**Report Summary**

This report sets out the vision and framework contained in the Library Strategy 2021 – 2026. The report also sets out how the Strategy and new service offer will enable the Council to fulfil its statutory duty under the Public Library Act and meet the needs of the community through the delivery of the Libraries and Neighbourhood Hubs Service.

The Strategy and service offer has been finalised following feedback from the last phase of consultation, along with the Equalities Impact Analysis. All future delivery changes would be therefore underpinned by the Strategy.

**Recommendations**

Cabinet is asked to

1. Endorse the final version of the Library Strategy 2021 – 2026 and associated service offer and recommend it to Council.
2. Note the consultation and engagement undertaken and the findings of the Equalities Impact Analysis.
3. Approve the Action Plan for Rotherham Libraries and Neighbourhood Hubs.

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4. Note the progress made on the development of a new Library for Rotherham town centre.
5. Approve the transfer of Brinsworth Library to Brinsworth Community Trust, supported by Brinsworth Parish Council and Rotherham Metropolitan Borough Council.
6. Approve the relocation of Thurcroft Library from Thurcroft Junior Academy to the Gordon Bennett Memorial Hall site utilising the approved libraries capital allocated.
7. Approve the implementation of self- service technology in order for customers to access library sites independently.

### **List of Appendices Included**

- Appendix 1 Rotherham Library Strategy 2021-2026
- Appendix 2 Public consultation and engagement on the future of Rotherham Libraries and proposed changes to Brinsworth Library analysis report 2020
- Appendix 3 Equality Screening Assessment and Analysis for the Library Strategy
- Appendix 4 Action Plan for Rotherham Libraries and Neighbourhood Hubs 2020 - 2022

### **Background Papers**

Consultation on a New Library Strategy 2020 – 2025 Cabinet Report– 20 May 2019

<https://moderngov.rotherham.gov.uk/documents/s120860/Consultation%20on%20a%20New%20Library%20Strategy%202020%20-%202025.pdf>

Consultation and engagement on a Library Strategy and future service delivery model Cabinet Report – 20 January 2020

<https://moderngov.rotherham.gov.uk/mgConvert2PDF.aspx?ID=124103>

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
Council – 11 November 2020

### **Council Approval Required**

Yes

### **Exempt from the Press and Public**

No



**APPENDIX A****The new Library Strategy 2021 – 2026 and Action Plan for the Libraries and Neighbourhood Hubs Service****Error! Reference source not found.**

<b>1.</b>	<b>Background</b>
1.1	Following approval from Cabinet on 20 <sup>th</sup> January, 2020, a final phase of consultation and engagement on the Library Strategy and future service offer took place between 3 <sup>rd</sup> February, 2020 until 26 <sup>th</sup> April, 2020.
1.2	The purpose of this consultation and engagement was to seek the views of Rotherham residents in respect of the draft library strategy and future service delivery model including a proposed community managed model for Brinsworth Library.
1.3	The consultation activity and Equalities Impact Assessment have been used alongside the Assessment of Local Need in order to update the Library Strategy. An Action Plan has also been produced to set out how the Libraries and Neighbourhood Hubs Service will deliver against the new Strategy in 2020 – 2022.
<b>2.</b>	<b>Key Issues</b>
2.1	<p>The final version of the Library Strategy has been informed by the following:</p> <ul style="list-style-type: none"> <li>• Two phases of consultation and engagement which took place over a 13 month period, as set out in section 4. The report on the final phase is attached at Appendix 2.</li> <li>• The libraries Equalities Impact Analysis, as set out in section 10, attached as an Appendix 3.</li> <li>• Reflections from the experience of the Covid-19 pandemic and subsequent lockdown.</li> <li>• Further consideration of the Libraries Needs Assessment.</li> </ul> <p>The key conclusions are as follows:</p>
2.1.1	<p><b>Vision and Mission:</b></p> <p>The direction of travel is supported by the majority of those consulted, with 83% approving the vision and mission. This has subsequently been moderately refined to provide better alignment with the Council's work related to customer services and neighbourhood-working.</p>
2.1.2	<p><b>The Core Offer</b></p> <p>People want libraries to be the social hub of the community, and consider it important that library buildings are modern, clean and welcoming with improved convenient opening hours. 79% supported the proposed core offer and of this, books and reading are the top priority for both adults and children, including audiobooks and e-books. 88% supported retaining all 15</p>

## APPENDIX A

	libraries, investing in improvements to technology and the buildings (particularly toilets and café facilities). 37% would like to see the Council build on the existing offer. Specifically, this means ensuring books, e-books and materials are updated, that libraries are kept open and opening hours are maintained. There is both a need for more quiet space and providing more groups and activities.
2.1.3	<p>Our Communities and our Customers:</p> <p>Rotherham's libraries are deeply loved by those who use them. Libraries currently engage with over 600,000 people per year and achieve 99.1% customer satisfaction ratings. People value having an easily accessible local library, close to home or easy to get to on public transport. Libraries are seen as a great benefit to children, with many users seeking a wider range of facilities and services catering to children and families. Based on the evidence of the Equalities Impact Assessment, the service is good at engaging women, and children under the age of 11. For children and young people, a wide range of modern and appealing books is a priority, along with a more vibrant environment, with more activities, events and clubs available. The evidence base also suggests:</p> <ul style="list-style-type: none"> <li>• Although Rotherham compares well with our nearest neighbours, active borrowing is still bottom quartile when compared to the other authorities in the U.K.</li> <li>• Those who do not use libraries report that they would be encouraged to use them if libraries were in more convenient locations.</li> </ul> <p>The Library Service needs to improve in the engagement of men, BAME and young people over the age of 11 years.</p>
2.1.4	<p>Ways of Working: The majority of people approve of recruiting more volunteers in their local library service, though paid staff are viewed as skilled and knowledgeable, and crucial to the service. The consultation highlighted support for moving or sharing buildings with organisations that can help to increase usage and make libraries more sustainable in the community.</p> <p>Library users agree that technology should be used to enhance what is offered by the library, and to reduce costs and offer greater choice. This was borne out by the experience of lockdown. The service has seen a big increase in membership and online usage over the lockdown period with 579 new members joining during lockdown and 904 new users of e-resources. A range of activities and resources for children delivered through social media which has proven to be very popular with excess of 15,000 engagements (likes/comments/retweets) and a reach of over 400,000 on our Facebook and Twitter feeds.</p> <p>The Council needs to continue this online activity even as libraries reopen. There is also a need to continue to build the skills of the library workforce, so that working in partnership, co-production, confidence in working with non-traditional library users and utilising digital media all become part of the</p>

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	new normal. The consultation found that 73% of respondents are supportive of greater community involvement in the running of libraries, with volunteers and partners working alongside library staff.
2.2	<p>Strategic and Policy Context</p> <p>The Rotherham Library Strategy is aligned with the following:</p> <ul style="list-style-type: none"> <li>• “Libraries Deliver 2016 – 2021” (which is the latest guidance on best practice for library authorities by the Government Libraries Taskforce)</li> <li>• Rotherham Cultural Strategy in order to support its key goal: to “enable everyone to get active, get creative and get outdoors, more often”</li> <li>• Rotherham’s Thriving Neighbourhood Strategy</li> <li>• The Rotherham Council Year Ahead Plan</li> <li>• Customer Access Strategy</li> <li>• Rotherham’s Joint Health and Wellbeing Strategy</li> </ul>
2.3	<p>About the Final Strategy</p> <p>The service wants to focus on building the strong community spirit which exists throughout the Borough, particularly post Covid-19 pandemic where it is anticipated that communities will require more support than ever before. It is crucial that Library Services are available to all and are designed around renewed local need. These community hubs will play an essential role in supporting the Thriving Neighbourhoods agenda and will work with partners to ensure the changing community needs are met.</p>
2.3.1	<p>Future Vision and Mission for the Library Service</p> <p>In order to capture the purpose of the Rotherham Library Service along with its goals and values, it is proposed that the following Vision and Mission statements are adopted:</p> <p>Vision:</p> <p>“Libraries are a friendly and welcoming gateway to a world of reading, information, learning and creative activities, at the heart of our neighbourhoods. We seek to build on the strong community spirit that exists throughout the borough, to create access to a wide range of services and to place libraries at the heart of community life. Our libraries and neighbourhood hubs are modern, relevant and innovative facilities that meet the needs of people from all sections of the community”.</p> <p>Mission:</p>

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	Our mission is to utilise our libraries to help people to help themselves, to be better informed, and to get active and creative, more often.
2.3.2	<p>Strategic Outcomes</p> <p>There was support from the consultation for the strategic outcomes which reflect both the current national library offer and local strategic priorities. These remain unchanged and are:</p> <ul style="list-style-type: none"> <li>• Increased reading and literacy</li> <li>• Stronger and more resilient communities</li> <li>• Cultural and creative enrichment</li> <li>• Improved digital access and literacy</li> <li>• Helping everyone achieve their full potential</li> <li>• Healthier and happier lives</li> <li>• Greater prosperity</li> </ul>
2.4	Key Improvements
	In summary, the Library Strategy will deliver:
2.4.1	<p>Improvements to Library buildings in Neighbourhoods:</p> <ul style="list-style-type: none"> <li>• <b>Upgrades to ICT:</b> £405k from the Councils Capital Programme has been allocated to improving the Library service I.T provision. All libraries will see improvements to public ICT including new public access PCs across all libraries.</li> <li>• <b>Increased Self-Service:</b> There will be a pilot of technology at Brinsworth and Mowbray Gardens to allow self-service access to the library building. This will promote and encourage ownership and the use of the available space by the community as well as extend opening hours. New self-service library machines will also be installed at sites where this facility is currently available, this allows library users to borrow, return and renew items along with making payments for printing.</li> <li>• <b>Café and Toilet Facilities:</b> Café facilities will be made available at most sites and toilet facilities will be made available at all sites which do not currently house this provision, excluding Kimberworth Library due to the limited size of the space.</li> <li>• <b>Improved décor, furniture and signage:</b> A Capital programme to the value of just over £1m is underway in order to deliver a range of improvements across the 14 locality Libraries and Neighbourhood Hubs during the financial years 2020/21 and 2021/22, this includes replacement of furniture and</li> </ul>

## APPENDIX A

	signage. Digital screens will also be installed at each site to display consistent corporate messaging along with local information.
2.4.2	<p>More accessible libraries:</p> <ul style="list-style-type: none"> <li>• <b>Co-location of Kiveton Park Library with Children and Young People's Services:</b> Work is underway in order to redesign the existing space to incorporate both services into one single space. Co-locating the Youth Service brings opportunities for the community to utilise a new facility to improve skills and learning. The library is being modernised with new furniture which will create welcoming flexible space available for the community groups to utilise.</li> <li>• <b>Thurcroft Library relocation to Gordon Bennett Memorial Hall:</b> Due to the limitations of the existing library within the Primary School, it is proposed that the provision is relocated to the Memorial Hall. This will increase opportunities to work more closely with the Parish Council and local community groups along with the potential to increase numbers to the library.</li> <li>• <b>Swinton Library relocation:</b> The redevelopment programme for the Swinton town centre will provide improved community facilities including a refurbished Civic Hall and the existing library being relocated to the former customer service centre. The refreshed community facilities will include a café and meeting spaces. The public realm and accessibility within this area will be improved through a significant landscaping scheme which will open up the site improving visibility of community facilities, safety and accessibility..</li> <li>• <b>Thorpe Hesley Library:</b> The library offer at the current location is restricted based on the library space available. Investigations have been carried out in order to identify an alternative location, however, to date, this has not been successful. As part of the Capital Improvement Programme, monies have been approved in order to support any development works which will be required at a new location. In the short term, the current site will be improved through the replacement of existing furniture and shelving where this is required.</li> </ul>
2.4.3	<p>A new central library:</p> <p>Plans are ongoing to relocate the <b>Central Library</b> from Riverside House to within Rotherham Town Centre as part of the Market's redevelopment. The development would create a new civic building as part of the redevelopment of the wider Rotherham Markets as outlined in the Town Centre Masterplan along with significantly improving the quality of the built environment in the town centre. The proposal has been included in the Council's application to Government via the Future High Street Fund with a decision due in November 2020. The project supports the delivery of the Town Centre Masterplan, the Economic Growth Strategy, the Cultural Strategy and the Rotherham Plan – A New Perspective 2025.</p>

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2.4.4	<p>More community involvement in the delivery of Library Services:</p> <ul style="list-style-type: none"> <li>• <b>A pilot community-managed library at Brinsworth:</b> The consultation results showed that 49% of respondents felt that this proposal would have a positive impact with 24% feeling that it will have a negative impact, whilst 27% don't know what impact it would have. If the proposal is accepted, this pilot will start from April 2021. To provide greater reassurance, the library will continue to form part of the Council's statutory provision and the Council will continue to provide support services including supply and maintenance of stock, access to the Library Management System, specialist library staff support including the training of volunteers.</li> <li>• <b>More volunteering opportunities:</b> although library staff are highly-valued there was recognition that volunteers can bring new skills and ideas to libraries as well as reap the positive benefits that volunteering brings (such as improving mental health and reducing social isolation). The service will continue to seek to increase the number of volunteers working alongside professional staff.</li> <li>• <b>More partnership-working:</b> the library service will continue to build on the number of partners and community groups that it currently works with. This supports a key principle of the Thriving Neighbourhood's agenda which sees frontline services as enablers and not simply providers.</li> </ul>
2.4.5	<p>Increased Library Usage by residents:</p> <ul style="list-style-type: none"> <li>• <b>More use, more often:</b> the Council will increase library usage by residents through a combination of an improved offer, better marketing of the work of libraries, use of co-production and targeted services.</li> <li>• <b>Engage non-users,</b> particularly those with protected characteristics: This will be undertaken by directly targeting customers particularly those that are unrepresented within Rotherham libraries. This will be achieved by continuing to work with voluntary organisations, community groups, charities and public health.</li> <li>• <b>More readers,</b> to improve literacy: One in six people struggle to read and research shows that when inspired to read for pleasure, they benefit from the greater opportunities in everyday life, education and employment. Rotherham libraries will provide a yearly programme of stimulating events and activities to promote to enjoyment of reading for all.</li> <li>• <b>Increased digital inclusion:</b> in addition to providing free access to the internet in order to help people get online and assisted digital support, the service will work with partners in order to offer digital training to service users.</li> </ul>
2.4.6	A Wider Offer:

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	<p>Libraries will continue to deliver an improved and diversified activities and events programme, working closely with a range of partners:</p> <ul style="list-style-type: none"> <li>• <b>A ‘Libraries First’ approach:</b> Council departments and voluntary sector partners are being encouraged to consider how libraries can deliver their services in neighbourhoods, ensuring that communities see libraries as a ‘one-stop-shop’ for a range of different services beyond their traditional role. Examples include: <ul style="list-style-type: none"> <li>- <b>Customer Services:</b> Aligned to the Customer Access Strategy, the provision of assisted access for customers needing face to face support which will be available at Aston, Maltby, Rawmarsh, Dinnington and Swinton and at Riverside House.</li> <li>- <b>Advice Services:</b> libraries will continue to build their partnership with Citizens Advice Bureau and other partners to provide advice on matters including welfare benefits and money advice.</li> <li>- <b>Youth Services (Early Help):</b> the new library at Kiveton Park will provide a new co-located service. As well as continue to deliver an active service to children, there will be a range of projects developed to increase usage by young people.</li> <li>- <b>Public Health:</b> libraries will build on their work to support health and wellbeing through working with Public Health, Places Leisure and other partners. For example, the delivery of “Get Healthy Rotherham” project within libraries.</li> <li>- <b>Support to Find Employment:</b> through the delivery of work clubs in conjunction with partners.</li> <li>- <b>Creative and cultural activities:</b> through partnership with Clifton Park Museum, the Civic Theatre, Rotherham Music, Grimm and Co, Flux (a new project supported by Arts Council England) and through bespoke co-commissioning of artists with key target groups.</li> </ul> </li> </ul>
2.5	<p>The Action Plan:</p> <p>The Libraries Action Plan is attached at Appendix 4. Although the Strategy takes the service to 2026, the plan is initially for 2 years in order to provide sufficient detail. This is a working document and it will be updated on a regular basis.</p>
3.	<b>Options considered and recommended proposal</b>
3.1	<p>The final phase of consultation and engagement reaffirmed the content of the Library Strategy for the period 2021-2026 which can be found in Appendix 1, which supports the findings from the previous phase of consultation. The overall analysis identified that most respondents were in agreement with the Rotherham Vision and the proposal to implement the new 5 year Library Strategy. The strategy supports the Local Authority</p>

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	requirements to deliver a comprehensive and efficient Library service in line with the Public Libraries and Museums Act 1964.
3.2	<p>The Council could choose;</p> <ul style="list-style-type: none"> <li>a. Not to endorse the Strategy and/or any of the proposed improvements.</li> <li>b. To approve the attached Library Strategy and the key proposals set out in section two of this report.</li> </ul>
3.3	It is recommended that option b. is taken forward: namely, that the Library Strategy 2021-2026 is approved, and the key proposals detailed in section two are taken forward.
4.	<b>Consultation on proposal</b>
4.1	Extensive public consultation and engagement has been undertaken over two phases. The service received 1507 responses overall from public, partners and stakeholders.
4.2	The initial engagement was carried out in Spring/Summer 2019. Feedback from this was combined with a comprehensive local assessment of need and equality analysis, to create the proposals contained within a draft library strategy and associated service offer. These proposals formed a second phase of the engagement and consultation over a twelve week period which was carried out from 3 <sup>rd</sup> February 2020 until 26 <sup>th</sup> April, 2020.
4.3	This phase allowed the Service to explore with members of the public, partners and stakeholders, their thoughts on the proposed Library Strategy and associated service offer including the range of proposed improvements. Separate targeted consultation and engagement was also carried out in relation to the Brinsworth Community Managed model. In doing so, this allowed the Council to understand resident and stakeholder views in relation to this approach, and whether there would be collective support from the community to get involved in the delivery of library services. The findings have informed the future proposals to adopt a community-managed model at this site.
4.4	Key findings and a detailed analysis of the consultation and engagement can be found in Appendix 2: Public consultation and engagement on the future of Rotherham Libraries and proposed changes to Brinsworth Library analysis report 2020.
5.	<b>Timetable and Accountability for Implementing this Decision</b>



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5.1	Feedback from the last phase of engagement has informed the final version of the Library Strategy, which is now being presented back to Cabinet and then Council for consideration.																				
5.2	<p>The key milestone dates for the library strategy and final service offer are detailed below:</p> <table border="1"> <thead> <tr> <th>Milestone</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Roll out of improvements to neighbourhood sites including furniture, signage and digital screens displaying Council information</td><td>To start October 2020</td></tr> <tr> <td>Approval of the Library Strategy by Council</td><td>November 2020</td></tr> <tr> <td>Mobilisation of new Libraries Action Plan</td><td>To start November 2020</td></tr> <tr> <td>Roll out of Public I.T. improvements including PC's and self service machines</td><td>To start November 2020</td></tr> <tr> <td>Co-location of Kiveton Park Library with Children and Young People's Services</td><td>Completion November / December 2020</td></tr> <tr> <td>Thurcroft Library co-location with Thurcroft Parish Council</td><td>To start January 2021</td></tr> <tr> <td>Swinton Library relocation</td><td>To start January 2021</td></tr> <tr> <td>Roll out of technology to access a library outside staffing opening hours (Mowbray Gardens and Brinsworth)</td><td>To start April 2021</td></tr> <tr> <td>Brinsworth Library transfer to Community Managed delivery</td><td>Completion April 2021</td></tr> </tbody> </table>	Milestone	Date	Roll out of improvements to neighbourhood sites including furniture, signage and digital screens displaying Council information	To start October 2020	Approval of the Library Strategy by Council	November 2020	Mobilisation of new Libraries Action Plan	To start November 2020	Roll out of Public I.T. improvements including PC's and self service machines	To start November 2020	Co-location of Kiveton Park Library with Children and Young People's Services	Completion November / December 2020	Thurcroft Library co-location with Thurcroft Parish Council	To start January 2021	Swinton Library relocation	To start January 2021	Roll out of technology to access a library outside staffing opening hours (Mowbray Gardens and Brinsworth)	To start April 2021	Brinsworth Library transfer to Community Managed delivery	Completion April 2021
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6.	<b>Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)</b>																				
6.1	Capital investment has been approved for the existing 14 neighbourhood sites to a value of £1.4m and in a new site for the Central Library currently anticipated to require investment to a value of £5.7m. The town centre proposal is part of the Town Centre Master Plan implementation which itself																				

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	<p>is aligned to the forthcoming central government funding opportunity, known as the 'Future High Streets Fund' (FHSF). The outcome of the Council's full submission to the fund will not be known until November 2020, at this point the funding available will become clearer.</p> <p>Subject to the outcome of the FHSF submission, it is anticipated that the capital financing costs of the Council's direct capital investment in a new library and the proposed capital investment to improve library provision across the estate, can be met from the revenue savings generated from the move of the Library from Riverside House to the new site.</p>
6.2	In relation to the improvement and modernisation works, the procurement of any third-party Contractor to supply/deliver this must be undertaken in line with the Public Contracts Regulations 2015 and the Council's own Financial and Procurement and Procedure Rules.
7.	<b>Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)</b>
7.1	The Council has a statutory responsibility to provide "a comprehensive and efficient" public library service "for all persons desiring to make use thereof" (Public Libraries and Museums Act, 1964). The Act states that the local authority has a duty to provide facilities for borrowing books and other materials and that it should encourage both adults and children to make full use of the service. The Act does not try to define what a 'comprehensive and efficient Library service' is, but when considering how best to deliver the statutory duty, each library authority is responsible for determining, through consultation, the local needs and to deliver a modern and efficient library service that meets the requirements of their communities within available resources.
7.2	Should the Secretary of State receive a complaint that the library authority has failed to carry out its duties relating to the public library service imposed on it by the Act they can instigate an investigation as to whether such a failure has occurred. If the outcome of that investigation is that the library authority has failed in its duties, then an order can be made declaring the library authority to be in default and setting out directions for the purpose of removing the fault. Should there be a failure to comply with such an order the functions of the library authority can be transferred to the Secretary of State.
7.3	The Council also has to ensure it complies with its duties under the Equality Act 2010. Under section 1 of that Act, the Council must, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage. In addition, under section 149 of the Act, the Council must

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	<p>comply with the public sector equality duty which requires it to have due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act</li> <li>• Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and</li> <li>• Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ul> <p>In dealing with this duty, the Council must have due regard in particular, to the need to:</p> <ul style="list-style-type: none"> <li>• Remove or minimise disadvantages suffered by persons who share a relevant characteristic that are connected to that characteristic</li> <li>• Take steps to meet the needs of people who share a relevant protected characteristic that are different to the needs of persons who do not share it; and</li> <li>• Encourage persons who share a relevant characteristic to participate in public life or any other activities where their participation is disproportionately low. Protected characteristics include disability, age, race, sex, religion or belief, gender reassignment, marriage and civil partnership, pregnancy/maternity and sexual orientation.</li> </ul>
7.4	Legal Services have prepared a concession agreement under which Brinsworth Community Trust is granted the opportunity (on a concession basis) to operate Brinsworth Library.
8.	<b>Human Resources Advice and Implications</b>
8.1	The transfer of Brinsworth Library to the Community Trust will have implications for Council Library staff currently working at this site. As part of their current Job Profile these staff are required to work at various locations across the borough and therefore all staff will be reallocated to other sites. This means that no job losses are anticipated as a consequence of this proposal. Early discussions have taken place with staff and Trade Unions.
9.	<b>Implications for Children and Young People and Vulnerable Adults</b>
9.1	The proposed library strategy offers a rich core service provision for children and young people with a wide range of initiatives.

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9.2	The service is currently well used by children up to the age of 11 years. Support for literacy is very strong for pre-school and Early Years children and their families through Bookstart, Story Times, Rhymetimes, Chatterbooks reading groups, class visits and the Summer Reading Challenge. This support has been tailored during the closure of Libraries due to COVID-19 and transferred, where possible, online.
9.3	The service is aware that the number of young people aged between 11 and 18 accessing their library provision is low. Building on the information already collated throughout all phases of engagement, the service will be looking to improve the offer for this age group with the development of programmes including code clubs, young readers groups, makerspaces and volunteering in libraries.
9.4	The Library Service will be a key player in supporting young people in their ambition to create a programme of events and activities to "make all of Rotherham's cultural destinations, libraries, leisure centres and green spaces child-focused, family-friendly and safe for everyone, young and old." in order to deliver against the Children's Capital of Culture initiative.
9.5	Co-location of Kiveton Park Library with Children and Young People's Services brings opportunities for the community to utilise a new facility to improve skills and learning for example using the new catering kitchen to deliver food hygiene courses in order to equip Children with essential life skills.
9.6	The Schools' Loan Service, which offers resources to support reading, literacy and the wider curriculum in schools will continue to be delivered by the Library Service.
9.7	Increased volunteering opportunities will be available to both young people and adults including those who are older, vulnerable or disabled. Evidence suggests that volunteering benefits people by helping to alleviate social isolation and loneliness.
9.8	As part of a commitment to widening access, the library service will continue to provide vehicle-based services, mainly to older people who might otherwise be unable to get to a library.
10.	<b>Equalities and Human Rights Advice and Implications</b>
10.1	Equality Analysis and Screening Assessment for the Library Strategy is attached at Appendix 3. The Equalities Analysis has been used to inform the Assessment of Local Need, as a way of embedding equalities in the core planning activity for the service.

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10.2	<p>The key findings of the Equalities Impact analysis have identified both strengths and weaknesses of engagement within the library service whereby the service can seek to maintain and develop as the service evolves. In addition to having an exceptional high rate of customer satisfaction it is evident from this analysis that libraries are engaging well with; Females borough wide, White British people, those who do not declare themselves as disabled, age groups of 4-11, 26-40, 41-65 and 65 and over. It is proposed that the Service will work with the wider Council and community/voluntary partners to focus on this utilising cross cutting agendas including Thriving Neighbourhoods, Health and Wellbeing agenda, Building Stronger Communities vision and the Creative Recovery Programme in order to target those areas where engagement is falling short which includes, males of all ages, BAME individuals, those who self-declare as disabled and ages 0-3, 12-17 and 18-25.</p>
10.3	<p>To this end, the Action Plan includes commitments and milestones to proactively address barriers to engagement, through, for example:</p> <ul style="list-style-type: none"> <li>• Establishing targets for engagement and positive action as part of service monitoring</li> <li>• Working with partners such as Voluntary Action Rotherham (VAR), Rotherham Ethnic Minority Alliance (REMA), Early Help and Rotherham School Improvement Partnership (RoSIS) in order to devise new engagement activities</li> <li>• Further consultation with disabled users/non-users to understand if there are any barriers to accessing services and carry out a review of all library sites to ensure they are easily accessible and DDA compliant</li> <li>• A review of stock and ensure all stock is inclusive to meet the needs and interests of those with protected characteristics where engagement is low</li> <li>• Review the demographics against services at each location to ensure it is the right fit for the surrounding community.</li> </ul>
11.	<b>Implications for Ward Priorities</b>
11.1	<p>The Rotherham Library Strategy and action plan supports the outcomes which are set out in 'Thriving Neighbourhoods', our neighbourhood strategy for 2018/2025.</p> <p>Thriving Neighbourhoods is about the Council and residents working together to achieve better outcomes and improve quality of life. Libraries will assist in bringing communities together to make a positive difference, by contributing to the following:</p> <ul style="list-style-type: none"> <li>• <b><i>People getting involved in their neighbourhood and help each other out</i></b></li> </ul>

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	<p>Libraries will improve communication about library activities, especially those which are free and low cost and promote cohesion and community spirit.</p> <ul style="list-style-type: none"><li>• <b>People from different backgrounds have the chance to interact</b> Delivery of Fun Palaces and other events in libraries, working with colleagues in the wider service to co-ordinate and grow.</li><li>• <b>Vulnerable people are protected</b> Offer a safe space for the most vulnerable residents and ensure they feel welcome and part of the community.</li><li>• <b>People feeling less lonely and isolated</b> Individual sites to work closely with local community groups and partners to ensure that the service offer meets the needs of each community, reaching out to those who are lonely and isolated.</li><li>• <b>Local assets being harnessed for the benefit of the community</b> All library sites will remain open and accessible to all, offering groups and activities to benefit the community.</li></ul>										
11.2	In reviewing the ward plans for Rotherham, both the strategy and action plan supports priorities within these plans.										
12.	<b>Implications for Partners</b>										
12.1	A wide range of partners and Council services are working with the Library service. This has resulted in co-location and joint delivery of services. Future opportunities will continue to be explored.										
12.2	Consultation and engagement is ongoing between the Library Service and Asset Management in order to identify opportunities in relation to relocation or colocation of services and in regard to One Public Estate.										
13.	<b>Risks and Mitigation</b>										
13.1.	<table><tr><th>Risks</th><th>Mitigation</th></tr><tr><td>Failure to meet statutory duty under the 1964 Public Libraries &amp; Museums Act</td><td>The Council has completed extensive engagement before implementing the final Library strategy and associated service offer.</td></tr><tr><td>Failure to meet statutory duty under the Equalities Act 2010</td><td>The Council is not proposing the closure of any libraries or to reduce the number of service hours each site is operational, however due to the Covid-19 global pandemic, a temporary service offer is currently in place which subsequently affects the hours of operation.</td></tr><tr><td>Reputational damage</td><td>The Council has consulted fully on the proposed new library strategy and the proposed new community managed model for Brinsworth. A peer review of the Library service has also been undertaken and all recommendations are being implemented.</td></tr><tr><td></td><td>DCMS continues has been fully informed throughout the public engagement process on the proposed new Library strategy and associated service offer.</td></tr></table>	Risks	Mitigation	Failure to meet statutory duty under the 1964 Public Libraries & Museums Act	The Council has completed extensive engagement before implementing the final Library strategy and associated service offer.	Failure to meet statutory duty under the Equalities Act 2010	The Council is not proposing the closure of any libraries or to reduce the number of service hours each site is operational, however due to the Covid-19 global pandemic, a temporary service offer is currently in place which subsequently affects the hours of operation.	Reputational damage	The Council has consulted fully on the proposed new library strategy and the proposed new community managed model for Brinsworth. A peer review of the Library service has also been undertaken and all recommendations are being implemented.		DCMS continues has been fully informed throughout the public engagement process on the proposed new Library strategy and associated service offer.
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	<table><tr><td>Decline of performance of Library Service if the central library does not relocate.</td><td><p>A second-round application for FHSF has been submitted as part of the Town Centre Masterplan and Markets Redevelopment in order to attempt to secure funding to deliver a new town centre library.</p><p>Regular opportunities for capital funding from external sources do occur and the requirement for 'shovel-ready' projects is key. The service will continue to develop the offer at Riverside in order to sustain improvements to performance. In the meantime, work to develop the town centre scheme as part of the markets development will continue in readiness for available funding.</p></td></tr><tr><td>Failure of community-managed model at Brinsworth</td><td><p>Brinsworth Parish Council is the sole trustee of Brinsworth Community Trust. A comprehensive support package will be provided by the Council. Self service will be made available for the library to be accessed without the need for staff/volunteers to be present.</p></td></tr><tr><td>Covid-19 long term impact on Libraries</td><td><p>Current service provision has been adapted to the Government Guidelines, following recommendations from Public and DCMS. Long term planning is required to ensure that the service continues with relevant safety measures in place to safeguard staff and customers.</p></td></tr><tr><td>Decline in performance of Libraries</td><td><p>Capital investment into buildings and facilities. Provision of a diverse range of activities and events programme which is well promoted. Targeted marketing campaigns. Benchmarking with other Authorities and learning from best practice. Adequately trained staff and volunteers.</p></td></tr></table>	Decline of performance of Library Service if the central library does not relocate.	<p>A second-round application for FHSF has been submitted as part of the Town Centre Masterplan and Markets Redevelopment in order to attempt to secure funding to deliver a new town centre library.</p> <p>Regular opportunities for capital funding from external sources do occur and the requirement for 'shovel-ready' projects is key. The service will continue to develop the offer at Riverside in order to sustain improvements to performance. In the meantime, work to develop the town centre scheme as part of the markets development will continue in readiness for available funding.</p>	Failure of community-managed model at Brinsworth	<p>Brinsworth Parish Council is the sole trustee of Brinsworth Community Trust. A comprehensive support package will be provided by the Council. Self service will be made available for the library to be accessed without the need for staff/volunteers to be present.</p>	Covid-19 long term impact on Libraries	<p>Current service provision has been adapted to the Government Guidelines, following recommendations from Public and DCMS. Long term planning is required to ensure that the service continues with relevant safety measures in place to safeguard staff and customers.</p>	Decline in performance of Libraries	<p>Capital investment into buildings and facilities. Provision of a diverse range of activities and events programme which is well promoted. Targeted marketing campaigns. Benchmarking with other Authorities and learning from best practice. Adequately trained staff and volunteers.</p>
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14.	Accountable Officers								
	Polly Hamilton, Assistant Director of Culture, Sport and Tourism Zoe Oxley, Head of Operations and Business Transformation								

Approvals obtained on behalf of Statutory Officers:-

	<b>Named Officer</b>	<b>Date</b>
Chief Executive	Sharon Kemp	Click here to enter a date.
Strategic Director of Finance & Customer Services	Judith Badger	05/10/20

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(S.151 Officer)		
Head of Legal Services (Monitoring Officer)	Bal Nahal	05/10/20

*Report Author: Zoe Oxley, Head of Operations and Business  
Transformation 01709 334283 or [zoe.oxley@rotherham.gov.uk](mailto:zoe.oxley@rotherham.gov.uk)*

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





# ROTHERHAM'S LIBRARY STRATEGY

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2021-26

[www.rotherham.gov.uk/libraries](http://www.rotherham.gov.uk/libraries)

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# WELCOME TO OUR LIBRARY STRATEGY 2021-2026

Welcome to our new Library Strategy 2021 – 2026

We are pleased to present our new Library Strategy. We have spent the last 18 months talking and listening to over 1500 people to understand what matters most to local people about their libraries. We have learned what libraries should be focusing on over the next few years and what we need to do to improve residents' experience of using our libraries.

We have also learned that libraries are a vital part of our neighbourhoods and that they have the power to change the lives of those who use them. We heard that our libraries and neighbourhood hubs have helped people into work, strengthened local community networks, inspired people to read and provided a wealth of free activities for children and families. During the COVID-19 lockdown, 579 new people joined our libraries. There were 904 new online users, over 15,000 engagements with online library activities and a Facebook and Twitter reach of over 400,000.

We have learned that over 99 % of customers love our libraries – and we need more people in Rotherham to enjoy their benefits.

*To make this happen, residents can expect to see:*

- Improvements to library buildings, to make them more accessible and to create a warmer welcome
- More help to get people reading and to enjoy free books and reading materials
- Better ICT provision to enable more people to get online
- More advice and support services being delivered through libraries – bringing the Council and voluntary sector partners even closer to communities, helping people help themselves
- More activities for children, families and vulnerable people – right on your doorstep

We will spend the next five years working to put our new Strategy into practice. We hope you will join us – either online or at a library near you.



**Councillor Allen**

Cabinet Member for Cleaner,  
Greener Communities

**“ Stories are the secret reservoir of values:  
change the stories individuals and nations live by and tell themselves,  
and you change the individuals and nations. ”**

**BEN OKRI**

# EXECUTIVE SUMMARY

Rotherham Metropolitan Borough Council has a statutory duty under the Public Libraries and Museums Act (1964) to provide a comprehensive and efficient library service for people who want to use it.

In this Strategy we present a vision and framework for our Libraries service over the next five years, which we believe will meet the needs of people in Rotherham.

There are 15 libraries across the borough. Currently 98 % of Rotherham residents are able to access a library within 2 miles of their home.

As part of a commitment to widening access, the library service provides vehicle-based services, mainly to older people who might otherwise be unable to get to a library, and a Schools' Loan Service, which offers resources to support reading, literacy and the wider curriculum in schools.

There is also a digital library provision, which enables people to access the service online. Users can join the library, along with enjoying online activities and events.

In order to produce a strategy to meet the future needs of the community the service has:

- ✓ carried out consultation with the public, members of library staff and partners
- ✓ examined usage, performance and demand for the service
- ✓ assessed the Service's contribution to corporate outcomes and priorities
- ✓ taken into account key national, regional and local strategies

- ✓ benchmarked the service against other local authorities: taking account of innovation, good practice and lessons learned
- ✓ reviewed available resources, including staff, buildings and stock

## What will the strategy achieve?

### *For our communities:*

- ✓ more people will enjoy the benefits of reading
- ✓ more people will get active and creative, taking part in library activities and groups as a way to stay healthy and well
- ✓ more people will have the opportunity to volunteer and become employment ready
- ✓ more people will feel part of their community and feel happier and less isolated as a result.
- ✓ more people see libraries as essential community and cultural hubs, a first point of contact for Council services

### *For our service:*

- ✓ there will be increased financial sustainability, ensuring that libraries have a bright future at the heart of our town and neighbourhoods
- ✓ our staff and volunteers will be proud to work for us
- ✓ other organisations will want to be our partners because of our great reputation
- ✓ our buildings will be better equipped and more welcoming



# BACKGROUND AND CONTEXT

The way that people use their library is changing, and with it, their expectations and demands of their library service.

Nationally, traditional usage of libraries is generally on the decline, however, more recently Rotherham saw an increase in both the numbers of people who borrowed books and in those who visited libraries across the borough.

Our offer of digital resources is also showing a positive increase in usage as a result of Covid-19 lockdown. In recent years, we had an increase of over 70 percent in total e-resource downloads which is reflective of the national trend of moving towards digital services, as more and more people have access to technology and the internet.

Not only are attitudes to technology changing, but also the needs of the people of Rotherham. With more children coming from lower-income families and increasing social isolation and loneliness across all ages, our library service must play a vital role in reaching out to every single person in the Borough regardless of age, gender or social and economic background.

The library service needs to offer something for everyone, whether this is a space for quiet study or reading, or exciting activities, events and groups which bring people together.

This strategy identifies improvements needed in order to tackle the challenge of providing more modern and sustainable services in the face of increasingly complex demands.

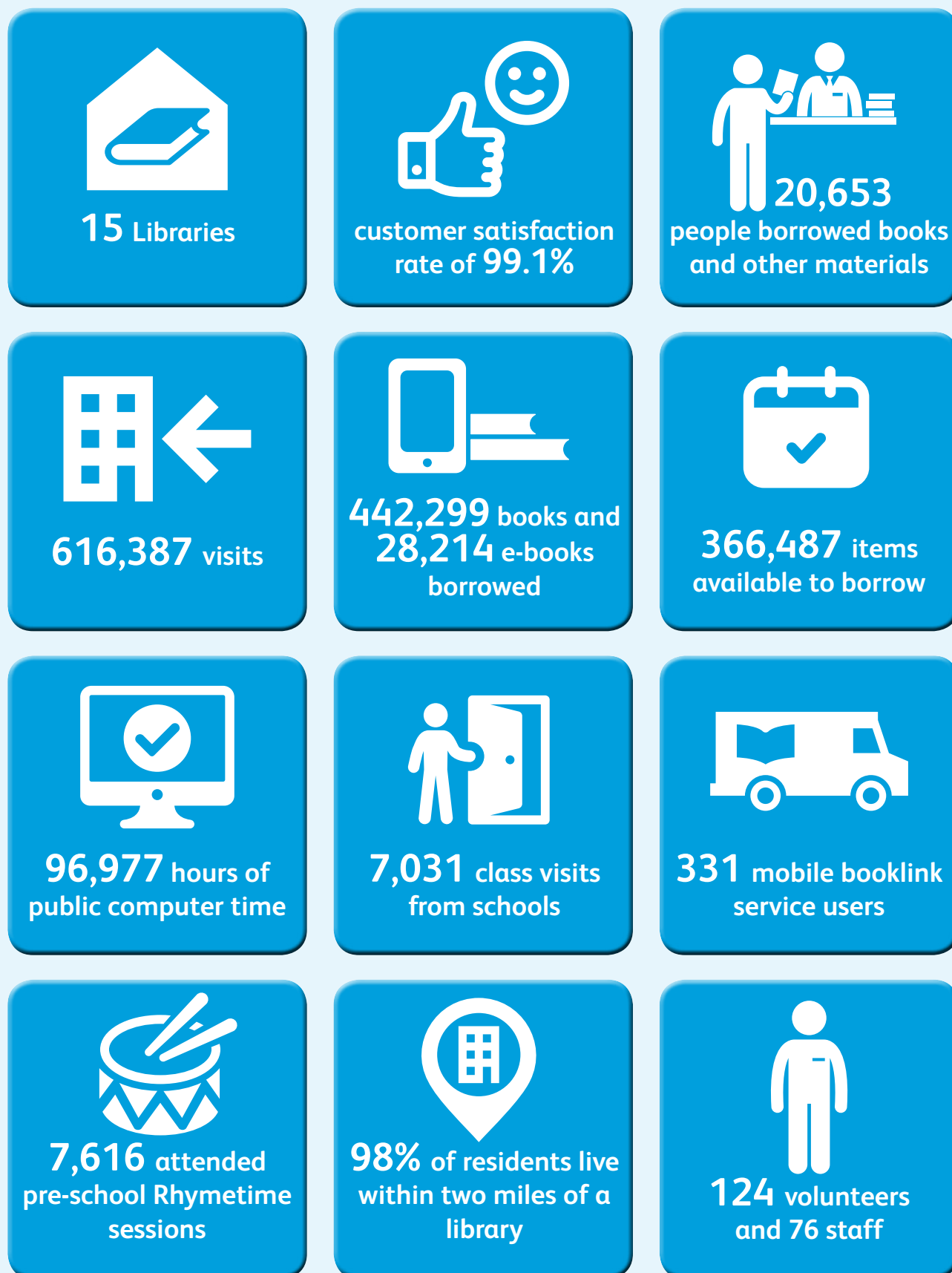
Locally, there are clear opportunities for this library strategy to provide a framework for cross- council work in the following areas:

- ✓ Rotherham's School Improvement Service (RoSIS), by improving reading and literacy attainment levels for children
- ✓ Thriving Neighbourhoods Strategy, by giving opportunities for people to come together, to get involved in their local neighbourhood and to participate in interesting, enjoyable and creative events and activities

- ✓ Cultural Strategy, by offering a programme of cultural and artistic activities and events that provides everyone with the opportunity to enjoy some form of creative experience
- ✓ Economic Growth Plan, by supporting individuals to become job-ready
- ✓ Delivery of the Building Stronger Communities action plan, by providing opportunities for neighbourhood engagement and a visible, well-used and vibrant community hub
- ✓ Children and Young People's Plan, by providing opportunities for informal and intergenerational learning in a safe, attractive space
- ✓ Health and Wellbeing Strategy, by reducing social isolation and maintaining good mental health, using the Five Ways to Wellbeing as a framework for activities
- ✓ Supporting Adult Social Care and Housing in providing safe, trusted community-based places for service users and increasing opportunities for independent living
- ✓ Supporting the Customer Access Strategy through providing free Wi-Fi and digital assistance, so that customers who need help feel supported and able to access the services they need



Figure 1: **Key facts** about Rotherham Library Services





## READING PICTURES, SEEING STORIES

“Reading Pictures, Seeing Stories”, a regional visual literacy project funded by the Arts Council, was delivered in autumn 2018 at Wath library. It focussed on the power of illustrations in books with Michael Morpurgo’s book “War Horse” as the theme in commemoration of the end of the Great War. Library staff delivered the Arts Award to school-children and Wath Central Junior School created an exciting exhibition in the Library.

Children’s author and illustrator Liz Million led workshops to inspire children in their own art work on the Great War theme.

Over 300 children were involved, and the exhibition in Wath Library was visited by nearly 100 people. One visitor commented: “What a fantastic exhibition. You can clearly see a lot of hard work has been undertaken by the children of Wath Central to create such a thought-provoking display. Well done to all!”



## LEGO CLUBS

Thurcroft Library started a regular Lego Club for families in spring 2018 and it proved so popular that clubs were quickly extended to all our libraries. Library staff encourage children to use their imagination in creating and sharing stories using their models and to work together on projects.

The sessions are suitable for young people with all levels of ability and the overall response is excellent, particularly with children who have special educational needs and disabilities.

Some of those attending, children and their parents/carers, have shared what they think about the Lego clubs:

*“All of my friends come now to the Library, we had never been until the Lego club started!”*

*“It’s a great way to do something free as a family, we love it”*

*“I forgot how much I loved Lego, now my son and I can enjoy it together like I did with my father when I was younger”*



**“ Libraries allow children to ask questions about the world and find the answers. And the wonderful thing is that once a child learns to use a library, the doors to learning are always open. ”**

**LAURA BUS**

Figure 2: **Services and facilities** delivered by Rotherham Libraries





# WE LISTENED - WHAT DID YOU TELL US?

Over the last 18 months, Rotherham Council has undertaken consultation about our libraries in two phases. We have heard from over 1500 members of the public, stakeholders and partners to find out what people think of Rotherham libraries. People have told us what is most important to them and what their priorities are for library services in the future. A summary of the consultation findings is available as a supporting document to this strategy.

## Top four public priorities



## Key points from the consultation were as follows:

- **Books and reading** are the top priority for both adults and children, including audiobooks and e-books.
- Libraries are seen as a great **benefit to children**, with many users seeking a wider range of facilities and services catering to children and families.
- For **children and young people**, a wide range of modern and appealing books is a priority. They also want a more vibrant environment, with more activities, events and clubs available.
- People approve of recruiting **more volunteers** in their local library service, though paid **staff are viewed as skilled and knowledgeable**, and crucial to the service.
- People value having an **easily accessible** local library, close to home or easy to get to on public transport. Those who do not use libraries report that they would be encouraged to use them if they were in more convenient locations.
- People want libraries to be the social hub of the community, and consider it important that library buildings are **modern, clean and welcoming** with improved convenient opening hours.
- Library users agree that **technology**, should be used to enhance what is offered by the library, and to reduce costs and offer greater choice.
- People agree that **moving or sharing buildings** with organisations can help to increase usage and make libraries more sustainable in the community.
- Those who do not use libraries feel that they do not offer any services or facilities that they want to use. Many **people buy their own books and access information online** at home.

Since the new Library Strategy has been out for final consultation in 2020, there has been the opportunity to consider further feedback in light of learning from the lockdown period due to COVID-19 pandemic. It should be noted that the way in which the library service delivers its offer moving forward will be different to the way it was prior to lockdown, particularly in relation to its online offer and how services are delivered through physical library sites. The service has had to reconsider the implications of reinstating a full service and must adapt in order to protect staff and the community.

## OUR VISION

Libraries are a friendly and welcoming gateway to a world of reading, information, learning and creative activities, at the heart of our neighbourhoods. We seek to build on the strong community spirit that exists throughout the borough, to create access to a wide range of services and to place libraries at the heart of community life. Our libraries and neighbourhood hubs are modern, relevant and innovative facilities that meet the needs of people from all sections of the community.

## OUR MISSION

Our mission is to utilise our libraries to help people to help themselves, to be better informed, and to get active and creative, more often.



## OUR STRATEGY

Over the next few pages we set out how we will make our vision real for local people...





# CORE OFFER

## Our Libraries

- Located in the heart of Rotherham's communities, our libraries will be recognised as neighbourhood hubs that are welcoming and safe and places to access information along with recreational, cultural and learning activity.
- Our library buildings will bring together Council services and partners in order for people to access a range of services at a local level.
- Our Libraries will carry an up-to-date and wide selection of books and reading material, including e-books, e-magazines, spoken word and large print.
- Our libraries will be easily accessible and offering ease of access for people with disabilities. They will be well used, with up-to-date facilities and be responsive to changing requirements, using available technology and resources effectively.

## Our People

- We will provide a level of service which is enjoyed and valued by those who visit the library, so they want to come again and tell others about their experience.
- We will engage with library users and partners in meaningful ways, automating processes where possible to release time for genuine co-working with community groups, voluntary organisations and internal departments to deliver more efficient and better services.
- Our staff are our most valued resource: we will invest in their knowledge and skills and give them opportunity to develop and apply their expertise with regular reviews of training needs, a programme of workforce development and specialist development where appropriate.

- Volunteers play a vital role in supporting and enhancing Rotherham libraries and will continue to do so in the future. The service recognises the added value that volunteers bring by offering their time, skills, experience and commitment. We will ensure our volunteers feel valued and get something worthwhile from the time they give us. In order to do this, we will continue to work closely with Voluntary Action Rotherham to ensure their interests and skills are well matched to our opportunities and that they are fully trained and properly supported by our paid staff.

## Our Activities

- **Reading:** this is key to taking advantage of opportunities in life, so we will inspire Rotherham's children, young people and their families to enjoy reading, enabling them to improve their quality of life and realise their full potential.
- **I.T.:** we will encourage and support people to help themselves wherever possible, equipping them with the knowledge and means to get online using up-to-date I.T. equipment, and access information and services independently.
- **Activities:** we will provide a wide range of activities, events, groups, clubs and courses to inspire and enable people to get more active and creative, more often.
- **Learning and Information:** we will provide support, advice and resources to enable people to learn, develop skills and enjoy healthy lifestyles.
- **Community:** we will be genuine neighbourhood hubs, bringing people and services together and encouraging people to build the support networks and partnerships they need to thrive.

# NATIONAL PRIORITIES – LOCAL IMPACT

## National Priorities for Libraries

Library services across the country are delivered in different ways as services are shaped by local policy, customer need and available resources.

Libraries Connected (a membership organisation advocating for the power of libraries, representing heads of library services in England, Wales and N. Ireland) has developed a package of Universal Offers which helps to underpin national and local priorities, providing a framework for future service developments around the key areas of:

- ✓ Reading
- ✓ Digital and Information

- ✓ Culture and Creativity
- ✓ Health and Wellbeing

Each of these key areas are underpinned by the Children's Promise which aims to ensure that Children are involved in decisions about the services that affect them as well as being offered opportunities to volunteer and the Six Steps Promise ensuring that the library service supports people with vision impairments.

Also, the Libraries Taskforce 2016 report "Libraries Deliver: Ambition for Public Libraries in England 2016-2021", presents a vision of excellence including **seven key outcomes** which our Library Strategy supports.

“ Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better. ”

SIDNEY SHELDON



# OUR ACTIONS

**The seven outcomes** presented in Libraries Deliver 2016-2021 by the Libraries Taskforce are incorporated within our goals as a Library Service and also have a broader application in the priorities presented in the Rotherham Council Plan. This strategy aligns closely to the Rotherham Cultural Strategy in order to support its key goal to enable everyone to get active, get creative and get outdoors, more often. Our Action plan follows the seven key themes of the Libraries Deliver report:

## 1. Cultural and creative enrichment

- ✓ We will offer a programme of cultural and artistic activities and events that provides everyone with the opportunity to enjoy some form of cultural experience. This will be supported through our partners, such as the Arts Council and Rotherham Open Arts Renaissance.
- ✓ We will seek funding to extend our cultural offer and engage with a wider range of interests, in particular supporting the local and regional cultural sector.
- ✓ We will seek to bring art, dance, music and theatre into the library space, with particular emphasis on bringing stories to life.
- ✓ We will improve our communication about library activities, especially those which are free and low cost.

## Case Study:

### FUN PALACES

Fun Palaces is an ongoing campaign celebrating culture at the heart of community, using arts, science, craft, tech, digital, heritage and sports activities as a catalyst for community engagement. 2019 saw the third year of Fun Palaces in Rotherham Libraries with successful events over the first weekend in October at the Central Library in Riverside House, Wath and Maltby libraries.



Since the first year Rotherham took part in this national initiative, interest and enthusiasm has grown with a steady year-on-year increase in those taking part and visiting the

events. Everyone who attended said they would recommend the events to others; they generated a sense of community and pride in where they lived, as well as a positive mood-boosting benefit.

Activities have been wide-ranging, with community groups and individuals coming to share their skills and pastimes with great enthusiasm. Indian dancing, Morris dancing, music and singing, papercraft, book-folding, painting, stamp-collecting and much more. One little girl who had made a paper flower returned to show her friend how to do it. This is what Fun Palaces are all about, learning something new and passing it on!

In April 2019 the central Fun Palaces team announced National Lottery funding which will support the work of the Fun Palaces campaign over the next 5 years. As a part of this, Rotherham Council will be included in the expanded programme with a Rotherham Fun Palaces Ambassador to help create and lead local cultural and community activities.



## 2. Increased reading and literacy

- ✓ We will encourage and support everyone, especially children and young people, to develop a life-long love of reading; for example, through continuing our partnership work with places where children go and organisations which work with them, such as schools and Grimm & co.
- ✓ We will offer a wide range of reading items, including e-books, large print, audio-books, newspapers and magazines, to support the personal literacy development of individual readers.
- ✓ We will continue to develop readers' groups, including online, themed and targeted groups.
- ✓ We will participate in national and regional reading events that encourage participation, especially among children, such as the Summer Reading Challenge.

## Case Study:

### SHARED READING

Rotherham Libraries partnered with Sheffield and Doncaster in the 'Shared Reading' project, led by 'The Reader' and funded by Arts Council England.

Reading groups met to improve connection and wellbeing, especially among people feeling isolated or vulnerable, through sharing thoughts, memories and stories inspired by reading aloud. Several volunteers became Reader Leaders to run groups themselves and

the project is expanding from the initial six groups to new locations in the Borough.

Some of the people attending groups have shared how it benefits them with the following comments:

*"It's a way of making new friends"*

*"It welcomes people from all walks of life and also provides a good cuppa and nice biscuits!"*

*"It encourages people not to be afraid to read out aloud"*



### 3. Improved digital access and literacy

- ✓ We will continue to offer free Wi-Fi access in all our library buildings and we will offer customers the facility to print from their own devices.
- ✓ We will provide up-to-date computer equipment for people to use free of charge.
- ✓ Through trained staff, volunteers and partners we will support people getting online and using I.T. with confidence.
- ✓ We will encourage digital literacy among children through developing such things as makerspaces and code clubs.

## Case Study:

### INVESTING IN DIGITAL

People who are ‘digitally literate’ are more likely to experience good employment, better health and make savings in household costs. There are still too many people in Rotherham who are digitally-excluded. The reach of libraries within Rotherham means that our library staff and partners are uniquely placed to help people get online, particularly in areas of deprivation. Library staff are there to support and upskill people to become

independent users of the internet. This helps people to access services more easily, to learn, and to interact with others.

In recognising the importance of supporting Digital inclusion, £405k from the Council’s Capital Programme has been invested in order to upgrade the public I.T. provision which includes new public access PCs across all libraries. Free Wi-Fi across all libraries will continue and the delivery of activities such as code clubs and provision of makerspaces will increase.





#### 4. Helping Everyone Achieve their Full Potential

- ✓ We will continue to offer a wide-ranging stock of materials for loan or reference in various formats, both traditional and digital.
- ✓ We will ensure library staff are trained to support customers to make the best use of the full range of library resources, along with encouraging the take up sector specific qualifications.
- ✓ We will increase the number of new apprenticeships available within the service.
- ✓ We will support children with homework, students with their studies and adults with access to online information in relation to such things as jobs and benefits.
- ✓ Supported by Voluntary Action Rotherham, we will offer a range of volunteering opportunities to individuals and community groups in supporting delivery of the library service.

## Case Study:

### VOLUNTEERING TO SUPPORT THE LIBRARY SERVICE

Laura was appointed as a Library Volunteer at Riverside House. Having done her own family tree, she was enthusiastic to help other people by starting a weekly family history group. With the support and help of Library staff, she produced flyers and distributed these to local businesses in the town centre. The group started with just a couple of members but grew as word spread and it now sees up to eight people on a regular basis and meets twice a week in the Library.



Following this, Laura then helped with an event for The Big Read, when the author Mari Hannah came to Riverside Library to run a book group as part of Harrogate International Festivals Programme. During the summer she helped to

promote volunteering at the annual Volunteers Walk organised by Voluntary Action Rotherham and then in autumn worked at Rotherham College during Freshers Week, promoting both volunteering and library services' public consultation.

As part of the annual Fun Palace event in October, Laura introduced adults and children to playing the ukulele and it was so popular that she is starting a ukulele group once a month in the central Library at Riverside.

After applying for a post as a library assistant, she has been successfully appointed and will now be working across the borough in all fifteen libraries - a good news story both for Laura and the library service.

Laura says: "Volunteering with the library has opened up so many opportunities for me. Not only has it led to a paid job with the library, but I've also had the chance to start a ukulele group and a family history group which will be great experience to further my career. I have managed to work my volunteering around my studies as well."

Over the next 5 years, Rotherham libraries will create volunteering opportunities for more people, adding value to our services and helping people develop their skills and confidence.

## 5. Healthier and Happier Lives

- ✓ We will promote reading for pleasure as a positive benefit to health and mental well-being.
- ✓ We will host events, activities and groups whose purpose is to encourage and support a healthier, happier lifestyle.
- ✓ We will provide and support the use of information on physical health and mental well-being, through our own resources and in partnership with others.
- ✓ We will actively seek to reduce social isolation and loneliness through the organisation of reading groups and activities in which people can come together.
- ✓ We will offer a service to those who are potentially lonely and vulnerable through our Booklink and Home Library Services.
- ✓ Libraries will support the Council, suppliers and communities to address the climate change emergency.

## Case Study:

### LIVE WELL

This project worked with local communities and partners to improve the general health and mental wellbeing of local people.

“Cuppa and a Chat” sessions took place in three Libraries, where around 60 local people and school children chatted about how the ways we communicate have changed. Further events were delivered in partnership with local organisations including “Get Healthy Rotherham” and “Places for People” at five libraries. Topics covered included healthy eating and weight management, relaxation and stress management, exercise and fitness.

Yoga taster sessions were delivered in four libraries, and the response was excellent: *“Yoga was fantastic! Would love to see this being put*

*on regularly”. “Would be nice to have more Yoga weekly, or some other form or exercise.” “Excellent, really good”*

More books to support healthy living, mental health and well-being have been added to library stock and a “Dark Den” has been provided at Kiveton Park Library to offer a quiet, calm place for children who may be on the autistic spectrum and overwhelmed by the noise and bustle in the library.



## 6. Greater Prosperity

- ✓ We will offer work clubs in conjunction with partners.
- ✓ We will offer assisted digital support and beginners I.T. sessions to support people getting online and becoming confident computer users.
- ✓ We will work with partners to offer space for Information, Advice and Guidance particularly for those seeking or offering employment and training.
- ✓ Build a new library in Rotherham Town Centre, helping to revitalise the town and supporting the retail and hospitality sectors.

## Case Study:

### A NEW LIBRARY FOR ROTHERHAM TOWN CENTRE

Over the next five years, the Council will work with partners and the community to create a new community hub.

The hub will be a landmark feature for the community: a bright, welcoming, aspirational

hub, aimed at encouraging people to explore the environment and what it has to offer to Library members. It will offer a state-of-the-art book display, digital technology and dynamic social space in which to meet and learn.

Funding has been sought for this ambitious £5.7m project through the Future High Street Fund scheme.



“ The only thing that you absolutely have to know is the location of the library ”

ALBERT EINSTEIN

## 7. Stronger More Resilient Communities

- ✓ Our libraries will function as friendly and welcoming community hubs, freely accessible to all. This will include reviewing: if buildings are in the right location; if they can be co-located with other services/partners; if the buildings require refurbishing/ modernising; if the service can host wider cultural and heritage activity.
- ✓ Work with appropriate partners and the community to create a new community hub in the town centre in order to increase engagement and increase footfall. The hub will be a landmark feature for the community: a bright, welcoming, aspirational hub, aimed at encouraging people to explore the environment and what it has to offer to Library members.
- ✓ Where partners express an interest in running a community library, a feasibility study will be undertaken. In cases where there is support from the local community and a sound business case to do so, the Council would look to transition the management of the service over to the community. A comprehensive support package from the Council would be put in place.
- ✓ Our staff and volunteers will be trained to provide excellent customer service to all those who wish to use our services.
- ✓ We will review our opening hours in line with customer and staff feedback and statistical information, and engage with local community groups and seek to implement automated solutions, in order to keep libraries open for more people, for more of the time.
- ✓ We will host a wide range of diverse events and activities that build community identity and cohesion.
- ✓ We will work with local people to shape our future services, extending ownership, responsibility and pride.

## Case Study:

### COMMUNITY INVOLVEMENT IN LIBRARY SERVICES

In 2018, Brinsworth Parish Council was successful in obtaining Big Lottery Funding in order to build a new Brinsworth Resource Centre. In 2019, Brinsworth Parish Council approached the Council to improve library services within the community, specifically with a view to replacing the old 'portacabin' which had housed the library for over 20 years. The pavilion building, next door to the new Resource Centre, was extended in 2020 to accommodate a library that forms part of the new Brinsworth Community Hub.

Placing the library within the hub creates opportunities for daily informal and formal interactions which strengthen community cohesion. In 2021 the library will be managed by Brinsworth Community Trust (of which the

Parish Council is the sole trustee). The library will continue to form part of the Council's statutory provision and the Council will continue to provide support services - including supply and maintenance of stock, access to the Library Management System, and specialist library staff support including the training of volunteers.

The scheme enables increased community involvement in local library services, enabling the community to shape its service to meet local needs. This contributes to achieving a number of strategic priorities, notably, the Thriving Neighbourhoods Strategy 2018 - 2025.



# MONITORING OUR IMPACT

Rotherham Libraries and Neighbourhood Hubs will provide quarterly updates on our progress and publish an Annual Report. We have set targets as follows:

*By 2026 we will:*

- ✓ Increase the numbers of people who borrow books by 10 percent
- ✓ Increase the number of visits by 10 percent
- ✓ Increase reading for pleasure amongst young people by 25 percent
- ✓ Increase the number and range of activities and groups by 10 percent
- ✓ Increase the number of people using I.T. facilities by 10 percent
- ✓ Increase self-service take up such as online renewals and online requests by 20 percent
- ✓ Increase the number of volunteering hours by 50 percent
- ✓ Maintain our levels of customer satisfaction above 95 percent
- ✓ Trial technology which will allow customers to access libraries without staff being present in order to increase opening hours
- ✓ Be able to evidence the impact and value that libraries bring to communities through case studies and testimonials





“ A library in the middle of a community is a cross between an emergency exit, a life-raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination. On a cold rainy island, they are the only sheltered public spaces where you are not a consumer, but a citizen instead. ”

CAITLIN MORAN

Appendix 2 - Public consultation and engagement on the future of Rotherham Libraries and proposed changes to Brinsworth Library analysis report 2020

## **Public consultation and engagement on the future of Rotherham Libraries and proposed changes to Brinsworth Library analysis report 2020**

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## Introduction

This report provides an analysis of the findings from the final phase of public engagement and consultation which was undertaken by Rotherham Metropolitan Borough Council (RMBC) between 3<sup>rd</sup> February 2020 and 26<sup>th</sup> April 2020 for a period of 12 weeks.

Two separate consultations carried out at the same time:

- The future of Rotherham Libraries

The purpose of the Rotherham libraries consultation followed on from the summer 2019 consultation in order to obtain views from the public on a refreshed draft library strategy that offers a robust vision with clear priorities for the library service going forward

- Proposed changes to Brinsworth Library

This consultation followed on from the summer 2019 consultation in order to obtain views from Rotherham residents regarding Brinsworth Community Trust running the library service at Brinsworth following an expression of interest in the Charity, Brinsworth Community Trust to run the library.

To ensure full engagement with Rotherham residents several methods were utilised;

- Online and paper based surveys, a dedicated mailbox for enquiries, and drop-in sessions were planned at each of the 15 libraries within the Borough.
- Engagement was also carried out either face to face or via email with voluntary and partner services including Parish Councils. Guided sessions with local schools were



cancelled due to the closure of schools, which limited the level of engagement with this target group.

- Correspondence was sent to senior officers within the Council, Elected Members, and MPs, offering an invite to meet, should they have any questions with regards to either of the consultations.

### **Impact of Covid-19**

Library buildings closed to the public on Tuesday, 24<sup>th</sup> March following the lockdown measures announced by the Prime Minister on Monday, 23<sup>rd</sup> March, 2020. The closure of the library service was enforced by the introduction of the Health Protection (Coronavirus, Restriction) Regulations 2020.

**This directly impacted the engagement plan, meaning that some of the targeted engagement sessions had to be cancelled. This included 13 of the 31 drop-in sessions in Libraries and Guided sessions with local schools.**

Following analysis of the final 12 weeks of engagement between 3<sup>rd</sup> February 2020 to 26<sup>th</sup> April 2020, it was concluded that the Rotherham Library Strategy consultation would need to carry out targeted consultation in two key areas identified where engagement was lower than anticipated:

- BAME community
- Schools (Under 25's)

Whilst there is more to be done, some of this work has begun and is detailed within this report.

Data collected through the online web survey was gathered and has been collated into this final summary report, together with additional data captured through different methods for the targeted areas.

### **Key Findings**

#### **The future of Rotherham Libraries**

- A total of 365 responses were received. 320 of these were from current library users.
- Of the 365 respondents who answered the question "Do you use Rotherham Libraries" 331 answered yes (91%)., 27 of the respondents don't use Rotherham libraries (7%)
- 302 (83%), of the 365 respondents agree with the new vision for Rotherham Libraries. 289 (79%) agreed with the proposed core offer.
- 322 respondents (88%) agree for 15 libraries to remain open and invest capital funding to make improvements to the buildings and technology
- 134 respondents (37%) would like to see more services or activities take place in libraries that are not offered already
- 291 respondents (80%) agreed that the Council should implement the new Library Strategy

- When asking the question “Would you like to see anything in addition as part of the Library Strategy” 235 said no (64%) whilst 92 answered yes (25%). Of those who answer yes, key themes included: ensuring books, e-books and materials were updated, keep libraries open and maintain opening hours, creating more quiet space, providing more groups, introducing café facilities
- 268 (73%) agree with the intention to better support professional library staff by volunteers, partners and community groups to help deliver services
- When respondents were asked if there are any building improvements or additional equipment that they would like to see in libraries that hasn’t been proposed already 93 said yes (25%). Key themes included; IT Equipment, Toilet Facilities and café facilities.

### **Proposed changes to Brinsworth library**

- A total of 88 responses were received, 56 of the 88 respondents (64%) currently use Brinsworth library
- When asking the question “ What impact would the proposal for Brinsworth community trust to deliver the library offer have on you” 43 (49%) feel this will have a positive impact and 21 (24%) feel it will have a negative impact, whilst 24 (27%) selected ‘don’t know’. Of the 21 that selected ‘no’, 18 left a further comment. The key theme from these comments highlighted that they would lose confidence in the library if run by volunteers
- 13 of the 88 respondents (15%) would like to get involved in the running or delivery of Brinsworth library.
- Respondents were asked if there any activities or services they would like to see delivered in the new Brinsworth Library, **35** (40%) of the respondents selected yes of which 33 supplied further details. Key themes included; more activities, such as book clubs for children, Local History groups, Craft clubs and author visits.
- Respondents were asked if they support the implementation of technology allowing self- service access outside normal hours. **60** of the 88 respondents (68%) agreed with the implementation.

### **The future of Rotherham libraries – results and findings**

Section 1, ‘Overview of responses’, provides details around the number of responses by week. Section 2, ‘Online data form response analysis and key themes analysis’, breaks down the responses to the questions asked within the online survey followed by a key

themes analysis of the free-form comments provided by the respondents. Section 3, 'discusses the equality and diversity responses from the respondents'.

### Section 1 - Overview of responses

#### Number of online form responses

Week	Dates	Total
1	03/02/20 – 09/02/20	74
2	10/02/20 – 16/02/20	50
3	17/02/20 – 23/02/20	17
4	24/02/20 – 01/03/20	157
5	02/03/20 – 08/03/20	36
6	09/03/20 – 15/03/20	11
7	16/03/20 – 22/03/20	5
8	23/03/20 – 29/03/20	2
9	30/03/20 – 05/04/20	1
10	06/04/20 – 12/04/20	3
11	13/04/20 – 19/04/20	3
12	20/04/20 – 26/04/20	6
<b>Total consultation responses</b>		<b>365</b>

Table 1

Table 1 shows the number of responses captured weekly, with an overall response of **365** for the future of Rotherham libraries

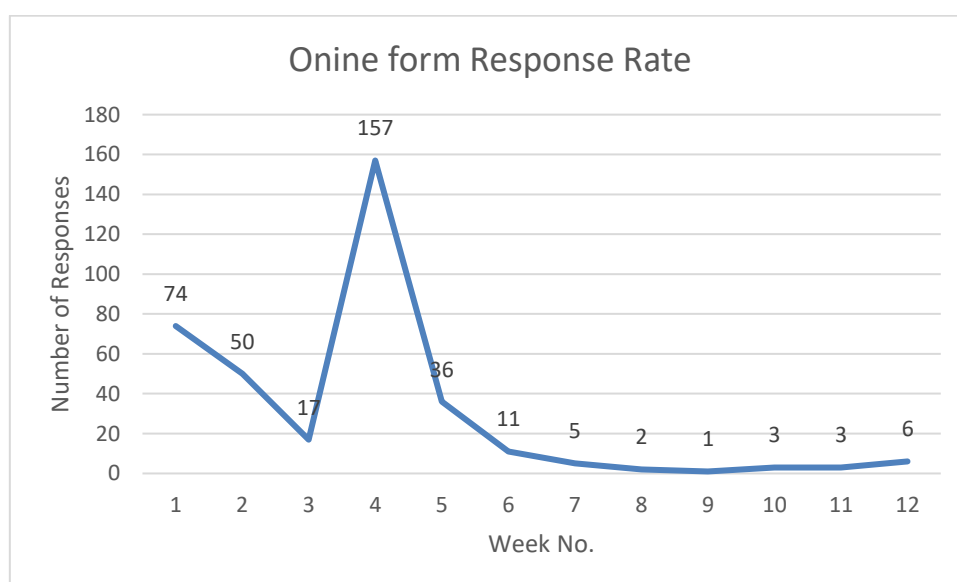


Figure 1

Figure 1 (above) shows that the highest number of responses was received in **week four** with a total of **157** responses. This was followed by a sharp decline in **week five** with **36**

responses, then a steady decline over the next four weeks. The responses remained low for the final 3 weeks. This decline is likely to be due to the COVID-19 outbreak, with safety measures introduced to limit the infection rate and eventually libraries being closed.

## Section 2 - Online data form response analysis

The tables below are based on a total response rate of **365**. Some of the questions allowed users to select more than one answer. The percentage figures are rounded up or down to the nearest decimal place and the 'No Response' segment represents where the question has been left blank. Most questions asked were followed with a secondary question providing free text space for respondents to provide an explanation as to why they had selected the answer on the previous question. This enables the service to identify Key Themes which is also detailed below as part of this analysis.

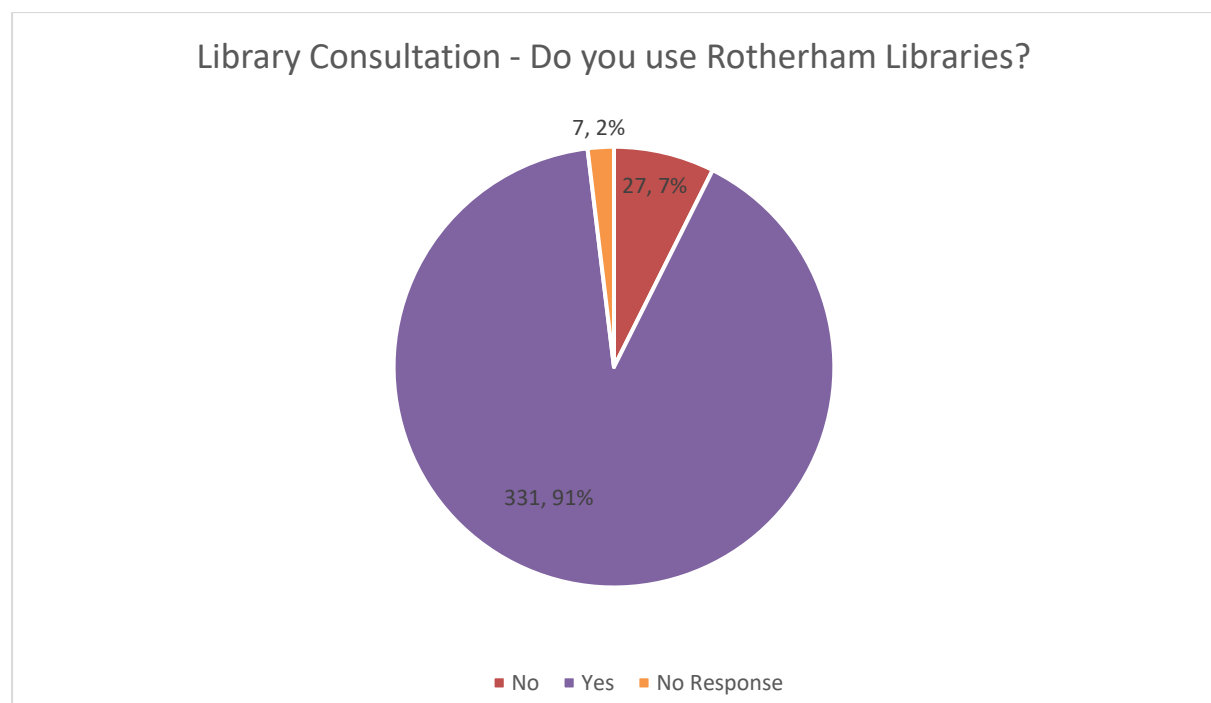


Figure 2

The above chart (figure 2) shows that of the **365** respondents, **331** use Rotherham libraries (**91%**), **27** don't use Rotherham libraries (**7%**) and **7** didn't select a response (**2%**).

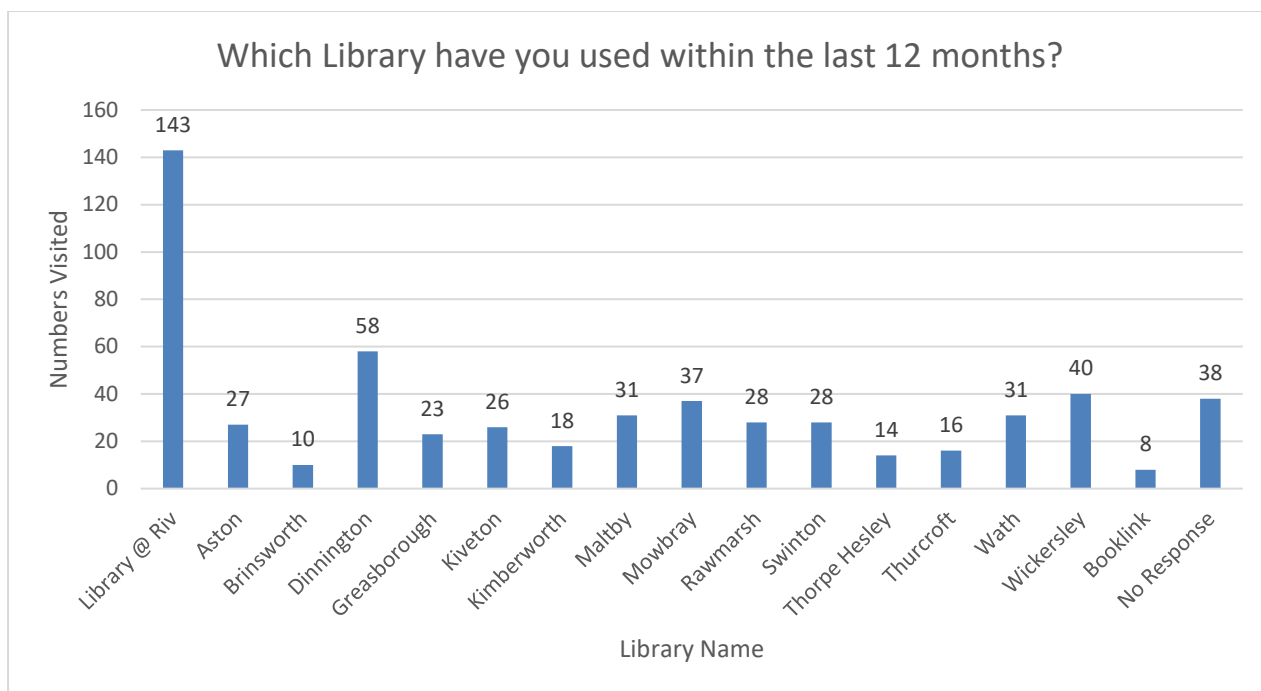


Figure 3

Figure 3 shows the number of visits to each library self-reported by the individual completing this survey. Responses to this question total **576**, which includes the **38** blank responses, this is significantly higher than the total number of respondents for the whole consultation. This response rate is a result of the respondents being provided with the option of selecting multiple answers and demonstrates that some respondents have visited more than one library within the last 12 months.

The most visited library was Riverside Library which, with **143** visits, had more than double the number of visits than the second most visited library, which was Dinnington Library with **58** visits. The least used library of the respondents was the Booklink mobile service, with **8** respondents having used this service.

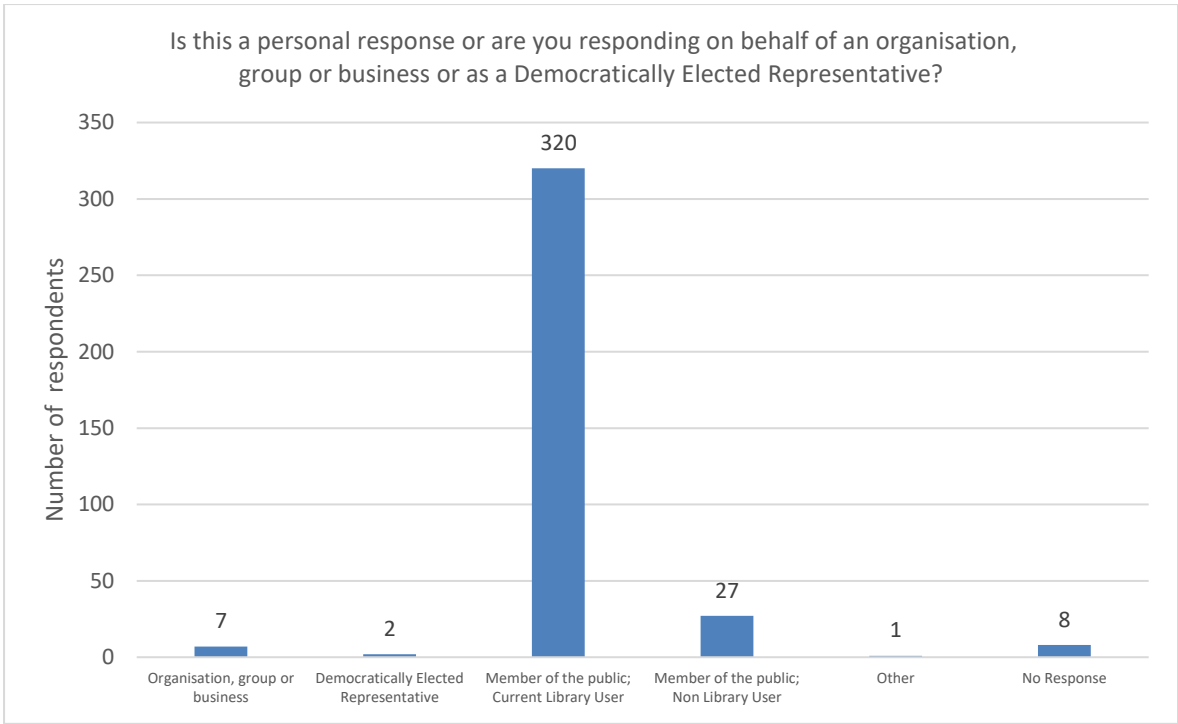


Figure 4

Figure 4 demonstrates who was completing the survey. A multiple choice was provided as to whether the consultation was completed by; An organisation, group or business; Democratically elected representative; Member of the public current library user; member of the public non library user or other. The highest group was completed by **320** members of the public current library users, whilst ‘other’ was the lowest with just **1**. Respondents were asked to provide detail when ‘other’ was selected stating ‘what or who you are responding on behalf of’ however for this **1** return there was no detail and this was left unanswered.

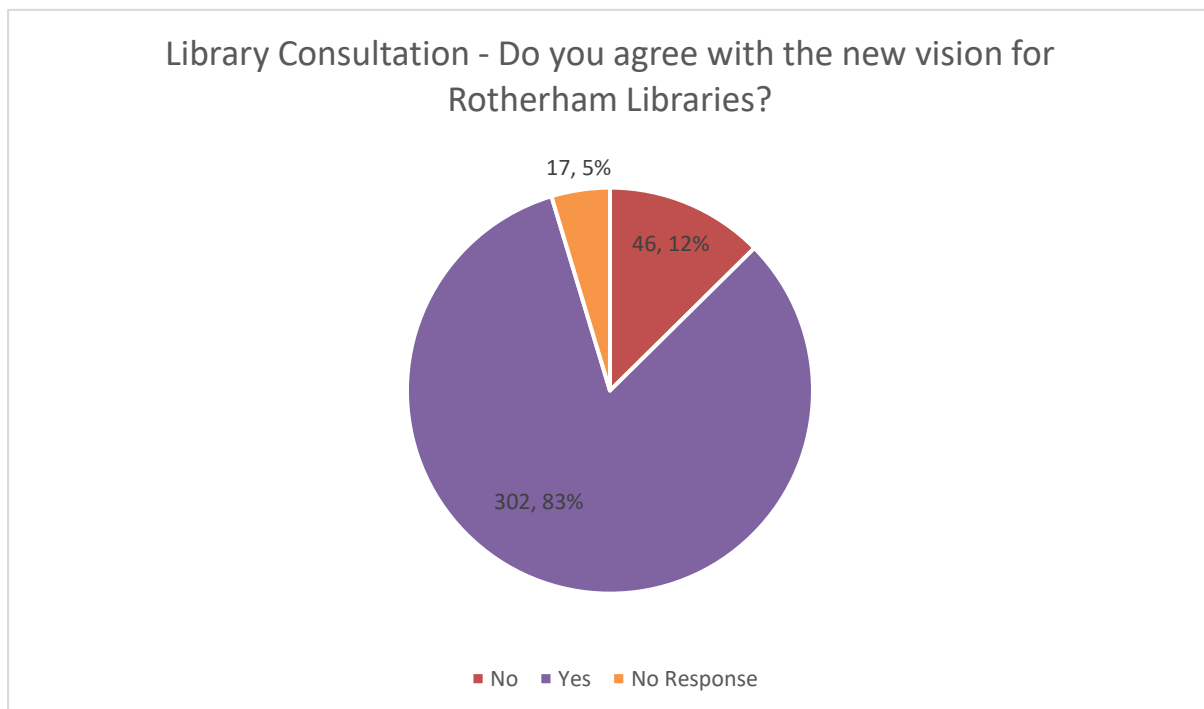


Figure 5

Figure 5 demonstrates that **302** of the 365 respondents (**83%**), agree with the new vision for Rotherham Libraries. Of the 365, **46** disagree (**12%**), and **17** respondents (**5%**) provided no response.

Respondents were asked to give reasons as to why they agree or disagree with the new vision. From the **365** respondents, **205** provided further comments with regards to the answer they provided, whilst the remaining **160** left blank. By providing this free text space we were able to identify some key themes.

These are as follows:

- **Community** – 76 of the 205 comments recorded stated that they feel libraries are an important part of the community . Comments included:
  - ‘I think libraries are a valuable resource for the whole community’
  - ‘I agree with the plans to improve services and widening of opportunities to bring communities together’
  - ‘Libraries are an essential part of our neighbourhood strategy and provide a hub around which the community can come together.’
  - ‘Libraries are a key part of the community, especially as so many other community services have now gone’
- **Books** – 30 comments recorded mentioned books, it varied with regards to using funding to get more books or commenting on the positive impact of reading books. Comments included;
  - ‘the local community would find themselves isolated and without access to books, internet facilities and various local amenities’

- 'Libraries are such a local asset, providing not only books, but a meeting place and hub for the community'.
- 'Yes, providing that more new books are provided and finance is not diverted to other activities'
- 'I feel strongly that our libraries should not only remain but be improved with a greater selection of books and services'

➤ **Children** – 18 comments recorded stated the importance of libraries for children, comments were as follows;

- 'You should specifically include provision for under school age children in terms of the toddler sessions run which encourages children to get into reading'
- 'I want my children to appreciate the written word and the wide variety of books and activities that can come from them'
- 'Libraries should be central to communities. It's really important that all children have access to books.'
- 'I agree that the libraries should be central hubs for encouraging children and enabling adults to read'

Some comments captured from the 12% that disagree with the vision are as follows;

- 'I believe that all libraries should be run with professional staff who are salaried and responsible to the local authority'
- 'In part but I think the libraries could offer more services to the public as the Council are reducing face to face assistance'
- 'I partly agree with the way libraries have to move forward. I don't like the use of volunteers'.

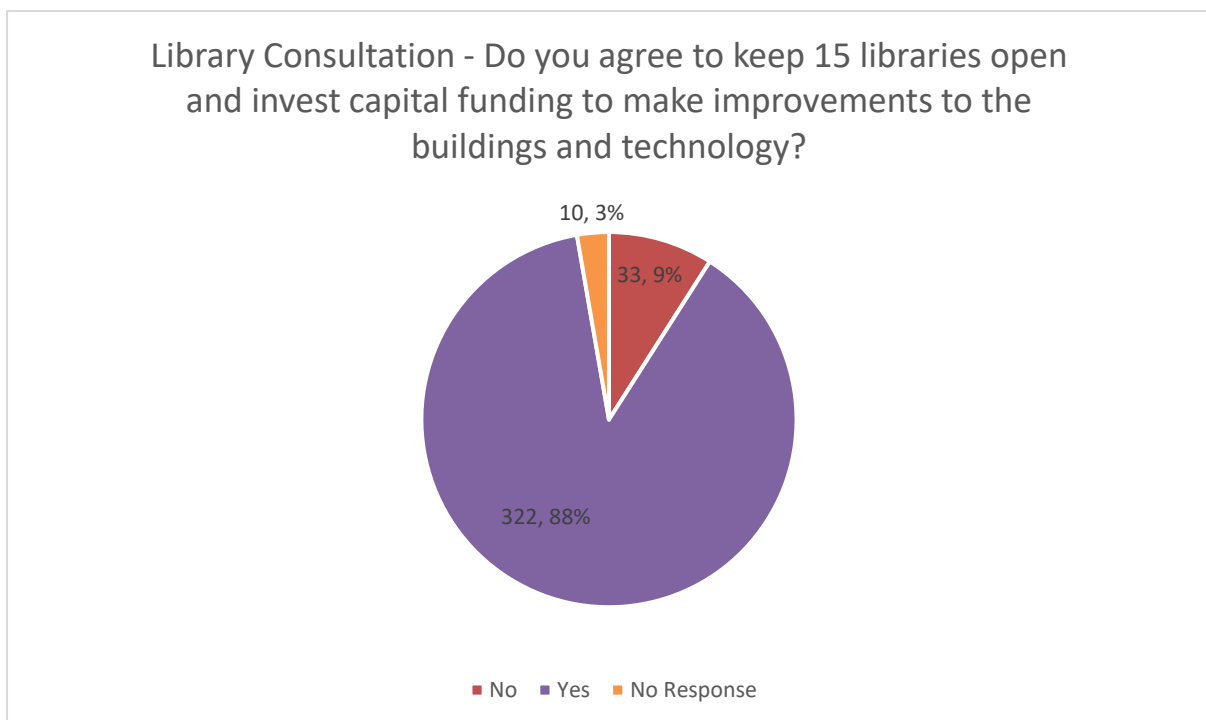


Figure 6



Figure 6 shows that **322** respondents of the **365 (88%)** agree for 15 libraries to remain open and invest capital funding to make improvements to the buildings and technology, whilst **33** selected that that they disagree (**9%**). 10 respondents (**3%**) didn't answer.

Respondents were asked why they either agree or disagree with keeping 15 libraries open, **238** provided further comments whilst **127** of the **365** left this blank. By providing this free text space for respondents to complete we were able to identify key themes from the answers provided. For the **33** that disagreed they felt libraries weren't used, with some comments as follows;

- 'People don't use libraries. Information is available at your fingertips nearly everyone has a smart phone or tablet'
- 'Too many and many underutilised. Have one central library.'

Of the **322** that agreed to keep libraries open comments included;

- 'It is imperative for all our residents to have access to a local library'.
- 'Definitely the technology as it is very slow at the moment and very out of date, Ideally Bluetooth / WiFi printers etc'.
- 'A worthwhile asset to the community. The heart of the village, really useful'.

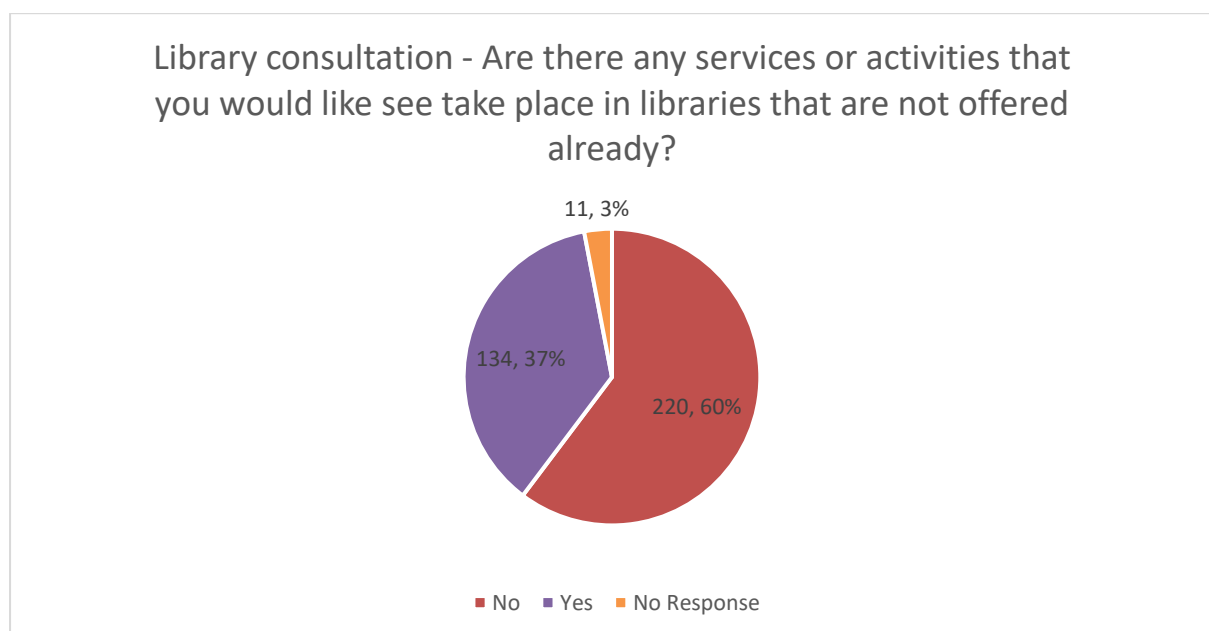


Figure 7

The above chart (figure 7) shows that **134** respondents (**37%**) would like to see more services or activities take place in libraries that are not offered already with **220 (60%)** that don't want to see anymore service or activities. **11** respondents (**3%**) left this unanswered

Respondents were asked to provide further details about activities and services they would like to see. **131** comments were provided, whilst the remaining respondents left this blank. By providing this free text space for respondents to complete, we were able to identify key

themes as to what activities and services they would like to see within Libraries, these were as follows:

- **Children** – 14 comments were around providing a wider range of activities for children or making them more frequent, some comments were;
  - ‘More activities for children as these often get booked up quickly and they are great’
  - ‘Much more emphasis on children’s activities, they are the future users, entice them in !!’
  - ‘More children's activities, perhaps based around specific books.’
- **Clubs and Groups** – 15 comments suggested more groups and clubs, this included varied suggestions such as; author events, poetry, crafts, yoga and photography. Some comments included were;
  - ‘Evening activities that people who work full time can attend e.g. book clubs, craft sessions author sessions or even making the library buildings available to other groups such as Scouts’
  - ‘Hobby based activities e.g. photography club, yoga sessions, language group’

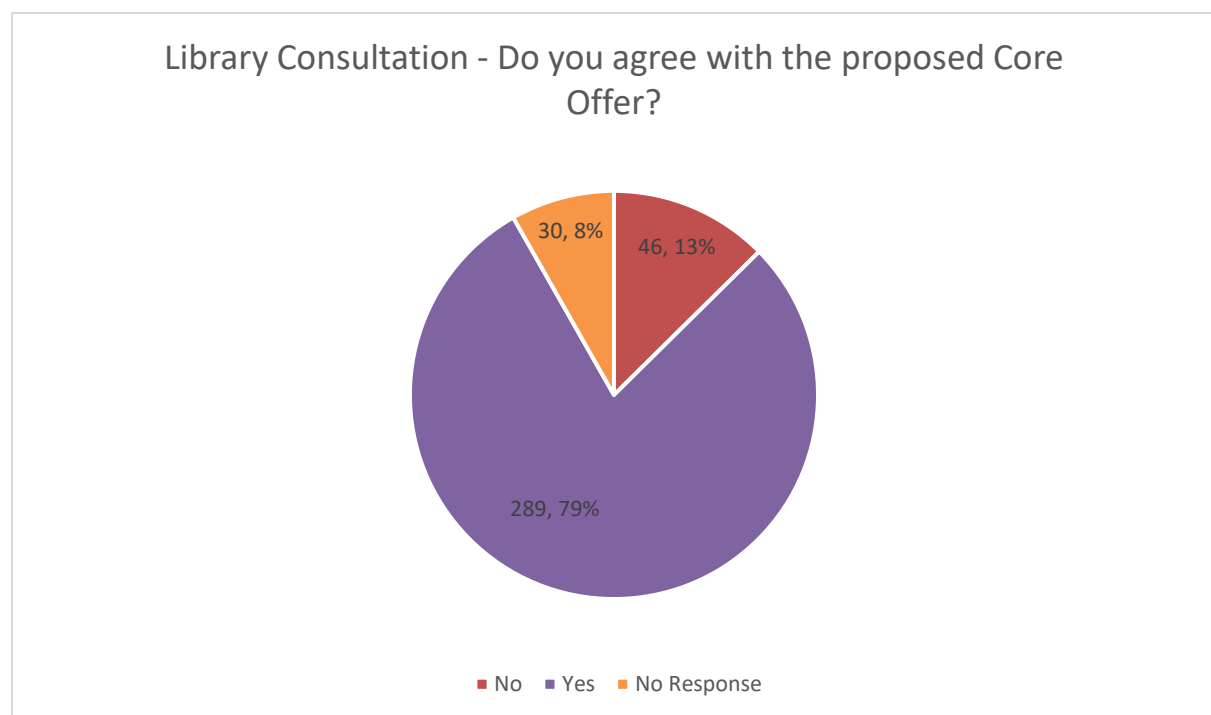


Figure 8

Figure 8 shows that when asked if agreed with the proposed core offer, **289** of the **365** respondents (**79%**) did agree. **46** did not agree (**13%**) and **30** did not respond (**8%**)

Respondents were asked to give reasons as to why they agree or disagree with the proposed Core Offer. By providing this free text space we have been able to identify some key themes from the reasons that were provided. **125** comments were provided, whilst remaining respondents left this blank. These comments varied and most were positive, some comments included;

- 'It will benefit all the community'
- 'I like the idea of them becoming hubs and accessible.'
- 'They seem reasonable and will hopefully play a role in the community and bring an increase in library use.'
- 'Volunteers/staff need more recognition for the work they do. I agree with making libraries more communal and making them provide a variety of activities'

Of the 13% that do not agree with the proposed core offer, some comments provided were as follows;

- 'It probably makes sense to Council people but again it seems mostly just flashy words. Hard to tell what it actually means. But I might have been reading the wrong bit. There's quite a lot of information.'
- 'The Core Offer is PC speak and meaningless.'
- 'I do not agree with proposals to have other organisations run libraries with unpaid workers'

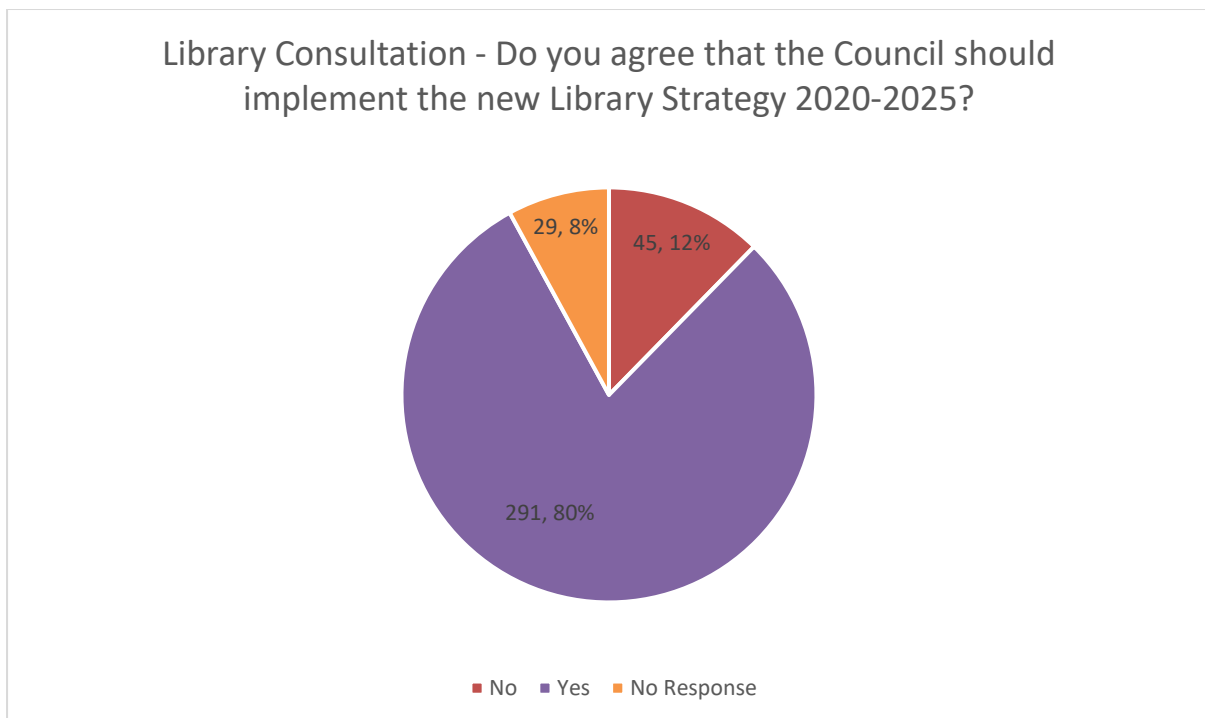


Figure 9

Figure 9 shows if respondents agree that the Council should implement the new Library Strategy **291** out of the **365** responses (**80%**) agreed yes, **45** respondents did not agree (**12%**) and **29** did not answer (**8%**).

Respondents were asked to explain why they had selected their answer. The online survey included a free text field where respondents could advise of the reason as to why they agree or disagree with implementing the new library strategy. There were **150** comments provided out of the **365** respondents that completed the survey. These comments varied and most were positive, comments that included;

- 'Especially the aim of keeping local libraries open and accessible'.
- 'The more use libraries get, the better'.
- 'Anything to improve library services would be a plus.'
- 'To ensure that Rotherham meets its statutory responsibility, to ensure that libraries continue to play their vital role within local communities'

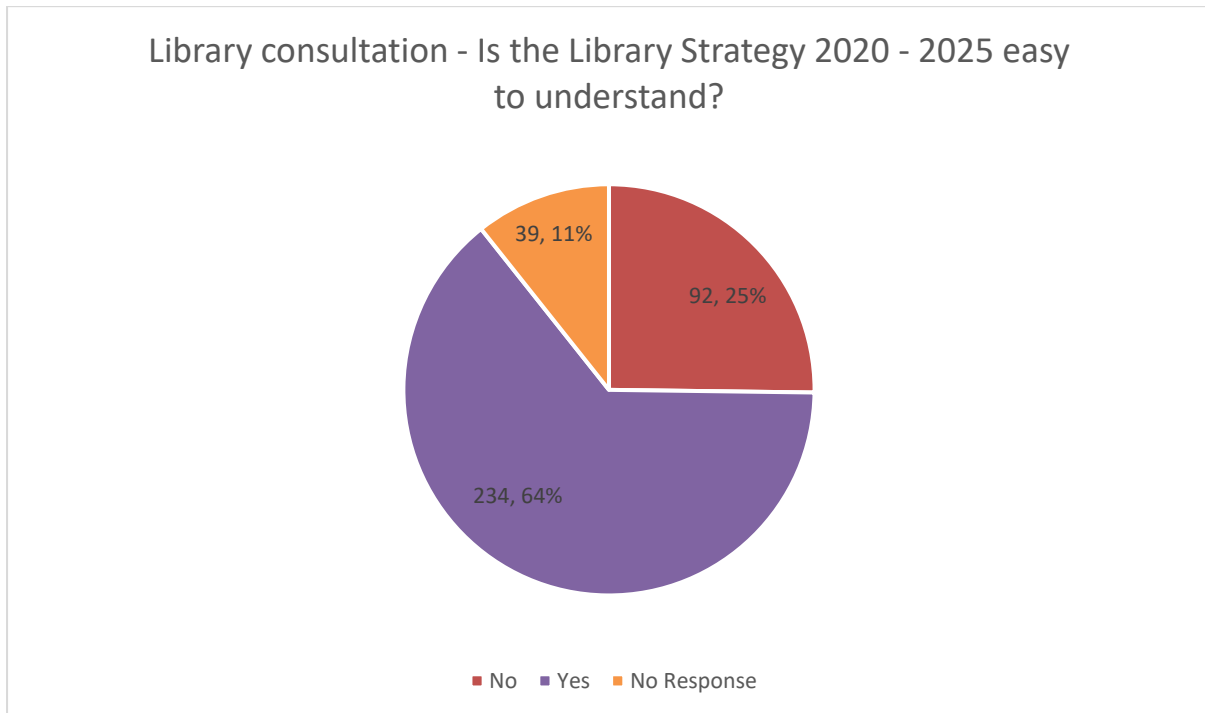


Figure 10

The above chart (Figure 10) demonstrates when asked if the Library Strategy 2020 – 2025 is easy to understand **234** of the **365** respondents agree (**64%**), **92** respondents disagree (**25%**) and **39** did not answer this question (**11%**)

Of the 92 respondents that disagree that Library Strategy 2020 – 2025 is easy to understand, 54 left further comments to explain their answer. The key theme of these comments is the wording and amount of information there is to read. Some comments are as follows;

- 'Too wordy and hard to find which libraries are remaining open and which not.'
- 'In some ways it is, but it may need to be more simplified and straight to the point'
- 'It is too long and overcomplicated. Should have been produced as a number of simple statements.'

59 of the 234 respondents that agree the Library Strategy 2020 – 2025 is easy to understand left further comments. Some comments mentioned the length of the document however, the consensus is that the document is clearly set out and easy to understand. Comments included were as follows;

- 'Once you sit down and read it properly but I dare say a lot of people won't have the time.'
- 'It is very easily presented, and it is easy to understand how libraries can evolve to make then much more accessible to everyone and more utilised so that they are able to stay open in the communities they serve'
- 'Quite a lot to digest which may put people off reading it!'
- 'I am very lucky in that I'm literate, not sure it's brief or bite sized enough for all service users'

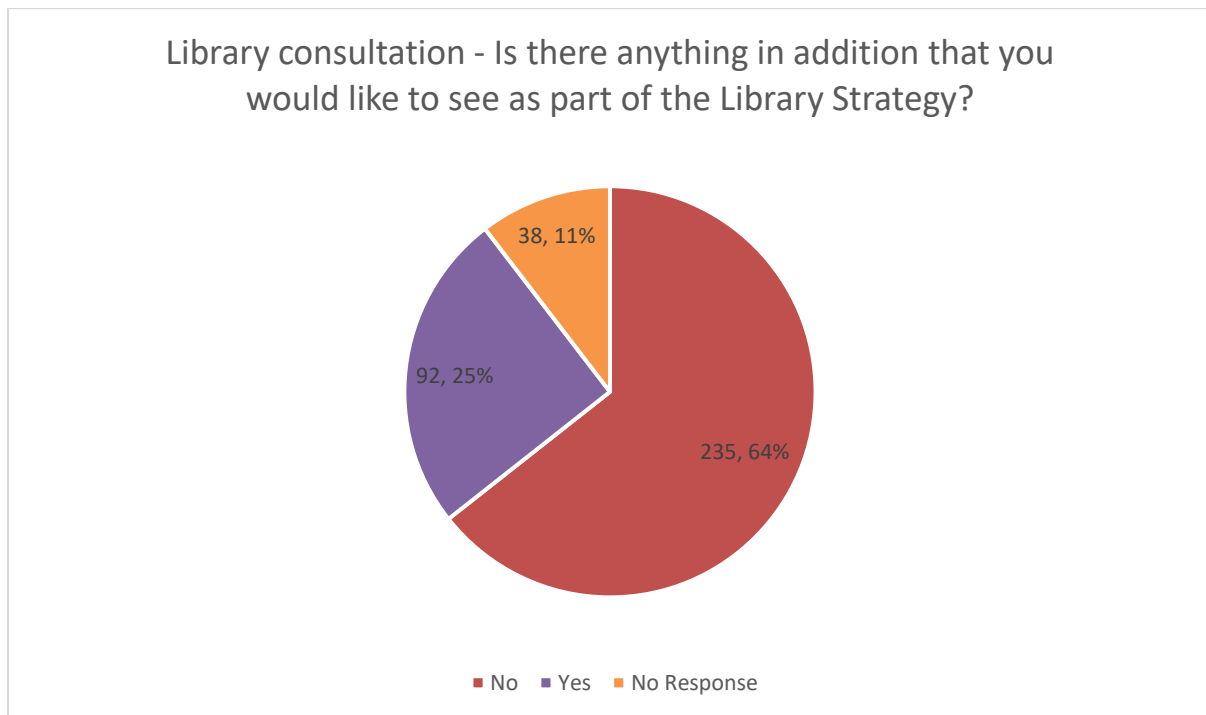


Figure 11

Figure 11 shows whether respondents would like to see anything in addition as part of the Library Strategy of the **365** responses **235** said no (**64%**) whilst **92** answered yes (**25%**) and **38** did not provide a response (**11%**)

Respondents were provided with free text space to add further details to their answer. From the **365** respondents, **116** provided further comments, whilst the remaining respondents left this blank. From this we could establish some key themes as follows:

- **Books** – 16 comments were based on ensuring books, e-books and materials were updated, they were as follows;
  - 'For the library to have more up to date material available'
  - 'Libraries often offer particular services for the visually impaired, large print and e books that can be read in various formats spring to mind'
  - 'A larger e-book and audiobook selection, possibly such as Overdrive. Keeping the IT and books section separate as much as possible'
- **Opening Hours**– 8 comments were encouraging to keep libraries open and maintain opening hours. Some comments included are;

- 'I like my library as it is but this does not mean i will not enjoy change as long as it stays open'
  - 'All local libraries to remain open'
  - 'More opening hours, not less'
- A lot of individual comments were around creating more quiet space, providing more groups, introducing coffee or café facilities, with one respondent who provided persistent comments throughout the whole survey all relating to Skateboarding.

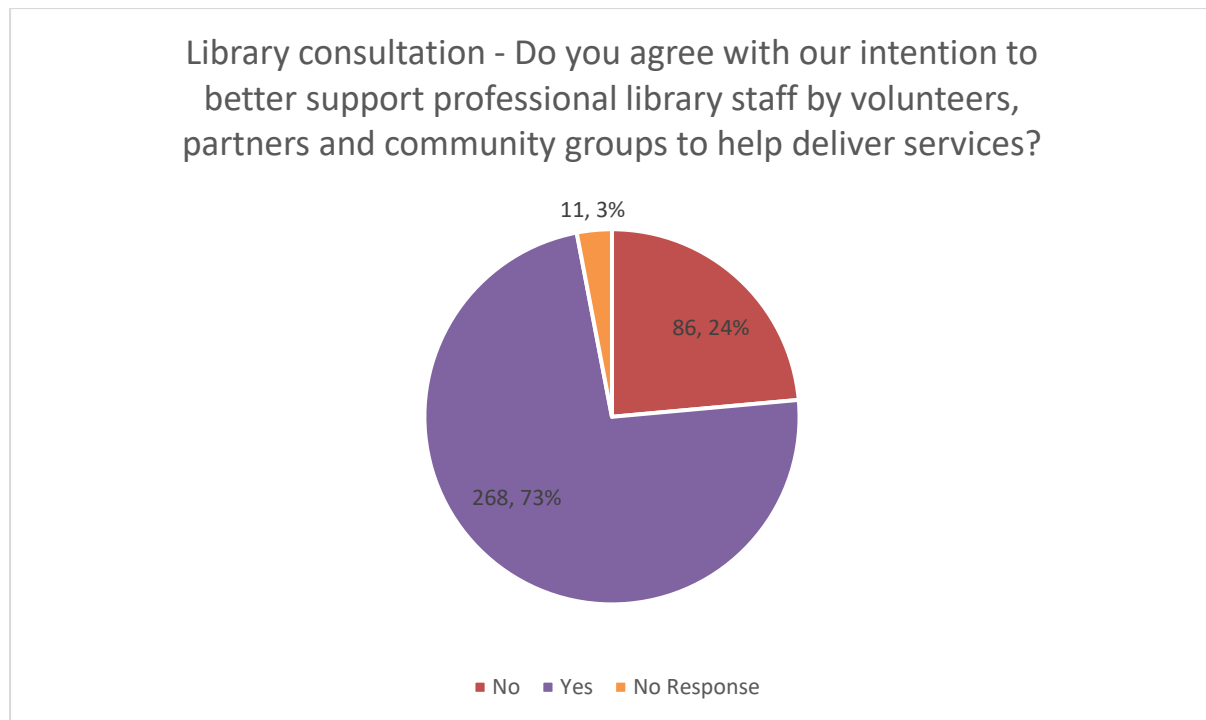


Figure 12

The above chart (figure 12) demonstrates that **268** of the **365** agree (**73%**) with our intention to better support professional library staff by volunteers, partners and community groups to help deliver services, whilst **86** disagree (**24%**) with **11** leaving this unanswered (**3%**)

Respondents were asked to provide reasons as to why they agreed or disagreed with our intention to better support professional library staff with volunteers, partners and community groups. **193** respondents provided further comments, by providing this free text space we were able to identify key themes. Some comments relating to agreeing with utilising volunteers were as follows;

- 'Yes if volunteers help keep library open, no if it's the thin end of a wedge to close libraries'
- 'Generally yes but all activities and services should be run by qualified staff.'
- 'As long as there are sufficient qualified paid librarians in all locations.'

Further comments from those who disagree with utilising volunteers included;

- 'Although I've put 'no', this is difficult to answer as it is a good thing to involve people mentioned above, but not at the expense of removing paid staff who have valuable experience.'
- 'Volunteers are unreliable, stick to well trained dedicated library staff. Ownership of the service promotes enthusiasm and loyalty.'
- 'It is a worry that volunteers are not able to give as good a service as a trained employee and will eventually replace employees'

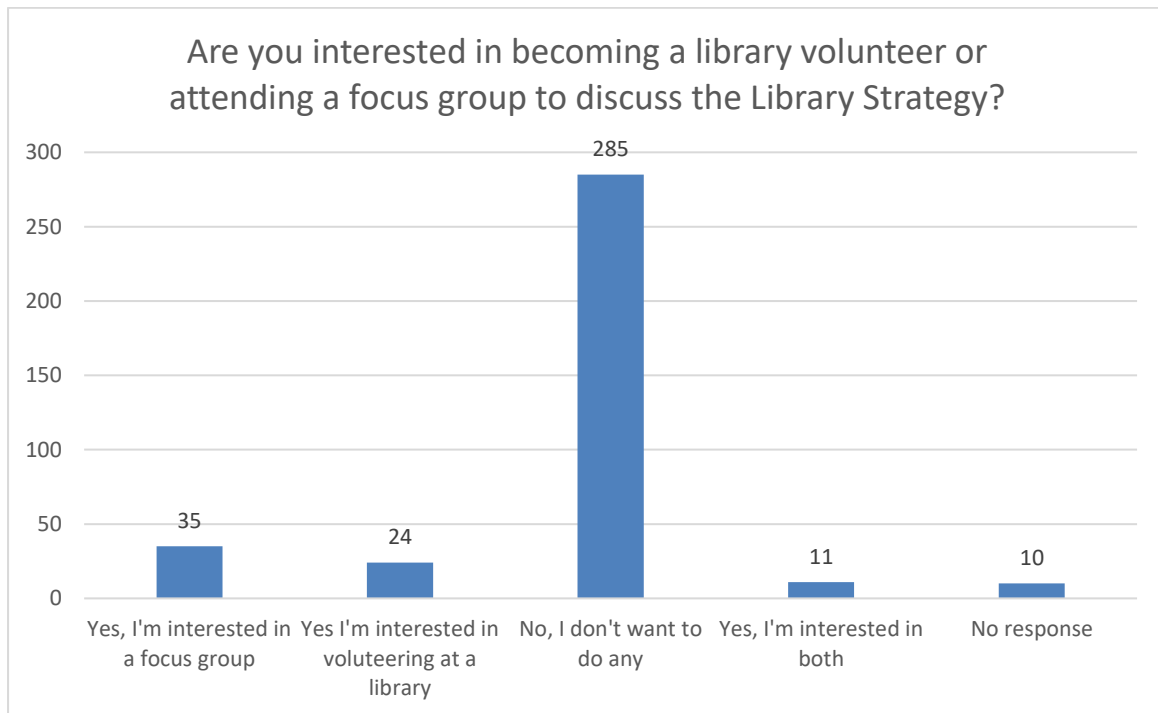


Figure 13

Respondents completing the survey were asked if they are interested in becoming a library volunteer or attending a focus group to discuss the Library Strategy. Figure 13 demonstrates that from the **365** respondents, **285** didn't want to be involved (**78%**). Whilst **35** would like to be involved within a focus group (**10%**), **24** would like to volunteer at a Library (**6%**) and **11** expressed an interest to be involved with both (**3%**). **10** people left this blank (**3%**).

A dedicated space was provided for respondents to provide their Name, telephone number and email address where they expressed an interest to be a volunteer, involved in a focus group or both. In addition, it was asked if there was a specific library they would like to be involved in, all respondents left this blank.

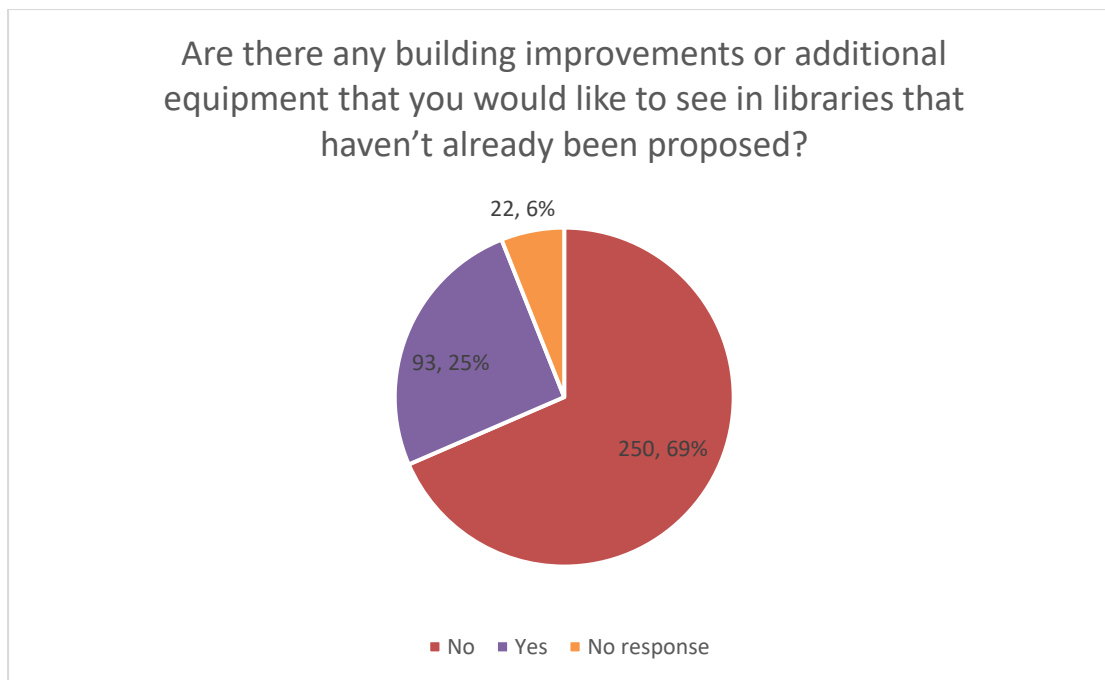


Figure 14

Figure 14 demonstrates that when respondents were asked if there are any building improvements or additional equipment that they would like to see in libraries that has been proposed already. **250** of the **365** respondents said no (**69%**) whilst **93** said yes (**25%**), the remaining **22** left this question blank (**6%**).

127 respondents provided further comments within the free text space that followed this question. This gave the opportunity for respondents to give reason for their answer and allows us to identify key themes from the comments provided, some of these were as follows;

- **IT Equipment** – 17 comments referred to having better IT equipment or up to date technology such as providing Kindles for people to read E-books in the library, comments included;
  - 'New PCs, Tablets, Cafe facilities'
  - 'Maybe have some iPads or kindles to borrow to read on too'
  - 'Increased innovative use of technology to improve access and support the use of services (e.g. for people with dementia, visual problems)'
- **Toilet Facilities** – 14 comments suggested having better toilet facilities within Libraries, some included;
  - 'All libraries need to be refurbished to a high standard and should provide public toilets and cafe's or at least a hot drink machine.'
  - 'A better baby changing area at Dinnington library would be welcomed. The current facilities are within a rather tired disabled toilet'
  - 'The toilet facilities need some updating and improvement.'



The final question as part of the consultation included a free text space giving the opportunity to provide any additional comments with regards to the Library service. **88** respondents provided further commentaries. Overall a lot of comments showed gratitude for the service provided by Libraries, some of those included were;

- 'They provide such a marvellous service and anything that can be done to continue this service, must be given adequate and open-minded consideration.'
- 'Thank you to the library services. I hope it grows and develops to be better suited to users and opens opportunities for all.'
- 'Excellent service, staff and facilities that I appreciate tremendously and would not like to lose.'
- 'I would like to thank the staff in libraries who continue to provide excellent support in a time of financial constraint.'

In addition, a lot of individual comments had a similar theme to those seen throughout the consultation which includes, supporting libraries to stay open, better technology, better IT equipment, more groups, more books and hot drinks facilities. Some further comments are as follows:

- 'Focus on them being community centres and places of gathering is important as well as access to books.'
- 'Please don't close libraries they are valuable for encouraging young children to read and access books they wouldn't be able to.'
- 'Rotherham Library has brilliant facilities - shout about them far and wide so people know what is available to them.'
- 'I visit many libraries across Rotherham and have been impressed with how well Mowbray is run. Approachable friendly staff, a variety of Community groups, facilities, toilets, tables and am impressed with the drinks machine, more libraries should have this facility'

### Section 3 - Equality and diversity analysis

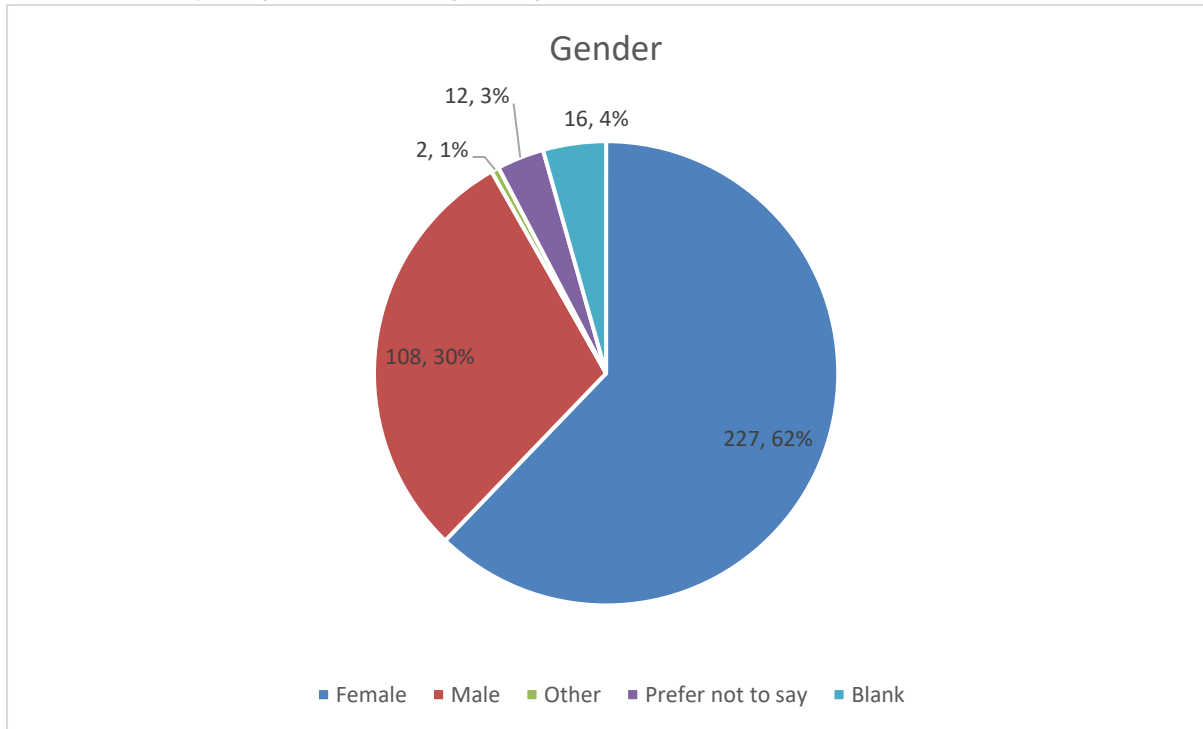


Figure 15

Figure 15 shows that from the **365** respondents for this consultation, **227 (62%)** were Female, **108 (30%)** were Male, **2** people (**1%**) selected other, **12 (3%)** chose not to say whilst **16 (4%)** left this question blank. When other was selected, respondents had the opportunity to provide further details, however from the (1%) shown, this was left blank.

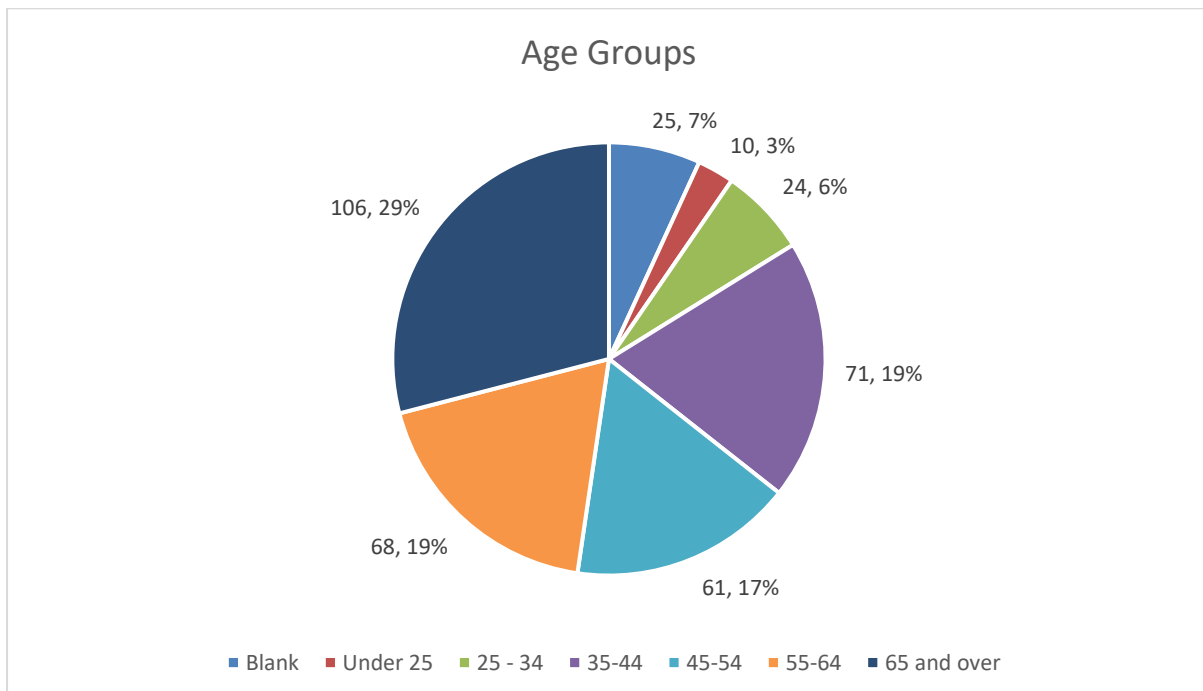


Figure 16

The above (figure 16) shows that the age range that completed this consultation varied from under 25 to over 65. The largest age group captured was '65 and over' with **106**, which is **29%** of the **365** respondents. The smallest age group captured was the Under 25's with **10** (**3%**) of the **365** respondents falling into this age group. **25** people (**7%**) left this question blank. The remaining data shows that **24** people (**6%**) were aged '25-34', **71** (**19%**) were aged '35 – 44', **61** people (**17%**) were aged '45-54' and **68** (**19%**) were 55-64.

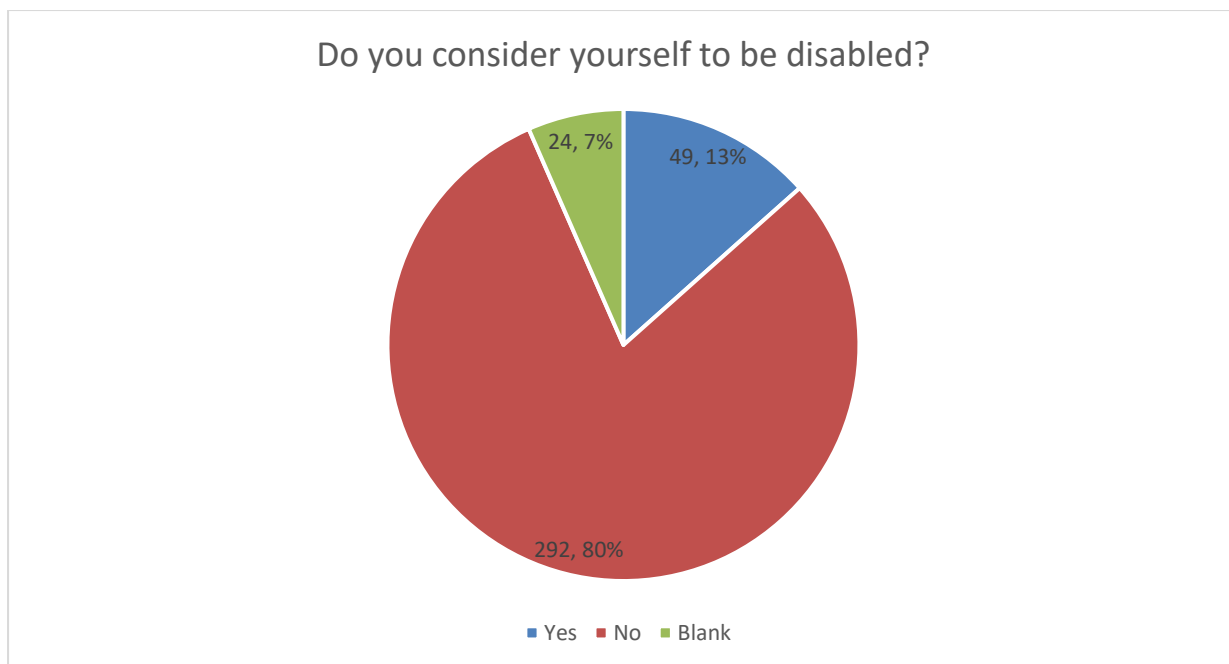


Figure 17

Respondents were asked if they considered themselves to have any disabilities. Figure 17 shows that **292** of the **365** respondents (**80%**) did not consider themselves to be disabled, **49** (**13%**) considered themselves disabled and **24** (**7%**) left this question blank.

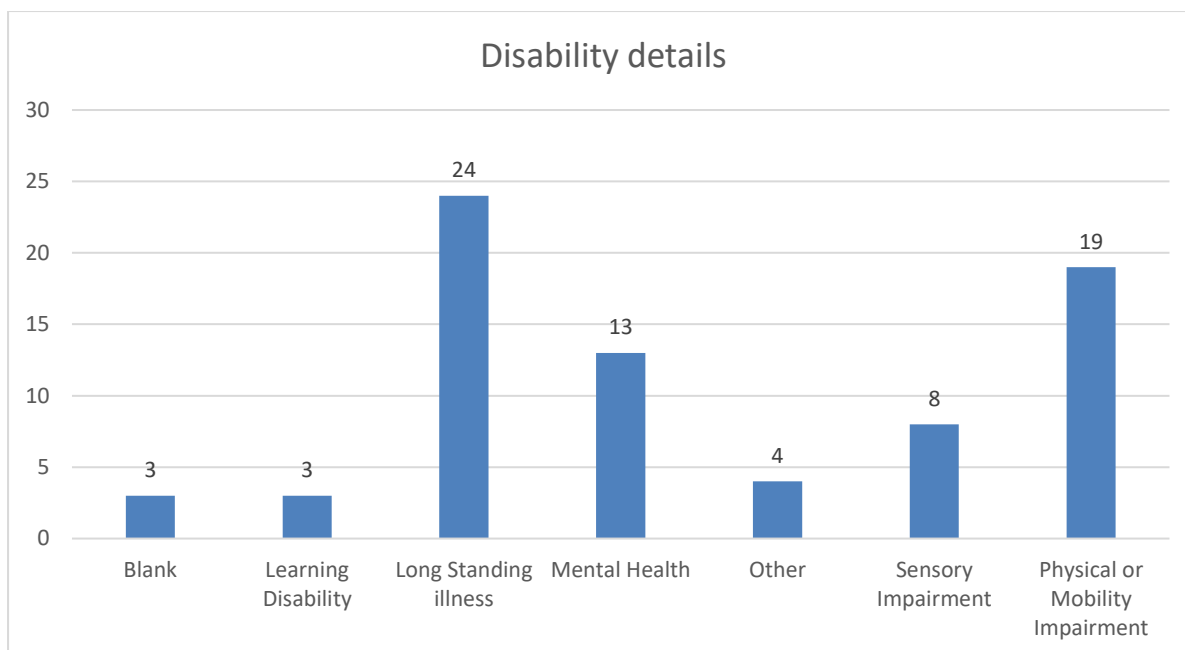


Figure 18

When yes was selected, a box was provided for respondents to provide further information with regards to their disability. Respondents were able to select multiple options when answering this question. Figure 18 enables us to see that of the **49** respondents that selected yes some have multiple disabilities.

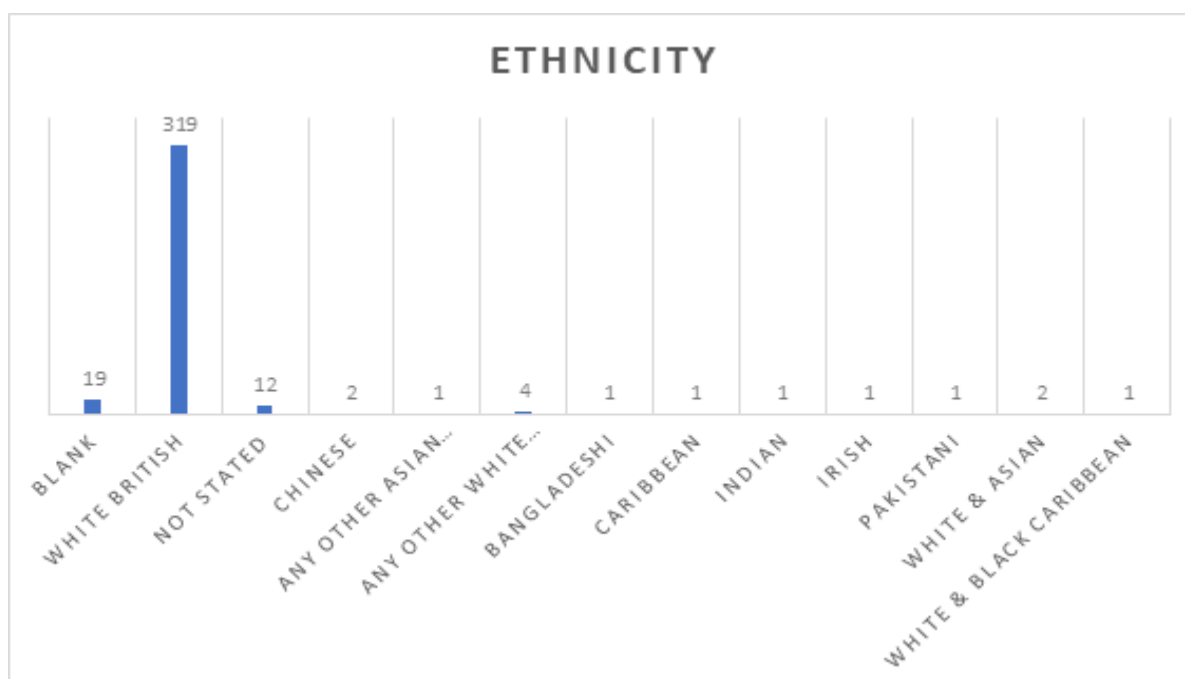


Figure 19 demonstrates a breakdown of the ethnic groups that took part in this consultation. Of the 365 respondents, this graph shows that **319** were White British, **19** people left this question blank and **12** who chose not to disclose their ethnicity with the remaining **15** which is made up of various ethnic backgrounds outside of the White British category.

#### **Section 4 - Other findings**

The drop-in sessions that did take place across libraries in Rotherham revealed that respondents wanted the number and range of books available to be improved. This is also reflective of the online survey, which demonstrated that a good range of books is a priority for most library users. Customer also expressed their need for better IT equipment and a faster Wi-Fi, again this can be noted from the online survey where the comments provided are very similar.

Following the analysis from the initial consultation of Future of Rotherham Libraries it was recognised that there were two main areas of low engagement and further work took place between 25th June – 9th July to allow time to specifically target these areas. As aforementioned these groups included Under 25's and BAME community.

The closure of the face to face library provision has limited the way in which the service could target the above groups. Therefore, the response rate during the consultation was considerably low. This also impacted the way in which we could address these gaps as part of further consultation.

Contact was made with relevant services that were identified as having suitable groups that could assist with targeting these identified gaps.

#### **Additional analysis - Under 25's**

The Library team worked with the early help participation voice & influence Coordinator in order to set up a Skype meeting with youth cabinet members. In addition, a follow up email sent out to all secondary schools on 12<sup>th</sup> June encouraging further feedback from young people. The feedback received from Schools was due to COVID-19 this was not on their list of priorities. Young people had previously responded in the last phase of consultation with regards to what they wanted to see in libraries and could be used to form the future service offer.

A skype call took place with some Youth Cabinet Board Members in order to obtain further verbal feedback. Although only 4 individuals attended the age range was varied which included; Year 6, Year 7, Year 10 and 6<sup>th</sup> form. Although no specific details on the strategy, comments were provided with regards to libraries needing to be more modern as they can appear daunting to kids and that activities need to be publicised more to children in schools. Whilst the group informed that they don't always use the libraries for books, they find libraries peaceful and somewhere to do their school work.

A request was all sent to encourage skype calls with Special Education Needs groups (SEND) lesbian, gay, bisexual, and transgender community (LGBT) and Rotherham United Under 25's.

Feedback from SEND group following a virtual session found that they would like to see more open spaces for wheelchairs, Interesting displays, Anime, cosplay ,cartoon content (displays and figures of popular characters ), Interesting objects on display/cupboard and theme book events for teenagers. Another suggestion from a young person in the group, who has a sight impairment, recommended Libraries having the ability to offer different forms of communication where possible such as Makaton / sign language.

No further feedback was obtained from LGBT and Rotherham united under 25's as they informed us participation within groups had been low due to COVID-19 with no participants at all for the LGBT group.

**Additional analysis - BAME community**

14 of the 365 respondents were of a BAME background, and it's possible that a percentage of BAME individuals could make up part of the 31 respondents who chose 'not to state' or 'leave blank'. BAME individuals make up 6% of the active library users, therefore 3.8% of the 365 respondents to our consultation were of BAME background. These figures were discussed with the community engagement team, who agreed that considering current BAME library users it was a fair representation. The service also identified that, this audience was engaged with in the same way as the previous phase of the consultation and the analysis from Phase 2 identified that 4.8% of respondents were from a BAME background, therefore a similar response rate to this final phase (1% difference which is to be expected due to global pandemic and the cancellation of face to face drop in sessions at some sites).

The library service did attempt to further engagement communication was made with REMA however due to the methods of engagement available not being suitable no further information could be obtained. Working is still ongoing to address this gap.

### Proposed changes to Brinsworth Library – results and findings

Section 1, 'Overview of responses', provides details around the number of responses by week. Section 2, 'Online data form response analysis and key themes analysis', breaks down the responses to the questions asked within the online survey followed by a key themes analysis of the free-form comments provided by the respondents. Section 3, 'discusses the equality and diversity responses from the respondents.'

### Section 1 - Overview of responses

**Number of online form responses**

Week	Dates	Total
1	03/02/20 – 09/02/20	14
2	10/02/20 – 16/02/20	13
3	17/02/20 – 23/02/20	4
4	24/02/20 – 01/03/20	18
5	02/03/20 – 08/03/20	28
6	09/03/20 – 15/03/20	7
7	16/03/20 – 22/03/20	1
8	23/03/20 – 29/03/20	3
9	30/03/20 – 05/04/20	0
10	06/04/20 – 12/04/20	0
11	13/04/20 – 19/04/20	0
12	20/04/20 – 26/04/20	0
<b>Total consultation responses</b>		<b>88</b>

Table 1

Table 1 shows the number of responses captured weekly, with an overall response of **88** for the proposed changes to Brinsworth library.

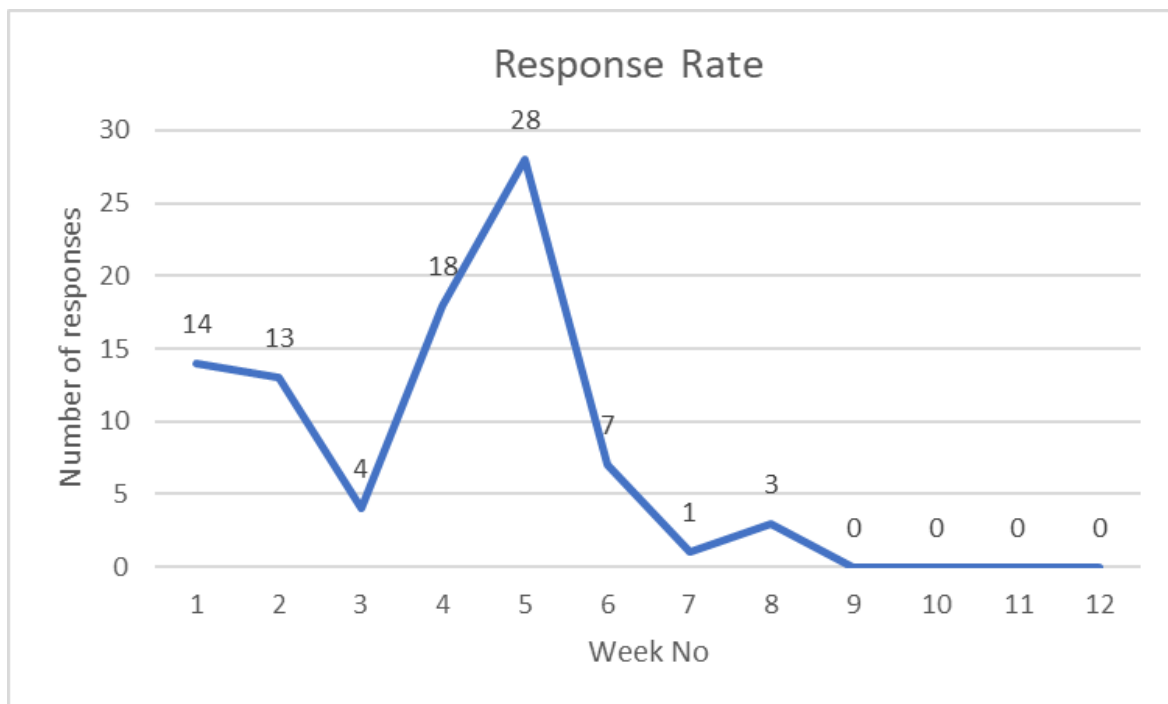


Figure 1

Figure 1 (above) shows that the highest number of responses was received in **week five** with a total of **28** responses. This was followed by a sharp decline in **week six** with **7** responses, this declined further in **week seven** with just 1 response. The responses remained low for the final 5 weeks, with no responses at all in the last four weeks. This decline is likely to be due to the COVID-19 outbreak, with safety measures introduced to limit the infection rate and eventually libraries being closed.

## Section 2 - Online data form response analysis

The tables below are based on a total response rate of **88**. Some of the questions allowed users to select more than one answer. The percentage figures are rounded up or down to the nearest decimal place and the **No Response** segment represents where the question has been left blank. Most questions asked were followed with a secondary question providing free text space for respondents to provide an explanation as to why they had selected the answer on the previous question, this enables us to identify Key Themes which is also detailed below as part of this analysis.



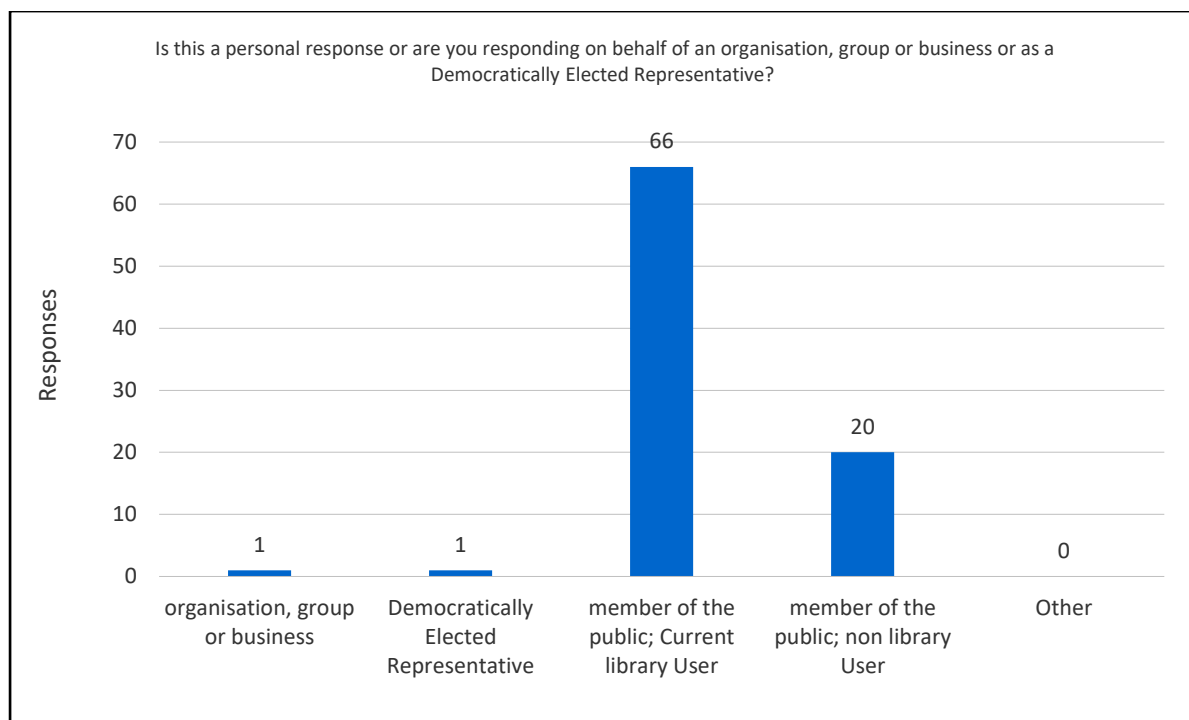


Figure 2

Figure 2 demonstrates who was completing the survey. A multiple choice was provided to select whether the consultation was completed by; An organisation, Group or Business; Democratically elected representative; Member of the public current library user; Member of the public non library user or Other. The highest group was completed by **66** members of the public current library users, whilst both 'organisation, group or business' and 'Democratically elected representative' both had **1**. Respondents were asked to provide detail when 'other' was selected stating 'what or who you are responding on behalf of' there was **0** selected for other.

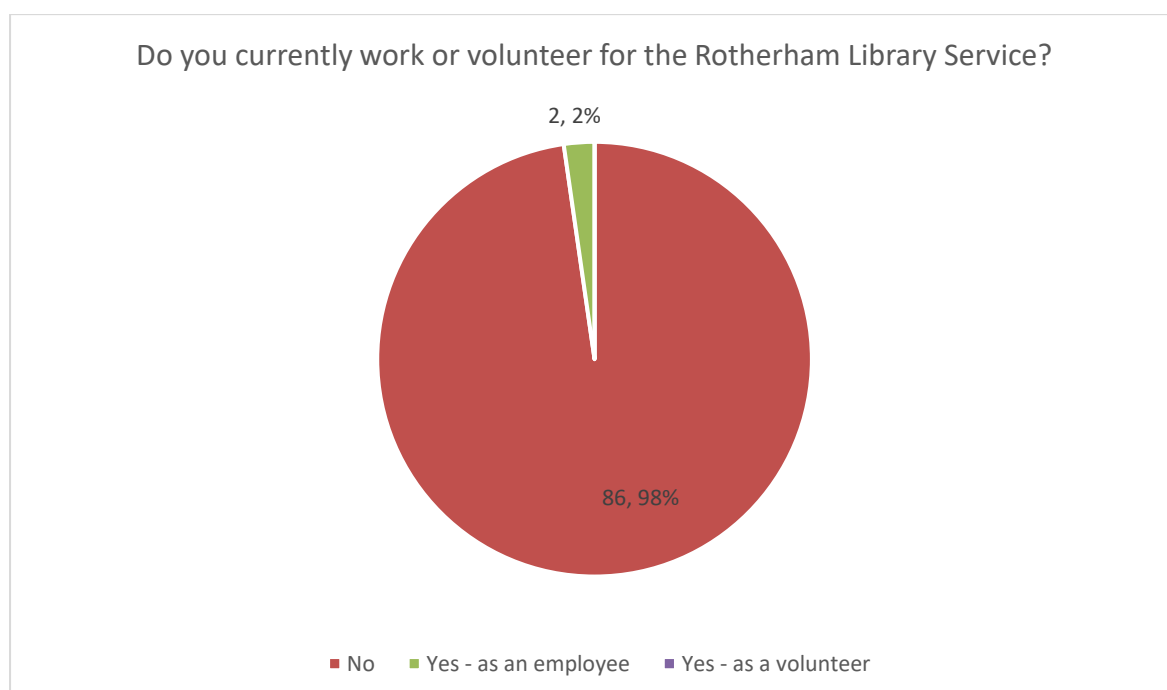


Figure 3

Figure 3 demonstrates that **86** of the 88 respondents (**98%**) do not currently work or volunteer for the Rotherham library service. **2 (2%)** selected that they are a current employee. There was a **0** return from any volunteers for the Rotherham library service.

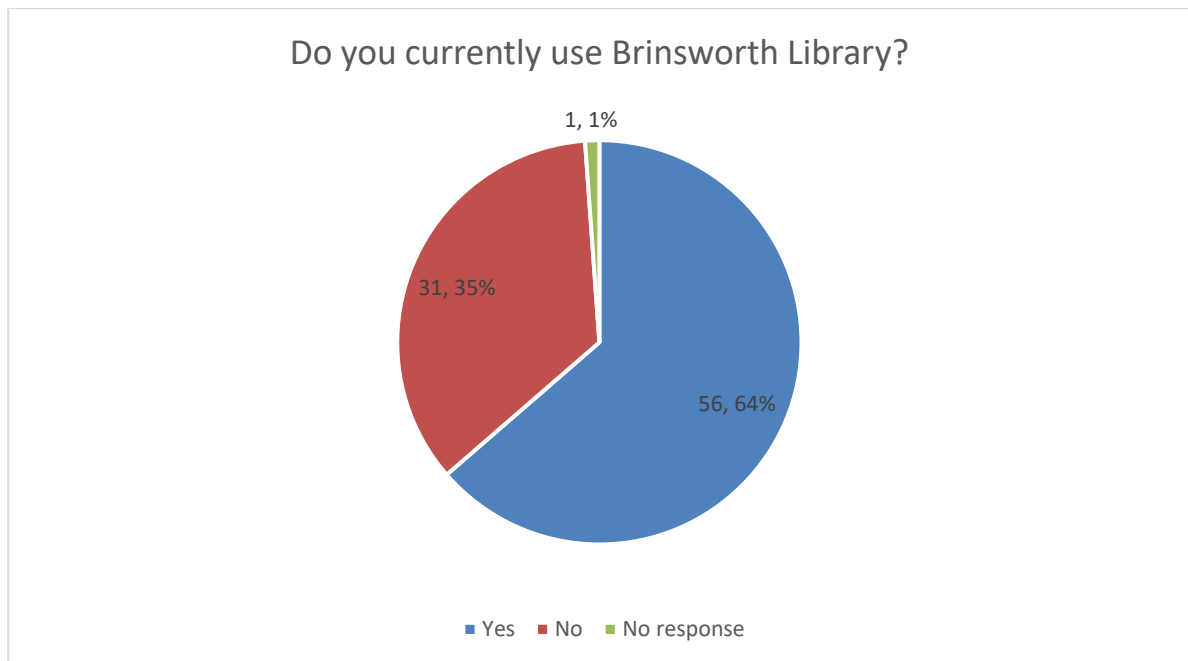


Figure 4

Respondents were asked if they currently use Brinsworth library. Figure 4 (above) demonstrates that **56** of the 88 respondents (**64%**) currently use Brinsworth library. Of the 88, **31** do not use Brinsworth Library (**35%**), and **1** respondent (**1%**) provided no response.

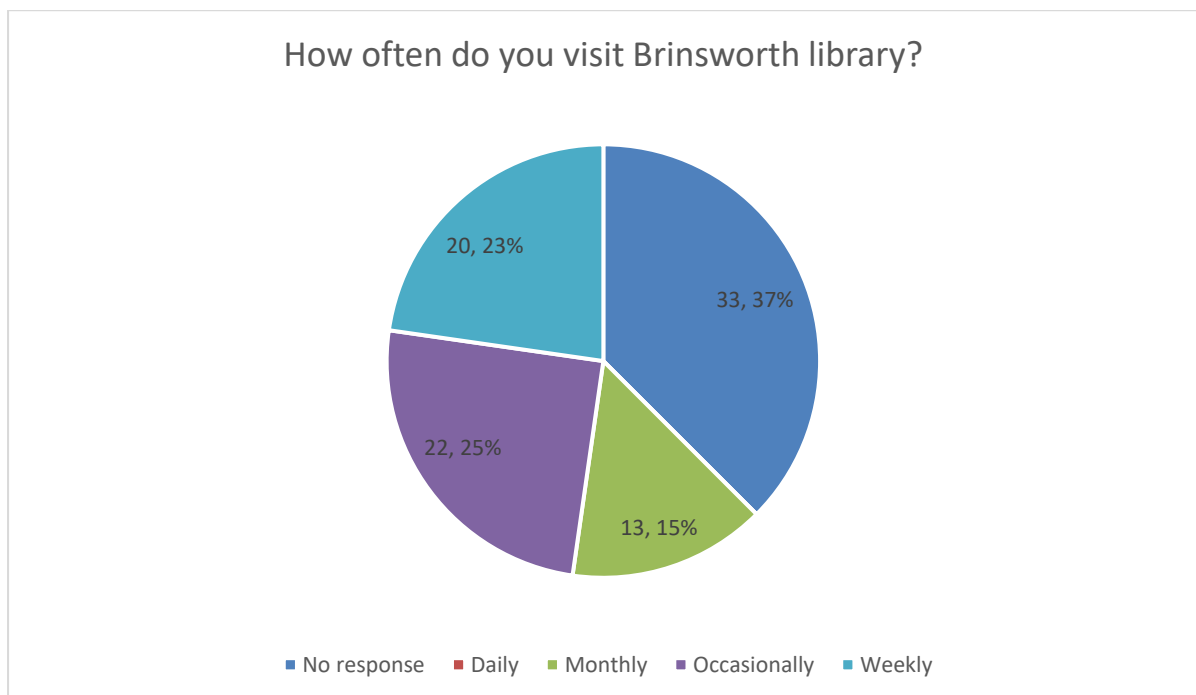


Figure 5

Following on from the question in Figure 4; When **yes** was selected respondents were then asked how often they use Brinsworth library. Figure 5 shows that **13 (15%)** attend Brinsworth library monthly, **22 respondents (25%)** selected occasionally, whilst **20 (23%)** use it weekly. From the 88 respondents no one selected the option for daily and **33 (37%)** left this question blank.

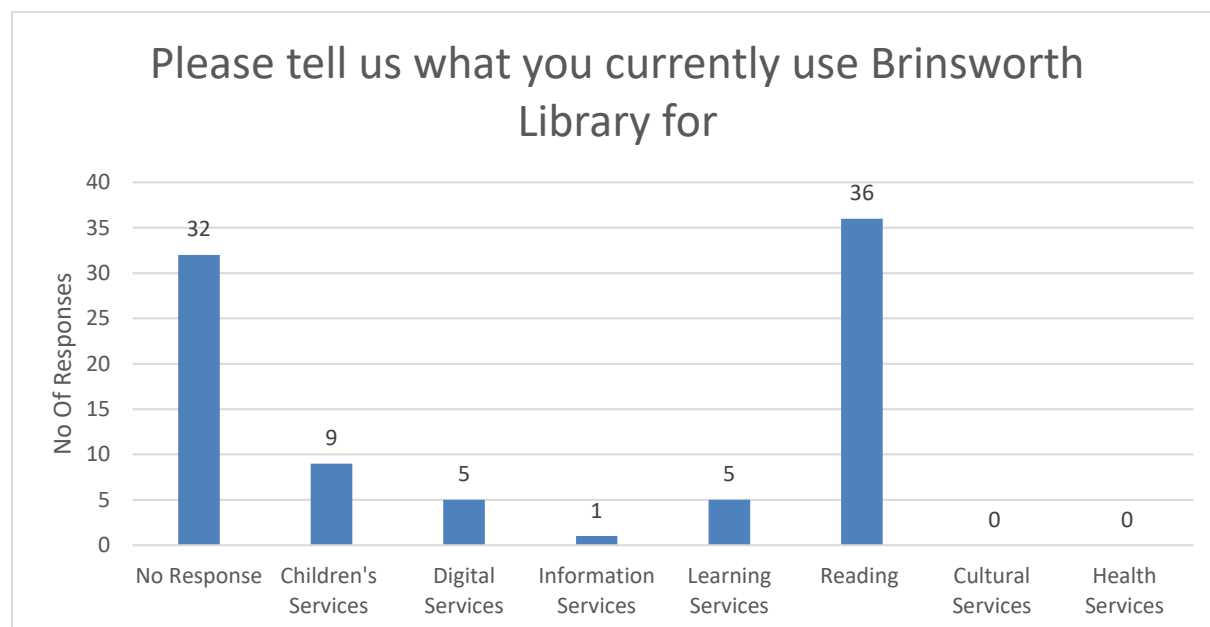


Figure 6

In addition, respondents who selected **yes** were also asked to choose from a list of options what they use Brinsworth library for. The multiple-choice options were;

'Children's Services - to attend activities such as a Rhymetime session or half term activity'; 'Digital Services - to learn basic IT skills, access public computers, photocopying, printing or to use our free Wi-Fi'; 'Information Services - to find out about starting your own business, applying for/ renewing a concessionary bus pass/Blue Car Badge'; 'Health Services - to access information and advice regarding health, lifestyle and wellbeing'; 'Cultural Services - to visit local art displays, attend an author visit or visit a mini museum exhibition'; 'Learning Services - to access digital support to help with job searching or to take part in regular skills development activities such as Knit and Natter' or 'Reading - to access our range of books or e-books or to take part in the Summer Reading Challenge'

Figure 6 (above) shows that reading is the most popular use for Brinsworth library, with **36** of the 88 respondents selecting this. **32** left this question blank. Cultural Services and Health Service was the least use for Brinsworth library with no one selecting this option.

**If No:** Following on from the question asked (shown in figure 4.) When no was selected, respondents were asked to explain why they don't currently use Brinsworth library. By providing this free text space for respondents to complete we were able to identify key themes from the answers provided. Of the 31 that answered no, **28** left further comments.

11 of the comments referred to the old building being outdated and the location, in addition some then went on to add that they will use/join Brinsworth library when the new building opens. Some comments as to why they didn't use Brinsworth library were as follows;

- 'Because it's in a temporary location. I cant wait to join the new improved library'
- 'Never really found the need and found it daunting to attend the old building due to its position'
- 'I feel uncomfortable with the area it is in and would rather not go, so I was over the moon to hear it was moving, will be perfect to just have a walk down without being made to feel uncomfortable.'
- Further comments stated that it wasn't their local library or they preferred to use the town centre location.

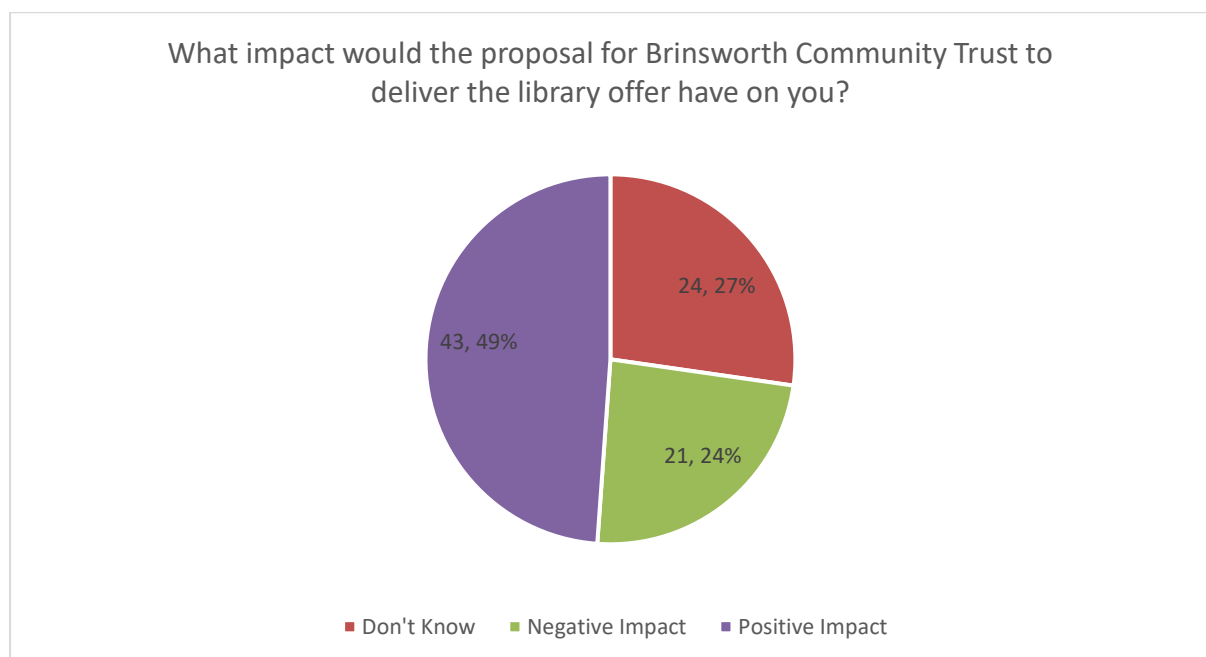


Figure 7

Figure 7 demonstrates what type of impact respondents felt the proposal for Brinsworth community trust to delivery the library offer will have on them. **43 (49%)** feel this will have a positive impact and **21 (24%)** feel it will have a negative impact, whilst **24 (27%)** selected 'don't know'

Respondents were then asked to explain the reasoning for their answer. By providing this free text space we were able to identify key themes from the answers provided.

Of the 21 respondents who selected negative impact, 20 left comments all based around the concerns of losing paid staff, some of these were as follows;

- 'We need trained staff with experience, not volunteers or staff from the Trust with no experience'
- 'I don't think using volunteers can work. The library needs trained, dedicated staff who have experience of working in libraries, Volunteers are likely not to relied upon to keep the library open at the designated times, not have the IT experience.'

24 respondents of the 43 that felt this would be a positive impact for them left further comments, most commended the new building and the new location, some other comments included are;

- 'Input from local community to the running of the library and ideas of what the local community would like and would hopefully support.'
- 'To share on social media when it's open, easy to access in the new location. Bringing in into the community would give the village sense of ownership.'

10 respondents left comments of the 24 that selected 'don't know' some of these comments are as follows;

- 'Worry about loss of jobs but think good opportunity for Trust.'
- 'Depends on level of service and continued support from RMBC.'

34 of the 88 respondents left no further comments.

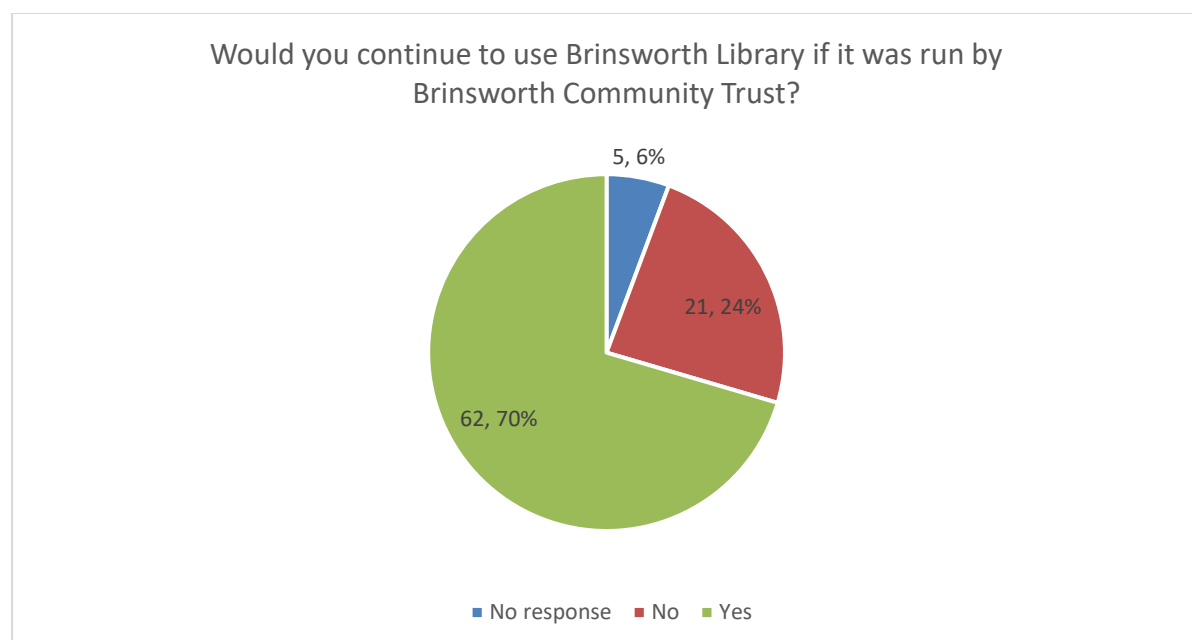


Figure 8

Respondents were asked if they would continue to use Brinsworth Library if it was run by Brinsworth Community Trust. Figure 8 shows that **62 (70%)** would still attend Brinsworth library, however **21 (24%)** said this would stop them attending whilst **5 (6%)** left this blank.

Respondents were then asked to explain the reasoning for their answer. By providing this free text space we were able to identify key themes from the answers provided.

Of the 21 that selected no, 18 left a further comment. The key theme from these comments highlighted that they would lose confidence in the library if run by volunteers. Some of these comments were as follows;

- 'Lack of confidence in the people running it. Too many issues - confidentiality, GDPR, not being reliable.....'

- 'The service given by staff is outstanding. Volunteers wont have the training or the experience that staff have gained over years of work experience.'

18 of the 62 respondents that selected yes, 18 left a further comment. These highlighted that as long as there was no impact on the service and activities provided they would be happy for the library to be run by Brinsworth community trust, however some of these comments, although selected yes, did add concerns on the impact on paid staff. Some comments included are;

- 'Not sure what Brinsworth Community Trust is, or how they would run it, but as long as the same range of books was available I would still use it.'
- 'Not sure this would be a good thing for staff who are currently employed. I would hope this wouldn't result in redundancies. I can see how this would affect the availability of services currently provided.'

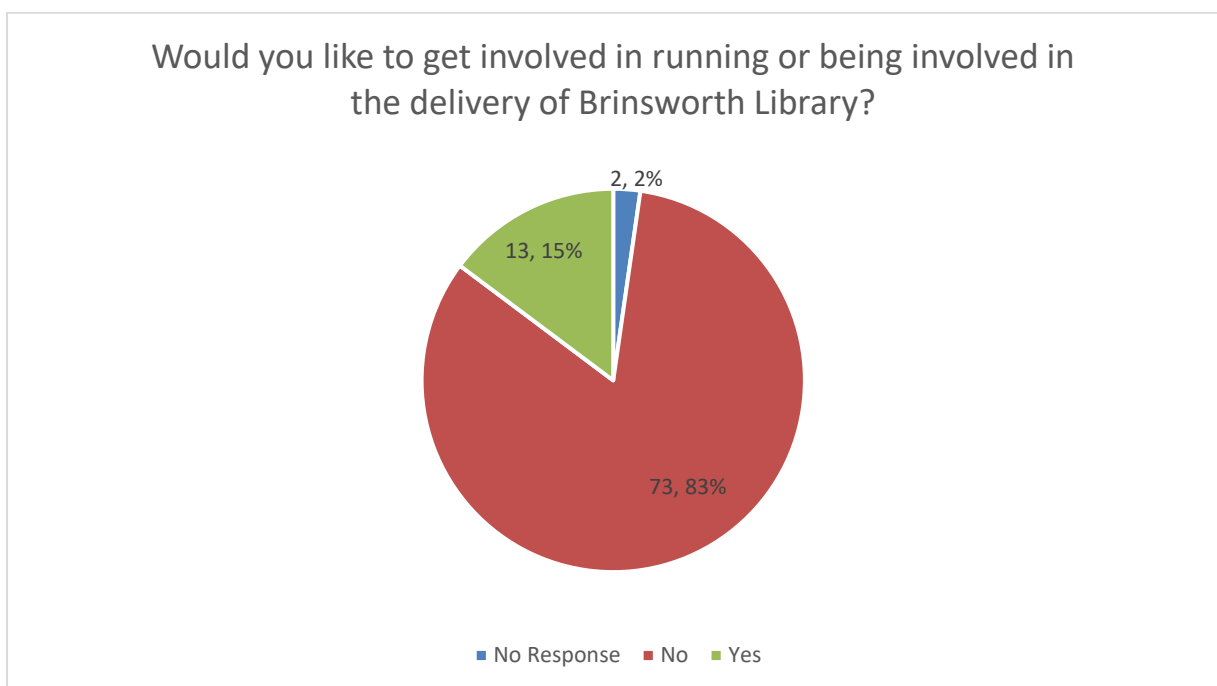


Figure 9

Figure 9 demonstrates that **13** of the 88 respondents (**15%**) would like to get involved in the running or delivery of Brinsworth library. **73 (83%)** do not want to get involved. Whilst **2 (2%)** did not respond.

A dedicated space was provided for respondents to provide their Name, telephone number and email address where they expressed an interest to be involved with Brinsworth Library.

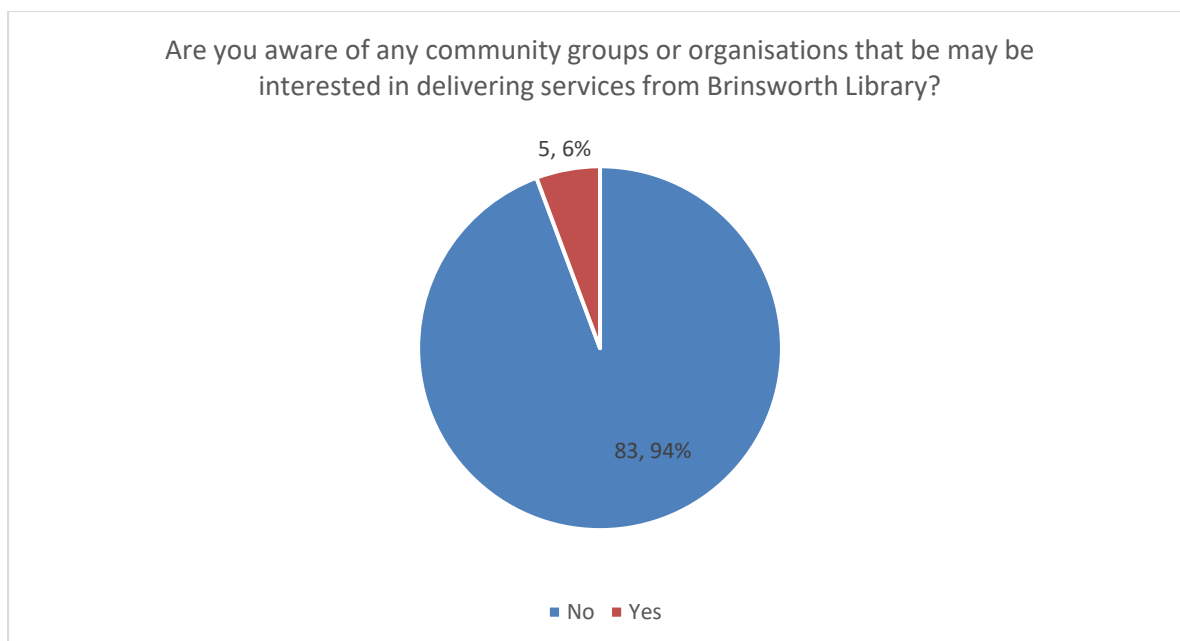


Figure 10

Figure 10 shows that **5 (6%)** of respondents are aware of a community group or organisation that may be interested in delivering services from Brinsworth library, the remaining respondents **83 (94%)** selected no.

When yes was selected, respondents were asked to provide details of any community groups or organisations. Of the 5 that selected yes, they all left further information, these were as follows;

- 'Brinsworth Neighbourhood Watch'
- 'I don't know any services but I think delivery is an excellent idea to get books to people who are less able'
- 'I would reset my community craft group up using the library as its better located for me and is in a safe place.'
- 'Local History group'
- 'Rotherham creative network. That Looks Queer! Social Arts Network. Arts Catalyst.'

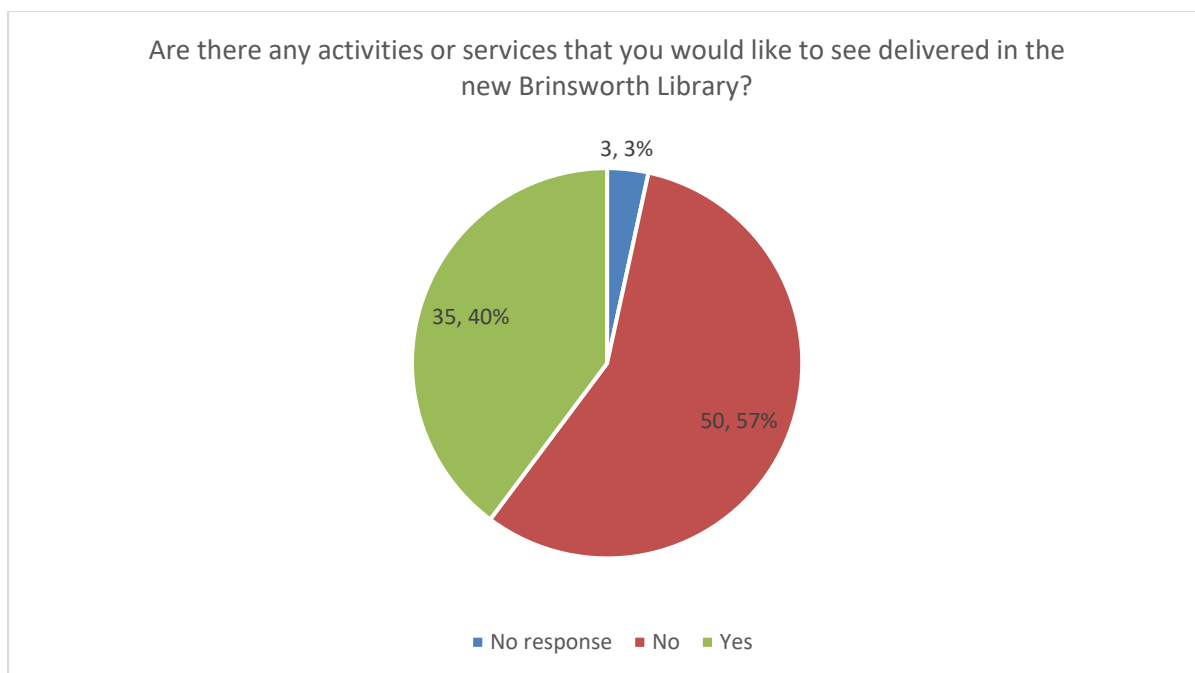


Figure 11

Respondents were asked if there any activities or services they would like to see delivered in the new Brinsworth Library. Figure 11 (above) demonstrates that **50** of the 88 respondents (57%) selected no, with **35** (40%) responding yes, whilst **3** (3%) left this blank.

Respondents were provided with a free text space to offer further details when yes was selected. Of the 35 that selected yes, 33 supplied further details.

11 of these comments were based on providing more activities, such as book clubs for children, further suggestions included Local History groups, Craft clubs and author visits. One suggestion was using the space for drop in sessions. Some of the comments were as follows;

- 'The use of the space for drop-in consultations regarding issues locally and around the borough, as well as potentially the use of the area for councillor surgeries.'
- 'Children's activities and Book clubs.'
- 'Display of artefacts, Local History group'
- 'More availability of craft lessons of an evening'



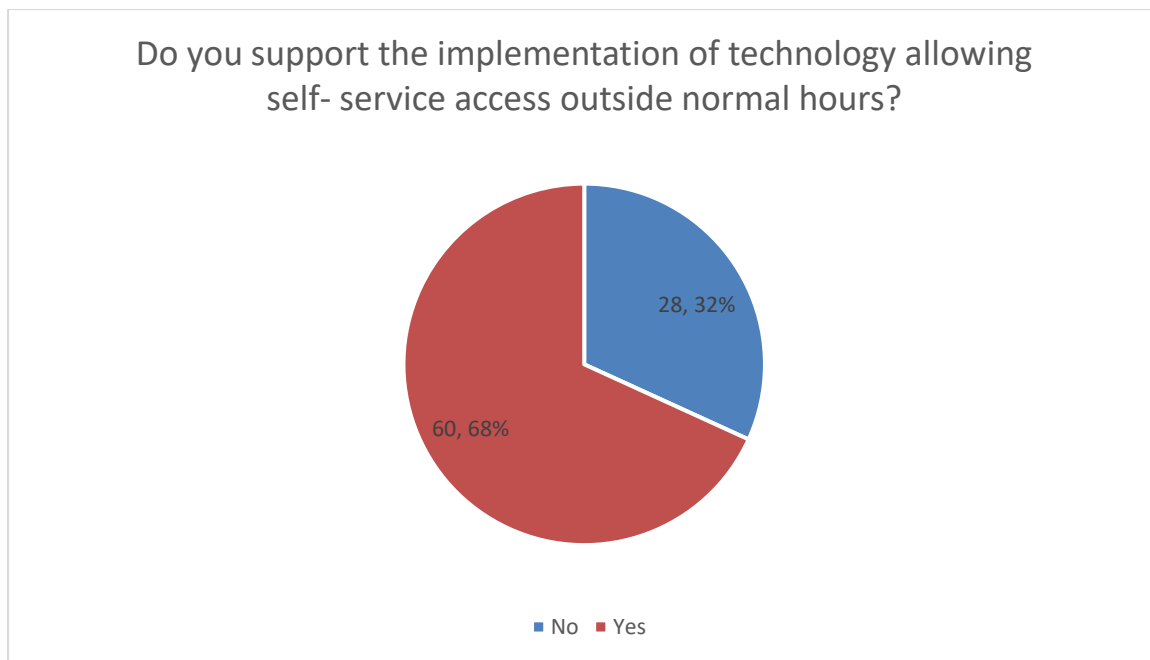


Figure 12

In order to increase the current opening times of Brinsworth Library, respondents were asked if they support the implementation of technology allowing self- service access outside normal hours. **60** of the 88 respondents (68%) agreed with the implementation, whilst **28** (32%) disagreed.

Respondents were provided with a free text space for respondents to provide an explanation as to why they agree or disagree with the implementation of technology. **51** provided further details, with 37 leaving this blank.

Of the 28 respondents that selected no, 21 of these provided comments, some key themes were as follows;

- **Staff** – 5 comments mentioned staff and stated that they wouldn't want to see a reduction of staff by introducing this technology, comments included
  - 'Part of the library experience is having staff there to help if and when you need this. I wouldn't want this to be lost.'
  - 'The staff would lose their jobs, If you need help with services there will be nobody there.'
- **Security** – Remaining comments were based on the lack of security, and concerns around vandalism or not feeling safe being in the library alone, some comments were as follows;
  - 'If there isn't enough security the books will get stolen and the premises will be vandalised.'

- 'It would be open to abuse and vandalism and it should be manned by at least one salaried member of staff'

From the 60 respondents that selected yes, **30** provided further comments, some key themes found were;

- **Opening Hours** – 7 comments were positive for accessing the library at any time to support those who work unsociable hours, some comments included;
  - 'I think this is a good idea for people to access libraries who otherwise can't because of work commitments'
  - 'If I'm able to access out of standard working hours I'll be able to use it more.'
- Additional comments encouraged having the technology in place to support more opening hours and making libraries more convenient for everyone, as well as not having to worry about the building being closed when they need to return a book.

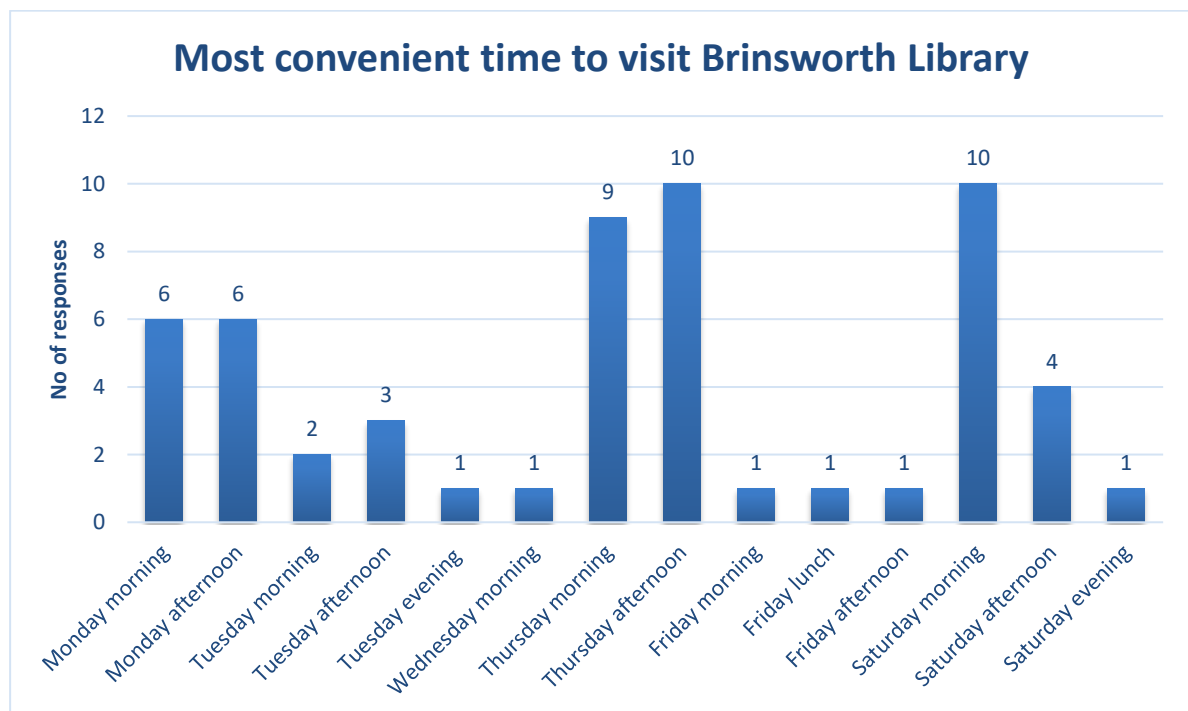


Figure 13

Respondents were asked to provide us with details as to when it is most convenient to visit Brinsworth Library. A check box answer was provided for respondents to complete, this included options of, Monday – Sunday; morning, lunch, afternoon or evening.

Figure 13 demonstrates that of the **56** that responded to this question, Thursday afternoon and Saturday morning is the most convenient time to visit with **10** responses on each, whilst Monday lunch and evening, Tuesday lunch, Wednesday lunch, afternoon and

evening, Thursday lunch and evening, Friday evening, Saturday lunch and Sunday morning, lunch, afternoon and evening were the least convenient as these options were all nil response, therefore are not included within Figure 13. **32** of the overall 88 respondents left this question blank.

Day and Time	No of responses
Monday morning	6
Monday lunch	0
Monday afternoon	6
Monday evening	0
Tuesday morning	2
Tuesday lunch	0
Tuesday afternoon	3
Tuesday evening	1
Wednesday morning	1
Wednesday lunch	0
Wednesday afternoon	0
Wednesday evening	0
Thursday morning	9
Thursday lunch	0
Thursday afternoon	10
Thursday evening	0
Friday morning	1
Friday lunch	1
Friday afternoon	1
Friday evening	0
Saturday morning	10
Saturday lunch	0
Saturday afternoon	4
Saturday evening	1
Sunday morning	0
Sunday lunch	0
Sunday afternoon	0
Sunday evening	0
No response	32

Table 2

Table 2 shows an overall breakdown for all the options that could have been selected. As previously mentioned, 32 respondents left this question blank. Whilst the 56 that did complete this question selected options as shown above in Table 2.

The final question as part of the consultation included a free text space giving the opportunity for respondents to provide any additional comments with regards to the Brinsworth library. **29** of the **88** respondents provided further commentaries. Some of those included praised the new library with some comments as follows;

- 'It is wonderful to see the new library up and running and I wish all involved every success. A great asset to the community'
- 'The new library is an exciting and good thing for the community. It is situated in a lovely setting and we look forward to its future.'
- 'Any positive change to the library is welcome and should be aimed at encouraging children into reading and then working it's way up to adults'

Some respondents utilised this section to express their concerns of losing staff, some comments were as follows:

- 'I strongly feel that the running of Brinsworth library should remain within the remit of Rotherham MBC rather than transferring some responsibility to a new voluntary organisation that does not have democratic oversight.'
- 'I feel saddened that we now have a bright, clean facility that is going to become less effective because of the loss of paid staff who know their job.'
- 'This community has needed a new building for decades. I am pleased this has finally happened, But I don't want the service then to suffer due to lack of professional staff.'

In addition, one comment made, suggested that the access for wheelchair users needs to be better.

### Section 3 - Equality and diversity analysis

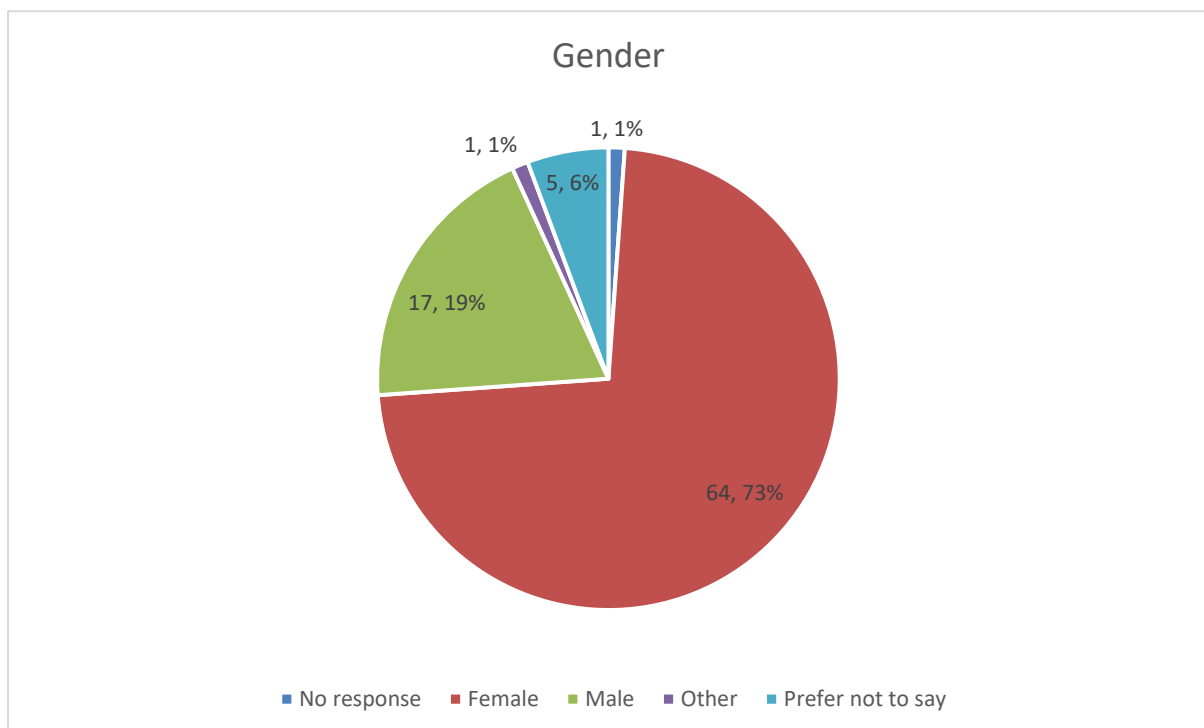
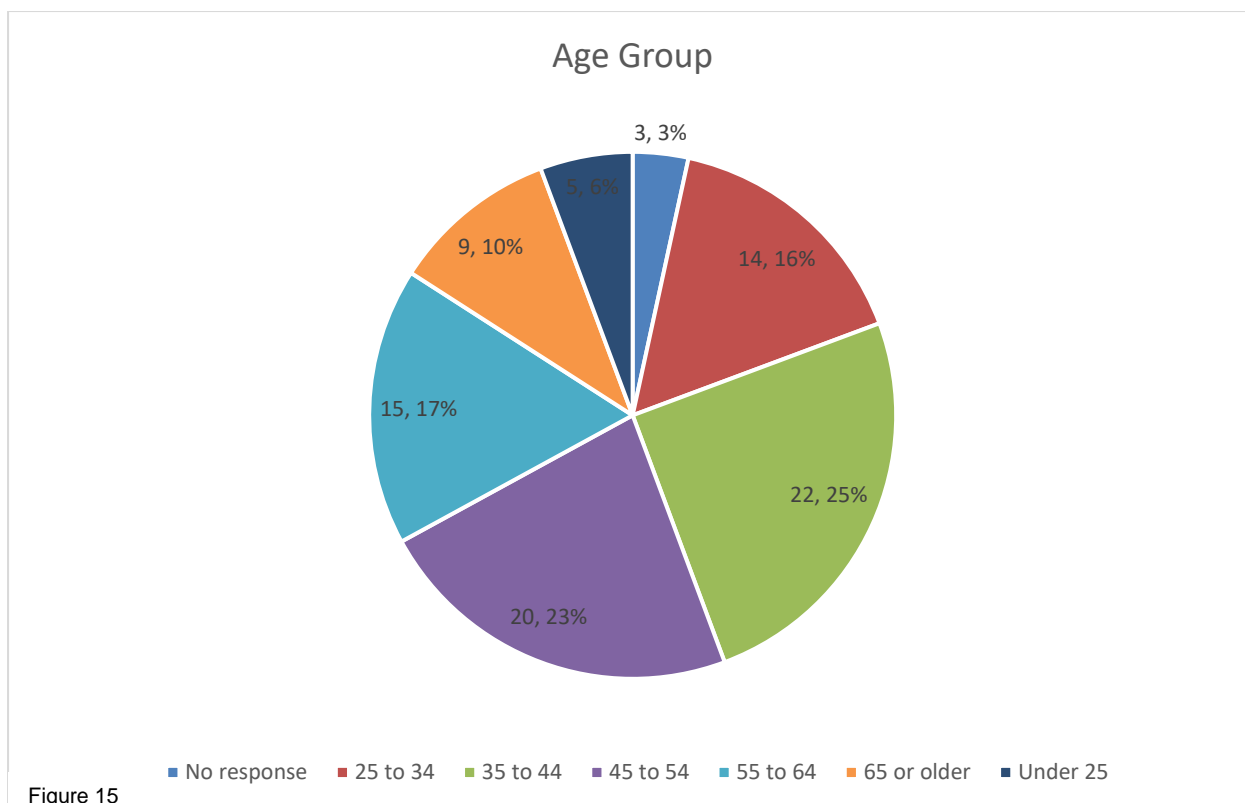


Figure 14

Figure 14 shows that from the **88** respondents for this consultation, **64 (73%)** were Female, **17 (19%)** were Male, **1** respondent (**1%**) selected other, **5 (6%)** chose not to say whilst **1 respondent (1%)** left this question blank. When other was selected, respondents had the opportunity to provide further details, however from the (1%) shown, this was left blank.



The above (figure 15) shows that the age range that completed this consultation varied from under 25 to over 65. The largest age group captured was '35-44' with **22** respondents, which is **25%** of the **88** respondents. The smallest age group captured was the Under 25's with **5 (6%)** of the **88** respondents falling into this age group. **3** people (**3%**) left this question blank.

The remaining data shows that **14** people (**16%**) were aged '25-34', **20 (23%)** were aged '45 – 54', **15** people (**17%**) were aged '55-64' and **9 (10%)** were 65 or older.

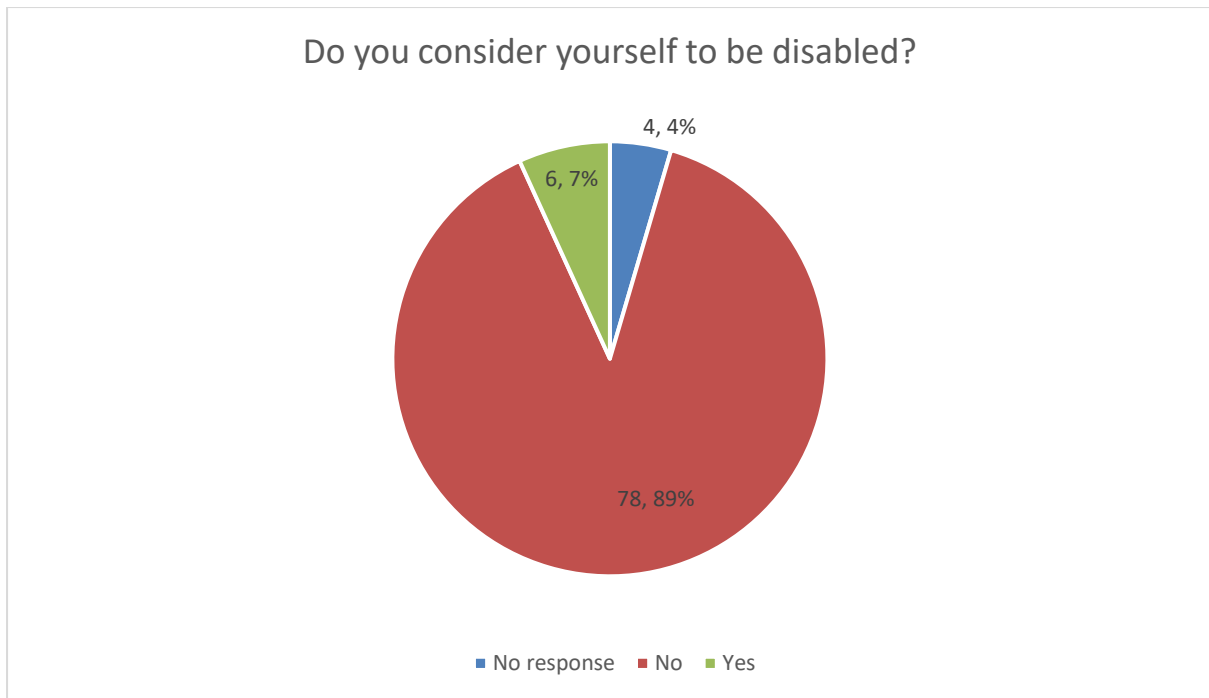


Figure 16

Respondents were asked if they considered themselves to have any disabilities. Figure 16 shows that **78** of the **88** respondents (**89%**) did not consider themselves to be disabled, **6** (**7%**) considered themselves disabled and **4** (**4%**) left this question blank.

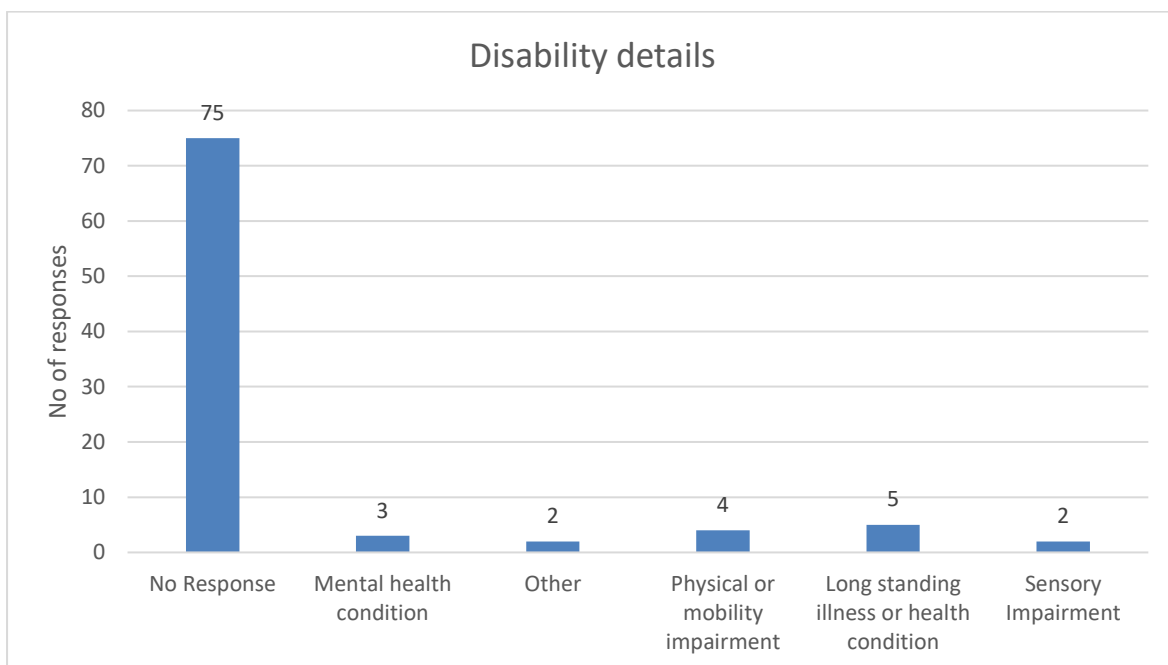


Figure 17

When yes was selected, a box was provided for respondents to provide further information with regards to their disability. Respondents were able to select multiple options when

answering this question. Figure 17 enables us to identify, of the 6 respondents that selected yes some have multiple disabilities.

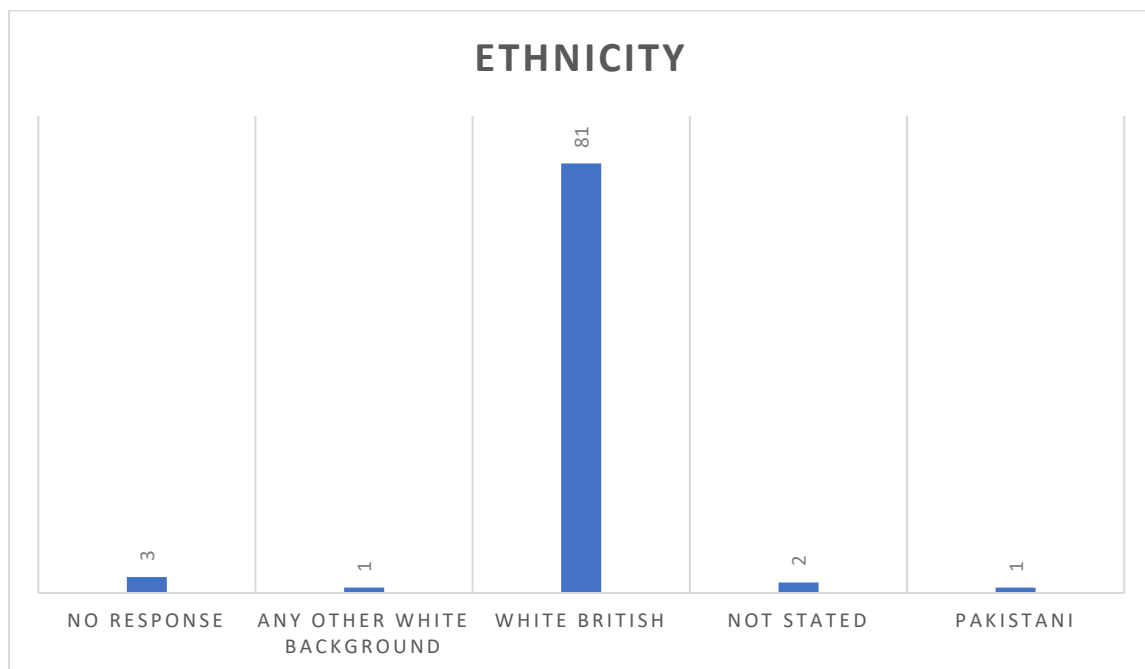


Figure 18

Figure 18 demonstrates the ethnic groups that took part in this consultation. Of the 88 respondents this graph shows a break down which also includes 3 people who left this question blank.

#### Section 4 - Other findings

The drop-in sessions revealed that respondents wanted the number and range of books available to be improved.. Customer also expressed their need for better IT equipment and a faster Wi-Fi, again this can be noted from the online survey where the comments provided are very similar.

Further questions raised were around the proposal for the library to be delivered by the Community Trust, some customers in full support whilst others expressing their opinion that the library delivery should remain with Rotherham MBC.. Respondents were also keen to understand if the proposed change would result in job losses.

Customers were also keen to understand how the self service technology in order the access the building without the need for staff would operate.





## 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.

### 2021-2026 Strategy and future service delivery model

**Directorate: Regeneration & Environment**

**Lead person: Zoe Oxley**

**Contact number: 01709 334283**

**Directorate: Regeneration & Environment**

**Service area: Libraries & Neighbourhood Hubs**

Is this a:

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

**If other, please specify**

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

The Cabinet report “The new Library Strategy 2021-2026 and Implementation Plan for the Libraries and Neighbourhood Hubs Service”

summarises the final stages of public consultation and engagement which was undertaken in order to develop the new Library Strategy for the period 2021 – 2026. The reports concludes by recommending that Cabinet recommends to Council the approval of Rotherham's 5 year Library Strategy. It details the proposed final draft which has been developed following a phased analysis of local need in order to set out the vision and ambition for the service over the medium to long-term. All future delivery changes will be underpinned by the Strategy.

The Cabinet report makes the following recommendations:

Cabinet is asked to:

1. Recommend that Council endorse the final version of the Library Strategy 2021-2026 and associated service offer and recommend its approval by full Council
2. Note the consultation and engagement undertaken and the findings of the Equalities Impact Analysis.
3. Approve the Action Plan for Rotherham Libraries and Neighbourhood Hubs.
4. Note the progress made on the development of a new Library for Rotherham town centre.
5. Approve the transfer of Brinsworth Library to Brinsworth Community Trust, supported by Brinsworth Parish Council and Rotherham Metropolitan Borough Council.
6. Approve the relocation of Thurcroft Library from Thurcroft Junior Academy to the Gordon Bennett Memorial Hall site utilising the approved libraries capital allocated.
7. Approve the implementation of self- service technology in order for customers to access library sites independently.

### 3. Relevance to equality and diversity

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

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

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians,

carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.		
Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community?	✓	
Could the proposal affect service users?	✓	
Has there been or is there likely to be an impact on an individual or group with protected characteristics?		✓
Have there been or likely to be any public concerns regarding the proposal?	✓	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?	✓	
Could the proposal affect the Council's workforce or employment practices?	✓	
If you have answered no to all the questions above, please explain the reason		

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

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

#### 4. Considering the impact on equality and diversity

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

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

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

- How have you considered equality and diversity?**

Yes, an Equality Analysis has been produced and the appropriate approvals received.

- Key findings**

The Service seeks to ensure that an action plan is developed and maintained as the service evolves, to address areas for improvement, and where we need to widen access and make the customer base more diverse. This will link into the wider strategic agenda of the Council.

As well as having an exceptionally high rate of customer satisfaction, currently the Service is engaging well with the following key areas: Females borough wide, White British people, Those who do not declare themselves as disabled and the following age groups: 4-11, 26-40, 41-65 and 65 and over.

Further work is required in order to engage better with the following; Males of all ages, borough wide, BAME, Disabled People, Ages 0-3, 12-17 and 18-25.

- **Actions**

A robust action plan is to be developed to address the areas where following analysis, the service is falling short in terms of engagement. It is envisaged that the Service will work with the wider Council and community/voluntary partners to focus on this utilising cross cutting agendas including Thriving neighbourhoods, Health and Wellbeing agenda, Building Stronger Communities vision and the Creative Recovery Programme.

Date to scope and plan your Equality Analysis:	6 <sup>th</sup> March, 2019 onwards
Date to complete your Equality Analysis:	19 <sup>th</sup> August 2020
Lead person for your Equality Analysis (Include name and job title):	Gina White Operational Manager, Libraries & Neighbourhood Hubs

## 5. Governance, ownership and approval

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

Name	Job title	Date
Steve Eling	Policy Officer	08/09/2020
Polly Hamilton	Assistant Director	08/09/2020
Zoe Oxley	Head of Operations and Business Transformation	08/09/2020

## 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](mailto: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.

<b>Date screening completed</b>	19 <sup>th</sup> August 2020
<b>Report title and date</b>	2021-2026 Strategy and future service delivery 19/08/20
<b>If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication</b>	Cabinet – report date 19 <sup>th</sup> October, 2020 Council – report date 11 <sup>th</sup> November, 2020
<b>Date screening sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	24 <sup>th</sup> August 2020. Returned 25 <sup>th</sup> August 2020.

## 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	
<b>Equality Analysis title:</b> Library Strategy 2021-2026	
<b>Date of Equality Analysis (EA):</b> 18 <sup>th</sup> August 2020	
<b>Directorate:</b> Regeneration & Environment	<b>Service area:</b> Libraries and Neighbourhood Hubs
<b>Lead Manager:</b> Zoe Oxley	<b>Contact number:</b> 01709 334283
<b>Is this a:</b> <input checked="checked" type="checkbox"/> <b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>	
<b>If other, please specify</b>	

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## 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)
Zoe Oxley	RMBC	Head of Operations and Business Transformation
Gillian Moss	RMBC	Operational Manager
Gina White	RMBC	Operational Manager

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

### Aim/Scope

The new Library Strategy covers the period 2021-2026. Since 8th July 2019, Rotherham libraries have undertaken extensive public consultation and engagement to inform the content within the new five-year Library Strategy.

The new Strategy sets out the direction of Libraries & Neighbourhood Hubs during this period of transformation, aiming to meet the Council's statutory duty to provide a "comprehensive and efficient" service for all those wanting to use it (Public Libraries and Museums Act, 1964), while at the same time implementing the necessary cost efficiencies. As part of the launch of the new strategy the service must consider implications of a revised service offer and how the library service better exercises the Public Sector Equality Duty in line with the new strategy.

Libraries are for everyone and the service is committed to ensuring that Rotherham libraries are inclusive and engaging with all sectors of the community, including people with protected characteristics. The priority is to ensure that all residents are able to enjoy the benefits of Rotherham's Libraries and Neighbourhood Hubs. More groups and partner organisations are using the local community library as a valuable local base for their activities.

The financial pressure on the Council budget has not lessened, however, Capital investment has been approved for the existing 14 neighbourhood sites to a value of £1.4m and in a new site for the Central Library currently anticipated to require investment to a value of £5.7m.

A separate Brinsworth consultation was launched alongside the Future of Rotherham Libraries public consultation. This was to seek feedback from the community with regards to piloting a new "community managed" operating model at Brinsworth Library. It is proposed that Brinsworth Community Trust, with support of the Parish Council and the Local Authority will deliver the core offer as defined in the Library Strategy. Brinsworth Library will still form part of the Council's statutory provision and will continue to provide support services including the supply and maintenance of stock, access to the Library Management System and training of volunteers. The partnership will be bound by a contract and a legal framework.

Following the public consultation and engagement between 3rd February 2020 to 26th April 2020, a final analysis report has been written. This provides a full overview of the findings for both sets of consultation.

The consultation results in relation to Brinsworth Community Trust delivering the library service at Brinsworth showed that 49% of respondents felt that this proposal would have a positive impact with 24% feeling that it will have a negative impact, whilst 27% don't know what impact it would have.

The key finding of the future of libraries consultation was the 83% of respondents agreed with the new vision for Rotherham Libraries and 79% agreed with the proposed core offer.

The priorities of the service are aligned to the wider Culture, Sport and Tourism (CST) service and as such, Libraries contribute to the cultural strategy outcomes, whereby a programme of cultural and artistic activities and events will be delivered to provide everyone with the opportunity to enjoy some form of creative experience.

Diversity and equality go hand in hand with the arts and culture, as they encourage individuals from every background and ability to realise their true potential therefore contributing to citizens artistic and cultural talent.

The Arts Council England 'Creative Case for Diversity' is a way of exploring how arts and cultural organisations and artists can enrich the work they do by embracing a wide range of influences and practices. The Council believes that libraries are a critical link between Rotherham communities and the wider cultural agenda. The location of libraries within the heart of communities affords the ideal platform to develop this piece of work.

Libraries occupy a position of trust within local communities, with a customer base which strongly values local proximity and the diverse offer which is available. The thriving neighbourhood strategy works in tandem with a library service offer within a neighbourhood setting which allows the service to tailor community activities with the demographic of each specific community where it is located. In doing so, this has contributed to a current customer satisfaction rating of 99% which is advantageous in contributing to a wide range of agendas

In addition, Libraries play an important role in supporting health and wellbeing. For vulnerable and inactive people, libraries can assist to re-motivate individuals to go outside and walk to their local library, giving purpose to their 'daily exercise'. Reading has been proven to be beneficial to mental health, and libraries have been developing work in this field, recognising that, particularly for people with low-level mental health issues (depression and anxiety), libraries offer a source of solace, respite and self-help. For this latter group, safe engagement with the physical world is an important part of reducing social isolation.

In considering how the service can better exercise the Public Sector Equality Duty it is important to consider this in relation to staff, customers, the complete library offer and the library buildings. The way in which libraries can incorporate this is as follows;

Staff: We will ensure that staff and volunteers are broadly representative of the community we serve. This may mean changes to current processes, and the way in which staff are currently recruited will be challenged and made more inclusive of those with protected characteristics. We therefore need to adopt new ways of working and engage with current staff to ensure they



are comfortable and proactive in working alongside all sectors of the community, inclusive of those that may be different to them such as those with protected characteristics.

A training programme will be explored as part of staff induction which highlights the principles of equalities in the libraries and the workforce as a whole, and how the library offer reflects this. Staff will also complete the mandatory equalities training. It is important that staff and volunteers understand the importance of how those with protected characteristics should feel and that their needs are considered. All staff should be acting as allies and advocates to ensure that equality is our core business.

**Customers:** The Council's Customer Access Strategy explains how we will meet customer needs and demands using our resources most effectively and make sure all our customers have access to services irrespective of their circumstances. It outlines how we will strengthen customer relationships, improving experience and increasing satisfaction by continuing to work closely with our customers to ensure their needs are met. Libraries will be proactive in working to engage people who are non-users, particularly those with protected characteristics.

Libraries have recognised that there is under-representation in terms of males, young adults and BAME individuals, and are working to improve this over the timeline of the strategy.

Libraries are currently collaborating with Early Help as part of the Kiveton Park Library capital project. The Early Help Service proposes to use the library in a variety of ways and for a range of purposes; with a key objective of maintaining a presence in the Kiveton Park locality, as this is important to the children, young people and families within the community. Libraries can capitalise on this partnership by engaging with their clients that wouldn't normally attend libraries and therefore ensure that residents, particularly those under-represented in our services, are involved in decision-making about our activities and services moving forward.

**The Offer:** Libraries will ensure that the book stock, resources and activity programmes are inclusive and diverse, and that we include books written by people with protected characteristics. It is important that books and other resources are available in diverse formats to address sensory impairments or language barriers. It is also important to focus efforts on underrepresented groups within the service to understand their needs and embrace their requirements to ensure libraries are attractive to everyone. Libraries will work over the five-year strategy to ensure that artists, partners and organisations that we collaborate with are diverse and committed to widening and diversifying engagement. Targeted events, projects and activities will be co-designed in collaboration with the very people we are seeking to work with.

**Library Buildings:** All Library venues and activities will be accessible to all including those with protected characteristics. The location of libraries was considered as part of the extensive public consultation and engagement carried out to inform the Library strategy. Where it has been identified that buildings could be better placed, libraries will adapt their location either by relocation or co-location (if a refurbishment to improve physical accessibility is not possible) to enhance the libraries position within the community. Libraries will use their position within the neighbourhood to deliver activities, with events such as Fun Palaces, which will support our community to create with, by, and for themselves. Libraries will help to develop local networks, linking individuals and organisations, encouraging staff and partners to co-create with local people, and help small groups to shout about their value as grassroots community activists. It is also important that libraries work in tandem with Fun Palaces and other arts organisations to shine a light on and value everyone's existing creative skills and activities and connect people to people and organisations to collaborate for change in their communities. Libraries will work with other Council services, community and voluntary sector partners to harness the support

we need to make Rotherham libraries make the most of local strengths and assets, including individuals' abilities.

**What equality information is available?** Include any engagement undertaken and identify any information gaps you are aware of. What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?

As a key element of the Library Review, a three-phase consultation was carried out.

An initial Assessment of Local Need describes local needs for a library service, including the general and specific needs of adults and children who live, work and study in the borough. It provides data to inform the consultation and subsequent Library Strategy.

The first phase of consultation in respect of developing a future service delivery model was carried out in April 2019, followed by consultation on more detailed proposals in May 2019, followed by the final phase of consultation and engagement in April 2020. Detailed proposals were shared, including identification of potential improvements to services and efficiencies, in the context of a refreshed Library Strategy.

The following data is available on existing library users which has been obtained from the Library Management System. This information is collated monthly for all sites. By using this data we can make a comparison against the overall Rotherham population in terms of how well we are engaging with those in the community with protected characteristics. This allows us to identify if there is a fair representation within our local libraries to reflect the population by area. By identifying these areas for improvement, the service will target the key gaps within the local community and formulate an action plan to address these as part of the Library Strategy.

#### Age Profile Users Vs Population

Table 1	2019-2020	
	Active %	Registered %
Age 0-3	2.10	3.97
Age 4-11	17.73	27.46
Age 12-17	10.44	6.68
Age 18-25	8.44	4.21
Age 26-40	20.95	13.92
Age 41-65	24.17	20.48
Age 66+	16.17	23.27

Table 1 breaks down the number of both registered and active borrowers by age. When we compare this to the overall population of Rotherham by age we can recognise where Rotherham libraries members are lacking in terms of age group.

Based on Rotherham as a whole, 19.3% of the population are aged under 16. Rotherham

East has the highest proportion of 0-15 year olds at 25.4% (higher than the England average of 19.1%). When we compare this to the same age group in Table 1, we can see that our active members aged between 0-17 is 30.27%. This highlights that Rotherham Libraries engaging above the average in comparison to the overall population. However, we can see by the above breakdown that 17-25 age group is where the level of users decrease. This highlights an area for improvement. As Rotherham strives to become a child centred borough, libraries are well placed to engage with children and young people, making a significant contribution to giving children the best start in life.

When we make this same comparison with regards to those aged 65 and over. We know that 19.4% of the Rotherham population are aged 65 and over with this age group steadily increasing. Anston and Woodsetts Ward has the highest proportion of residents aged 65 and over at 26.3% (higher than the England average of 18.0%) When we compare this same age group of 66+ in Table 1 we can see that 16.17% are active users of Rotherham Libraries, with a proportion (65 year olds) falling in to another category.

The demographic profile of Rotherham indicates that the borough has an aging population, and there is a demand for library services from the 66+ age group at 22.7% active usage. The Library Service is ideally placed to support older people to live independently and help them to remain actively engaged in their community. Libraries can and do enhance the quality of older people's lives, especially around reducing isolation and increasing socialisation.

### Gender Profile

Table 2

	2019-2020	
	Registered (%)	Active (%)
Male	41.34	37.47
Female	57.86	59.79
Unknown	0.79	2.74

Table 2 demonstrates that there are more females both registered and active library users in Rotherham than there are male. When this data is compared to the UK national statistics for Rotherham, we can clearly see that this is not a fair representation of the gender split in the borough. We therefore acknowledge that this is an area for improvement and targeted work on engaging with Rotherham males will be carried out as part of the Library strategy. It is important to note that Rotherham libraries are engaging above average with an excellent percentage which is more than that of the Female Rotherham population.

Males	Females
49.2%	50.8%
130,564 persons	134,847 persons

\*sourced from UK National statistics for Rotherham

## Ethnicity Profile

Table 3

	2019-2020	
	Registered (%)	Active (%)
White	64.89	65.59
Black or Black British	1.53	1.14
Dual Heritage	0.39	0.45
Asian or Asian British	4.09	3.08
Other	1.81	1.00
Chose not to disclose	27.30	28.74

When considering the ethnic profiles of Rotherham libraries in terms of Registered and active users, these are predominately from a white background. Targeted work is required in order to better engage with BAME individuals and communities.

The Equality Act 2010 places a duty on public services to avoid discrimination on the grounds of race and religion or belief. Rotherham's population is not homogenous and people with different cultural identities may have different needs or require different approaches to service provision. Changes in international migration patterns have a significant effect on the composition the minority ethnic population and the growth of new migrant communities which in turn can have an impact on demand for local services.

When we compare the overall Rotherham population of those who identify themselves as from a black and minority ethnic group, we know that they make up 8.1% of Rotherham residents (any group apart from white British) in the 2011 census. This compares to making up 5.67% of active library users or 7.82% registered users.

In Rotherham the BAME population is 20,842 people. The BAME population doubled between 2001 and 2011 and continued to increase to an estimated 27,500 or approximately 10.5% of the population in 2016 (latest RMBC estimate). We acknowledge that 1.1% of the population in Rotherham report that they cannot speak English well or at all. This is 2,712 people. This compares with 1.7% for England, and 1.6% for the Yorkshire and Humberside region. Therefore, Rotherham libraries will adapt new ways of how we can engage with this group so that they don't miss out on the opportunity to utilise their local library through the

use of voluntary organisations such as REMA or Clifton Learning Partnership that enhance the engagement with this sector of the community

When considering the BAME Rotherham population figures against those of Table 3, the figures show that we need to do more to engage with those outside of the White British category. Percentage of BAME population by Ward can be found below:

Percentage of BAME Population by Ward:

<i>Ward Name</i>	<i>BME Population 2011</i>
Anston and Woodsetts	2.1%
Boston Castle	36.8%
Brinsworth and Catcliffe	6.2%
Dinnington	3.6%
Hellaby	2.7%
Holderness	3.4%
Hoober	2.9%
Keppel	2.7%
Maltby	3.0%
Rawmarsh	4.2%
Rother Vale	3.4%
Rotherham East	29.7%
Rotherham West	21.7%
Silverwood	3.4%
Sitwell	11.5%
Swinton	2.4%
Valley	7.5%
Wales	3.1%
Wath	3.6%
Wickersley	2.9%
Wingfield	4.1%

In relation to the demographic profile, 8.1% of the population belong to ethnic groups other than White British (6.4% are from non-white groups), well below the UK average of 20.2%. It follows that 91.9% of Rotherham residents are White British.

The Library Service has a central role in co-ordinating and facilitating learning activities to our BAME communities, reducing exclusion and encouraging participation. Support is given to foreign language speakers and to those who wish to improve their English language skills. Cultural events are organised and supported, especially at Mowbray Gardens Community Library, which serves the area with one of the largest populations of BAME residents in the borough.

## Disability Profile

2019-2020

Table 4

	Active %	Registered %
Self-declared disabled	1.34%	3.76%

Table 4 demonstrates the figures collated from library users when asked whether they consider themselves disabled. The number of active borrowers who consider themselves disabled is small compared to the overall total number of active borrowers for Rotherham libraries.

Many factors influence health and wellbeing over the course of a lifetime. The whole system for health and wellbeing is focused around achieving positive health outcomes for the population and reducing inequalities in health. Wingfield has the highest percentage of residents who self-report their health to be bad or very bad at 10.2% of the overall Rotherham population, which in comparison to Rotherham Libraries active users is considerably low and work needs to be done in order to better engage with residents.

Living alone can also impact on the health and wellbeing of a person. Many older customers say that a visit to a library helps to reduce social isolation, therefore it is worth noting the percentage of pensioners living alone and how Libraries can impact and improve their Health and Wellbeing. Within Rotherham 31.9% of pensioners live alone, or 14,286 people. Anston and Woodsetts has the lowest proportion of pensioners living alone at 24.4 %. Rotherham East has the highest proportion at 39.8 %.

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

By making the comparison of data from the library management system and Rotherham's demographics overall, we have identified several areas where the number of library users with protected characteristics is lower than that of the representation for Rotherham's population overall. This analysis has allowed Rotherham libraries to recognise the sectors that are underrepresented as part of Library users.

Whilst there are areas that we can clearly see Rotherham Libraries are engaging well such as Females, Children 0-11 and Over 65's, it also indicates that there are groups which could be targeted to ensure Rotherham libraries widen access in order to make the customer base more diverse. These include BAME Individuals, young people aged between 12-25 and those that identify as male. We can also see that the sector that self-declare themselves as disabled is also an area to focus on.

Whilst we know where we have gaps in representation, we still need to learn more about how best to engage and cater for these sectors. Part of our approach involves aligning our needs with other Council departments, such as Early Help and RoSIS to engage with young people, and Adult Social Care in relation to disabled people. This also means strengthening the contribution we can make to the wider strategic priorities of the Council. We can also support other partners in the voluntary and community sector, such as working with Places Leisure to

engage men, with the co-located library at Maltby providing an ideal opportunity to reach male users of the leisure centre. In turn we can enable Places Leisure to reach women who might not otherwise engage with their services, in turn helping to increase levels of physical activity which can improve health outcomes in the borough.

Whilst we have reasonably good data about library usage related to age, sex, disability and ethnicity, we know less about engagement related to: gender reassignment, sexual orientation, faith, 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.

As part of the library strategy over the next five years Rotherham libraries will develop and deliver a robust action plan as to increase our understanding of the issues experienced by people who hold these protected characteristics. We will work to address under-representation in usage and in our workforce across all Rotherham libraries. Our Equalities Impact Assessment EIA Action Plan is a starting point, identifying men, disabled people, young people and BAME sectors as those parts of the community who are currently known to be least-engaged. The expectation is that this work will be rapidly followed up by plans to engage with those who may be less visible, and therefore more disenfranchised.

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

To ensure the service is monitoring the impact of the Library Strategy and how this impacts on those with protected characteristics, it will be imperative that the quarterly monitoring arrangements that we currently have in place to check against the corporate Key Performance Indicator's are broken down further to allow the service to see how it is meeting the needs of those with protected characteristics.

The service currently reports on the following:

- Customer satisfaction
- Visitor numbers
- Active borrowers

We will work with the performance team to monitor this. This can also be explored when looking to implement self-service technology in libraries to gather data around those utilising the service.

The EIA Action Plan will be integrated with the wider Action Plan for the delivery of the Library Strategy. Progress will be monitored:

- Monthly reports to the Culture Sport Senior Management Team
- Performance reports to Directorate Leadership Team
- Quarterly monitoring as part of the Year Ahead/Council Plan
- Quarterly updates to the Cultural Partnership Board.
- Via Personal Development Reviews with Library Managers and staff

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

Extensive public consultation and engagement has now ended. The service received 1507 responses overall from public, partners and stakeholders.

Please see below the breakdown by protected characteristics for each of the consultations. For those that opted not to respond or left this blank, the numbers are not accounted for.

The BAME column indicates anyone that falls outside of the White British category.

- **01/04/19 – 30/04/19 – 385 responses**

Category	Gender	Age Range	BAME	Self-reported disabled
No. Of persons.	Female 243	Under 16 – 9	67	51
	Male 127	16-25 – 22		
		25-34 – 39		
		35-44 – 77		
		45-54 – 69		
		55-64 – 74		
		65+ - 83		

- **03/06/19 – 14/07/19 – 665 responses**

Category	Gender	Age Range	BAME	Self-reported disabled
No. Of persons.	Female - 423	Under 16 – 8	50	100
	Male - 207	16-25 – 28		
		25-34 – 73		
		35-44 – 123		
		45-54 – 94		
		55-64 – 121		
		65+ - 186		



• **03/02/20 – 26/04/20 – 365 responses (Library Strategy)**

Category	Gender	Age Range	BAME	Self-reported disabled
No. Of persons.	Female - 227	Under 25 - 10	14	43
	Male - 108	25-34 – 24		
		35-44 – 71		
		45-54 – 61		
		55-64 – 68		
		65+ - 106		

• **03/02/20 – 26/04/20 – 88 responses (Brinsworth Community Managed)**

Category	Gender	Age Range	BAME	Self-reported disabled
No. Of persons.	Female - 64	Under 25 – 5	2	6
	Male - 17	25-34 – 14		
		35-44 – 22		
		45-54 – 20		
		55-64 – 15		
		65+ - 9		

• **25/06/20 – 09/07/20 - 4 responses (extended Library Strategy)**

Category	Gender	Age Range	BAME	Self-reported disabled
No. Of persons.	Female - 1	Under 16 - 4	2	-
	Male - 3			

Please see the Report on the Consultation Findings for further information.

**Engagement undertaken with staff (date and group(s) consulted and key findings)**

Consultation has taken place with key managers and staff throughout the process and drop-in sessions/workshops were held for staff as follows:

- 8<sup>th</sup> July 2019 - Riverside House

- 11<sup>th</sup> July 2019 - Swinton Library
- 12<sup>th</sup> July 2019 - Aston Library
- 28<sup>th</sup> November 2019 – Riverside Gallery
- 9<sup>th</sup> December 2019 - Greasbrough Library

#### 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 following table gives a breakdown of all the characteristics that Rotherham libraries currently retain with regards to active and registered library users:

Sector:	Area for Improvement
Male	Yes
Female	No
White British	No
BAME	Yes
Disabled	Yes
Not Disabled	No
0-3	Yes
4-11	No
12-17	Yes
18-25	Yes
26 – 40	No
41 – 65	No
66 and over	No

The Libraries and Neighbourhood Hubs Strategy is intended to fulfil the statutory requirement to provide a comprehensive and efficient library service for all who want to use it.

It presents the following as fundamental to our service offer:

- Libraries Connected nationally accepted Universal Offers: Reading, Learning, Information, Digital, Health, Culture and Children's.
- DCMS Libraries Taskforce "Libraries Deliver" report: Cultural and creative enrichment, Increased reading and literacy, improved digital access and literacy, Helping everyone

achieve their full potential, Healthier and happier lives, Greater prosperity, Stronger, more resilient communities

- Arts Council England “Envisioning the Library of the Future” report priorities: Place the library as the hub of the community, Make the most of digital technology and creative media, Ensure libraries are resilient and sustainable, Deliver the right skills for those who work in libraries

The Service provides a hub at the heart of the local community and for those areas without access to a local building, there is a mobile and home delivery service.

The stock policy aims to provide a broad range of material in a variety of formats: material in print (hardback and paperbacks, newspapers and magazines) audio visual and electronic formats. The service may focus on particular needs and demands when setting annual priorities, so it is therefore possible to find the same title in ordinary print, large print – for the visually impaired – spoken word CD, downloadable spoken word and e-book.

Every library offers free wi-fi access to the internet and all libraries have computers available free of charge to library members.

The service has invested in online resources including a wide selection of e-books, e-magazines and downloadable spoken word titles. The service participates in a co-operative partnership with a number of other library authorities which has significantly increased the number of e-book titles available to our borrowers at no extra cost to the service.

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

As highlighted above these are the groups identified through this equality's analysis where Rotherham libraries are falling short in terms of engagement with these sectors of protected characteristics. Whilst there may be obvious barriers of engagement such as accessibility to buildings which has been acknowledged as part of the consultation and engagement. It is important for the Library service moving forward to acknowledge these priority areas and embark upon an action plan to address these, which may include working with voluntary organisations, community groups, charities and public health. Through this approach we can ensure that we are directly targeting those that are unrepresented within Rotherham libraries.

By setting out this action plan it will allow us to identify any problems or barriers these groups face which prevents being a user of Rotherham libraries. This may include revision of stock to suit the needs of these groups, accessibility to buildings or groups fit for purpose to meet the requirements of those with a protected characteristic.

An internal barrier which could also play a factor with regards to having low engagement with these groups is Rotherham libraries staffing compliment and how this is representative of the Rotherham population and having a presence of staff with protected characteristics within all Rotherham Library sites. Rotherham libraries will contribute to the wider RMBC agenda with regards to fairly representing all protected characteristics within

recruitment. RMBC is submitting a report to cabinet in November for approval seeking accreditation for local government equalities framework. A component of this is around the workforce and key lines of enquiry on this accreditation, therefore Rotherham libraries will strive to be an active participant of this wider piece of work to address having an equal representative of those with protected characteristics.

The criteria going forward with regards to recruiting future library staff needs to ensure it allows all those with a protective characteristic to have an equal opportunity to be part of Rotherham libraries.

The Library Strategy will provide the roadmap for the forthcoming five years' service delivery. As such our core offers, underpinned by nationally accepted minimum standards, will ensure a service that is both comprehensive and efficient, accessible by all those wishing to use it.

This setting of minimum standards is important, given that the service is entering a period of significant change in order to effect savings efficiencies.

Public consultation invited users and non-users of the service to feedback on what they require from a library service. The Strategy reflects this, as it has been revised to meet customer needs while also seeking efficiencies of service delivery.

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

These are yet to be determined, there still needs to be further work on ensuring the service offer is appropriate and accessible for minorities within the overall population but the core service offer ensures all sectors are addressed. This will be done as an ongoing piece of work as the new Strategy is launched to ensure that the service offer within each community promotes community cohesion and has a positive impact on the lives of those accessing the service.

As part of the library strategy Rotherham libraries will seek to:

- Commit to widening access that the library service provides such as vehicle-based services, mainly to older people who might otherwise be unable to get to a library.
- Adapt the service to the changes of technology to meet the needs of the people of Rotherham including those with protected characteristics.
- Focus on children from lower-income families and increase social isolation and loneliness across all ages.
- Play a vital role in reaching out to every single person in the Borough regardless of age, gender or social and economic background.
- Play a part in reducing social isolation and maintaining good mental health, using the Five Ways to Wellbeing as a framework for activities; Supporting Adult Social Care and Housing in providing safe, trusted community-based places for service users and increasing opportunities for independent living

- Libraries will be easily accessible. Offering ease of access for people with disabilities. They will be well used, with up-to-date facilities and be responsive to changing requirements, using available technology and resources effectively
- Encouraging applications from those with protected characteristics for volunteer roles, apprenticeships and library roles.

In addition, targets are set out as part of the library strategy which feeds into addressing these gaps including;

- Increase reading for pleasure amongst young people by 25%
- Increase the number and range of activities and groups by 10%

**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 libraries intend to undertake a thorough analysis of community feedback, which will enable us to implement appropriate solutions with the resources available to us.

This equalities analysis will inform the action plan and the steps we will take in order to improve engagement with those sectors highlighted throughout this report.

Rotherham libraries have a huge part to play in improving community relations, and since the consultation and engagement begun in 2019, this area of work has formed much of the work we have done.

The service is keen to work closely with other areas within the Council to ensure that community relations are at the forefront of the service offer moving forward, and as such, we will endeavour to cross cut with other service strategies, such as the Thriving Neighbourhood Strategy and the Building Stronger Community agenda. Building stronger communities underpins the Council's "One Rotherham" values and behaviours for its workforce, which help define how it works in the best interests of the Rotherham public.

Libraries can make a worthwhile and valued contribution to these areas by:

- Utilising Library buildings within the heart of communities to encourage usage and build up community spirit.
- Giving emphasis across Libraries that Rotherham is a shared community, which values decency, and provides opportunities so that no one is left behind, for example the digital services on offer that can be tailored to those with protected characteristics.
- Promoting the importance of strong, successful and cohesive communities, encouraging use by all. Relocating the Town Centre Library will have a positive impact on this area and draw back the community lost when it relocated from the Civic quarter.
- Working with partners to be proactive in providing opportunities to bring people together, fostering positive relationships between people from different backgrounds and facilitating the range of community voices and resident-led neighbourhood

initiatives.

- Supporting and increasing digital inclusion

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

<b>Title of analysis: Library Strategy 2021-2026</b>
<b>Directorate and service area: Regeneration and Environment, Libraries and Neighbourhood Hubs</b>
<b>Lead Manager: Zoe Oxley</b>
<b>Summary of findings:</b>
<p>The Libraries &amp; Neighbourhood Hubs Service will continue to fulfil the statutory requirement, however the revised 5 year strategy will take account of public consultation as a key element of the Library Review process. The core Library offer as contained in the Strategy will align with nationally agreed universal offers and delivery of the Library Strategy must take account of service efficiencies and budget limitations. As part of this piece of work, the Assessment of Local Need will also be refreshed to ensure that Service outcomes are in line with the Rotherham demographic. The stock Policy has recently been renewed in line with this.</p> <p>The Service seeks to ensure that an action plan is developed and maintained as the service evolves, to address areas for improvement, and where we need to widen access and make our customer base more diverse. This will link into the wider strategic agenda of the Council.</p> <p>As well as having an exceptionally high rate of customer satisfaction, currently the Service is engaging well with the following key areas:</p> <ul style="list-style-type: none"><li>• Females borough wide</li><li>• White British people</li><li>• Those who do not declare themselves as disabled</li></ul>

- The following age groups: 4-11, 26-40, 41-65 and 65 and over

A robust action plan is to be developed to address the areas where following analysis, we are falling short in terms of engagement. It is envisaged that the Service will work with the wider Council and community/voluntary partners to focus on this utilising cross cutting agendas including Thriving neighbourhoods, Health and Wellbeing agenda, Building Stronger Communities vision and the Creative Recovery Programme.

## Action/Target

Key area for analysis/protected characteristic	Why?	Actions	Target date (MM/YY)
Males of all ages, borough wide	Across the borough, females make up the majority of the registered/active Library users. This is the case in every area of Rotherham, with some areas having double the number of females using the service than males. This was also reflected in the results of the consultation and engagement carried out as part of the analysis.	<ul style="list-style-type: none"> <li>• Identify joint working opportunities with other Council departments, Places Leisure, Rotherham United Community Sports Trust, Streetpride and Green Spaces</li> <li>• Consult with male users/non-users to establish barriers to accessing the service</li> <li>• Work with male Library staff to deliver activities to encourage active involvement of males</li> <li>• Review the demographics against services at each location to ensure it is the right fit for that community</li> <li>• Approach community groups with active male involvement and learn from their good practice</li> <li>• Work with HR to consider how to improve recruitment practice in order to encourage more applications from men.</li> </ul>	March 2023



BAME	The % of BAME service users is slightly disproportionate to the overall population in Rotherham, the service would like to increase the number of individuals and families utilising libraries across the Borough but particularly in communities where there is a significant BAME population.	<ul style="list-style-type: none"> <li>• Work with organisations such as REMA and CLP, and train staff, to better understand the needs of BAME individuals</li> <li>• Relocate the Town Centre Library closer to Eastwood/Clifton where the BAME population is higher than other areas of the Borough, and tailor the service offer to meet these needs</li> <li>• Ensure stock is fit for purpose and inclusive of BAME interests and languages (adults and children)</li> <li>• Work with HR to consider how to improve recruitment practice in order to encourage more applications from BAME people</li> </ul>	April 2021 – March 2023
Disabled People	The number of registered and active service users is low across the borough. The service seeks to better understand why this is and explore if there are any barriers that Libraries present currently which are contributing to this.	<ul style="list-style-type: none"> <li>• Explore joint working opportunities with Adult Social Care, Housing and VCS and train staff to better welcome disabled people within libraries</li> <li>• Consult with disabled users/non-users to understand if there are any barriers to accessing services.</li> <li>• Liaise with voluntary groups to find out why disabled people of all ages are reluctant/not accessing Libraries</li> <li>• Review the service offer against the needs of disabled service users</li> <li>• Review all Library locations to ensure all sites are easily accessible and DDA compliant.</li> <li>• Work with HR to consider how to improve recruitment practice in order to encourage more applications from disabled people</li> </ul>	March 2023

Ages 0-3, 12-17 and 18-25	Libraries are falling short in terms of registering and retaining people in these age groups. It is widely known across Libraries that these groups are specifically hard to engage with, and as such a big piece of work is required to address this issue and plug the gap in engagement.	<ul style="list-style-type: none"> <li>• Carry out benchmarking with other LAs and learn from areas of excellence</li> <li>• Explore joint working opportunities with Early Help and RoSIS, RNN Group and VCS.</li> <li>• Deliver capital improvements to Kiveton Library to enable co-location with Early Help.</li> <li>• Work as part of the Children's Capital of Culture partnership to improve the quality and reach of the library activities programme.</li> <li>• Hold focus groups with teenagers and young adults to explore potential barriers/interest</li> <li>• Carry out further work in schools to promote Libraries and reading for pleasure</li> <li>• Review stock levels and how appropriate this is for these age groups</li> <li>• Work with Health Visitors and Children's Centres/local nurseries to encourage 0-3 into Libraries.</li> <li>• Work with HR to consider how to improve recruitment practice in order to encourage more applications from young people</li> </ul>	April 2021 – March 2023
Investigate the needs and aspirations of people holding other protected characteristics:	We have identified the immediate priorities for the Library Service but recognise the limitations of our current data. We need to establish mechanisms for obtaining better quality intelligence on sectors of the	<p>Agree priorities for intervention in collaboration with other Council departments and VCS partners: in relation to:</p> <ul style="list-style-type: none"> <li>• gender reassignment,</li> <li>• sexual orientation,</li> <li>• faith,</li> <li>• civil partnerships and marriage,</li> <li>• pregnancy and maternity</li> </ul>	July – Sept 2022

	community with other protected characteristics.	<ul style="list-style-type: none"> <li>• socio-economic groups</li> <li>• parents, single parents and guardians,</li> <li>• carers,</li> <li>• looked after children,</li> <li>• unemployed and people on low incomes,</li> <li>• ex-offenders,</li> <li>• victims of domestic violence</li> <li>• homeless people.</li> </ul> <p>Develop an agreed set of tasks for inclusion in the Y2 action plan and ensure integration in the 2022/23 budget planning process.</p>	
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## 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
Polly Hamilton	Assistant Director	08/09/2020
Cllr Allen	Cabinet Member for cleaner, greener, communities	08/09/2020
Zoe Oxley	Head of Operations and Business Transformation	08/9/2020

## 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](mailto: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.

<b>Date Equality Analysis completed</b>	8 <sup>th</sup> September, 2020
<b>Report title and date</b>	The new Library Strategy 2021-2026 and Implementation Plan for the Libraries and Neighbourhood Hubs Service 19th October, 2020
<b>Date report sent for publication</b>	To be confirmed
<b>Date Equality Analysis sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	18 <sup>th</sup> September, 2020

<b>Objective: CREATIVE AND CULTURAL ENRICHMENT</b> <b>(Champion: Head of Creative Programming &amp; Engagement, Culture, Sport and Tourism)</b>				
Service Offer	Tasks	Milestone	Lead	Due Date
Offer a programme of cultural and artistic activities and events that provide everyone with the opportunity to enjoy some form of cultural experience.	Work in partnership with the rest of Culture, Sport and Tourism in order to deliver a programme of group based activities as part of the Rotherham Together programme providing a creative response to recovery from COVID-19 in Rotherham with a focus on offering particular support to those who are bereaved	- Delivery of group-based activities as part of the Rotherham Together programme from October 2020 until April 2021	Head of Operations and Business Transformation	April 2021
Seek funding to extend the cultural offer and engage with a wider range of interests, supporting the local and regional cultural sector.	Work with colleagues in Parks and Green Spaces to extend the Library into the outdoors	- Run a programme of events within parks and green spaces in order to increase the number of engagements	Operational Manager North/South	September 2021
	Target hard to reach communities identified during the recent consultation (BAME, Young people, males and self-identified disabled) and those with protected characteristics	- Work with partner organisations such as Voluntary Action Rotherham (VAR) to develop a programme	Operational Manager Central	April 2021

	Sustain the increased participation of online activities	<ul style="list-style-type: none"> <li>- Digital training for all Library Staff</li> <li>- Keep the online content refreshed in order to sustain existing participation numbers</li> <li>- Utilise other CST social media platforms to promote the library offer</li> </ul>	Operational Manager Central	April 2021
	Explore regional and national funding opportunities	<ul style="list-style-type: none"> <li>- Work with neighbouring authorities.</li> <li>- Utilise Libraries connected for opportunities</li> <li>- Apply for at least 2 funding opportunities during 2021/22</li> </ul>	Operational Manager Central	March 2022
The service will seek to increase art, dance, music and theatre into the library space, working with existing partners with emphasis on bringing stories to life.	Deliver a programme of activities through the Flux Capacitor programme which will specifically target those people in communities of lowest engagement including BAME communities and Young people 16 – 25 years	<ul style="list-style-type: none"> <li>- Develop and deliver a full programme of activities during 2021/22</li> <li>- Capture information/statistics in relation to impact including case studies</li> </ul>	Operational Manager North/South	December 2021
	Support the delivery of Fun Palaces at variety of library sites, working with colleagues in the wider service to co-ordinate and grow	<ul style="list-style-type: none"> <li>- Support the delivery of an additional 2 Fun Palaces during 2021/22</li> <li>- Monitor the uptake by joining with wider services and the impact this has on increased numbers</li> </ul>	Operational Manager North/South	October 2021

	Delivery of the Anne Frank exhibition in the central library, creating an exciting and high-quality experience to those who visit.	<ul style="list-style-type: none"> <li>- Communicate exhibition through all available platforms</li> <li>- Increase the number of engagements to this event by 10% based on the previous year that the event was held</li> </ul>	Operational Manager Central	October 2021
Communication about library activities will be improved, especially those which are free and low cost and promote cohesion and community spirit.	Production of a marketing plan in order to encourage the take up of activities across libraries.	<ul style="list-style-type: none"> <li>- Demonstrate an increase in activities by 10% for the year 2021/22.</li> </ul>	Service Development and Communities of Interest Operational Manager	March 2021

Service Offer	Tasks	Milestone	Lead	Due Date
The service will encourage and support everyone, especially children and young people, to develop a life-long love of reading; for example, through continuing partnership work with places where children go and organisations which work with them.	To carry out promotional work in order to encourage increased subscriptions to the Schools Library Service	<ul style="list-style-type: none"> <li>- Organise a schedule of promotion events, having a staff presence around the borough</li> <li>Increase in the subscriptions to the Schools Library Service by 5%</li> </ul>	Communities of Interest Team Leader	March 2022
	To continue to build on the service offer working in partnership with others such as Grimm & Co, Museum, Green Spaces and Theatres	<ul style="list-style-type: none"> <li>- Regular communication with partnership organisations and the delivery of joint events during 2021/22</li> </ul>	Operational Manager North/South	June 2021
	Delivery of the Summer Reading Challenge and associated summer activities	<ul style="list-style-type: none"> <li>- Increase the take-up of the Summer Reading Challenge by 10% for 2021/22</li> <li>- Roll out a programme of pop up library events in country parks and woodland space.</li> </ul>	Communities of Interest Team Leader	March 2022
	Continue to work with the Reading Agency to deliver services to children	<ul style="list-style-type: none"> <li>- Delivery of focussed activities during 2021/22</li> <li>- Roll out of Bookstart packs</li> </ul>	Communities of Interest Team Leader	March 2022
	Delivery of a wide range of activities to focus on engaging children of all ages within local communities, particularly those aged 11+	<ul style="list-style-type: none"> <li>- Increase engagement by 10%</li> </ul>	Communities of Interest Team Leader	March 2022



	Work as part of the Rotherham 0-5 Speech, Language and Communication Needs (SLCN) Strategic Group in order to deliver key priorities	<ul style="list-style-type: none"> <li>- Training of all Library staff in the SLCN Universal Training Offer.</li> <li>- Library activities and services to be included within the SLCN model pathway</li> <li>- Proactively promote and signpost families with identified SCLN needs</li> </ul>	Head of Operations and Business Transformation	April 2021
Offer a wide range of reading items, including e-books, e-magazines, large print, audio-books, newspapers and magazines to support the personal literacy development of individual readers.	Ensure sufficient budget to fulfil the range of titles and genres	<ul style="list-style-type: none"> <li>- Stock budget to be spent for 2020/21 in order to fulfil the wide-ranging offer</li> </ul>	Service Development and Support Team Leader	March 2021
	Ensure stock is distributed according to local need, considering those with protected characteristics within the local demographic	<ul style="list-style-type: none"> <li>- Review that stock within libraries is relevant to what the communities want and need following consultation</li> </ul>	Service Development and Support Team Leader	March 2021
	Ensure stock is promoted and displayed in an attractive style to encourage reading for pleasure.to all ages	<ul style="list-style-type: none"> <li>- Train all frontline staff how best to fulfil stock and how it can be displayed to attract interest</li> </ul>	Service Development and Support Team Leader	March 2021
The service will continue to develop readers' groups, including online, themed and targeted groups.	Establish new reader groups targeting underrepresented sectors e.g. Males, BAME, Children and disabled. Encourage virtual and face to face groups to grow and support them in building an identity in the community inclusive of all	<ul style="list-style-type: none"> <li>- Introduce a further 2 readers groups.</li> </ul>	All Team Leaders	July 2021

Participate in national and regional reading events that encourage participation, especially among children, such as the Summer Reading Challenge.	Roll out of Summer Reading Challenge 2021	- Increase number of participants during 2021/22 by 10%	Communities of Interest Team Leader	June 2021
	Hold author visits at various times during the year to create excitement around books and reading for pleasure	- Deliver 4 author events during 2021/22	Communities of Interest Team Leader	March 2022
	Delivery of pop up and outdoor libraries in order to encourage reading.	- Embrace 4 new locations in various parks and woodlands in order to provide the opportunity to engage with those currently not accessing the service with particular focus on underrepresented groups	All Team Leaders	March 2022
	Support and enable staff to utilise the skills learnt to inform their future practice within Libraries and Neighbourhood Hubs in the delivery of activities.	- Work with neighbouring authorities to learn and adopt new skills where it has worked well for other libraries.	Operational Manager North/South	March 2021

<b>Objective: DIGITAL ACCESS AND LITERACY</b> <b>(Champions: Head of Customer Services, and Head of Digital services, Customer Information and Digital Services)</b>				
Service Offer	Tasks	Milestone	Lead	Due Date

Up-to-date computer equipment will be provided for people to use free of charge along with free Wi-Fi access in all library buildings. There will also be the facility for customers to print from their own devices.	Deployment of new public network PC's across all libraries	<ul style="list-style-type: none"> <li>- Roll out to all sites</li> <li>- Obtain feedback from users on the new equipment</li> </ul>	Head of Operations and Business Transformation	December 2020
	Deployment of Netloan system which enables customers to book PC's and release prints without the need for staff interaction	<ul style="list-style-type: none"> <li>- Roll out to all sites</li> </ul>	Customer Information and Digital Services Senior Officer	December 2020
Encourage digital literacy among children through developing such things as digital makerspaces and after school code clubs.	Delivery of Makerspaces	<ul style="list-style-type: none"> <li>- Identify library sites with facility to host this</li> <li>- Engage with other libraries who already offer makerspace</li> <li>- Provision of Makerspaces at 2 sites</li> </ul>	Operational Manager Central	March 2022
	Further roll out of code clubs	<ul style="list-style-type: none"> <li>- Identify sites that require additional code clubs</li> <li>- Roll out at two additional sites during 2021/22</li> </ul>	Communities of Interest Team Leader	March 2022
Trained staff, volunteers and partners will support people getting online and using ICT with confidence, ensuring that no one is left behind.	Staff and volunteers undertake Libraries Connected e-learning which includes 3 digital modules	<ul style="list-style-type: none"> <li>- All library and volunteers staff to complete training (referenced within PDR's)</li> </ul>	Service Development and Support Team Leader	December 2020

	Ensure assisted access is provided in line with Customer Access Strategy	- Staff to continue to work closely with CIDs Customer Service to ensure assisted access is provided in order to deliver against the strategy	Service Development and Support Team Leader Customer Information & Digital services (CIDs) Customer Service Team	April 2021
	Ensure staff can support customers transact digitally	- All frontline staff to be trained in specific Council and partner services which are delivered online in order to offer relevant support	Service Development and Support Team Leader	April 2021
The Libraries workforce will be skilled and knowledgeable in the support they give, focusing on assisted digital processes	Staff to support each other and train volunteers/mentor new recruits	- All staff will be fully trained in how to use new and existing digital technology to ensure they are confident and competent themselves	Service Development and Support Team Leader	April 2021

Service Offer	Tasks	Milestone	Lead	Due Date
Continue to offer a wide variety of stock and materials for loan or reference in various formats, both traditional and digital	Ensure that the range of stock is specifically chosen to be inclusive of all Rotherham communities and those with protected characteristic.	<ul style="list-style-type: none"> <li>- 210k to be spent on stock for 2020/21</li> <li>- Obtain feedback from communities to understand the demand.</li> </ul>	Service Development and Communities of Interest Operational Manager	March 2021
Continue to adapt and mould the service offer to meet the needs of the local community, ensuring that no one is left behind as the service shape the refreshed service offer	Ensure that the service offer meets the needs of each community. Working in line with other service strategies, e.g. Thriving Neighbourhoods to cross-cut agendas	<ul style="list-style-type: none"> <li>- All sites to work closely with their local community groups, partners, neighbourhood officers and Ward Councillors</li> </ul>	Operational Managers Central/North/South	March 2021
	Work with the British Library and neighbouring local authorities to become a Business and intellectual Property Centre (BIPC), supporting small business owners and entrepreneurs across Rotherham to start up and grow their businesses	<ul style="list-style-type: none"> <li>- Regular meetings with Sheffield Council to plan for rollout at allocated library site</li> <li>- An information specialist will provide advice, deliver training to local staff and arrange partner-led workshops and 1-1s with a specific site</li> </ul>	Head of Operations and Business Transformation	January 2021

Support school age children with homework and college/sixth form students with their studies, working with local education departments to promote this	Allow children/young adults to learn outside the classroom and access additional support in the form of digital and additional resources	- Develop 2 additional after school clubs /homework clubs with dedicated study space	Communities of Interest Team Leader	December 2021
Support adults from all communities to get back into education or work, by offering access to online information and face to face support.	Work with the DWP to assist job coaches becoming closer to communities	- Facilitate Job Coaches operating from Libraries,	Head of Operations and Business Transformation	December 2020
	Support adults to access apprenticeships or further training to enhance employability skills for the future.	- Explore opportunities to delivery virtually - Work with communities to offer this within a suitable space within libraries	Team Leader Central	March 2022
Supported by Voluntary Action Rotherham, the service will offer a range of volunteering opportunities to individuals and community groups to enhance the delivery of the library service.	Increase the number of volunteers within the service	- Work with VAR as our primary partner in order to increase the number of volunteers by 50% during 2021/22.	Operational Manager Central	December 2021
Increase the number of new apprenticeships available within the service.	Increase the number of apprenticeship posts within the Library Service structure	- Appoint 3 apprentices	Operational Manager North/South/ Central	October 2020

Ensure library staff are trained to support customers to make the best use of the full range of library resources, along with encouraging the take up sector specific qualifications.	Staff and volunteers undertake Libraries Connected e-learning which include 3 digital modules.	- Ensure that all library staff and volunteers undertake the training	Operational Manager Central	November 2020
	Undertake the Libraries and Archives Apprenticeship	- 3 staff to undertake this apprenticeship each year	Operational Manager Central	April 2021
	Undertake the Management and Leadership Apprenticeship	- 2 staff to undertake this apprenticeship each year	Head of Operations and Business Transformation	April 2021

**Objective: HEALTHIER AND HAPPIER LIVES**  
**(Champion: Head of Public Health, Adult Care Housing & Public Health)**

Service Offer	Tasks	Milestone	Lead	Due Date
Provide and support the use of information on physical health and mental well-being, through the service's own resources and in partnership with others	Increase the number of books to support healthy living, mental health and well-being	- Review of stock available in each library and increase where required	Service Development and Support Team Leader	March 2021
	Offer a quiet, calm place for children who may be on the autistic spectrum.	- Roll out of equipment to support children within libraries Kiveton Park, Aston and Maltby.	Communities South Team Leader	March 2021
Encourage customers to get healthy, get active and get outdoors by delivering Library services in parks and green spaces	Explore how the service can utilise attractive outdoor spaces across the Borough to deliver "pop-up" libraries and outdoor activities	- Work with Culture, Sport and Tourism teams to find suitable spaces and help promote.	Communities of Interest Team Leader	August 2021
Host events, activities and groups with partners to encourage and support a healthier, happier lifestyle.	Address Health inequalities which have been identified as part of the Health and Wellbeing review e.g. BAME, Children and Young People, women from deprived communities, unpaid carers and older people	- Work with partners to co-design targeted activities to those groups	Team Leader South	October 2021
	Address topics of discussion such as healthy eating, weight management, relaxation, stress management, exercise and fitness.	- Pursue opportunities across the Borough to work with "Get Healthy Rotherham"	Communities of Interest Team Leader	October 2021



	Introduce and grow specific health and wellbeing groups and events e.g. Menopause Café, Musically Minded and Shared Reading	<ul style="list-style-type: none"> <li>- Explore how these events could be hosted digitally.</li> <li>- Work with partners to attract interest.</li> </ul>	Communities of Interest Team Leader	October 2021
Actively seek to reduce social isolation and loneliness	Organise reading groups and activities in which people can come together, both face to face and digitally.	<ul style="list-style-type: none"> <li>- “Cuppa and a Chat” sessions to take place across all libraries.</li> <li>- Programme of reading groups targeted at those with protected characteristics and under-represented groups</li> </ul>	Team Leader South	December 2021
Promote reading for pleasure as a positive benefit to health and mental wellbeing.	Increase promotion and marketing to attract new customers.	<ul style="list-style-type: none"> <li>- Work with partners in Public Health to identify groups and communities who would benefit from reading to improve their mental health</li> <li>- Work with NHS partners in Joint Service Centres (Aston, Maltby, Rawmarsh) to promote reading for pleasure and other Library resources that may assist improving people’s mental health.</li> </ul>	Service Development and Communities of Interest Operational Manager	November 2021

Offer a service to those who are potentially lonely and vulnerable	Utilise Booklink and Home Library Services to engage with this group.	<ul style="list-style-type: none"> <li>- Work with the community hub in order to identify additional customers who would benefit from the Booklink/Home Library Service</li> </ul>	Communities of Interest Team Leader	November 2020
Support and encourage the staff within the service to stay safe and well at work	Ensure that the importance of health and wellbeing at work/home is prioritised by all	<ul style="list-style-type: none"> <li>- Work with Public Health to deliver the Wellbeing Champions scheme within Libraries</li> </ul>	Team Leader North	November 2020
	Ensure that all staff have sight and understanding of the corporate wellbeing guide and understand the steps to take to ensure that their own health and wellbeing is important to them	<ul style="list-style-type: none"> <li>- Regular team meetings to talk over wellbeing guide</li> <li>- Make reference to guide in PDR's where relevant</li> </ul>	All Team Leaders	November 2020
Support the Council, suppliers and communities to address the climate change emergency	Identify books and other resources to enable communities and individuals to understand the issues and take action in line with best practice	<ul style="list-style-type: none"> <li>- A new 'climate change' collection is identified and promoted</li> <li>- A programme of activities are developed, promoting debate and community action with 4 new annual events</li> </ul>	Service Development and Communities of Interest Operational Manager	<p>April 2021</p> <p>September 2021</p>

**Objective: GREATER PROSPERITY**  
**(Champion: Head of Operations and Business Transformation, Culture, Sport and Tourism)**

Service Offer	Tasks	Milestone	Lead	Due Date
Work with partners to offer space for Information, Advice and Guidance particularly for those seeking or offering employment and training.	Support adults who are not in work or training to take a positive step	- Delivery of the Steps to Work programme to support adults who are not in work or training to take a positive step.	Team Leader Central	March 2021
	Support adults to access apprenticeships or further training to enhance employability skills for the future.	- Offer 3 placements within libraries as part of the National kickstart programme	Team Leader Central	November 2020
Offer work clubs in conjunction with partners.	Roll out of Job clubs within Libraries in partnership with the Job Centre.	- Engage with Job Centre, to improve employability and build CV writing skills. - Roll out an additional 3 Job Clubs	Operational Manager North/South	March 2021
Offer assisted digital support and beginners ICT sessions	Support people getting online and becoming confident I.T. users	- Create and promote beginner's ICT sessions at all libraries	Team Leader South	September 2021
The service will reach out to those who are unemployed and looking for work to assist them to improve their digital skills	Promote and advertise ICT sessions across the borough.	- Utilise partners and voluntary organisations to extend reach - Work with the Job Centre Plus and Housing to promote sessions and encourage participation	All Team Leaders	June 2021

Libraries will work with local colleges to ensure that customers seeking further education are able to seek the right support local to them.	Work in partnership with local colleges.	<ul style="list-style-type: none"> <li>- Engage with RNN group and University Centre Rotherham (UCR) to promote higher education and study within Libraries</li> </ul>	All Team Leaders	June 2021
Staff and volunteers will be trained to provide digital support for those seeking employment and have the knowledge to signpost to relevant services if this is outside of the library assisted digital offer.	Staff to be competent and confident to use online resources to offer appropriate digital assistance	<ul style="list-style-type: none"> <li>- All library staff to undertake training to allow for appropriate sign posting</li> <li>- Build up staff relationships with local educational establishments to build a network of contacts to liaise with to improve partnership working</li> </ul>	All Team Leaders	June 2021

**Objective: STRONGER MORE RESILIENT COMMUNITIES**  
**(Champion: Head of Neighbourhoods, Assistant Chief Executive's)**

Service Offer	Tasks	Milestone	Lead	Due Date
Libraries will function as friendly and welcoming community hubs, freely accessible to all.	Reviewing of buildings to look at if they are in the right location; if they can be colocated with other services/partners; if the buildings require refurbishing/modernising; if the service can host wider cultural and heritage activity	<ul style="list-style-type: none"> <li>- Utilising the approved Capital funding, carry out a two year programme of improvements to library buildings and ICT provision</li> <li>- Complete co-location of Kiveton Park library and the Early Help Services</li> <li>- Complete co-location of Thurgroft library with the Parish Council</li> </ul>	Head of Operations and Business Transformation	March 2022
Work with appropriate partners and the community to create a new community hub in the town centre in order to increase engagement and footfall.	Future high street funding bid (FHSF) currently awaiting a decision – expected Autumn 2020. Library will form part of the Markets redevelopments in line with the Town Centre Masterplan	<ul style="list-style-type: none"> <li>- Produce a design and service offer of the new library</li> </ul>	Head of Operations and Business Transformation	April 2021
Review opening hours in line with customer and staff feedback	Utilise statistical information, and engage with local community groups and seek to implement automated solutions, in order to keep libraries open for more people, for more of the time.	<ul style="list-style-type: none"> <li>- Continue to check that opening hours are aligned to customer need.</li> <li>- Deliver self-service Libraries at 2 sites</li> </ul>	Operational Manager Central	April 2021

Generate an income through charging for elements of the service provision	Explore the option to hire out library space and delivery of chargeable services, activities and events	<ul style="list-style-type: none"> <li>- New meeting spaces to be developed as part of the refurbishment programme at sites such as Kiveton Park and Dinnington which can be hired out</li> <li>- Continue to charge for some activities and events to sustain a good quality and value service. Income to be reinvested back into activities and events.</li> </ul>	Operational Manager North/South	March 2021
Continue to use the Community Infrastructure Levy (CIL) to support the provision of library services.	Delivery of infrastructure needed to support local development.	<ul style="list-style-type: none"> <li>- Use this tool as a local authority to assist and support local development</li> </ul>	Head of Operations and Business Transformation	December 2021
Libraries will host a wide range of diverse events and activities	Build community identity and cohesion	<ul style="list-style-type: none"> <li>- Introduction of ESOL classes to Brinsworth and 1 other suitable library site within the borough</li> </ul>	Team Leader Central	June 2021
	Promote Fun Palace to give everyone the opportunity to demonstrate their talents	<ul style="list-style-type: none"> <li>- Work with other CST teams to expand and utilise other spaces within the borough</li> </ul>	Operational Managers	October 2021
Work with local people to shape our future services, extending ownership, responsibility and pride.	Encourage the community to come forward and speak out within their local libraries.	<ul style="list-style-type: none"> <li>- Arrange sessions and promote borough wide</li> <li>- Utilise partners and voluntary organisations to extend reach to all groups of the community</li> </ul>	Team Leaders	December 2021

Staff and volunteers will be trained to provide excellent customer service to all those who wish to use library services	Identify training opportunities suitable for staff to maintain and develop customer service skills	<ul style="list-style-type: none"> <li>- Training programme to be identified relevant for staff</li> <li>- Ensure staff continually complete other mandatory training.</li> </ul>	Team Leaders	March 2021
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**Committee Name and Date of Committee Meeting**

Council – 11 November 2020

**Report Title**

Membership of Political Groups on the Council, Political Balance and Entitlement to Seats and Appointments

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

No

**Strategic Director Approving Submission of the Report**

Sharon Kemp, Chief Executive

**Report Author(s)**

Craig Tyler, Head of Democratic Services  
Craig.tyler@rotherham.gov.uk

**Ward(s) Affected**

Borough-Wide

**Report Summary**

The Proper Officer is required to notify the Council of any change in the political balance of the authority or the operation of new political groups under the Local Government (Committees and Political Groups) Regulations 1990. Since the last Council meeting on the Proper Officer has received notification of a changes to political affiliation.

With effect from 28<sup>th</sup> September, Cllr Ian Jones has confirmed his resignation from the Labour Party and intention to sit as a non-aligned Councillor.

With effect from 19<sup>th</sup> October, Cllr Kerry Albiston has confirmed her resignation from the Labour Party and intention to sit as a non-aligned Councillor.

There are now seven non-aligned Members, who are not in a political group.

There are also two political groups in operation on the Council, the Labour Group (42 councillors) and the Rotherham Democratic Party Group (11 councillors).

There are three councillor vacancies which cannot currently be filled due to restrictions on the convening of by-elections (Coronavirus Regulations 2020)

There are 149 seats available on committees, boards and panels and under the calculation the Labour Group is entitled to 104 seats and the Rotherham Democratic Party Group is entitled to 27. This leaves 18 seats which cannot be given to members of the political groups and should be allocated to the seven non-aligned councillors.



## **Recommendations**

1. That the revised political composition of the Council be noted.
  - (a) Labour Group – 42 seats
  - (b) Rotherham Democratic Party Group – 11 seats
  - (c) Non-aligned – 7 seats
2. That the entitlement of the membership of the political groups and non-aligned Members be agreed, and such entitlements be reflected in Council's appointments of Members to committees.
3. That, subject to the changes required from the previous municipal year's entitlement, the appointments made by the Council in the 2019/20 municipal year to committees, boards and panels and joint committees be continued for the 2020/21 municipal year

## **List of Appendices Included**

None

## **Background Papers**

The Constitution of Rotherham Metropolitan Borough Council

## **Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

## **Council Approval Required**

No

## **Exempt from the Press and Public**

No

## Membership of Political Groups on the Council, Political Balance and Entitlement to Seats and Appointments

### 1. Background

- 1.1 Section 15 of the Local Government and Housing Act 1989 places on local authorities the duty to allocate seats to political groups and sets out the principles to be followed when determining such allocation. The main principles, which must be satisfied sequentially, include:
- (a) That the number of seats on ordinary Committees/Bodies ... which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary Committees of that Authority, as is borne by the Members of that group to the membership of the Authority (i.e. the allocation of the total number of seats available must mirror the political composition of the council).
  - (b) That the number of seats on the Body (Committee, etc.), which are allocated to each political group, bears the same proportion to the number of all the seats on that Body as is borne by the number of Members of that group to the membership of the Authority (i.e. the allocation of seats on individual committees must mirror the political composition of the council).
- 1.2 Local authorities are able to depart from the statutory provisions where there is unanimous agreement to do so.
- 1.3 Those members not in a political group are entitled to a due share of seats, although the council will decide how to allocate seats to non-aligned councillors.

### 2. Political Groups

- 2.1 The political balance of the Council groups is:

Name of Group	Designated Leader (number of Members)
Labour	Councillor Chris Read (42 Members)
Rotherham Democratic Party	Councillor Allen Cowles (11 Members)

- 2.2 In addition, there are seven non-aligned councillors.

### 3. Allocation of Seats

- 3.1 The allocation process must be applied '**so far as is reasonably practicable**' to achieve a balanced outcome. The allocation of the 149 seats to the two political groups is determined by the following formula:

$$\frac{\text{Number of Members of Political Group}}{\text{Total Number of Members of Council (60)}} \times \text{Number of Seats to be allocated}$$

For the 149 seats available in applying principle (a) in paragraph 1.1, this gives:

Political Group	Seat Entitlement
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Labour	104
Rotherham Democratic Party	27
Non-aligned	18
<b>TOTAL</b>	<b>149</b>

- 3.2 Application of principle (b) in paragraph 1.1 of this report, relating to the number of seats on individual committees, gives the following:

	<b>Seats Available</b>	<b>Labour</b>	<b>Rotherham Democratic Party</b>	<b>Non-aligned</b>
<b>Regulatory Committees/Boards</b>				
Audit Committee	5	4	1	0
Licensing Board	21	13	4	4
Licensing Committee	15	9	3	3
Planning Board	15	11	3	1
Staffing Committee	5	4	1	0
Standards and Ethics Committee	8	6	1	1
<b>Overview and Scrutiny</b>				
Overview & Scrutiny Management Board	12	9	2	1
Health Select Commission	18	12	3	3
Improving Lives Select Commission	18	13	3	2
Improving Places Select Commission	18	12	3	3
<b>Other Bodies</b>				
Corporate Parenting Group	5	4	1	0
Introductory Tenancy Review Panel	4	3	1	0
Joint Consultative Committee	5	4	1	0
<b>TOTAL</b>	<b>149</b>	<b>104</b>	<b>27</b>	<b>18</b>

- 3.2.1 This calculation reflects the entitlement to seats from the calculation under principle (a).
- 3.2.2 Under the application of both principle (a) and principle (b) the non-aligned councillors have an entitlement of 15 seats
- 3.2.3 As the non-aligned councillors are not a group under the provisions of the Local Government (Committees and Political Groups) Regulations 1990, there is no requirement to appoint those members to those seats. The Council has the discretion to appoint the non-aligned councillors to none, some or all of the seats available.

- 3.3 Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Council has the discretion not to hold an Annual Meeting during the 2020/21 municipal year. On this basis, it is proposed that, subject to the foregoing updates in respect of entitlement to seats, that appointments to committees, boards and panels, as well as joint committees, be extended from the previous 2019/20 municipal year until such a time as the Council holds an Annual Meeting either during the current municipal year or for the commencement of the 2021/22 municipal year.

#### **4. Timetable and Accountability for Implementing this Decision**

- 4.1 Any changes agreed by the Council will be effective immediately from the date of the meeting on 19<sup>th</sup> November 2020.

#### **5. Financial and Procurement Advice and Implications**

- 5.1 There are no financial and procurement implications directly arising from this report.

#### **6. Legal Advice and Implications**

- 6.1 The legislative requirements in respect of political balance and entitlement to seats are set out earlier in this report. In addition to this, the report has confirmed that the authority to appoint a representative to the South Yorkshire Police and Crime Panel will transfer from the authority to the Home Secretary in the event of the Council failing to appoint a Member to serve on that joint committee.

#### **7. Human Resources Advice and Implications**

- 7.1 There are no human resources implications arising from this report.

#### **8. Implications for Children and Young People and Vulnerable Adults**

- 8.1 The appointment of members to serve on committees and other bodies of the council will indirectly impact on children and young people and vulnerable adults through the activities and decisions of those bodies. There are no apparent direct implications at the time of writing this report.

#### **9. Equalities and Human Rights Advice and Implications**

- 9.1 There are no equalities implications arising from the report. Political groups are required to have regard to the provisions of the Equality Act 2010 when nominating Member appointments to committees and other offices.

#### **10. Implications for Partners**

- 10.1 The appointment of councillors to serve on external bodies and partnerships is designed to have a positive impact on the council's relationship with those organisations and enhance the relationship through the presence of accountable and elected representatives.

## **11. Risks and Mitigation**

- 11.1 By having regard to the detail of the report above in respect of meeting statutory requirements, any risk implications will have been mitigated. Consequently, there are no risks to be borne in mind in respect of the recommendations.

## **12. Accountable Officer(s)**

Craig Tyler, Head of Democratic Services

*Report Author:* Craig Tyler, Head of Democratic Services  
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This report is published on the Council's [website](#).

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**Committee Name and Date of Committee Meeting**

Council – 11 November 2020.

**Report Title**

Constitution Amendments

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

No

**Officer Approving the Submission of the Report**

Sharon Kemp, Chief Executive

**Report Author**

Craig Tyler, Head of Democratic Services

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**Ward(s) Affected**

Borough-Wide

**Report Summary**

This report is submitted to recommend the approval of amendments to various parts of the Council's Constitution following a periodic review by the Constitution Working Group.

The proposals within this report have been reviewed and are supported by the Group which is a cross party body of Members.

The Council is recommended to approve the amendments to the Constitution, which would take immediate effect.

**Recommendations**

1. That the scheme of delegation be amended to allow for the implementation of an emergency delegation for the discharge of non-executive functions to the Chief Executive, to progress decisions related to Covid-19 recovery, subject to statutory decision making safeguards.
2. That the list of the various Policy Framework documents referenced within the Constitution be updated

3. That amendments be made to Council Procedure Rule 11 (which deals with Member questions)
4. That amendments be made to Council Procedure Rule 12 (which deals with public questions)
5. That amendments be made to the Scheme of Petitions
6. That changes be made to the Responsibility of Functions (Appendix 9 of the Constitution)
  - a. That quorum figures for each committee individually be referenced (rather than stating one third of the membership)
  - b. That the recommended amendments by the Health and Wellbeing Board be endorsed.
  - c. That the size of Licensing Committee hearing Panels be confirmed as 5 Members with a quoracy of 3 Members

**Background Papers**

The Council's Constitution

The report of the Head of Democratic Services presented to the Constitution Working Group.

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

**Council Approval Required**

Yes

**Exempt from the Press and Public**

Yes  
No

## **Proposed Amendments to the Constitution**

### **1. Background**

- 1.1 The Council continues to seek to strengthen its governance arrangements as part of its continued improvement journey and continues to review all aspects of its Constitution under the tutelage of the Constitution Working Group.
- 1.2 Good governance has been a core tenet of the Council's improvement journey in recent years. The Constitution has been subject to external review and significant changes have been made to the way in which proposals are developed by Members and officers and how decisions are made across the authority. As the Constitution is the document that empowers the authority to discharge its statutory and discretionary responsibilities, it is important that its provisions are reviewed, and changes made to strengthen the Council's governance and accountability arrangements
- 1.3 This report proposes a number of minor amendments identified through discussions with Members of all as means of improving the Council's good governance regime.
- 1.4 All proposals are in keeping with other Council policies and any national government policies and objectives.

### **2. Key Issues**

#### **The Chief Executive's Sub-Scheme of Delegation**

- 2.1 An emergency delegation for the discharge of non-executive functions to the Chief Executive is a common provision in most local authorities. Whilst there is an urgency provision for Cabinet decisions and arrangements in place for the discharge of executive functions through the Leader's Scheme of Delegation set out in Appendix 9 of the Constitution (Responsibility for Functions), no such delegation for non-executive functions presently exists.
- 2.2 It is recommended that authority be delegated to the Chief Executive to discharge non-executive functions in the event of an emergency that prevents the Council or its committees, boards or panels from discharging their functions. Whilst the likelihood of this being necessary in the current pandemic emergency has been reduced through the introduction of legislative provisions for virtual meetings, the legislative provisions are scheduled to cease on 7 May 2021.
- 2.3 The recommendation would be that the adoption of such a provision would be caveated with an arrangement for the Chief Executive to discharge decision making functions in consultation with the Mayor in respect of Council matters and the Chair and Vice-Chair of any relevant committee, board and panel. Any



decision must state why the decision is urgent and can't await the next scheduled ordinary meeting of a committee and it has been deemed impossible to convene an extra ordinary meeting of that committee.

- 2.4 Any decisions taken by the Chief Executive under emergency delegation would be reported to all Members by the Democratic Services Team and retrospectively recorded at Cabinet or other appropriate Committee.

### **Policy Framework Documents**

- 2.5 It is recommended that this list be reviewed to incorporate any changes in the statutory requirement for documents to be approved by the Council. Consideration would also be given to the inclusion of any plans or strategies which should be reserved to Council for approval but are presently within the decision-making remit of the Cabinet.
- 2.6 The Overview and Scrutiny Management Board recommended in early 2020 that a list of policies and strategies be maintained and reviewed every three years.
- 2.7 In terms of timing, it is recommended that changes be made to the list of Policy Framework documents after the election in May 2021 rather than at the present time.

### **Council Procedure Rule 11 (Members' Questions)**

- 2.8 Council Procedure Rule 11 deals with all provisions relating to the submission of questions by Members to be answered by the Mayor, Leader, Cabinet Members, Committee Chairs or Designated Spokespersons.
- 2.9 In 2019, on the recommendation of the Constitution Working Group, the Council introduced a provision to restrict each Member to no more than ten questions to Council officeholders, with the option to put a further ten questions to Designated Spokespersons on joint authorities.
- 2.10 Consideration has been given to how effective this change has been in providing opportunities for decision makers to be accountable in the Council meeting and whether any further changes would aid decision making, scrutiny or the efficient discharge of business in the Council meeting.
- 2.11 The Constitution Working Group subsequently proposes the following clarifications:
- That it is the requirement for the Police and Crime Panel representative to answer questions relating to the business of the Police and Crime Panel, as a designated spokesperson, rather than the affairs of South Yorkshire Police or the Police and Crime Commissioner for South Yorkshire.

- The removal of South Yorkshire Passenger Transport Authority as a listed body

### **Council Procedure Rule 12 (Public Questions)**

2.12 Council Procedure Rule 12 details the provisions for Members of the public to submit questions in Council meetings to the Mayor, Leader, Committee Chairs or Designated Spokespersons.

2.13 These provisions have not been amended for some time and the practice of recent years has it is suggested the spirit of the rules has been stretched beyond what would be considered reasonable or workable

2.14 The proposals of the Constitution Working Group in relation to public questions for Council and all sub-Committees of Council are:

- The introduction of a requirement to be:
  - in residence (as an elector (or resident with) an elector of the borough)
  - in employment (as your principle or only place of work)
  - in education (at one of the borough's education establishments)
- The introduction of provision for rejecting questions which repeat or substantially repeat any question that has been asked and answered in the preceding three Council meetings, so as to be consistent with the rules on Member questions
- The introduction of a provision for questions to relate to the affairs of the borough
- The introduction of discretion to the Chief Executive in consultation with Mayor to filter/edit questions which are seem as offensive in terms of language etc.

### **Scheme of Petitions**

2.15 The provisions for Petitions were last reviewed in detail in 2019

2.16 The rules for a debate on a petition are considered to be restrictive and would not enable the Council to demonstrate its willingness to consider fully an issue of real public concern as debates are presently limited to a period of not more than 15 minutes.

2.17 It is recommended that reference to a time limit for debate be removed.

### **Responsibility of Functions**

2.18 Appendix 9 of the Constitution details Responsibility for Functions and there are a number of areas that have been reviewed by the Constitution Working Group.

- 2.19 It is proposed to insert quorum figures for each committee individually (there is already provision in the Council Procedure Rules for the quorum of each committee to be one-third of the total membership, so this would essentially be a belt and braces approach to ensuring understanding)
- 2.20 The Health and Wellbeing Board have proposed amendments to their terms of reference which will need to be reported to and adopted by the Council before they can take effect.
- 2.21 The size of committees in relation to Licensing Board and Licensing Committees is also presented for consideration.
- 2.22 The present arrangement for Licensing Board, which is made up of 21 Members is to enable sub-committees of 5 members to be appointed for taxi licensing hearings, with a quoracy figure of 3.
- 2.23 Licensing Committee is made up of 15 Members drawn from the membership of the Licensing Board. The Licensing Act requires the Licensing Committee to be between 12 and 15 Members and requires all decisions delegated to sub-committees to be determined by no less than 3 members.

### **3. Options considered and recommended proposal**

- 3.1 The Council has committed to continue to review various parts of the Constitution as part of its improvement journey. The proposals set out above in this report have been put forward through discussion and observation by Members and officers on the basis of strengthening governance arrangements.

### **4. Consultation on proposal**

- 4.1 The Constitution Working Group has been consulted in the development of the proposals submitted to Council for approval.

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

- 5.1 If Council were minded to approve the recommendations set out above, then the changes to the Constitution could be implemented with immediate effect, with the exception of the changes to the list of Policy Framework Documents which will be amended in May 2021.
- 5.2 The Head of Legal Services is responsible for ensuring implementation of the changes once agreed.

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

- 6.1 There are no further financial or procurement implications arising from the proposed changes to the Constitution.

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

- 7.1 As required by statute, the Council should require the Constitution to be current and coherent as the key enabling document that enables the authority to exercise its decision-making powers and procedures.
- 7.2 The changes proposed within this report are compliant with the provisions of the Local Government Act 2000, which introduced the requirement for Local Authority Constitutions, and subsequent legislation which has further strengthened Local Authority governance.

## **8. Human Resources Advice and Implications**

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

## **9. Implications for Children and Young People and Vulnerable Adults**

- 9.1 There are no implications for children and young people, or vulnerable adults associated with this report.

## **10. Equalities and Human Rights Advice and Implications**

- 10.1 In reviewing all recommendations, the Constitution Working Group had regard to equalities requirements and did not identify issues within the proposals recommended as part of this report. Consequently, there are no equalities or human rights implications arising from the proposals within the report.

## **11. Implications for Partners**

- 11.1 There are no implications for partners arising from the proposed amendments to the Constitution.

## **12. Risks and Mitigation**

- 12.1 Any update to constitutional procedure creates the potential for confusion and misunderstanding. Mitigations will be put in place to address any such risks.

Risk	Mitigation
Members may be unaware of the new procedure rules	<p>Clear communication of the changes is needed</p> <p>All web pages and online guidance will be updated</p> <p>Member bulletins will be used to further communicate information.</p>

New rules and procedures may be unclear or have ambiguities	Monitor the application of the new rules  The Monitoring Officer to provide advice and guidance where required
The public may be unaware of the new procedure rules	All web pages and online guidance will be updated

**13. Accountable Officer(s)**

Bal Nahal, Head of Legal Services

Craig Tyler, Head of Democratic Services

Approvals obtained on behalf of:-

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

Report Author: Craig Tyler, Head of Democratic Services

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# Overview and Scrutiny Update



May - October 2020

[www.rotherham.gov.uk](http://www.rotherham.gov.uk)

## Overview and Scrutiny Update

### Overview and Scrutiny Management Board

#### Pre-decision Scrutiny

The Overview and Scrutiny Management Board in its pre-decision scrutiny work has examined the following reports and made recommendations in advance of them being considered by Cabinet.

- Financial support for older people's residential care homes during the covid-19 pandemic
- Financial support for learning disability day opportunity providers during the covid-19 pandemic
- 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
- Financial Outturn 2019-20
- Community Energy Switching Scheme
- Consultation on Public Spaces Protection Orders - Town Centre and Borough Wide Dog Fouling
- The Year Ahead
- Voluntary Sector Infrastructure
- Advice Review and Advice Services Service Level Agreement
- Annual Housing Development Report
- Town Centre Public Spaces Protection Order, and a Dog Control Public Spaces Protection Order
- Libraries Strategy
- Towns Fund - Town Investment Plan

#### Other Scrutiny work

The Overview and Scrutiny Management Board has also carried out other scrutiny work based on its Work Programme for 2020/21.

The Work Programme for the Overview and Scrutiny Management Board, as always covers a diverse range of topics within its remit, but also reflects the many issues surrounding the current pandemic, including its impact on the Council and the services that it delivers and also on its impact on the residents of the Borough. The Overview and Scrutiny Management's Board Work Programme for 2020/21 is attached at **Appendix 1**.

In the current municipal year, the Overview and Scrutiny Management Board has scrutinised reports and made recommendations on.

- Response to the recommendations from the sickness absence workshop
- Children's Placement Projections
- Adult Care: Budget Forecast and Savings Update
- Safer Rotherham Partnership Annual Report
- Customer and Digital Programme - Progress report

## Overview and Scrutiny Update

### Sub and Project Group Work

In addition to the scrutiny activity carried out in Overview and Scrutiny Management Board meetings, members are also currently carrying out work in project groups on:

- **Council Communications** - This group is looking to review how residents access council services and to look at how the way that services are accessed by residents has changed during the pandemic. The sub-group will be looking for assurance that services are and will continue to be accessible by all residents as more services are delivered online.
- **Equalities** - The Council's Year Ahead plan contains a commitment to carry out a comprehensive review of equalities and social justice in order to fully understand equality issues in Rotherham and to identify how the council can make a measurable difference in this area. A project group has been established to enable Overview and Scrutiny Management Board members to feed into this review.



## Overview and Scrutiny Update

### Health Select Commission

#### Scrutiny work

The Health Select Commission has also carried out a wide-ranging programme of scrutiny work based on its Work Programme for 2020/21.

The Work Programme for the Health Select Commission reflects the priorities of improving health and health care for all residents in the Borough. The Health Select Commission Work Programme for 2020/21 is attached at **Appendix 2**.

In the current municipal year, Members of the Health Select Commission have scrutinised reports and made recommendations on:

**The Department of Public Health Annual Report** - Continued work will be needed from Members, stakeholders and partners to address the following areas:

- Reducing Smoking Pregnancy Rates
- Improving diet and nutrition
- Promoting physical activity
- Increasing breastfeeding prevalence
- Increasing Ages and States Questionnaire - 3
- Improving air pollution
- Referring to Public Health Commissioned Services, Get Healthy Rotherham, Drug and Alcohol Services as well as supporting Early Years and 0-19 Integrated PH Nursing

A briefing was also requested from the Director of Public Health RMBC's response to the use/misuse of Nitrous Oxide.

**The Marmot Review 10 Years On - Members** made the following recommendations to feed into the important work on this topic currently underway by the Health and Wellbeing Board:

- That partner organisations and officers of the Council in areas such as Communications and in Culture, Sport and Tourism be consulted in the development of alternative strategies for public engagement to promote health through arts and cultural initiatives.
- That the Health and Wellbeing Board identify and consider environmental implications that uniquely affect post-industrial areas of Rotherham as well as policy implications, such as selective licensing and social inclusion policies, which may affect health and wellbeing of Borough residents.
- That mitigating poverty be an ongoing priority in the short and long term of all plans and strategies of the Council as appropriate, and the efforts to mitigate poverty be documented and publicised.
- That the Health and Wellbeing Board develop plans and identify actions to address declining health outcomes for women.

## Overview and Scrutiny Update

**The Carer's Framework For the Future 2020-21** - Members requested that the results of the Carer's Strategy Review and plans for recovery of the Carer's Centre be submitted for scrutiny with a goal of contributing to the new strategy, but it should be noted that this review will be delayed due to COVID. It was further recommended that ways of increasing digital connectivity and skills for carers be explored, particularly to support young carers.

The Commission also monitored progress regarding:

- Adults 65+, Care Homes and Quality Review,
- Local Authority Declaration on Healthy Weight,
- Prevention/Loneliness Strategy,
- Ophthalmology Services
- Maternity Services
- Respiratory Services
- Transformation of GPs and Primary Care Networks
- Fitter, Better Sooner
- Winter Surge and COVID-19 Planning
- updates on the work of various partner organisations including TRFT and Healthwatch.

### Sub and Project Group Work

In addition to the scrutiny activity carried out in Health Select Commission meetings, Members are also currently carrying out work in project groups on:

- **The Rotherham NHS Foundation Trust (TRFT)** - This sub-group met initially in February to scrutinise the quality account of services and care provided by Rotherham Hospital. The sub-group again convened on 2 November 2020 and made recommendations toward the improvement of patient safety and staff morale which will be included in the forthcoming TRFT Quality Account for 2020-21.
- **South Yorkshire Doncaster and Nottinghamshire Joint Health Scrutiny Commission (SYDNo JHOSC)** - The Chair of the Health Select Commission represents the Members at this regional Joint Scrutiny Commission which scrutinises the delivery of health care services and policy at the regional level. At the September meeting, the Chair of the Health Select Commission recommended that more robust efforts be made to include BAME communities in patient consultations regarding social prescribing and gluten free foods.
- **COVID-19 Workshop** - This one-off group met to discuss the response of various services and partners to the pandemic. Outcomes from this workshop included the recommendation that residents download and install the Rotherham Health App as they are able. Deep gratitude to colleagues and health partners at the hospital and in care homes caring for patients during the pandemic were expressed in the recommendations as well.

## Overview and Scrutiny Update

### Improving Lives Select Commission

#### Scrutiny work

The Work Programme for the Improving Lives Select Commission, as always covers a diverse range of topics within its remit, but also reflects the many issues surrounding the current pandemic, including its impact on the Council and the services that it delivers and also on its impact on the residents of the Borough. The Improving Lives Select Commission's Work Programme for 2020/21 is attached at **Appendix 3**.

In the current municipal year, the Improving Lives Select Commission has scrutinised reports and made recommendations on:

- The Council's response to Domestic Abuse during the pandemic
- How the Improving Lives Select Commission monitors performance indicators across the Children and Young People's Services Directorate
- Re-referrals and repeat child protection planning
- Youth Offending Team
- Looked After Children Sufficiency Strategy
- Provision of the Children's social care service during the Covid-19 pandemic
- Elective Home Education
- Rotherham Education Strategic Partnership
- Domestic Abuse Strategy

#### Sub and Project Group Work

In addition to the scrutiny activity carried out in Improving Lives Select Commission meetings, members are also currently carrying out work in project groups on:

- **The impact of school closures during the pandemic** - The review will be involving young people across Rotherham to enable members to further understand the impact of school closures due to COVID19 on Rotherham pupils and to identify future areas for scrutiny work.
- **CSE - Post Abuse Support** - The review will build on the benchmarking work that members of the commission carried out in 2019 where provision in Rotherham was compared to provision made by councils in other areas.
- **Liquid Logic** - This one-off spotlight review will provide members with assurance that the case management system used across Children's Social Care is enabling robust case management and supporting social work teams to effectively manage caseloads as they work to support children and families.
- **Review of the Early Help Service** - This review will look at how since the implementation of the new structure of the service in 2019 the changes to the service have impacted on service delivery and the outcomes for children and families.
- **Holiday Hunger and Food Poverty** - This review will look at the challenges of food poverty and holiday hunger across Rotherham, the provision that already exists to

## Overview and Scrutiny Update

support people who are going hungry across the Borough and the role of the Council in supporting efforts to combat the problem.

## Overview and Scrutiny Update

### Improving Places Select Commission

#### Scrutiny work

The Improving Places Select Commission has also carried out a wide-ranging programme of scrutiny work based on its Work Programme for 2020/21.

The Work Programme for the Improving Places Select Commission reflects the priorities of improving and revitalising the environment in the Borough and making Rotherham a better place to live. The Improving Places Select Commission Work Programme for 2020/21 is attached at **Appendix 4**.

In the current municipal year, the Improving Places Select Commission has made recommendations on:

- **Housing Strategy 2019 - 2022 Progress Update** - The recommendations were made that, when the Social Value Policy is presented for review by Overview and Scrutiny Management Board, the Housing-specific issues be highlighted within that report. That the Housing-related elements of the COVID-19 recovery plan be considered for scrutiny.
- **Housing Revenue Account - Rents and Service Charges - Response to the pandemic and future provision** - Members recommended that the outcome of the Advice Service Review be circulated as part of the next update in respect of Rents and Service Charges.
- **Town Centre Masterplan Update** - Members requested that attention be given to accessibility and accessible parking in the plans for the new facilities and interventions in the Town Centre.
- **Bereavement Services** - Members noted that the permanent extension of latest burial time at East Herringthorpe Cemetery had been successfully implemented, and recommendations were made that progress in respect of digitisation of burial records as well as information on land use be submitted in the next update in 12 months.
- **Economic Recovery** - The recommendation was made that a clear plan be developed to aid recently self-employed and others who were missed or inadvertently disadvantaged by the government's relief schemes to date. It was also recommended that an updated list of available schemes and grants be circulated to all Members. It was requested that a further briefing provide criteria and allocations for Council Discretionary Funds.
- **Energy Switching Scheme** - The recommendation was made that a plan be developed to minimise risk to the authority, including reputational risk, introduced by the chosen scheme.

## Overview and Scrutiny Update

The Commission also noted a report on the exemplary work done in respect of the **Homelessness Prevention and Rough Sleeper Strategy**, to which no recommendations were made.

### Sub and Project Group Work

In addition to the scrutiny activity carried out in Improving Places Select Commission meetings, members are also currently carrying out work in project groups on:

- **Major Incident Plan (MIP)** - This sub-group held discussions in February 2020, and formally convened in October 2020, to monitor compliance with previous recommendations, in accordance with the Cabinet recommendation to review the Major Incident Plan every two years. Recommendations from this sub-group are forthcoming at the 10 December meeting of the Improving Places Select Commission.
- **Building Use** - Foundational discussions for the scope of this new sub-group were held on 24 September 2020, and 3 November 2020, in anticipation of reviewing the use of Council buildings in light of the pandemic.
- **Housing Repairs and Maintenance** - This one-off project group met on 27 August 2020, to discuss the delivery of housing services and repairs during the pandemic. The recommendation was made that the results of data analysis including GIS mapping be included in the next update in respect of Housing Repairs and Maintenance. A further recommendation was also made regarding call centre wait times and abandoned call rates which has since been undertaken by an OSMB sub-group on Call Centre communications.

# Overview and Scrutiny Update

## Scrutiny Minutes

### Overview and Scrutiny Management Board

[7 May 2020](#)  
[10 June 2020](#)  
[15 July 2020](#)  
[2 September 2020](#)  
[16 September 2020](#)  
[14 October 2020](#)

### Health Select Commission

[4 June 2020](#)  
[9 July 2020](#)  
[3 September 2020](#)  
[16 July - COVID-19 Workshop](#)  
[20 October - JHOSC meeting](#)  
[22 October 2020](#)

### Improving Lives Select Commission

[16 June 2020](#)  
[28 July 2020](#)  
[22 September 2020](#)

### Improving Places Select Commission

[9 June 2020](#)  
[14 July 2020](#)  
[8 September 2020](#)  
[27 August 2020, Workshop: Housing Repairs and Maintenance](#)  
[20 October 2020](#)

Work programme – Overview and Scrutiny Management Board UPDATED: 9 OCTOBER 2020

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
7 May	<b>Financial Support for Older People's Residential Care Homes During the Covid-19 Pandemic</b>	Pre-decision scrutiny in advance of Cabinet meeting on 11 May.	1. That Cabinet be advised that the recommendations be supported.
	<b>Financial Support for Learning Disability Day Opportunity Providers During the Covid-19 Pandemic</b>	Pre-decision scrutiny in advance of Cabinet meeting on 11 May.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That the thanks of the Overview and Scrutiny Management Board be conveyed to the outgoing Assistant Chief Executive, Shokat Lal, for his support the scrutiny function at Rotherham since 2016.</li> </ol>



Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
11 June	<b>Autism Strategy</b>	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>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.</li> </ol>
	<b>Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach</b>	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>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 approach to the procurement process.</li> <li>3. That, in view of the individual personal circumstances of victims and survivors, the specification for the contract ensure that the rereferral process be expedited swiftly to ensure that service users receive timely support.</li> </ol>
	<b>Finance Update and Budget Monitoring Report</b>	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>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.</li> </ol>

			<p>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.</p>
	<b>Covid-19 Discretionary Business Grants Scheme</b>	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<p>1. That Cabinet be advised that the recommendations be supported.</p>
	<b>Children's Commissioner Takeover Challenge - Hate Crime</b>	Consideration was given to a report that had been submitted to advise the Overview and Scrutiny Management Board on the findings and recommendations that had come from the Children's Commissioner's Takeover Challenge spotlight review undertaken by Rotherham Youth Cabinet in March 2020 on Hate Crime.	<p>1. That the report and the conclusions and recommendations as outlined at Appendix 1 of the officer's report, be noted.</p> <p>2. That the report be forwarded to Cabinet and partners for their consideration and to Council for information.</p> <p>3. That a detailed response to the recommendations be presented to the Overview and Scrutiny Management Board and Rotherham Youth Cabinet in October 2020.</p>

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
15 July	<b>Financial Outturn 2019-20</b>	Pre-decision scrutiny in advance of Cabinet meeting on 20 July.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That the Overview and Scrutiny Management Board hold a dedicated workshop to consider the financial and service implications of the Covid-19 pandemic.</li> </ol>
	<b>Community Energy Switching Scheme</b>	Pre-decision scrutiny in advance of Cabinet meeting on 20 July.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That a report on further developments in respect of the Community Energy Switching Scheme be submitted to the Improving Places Select Commission in due course.</li> </ol>
	<b>Consultation on Public Spaces Protection Orders - Town Centre and Borough Wide Dog Fouling</b>	Pre-decision scrutiny in advance of Cabinet meeting on 20 July.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> </ol>
	<b>Overview and Scrutiny Annual Report 2019-20</b>	To approve the annual report.	<ol style="list-style-type: none"> <li>1. That the Overview and Scrutiny Management Board receive and approve the draft Annual Report 2019-20.</li> <li>2. That it be noted that membership details for 2020-21 may be subject to change following the Council meeting on the 22 July 2020 and will be reflected in the final published version.</li> <li>3. That the draft outline work programme be updated following the discussion by the Overview and Scrutiny Management Board.</li> </ol>

**Update on Work  
Programme For  
2020-21**

To approve the work programme

1. That scrutiny of the response to and recovery from the Covid-19 pandemic be the overarching priority for 2020-21.
2. That the initial items scheduled in the work programme for 2020-21 be approved.
3. That the Overview and Scrutiny Management Board determine which items in Appendix 2 should be retained in the work programme.
4. That the indicative headline work programme for the Select Commissions be endorsed.
5. To note that should any urgent items emerge during the year this may necessitate a review and re-prioritisation of the work programme.
6. That Scrutiny Chairs and Vice Chairs meet with Cabinet to discuss scheduling major initiatives for scrutiny during 2020-21 to inform the final work programme.
7. That discussion take place between the Chair of the Overview and Scrutiny Management Board and the Leader on pre-decision scrutiny and the role of Scrutiny in policy development in the recovery and restart from Covid-19.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
2 September	<b>Response to recommendations from the sickness absence workshop</b>	To updates OSMB on the outcomes of the sickness absence workshop	1. That the report be noted.
	<b>Children's Placement Projections</b>	To receive an update on the Children and Young People Services (CYPS) Directorate placements spend and the development of further developments of in-house placements of Looked After Children.	1. That the report be noted. 2. That if the number of Looked After Children increases to 630 or more, then a report be presented to the Overview and Scrutiny Management Board or the Improving Lives Select Commission, whichever meeting is soonest.
	<b>Adult Care: Budget Forecast and Savings Update</b>	To receive an update on the forecast budget position for Adult Care, the Housing General Fund and Public Health.	1. That the report be noted. 2. That a further report on the Adult Care Budget position be brought to the Overview and Scrutiny Management Board in November 2020.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
16 September	The Year Ahead	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> <li>2. That the sub-group of the Improving Places Select Commission be established to in order to feed into the planned review relating to the return to, and use of Council buildings, and that the Chair of the Overview and Scrutiny Management Board be invited to be a member of the sub-group.</li> <li>3. That the sub-group of the Overview and Scrutiny Management Board on Communications be re-established in order to review how customers access council services.</li> <li>4. That a sub-group of the Overview and Scrutiny Management Board be established to feed into the Council's review of its approach to Equalities.</li> </ol>
	Voluntary Sector Infrastructure	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> </ol>
	Advice Review and Advice Services SLA	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> </ol>
	Annual Housing Development Report	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> <li>1. That Cabinet be advised that the recommendations be supported.</li> </ol>

**Town Centre  
Public Spaces  
Protection Order,  
and A Dog Control  
Public Spaces  
Protection Order**

Pre-decision scrutiny in advance of Cabinet meeting on 21 September.

1. That Cabinet be advised that the recommendations be supported.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
14 October	Libraries Strategy	Pre-decision scrutiny in advance of Cabinet meeting on 19 October.	
	Towns Fund – Town Investment Plan	Pre-decision scrutiny in advance of Cabinet meeting on 19 October.	



Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
4 November 2020	SRP Annual Report	To receive the SRP Annual Report. Agreed in 2019 to invite Shakoor Adalat from the Independent Hate Crime Panel to the meeting for this item.	
	Adult Care - Budget Update	Resolved at meeting on 2 September to receive a further update.	
	Customer and Digital Programme	To receive a progress report.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
18 November	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 23 November.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
2 December	<b>Implementation of Recommendations from the Scrutiny Review of Agency, Consultancy and Interim Staff</b>	Further monitoring update from previous scrutiny review was requested for Nov 2020.	
	<b>Adult Care - restructure and pathway development</b>	To cover implementation of the Target Operating Model and new pathways in Adult Care.	
	<b>Fire and Rescue Service - Integrated Risk Management Plan</b>	Annual item	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
16 December	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 21 December.	
Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations

<b>20 January</b>	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 25 January.	
<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Purpose/ Outcomes</b>	<b>Recommendations</b>

<b>10 February</b>	Budget, Council Tax and Medium-Term Financial Strategy proposals for 2021-22	Annual consultation with Overview and Scrutiny Management Board	
	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 15 February.	
<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Purpose/ Outcomes</b>	<b>Recommendations</b>

**24 February**

Social Value Policy

Progress report

Complaints and  
Compliments  
Annual Report

Annual item.

**Meeting Date**

**Agenda Item**

**Purpose/ Outcomes**

**Recommendations**

17 March

TBC

Pre-decision scrutiny in advance of Cabinet meeting on 22 March.



## Items pending schedule or removal

Item	Details	Status	Officer
Children's Commissioner Take Over Challenge	Annual Item.	Topic to be determined and meeting scheduled for March 2021.	Governance Advisor
Hate Crime Strategy	Further update on steps taken to address hate crime and agreed to be involved in any pre-scrutiny work on the Hate Crime Strategy and its development.	Timescale TBC as work paused due to Covid-19.	Assistant Director, Community Safety and Street Scene/ Head of Community Safety, Resilience and Emergency Planning
New HR and Payroll System	Report on the new HR and Payroll System once implemented in phases from June 2019 which will rationalise information on the staffing establishment as at present data is held in HR and Finance.	To be scheduled.	Assistant Director of Human Resources and Organisational Development
Budget Consultation	Annual item.	Process to determined and to be scheduled.	Chief Executive/Strategic Director Finance and Customer Services
Forge Island	To monitor exception reporting.	To be scheduled.	Strategic Director Regeneration and Environment
CYPS - High Needs Block Update and Recovery Plan	<p>Scrutiny acknowledged that it was early days in the recovery plan process with steps outlined to reduce the deficit. Overall position.</p> <p>OSMB had other updates on this particular issue and other services within CYPS, but Chair confirmed continuation at work planning meeting on 27 May 2020.</p>	To be scheduled.	Strategic Director Children's and Young Peoples Services

Council Plan Performance Indicators	Regular monitoring	To be scheduled	Head of Performance, Intelligence and Improvement
Response to Covid-19 pandemic and plans for post-pandemic recovery	Ongoing monitoring and reporting.	To be scheduled	Chief Executive and Strategic Directors
Rothercard		To be scheduled	

<b>BRIEFING</b>	<b>TO:</b>	Health Select Commission
	<b>DATE:</b>	22 October 2020
	<b>LEAD OFFICER:</b>	Katherine Harclerode Governance Advisor, Assistant Chief Executive's Directorate 01709 254352 or 01709 807339
	<b>TITLE:</b>	Health Select Commission - Work Programme for 2020-21

## 1. Background

- 1.1** Health and social care services continue to undergo transformation and move towards more integrated working through joint commissioning, joint posts, locality working, greater co-location and multi-disciplinary teams. This work has been an important long term programme that the Health Select Commission (HSC) has kept under scrutiny since 2015-16 and is still evolving.
- 1.2** Overall performance of health partners is scrutinised through their quality reports, incorporating a range of national measures together with a number of locally agreed quality priorities. Adult Care and Public Health both have outcome frameworks of performance measures which enable progress to be gauged year on year and also benchmarked nationally and regionally.
- 1.3** Addressing health inequalities that exist in the borough, through health and social care strategies and plans, and through looking at the wider determinants of health should be an overarching principle.
- 1.4** Another continuing piece of work is scrutiny of any major changes to NHS services across South Yorkshire, Derbyshire and Nottinghamshire, undertaken by the Joint Health Overview and Scrutiny Committee, in accordance with the terms of reference for the HSC in the Council Constitution.

## 2. Key Issues

- 2.1** The work programme needs to address key policy and performance agendas, with a clear emphasis on adding value by leading to improved outcomes for the people of Rotherham. It should also be focused on issues that Scrutiny will be able to influence.
- 2.2** Following discussion at the meeting held on 4 June 2020, an updated work programme is included at Appendix 1 for Members to consider and approve. It reflects agenda items:
- prioritised by HSC for 2020-21
  - on which HSC has requested progress reports for 2020-21 in order to scrutinise the impact of recent service or policy changes
  - delegated from the Overview and Scrutiny Management Board for monitoring

<p><b>2.3</b></p> <p><b>2.4</b></p> <p><b>2.5</b></p>	<p>Overall priorities for HSC this year include:</p> <ul style="list-style-type: none"> <li>• Covid-19 response and recovery</li> <li>• Adult Social Care – development and performance</li> <li>• Depression and Mental Health – all ages</li> <li>• Healthy Weight</li> <li>• Carers</li> <li>• Health Inequalities (underpins other work areas in addition to specific work in September regarding Marmot: Ten Years On)</li> </ul> <p>The work programme for the rest of the year will take account of the response to and recovery from the Covid-19 pandemic, following the scrutiny of Care Homes in June. This will include not only the immediate response to the pandemic and any lessons learned across services and partners but also broader implications for services and for patients and service users. For example, the impact of any delays in transformational work; costs and budgets; and capacity to meet potential increased demand for services such as respiratory and mental health in the coming months. As many services are being delivered very differently at present as a result of the pandemic, it also presents an opportunity to reconsider how things might be done in the future, rather than an automatic resumption to former ways.</p> <p>The Commission will continue to employ various approaches in its scrutiny work, including workshops, sub-groups and visits to supplement reports, presentations and quantitative information. Qualitative information in the form of customer/service user, carer and patient engagement, feedback and experience should also form an integral part of scrutiny.</p>
<p><b>3. Key Actions and Timelines</b></p>	
<p><b>3.1</b></p> <p><b>3.2</b></p> <p><b>3.3</b></p> <p><b>3.4</b></p>	<p>The attached work programme is a comprehensive one for 2020-21 but there are additional items to be considered for potential inclusion, together with a number of unknowns in relation to timescales for the Quality Reports and for the work programme for the Joint Health Overview and Scrutiny Committee. These issues and any urgent matters which may arise would necessitate a review and reprioritisation of the work programme during the year.</p> <p>Appendix 2 sets out the proposed membership for the Quality Subgroups for Rotherham NHS Foundation Trust and Rotherham, Doncaster and South Humber NHS Foundation Trust, based on last year's membership, for approval.</p> <p>Members are requested to express an interest to be involved in the sub-group for Yorkshire Ambulance Service. This did not meet last year, although a broader discussion with HSC took place on a number of concerns raised with the Trust, which has prompted further work for 2020-21, in addition to the annual Quality Report.</p> <p>HSC Members are also asked to confirm if they wish to be part of the sub-group to scrutinise Adult Social Care Outcomes Framework performance. Present membership of the latter is included in Appendix 2 for information.</p>
<p><b>4. Recommendations</b></p>	
<p><b>4.1</b></p>	<p>That the Health Select Commission approve the updated work programme for 2020-21 as set out in Appendix 1.</p>

<b>4.2</b>	That the proposed membership for the Rotherham NHS Foundation Trust and Rotherham, Doncaster and South Humber NHS Foundation Trust quality sub-groups be confirmed, subject to any Membership changes agreed at Council on 22 July 2020.
<b>4.3</b>	That Members inform the Governance Advisor if they wish to be included in either of the remaining sub-groups for Yorkshire Ambulance Service and/or Adult Social Care Outcomes Framework.
<b>4.4</b>	To note that should any urgent items emerge during the year this may necessitate a review and re-prioritisation of the work programme.

Meeting Date	Agenda Item and Expectations
4 June 2020	<b>LA Declaration on Healthy Weight</b> - Opportunity for Health Select Commission to input ideas for stakeholders and potential actions to develop against the commitments in the declaration.
	<b>Adults 65+ Nursing and Residential Care Homes – Quality Review</b> (follows previous scrutiny work on this issue) - Progress with Development of Quality Strategy and work of Quality Board to drive up standards. - Additional content in light of Covid-19 pandemic - overview of health and social care system support for care homes - Identification of any further scrutiny work on care homes
	<b>Initial Work Programme Items</b> - For discussion and to agree key priorities for 2020-21
9 July 2020	<b>Director of Public Health Annual Report</b> - Focus on first 1001 days from conception to second birthday
	<b>Work Programme 2020-21</b> - To agree final version and confirm sub-group membership
	<b>Healthwatch</b> - Introduction to new service and key issues
	<b>Briefing - response to recommendations from scrutiny of Loneliness Plan and Suicide Prevention Plan</b> To show where HSC has influenced the plans ( <b>was scheduled for March and then deferred from June</b> )
	<b>Briefing – information requested from previous scrutiny</b> (deferred from June) For information to close off issues from 2019-20
16 July 2020	<b>Workshop - scrutiny of Covid-19 pandemic response and recovery</b>
3 Sept 2020	<b>Local Response to Marmot Review 10 Years On (Briefing paper already shared)</b> - Health inequalities and wider determinants of health - HWBB looking at this on 16 Sept so opportunity for HSC to feed in to inform this work
	<b>Carers (identified by ASCOF performance sub-group)</b> - HSC has expressed concerns regarding slow progress in developing carer offer - assurance on progress
	<b>Outcomes from workshop on Covid-19 to report back</b>

Meeting Date	Agenda Item and Expectations
Oct/Nov	<b>Workshop – Adult mental health</b> <ul style="list-style-type: none"> <li>- Explore issues arising from impact of Covid-19 on adult and older people's mental health and how these are being addressed</li> <li>- Depression - following consideration of initial data on prevalence of depression by ward/GP in 2019-20 HSC determined to look at this in more depth in 2020-21 to unpick the overall statistics - possible links with Covid-19 such as bereavement, financial pressures, impact of isolation</li> </ul>
22 Oct 2020	<b>Ophthalmology at RCHC</b> <ul style="list-style-type: none"> <li>- Assurance that transfer of outpatient services from Rotherham Hospital has proceeded as expected</li> </ul> <b>Respiratory Services</b> <ul style="list-style-type: none"> <li>- Update on final model</li> <li>- Ensuring effective new service, better cost effectiveness and more patients able to access it - as set out in initial plans</li> <li>- Opportunity to explore any post Covid-19 impact</li> </ul> <b>Transformation of Primary Care - GPs and Development of Primary Care Networks (PCNs)</b> <ul style="list-style-type: none"> <li>- Emerged from scrutiny of Integrated Place Plan – new ways of working for practices</li> <li>- Impact for patients of the new models</li> <li>- Opportunity to explore any post Covid-19 impact</li> </ul> <b>Pre-Winter Adult Care Update</b>
Nov/Dec	<b>Quality Sub-group Rotherham Hospital (TRFT)</b> <ul style="list-style-type: none"> <li>- Progress on Quality priorities (national and local) and implementation of Safe &amp; Sound Framework</li> <li>- CQC action plan progress</li> </ul> <b>Quality Sub-group Rotherham Doncaster and South Humber (RDaSH)</b> <ul style="list-style-type: none"> <li>- Progress on Quality priorities (national and local) and Rotherham Safety Dashboard data</li> </ul> <b>Quality Sub-group Yorkshire Ambulance Service</b> <ul style="list-style-type: none"> <li>- HSC agreed further questions to raise with them despite response to queries submitted via CCG last year.</li> </ul>
Nov/Dec	<b>Performance sub-group - Adult Social Care Outcomes Framework</b> <ul style="list-style-type: none"> <li>- Year-end measures and benchmarking data enabling comparison with previous year's performance and with other LAs</li> </ul>
10 Dec 2020	<b>Gambling</b> <ul style="list-style-type: none"> <li>- examination of Public Health data on the impact of gambling on people's wellbeing (recommendation from pre-decision scrutiny at OSMB on Gambling Act 2005 - Statement of Licensing Policy)</li> </ul> <b>Mental Health Trailblazer in schools</b> <ul style="list-style-type: none"> <li>- Opportunity to look into the ways this pilot is making a difference for young people – outcomes</li> <li>- Potential for young people's feedback or case studies (anonymous)</li> </ul>

Meeting Date	Agenda Item and Expectations
	<b>Outcomes from Adult Mental Health Workshop to report back</b> <b>Child and Adolescent Mental Health Services (CAMHS) update</b> <ul style="list-style-type: none"> <li>- Focus on mental health side rather than neurodevelopmental</li> <li>- Opportunity to probe into interface between CAMHS and trailblazer – pathways, referrals, outcomes, ensuring all needs are met</li> <li>- Explore issues arising from impact of Covid-19 on Children and Young People's mental health as with adults</li> </ul>
Jan 2021	<b>Space for sub-group if required for any issues that emerge</b>
4 Feb 2021	<b>Learning Disability Transformation</b> (was scheduled for March 2020) <ul style="list-style-type: none"> <li>- Impact of work to date for people with learning disability and their families</li> <li>- Next phase</li> </ul> <b>LA Declaration on Healthy Weight</b> <ul style="list-style-type: none"> <li>- Follow up requested from June in light of changes to commitments</li> </ul> <b>Home Care and Support Services</b> (referred from OSMB) <ul style="list-style-type: none"> <li>- Assurance on service delivery after a year of the new contract being in place – outcomes, experience, impact</li> </ul>
25 March 2021	<b>Autism Strategy and Pathway</b> <ul style="list-style-type: none"> <li>- Further update requested to monitor progress on implementation</li> <li>- Results of the on-line diagnosis pilot with Healios to be reported back.</li> <li>- Past concerns have been long waiting times for assessment/diagnosis and provision of post-diagnostic support</li> <li>- Assurance that focus is on all ages</li> </ul> <b>Adult Care Update - Intermediate Care/Reablement</b> (originally planned for September 2020) <ul style="list-style-type: none"> <li>- Requested update a year on from implementation to monitor progress and assess impact</li> <li>- Assurance around workforce issues and the staffing profile and any difficulties in particular areas</li> </ul>
March/ April	<b>Quality Sub-group Rotherham Hospital (TRFT)</b> <ul style="list-style-type: none"> <li>- Final draft quality report 2020-21 circulated for consideration and comment, including on local quality priorities 2021-22.</li> <li>- <i>Follow up action:</i> HSC to submit statement for inclusion in the published accounts.</li> </ul> <b>Quality Sub-group Rotherham Doncaster and South Humber (RDaSH)</b> <ul style="list-style-type: none"> <li>- Same as above</li> </ul> <b>Quality Sub-group Yorkshire Ambulance Service</b> <ul style="list-style-type: none"> <li>- Same as above</li> </ul>

**Other Issues for Consideration/Scheduling**



1	<ul style="list-style-type: none"> <li>• <b>Adult Care, Housing and Public Health Market Position Statement</b> <ul style="list-style-type: none"> <li>– scrutiny of issues in relation to mental health data for MPS and input into development of mental health pathway (recommendation from OSMB)</li> </ul> </li> </ul>
2	<ul style="list-style-type: none"> <li>• <b>Drug and Alcohol Treatment and Recovery Service</b> <ul style="list-style-type: none"> <li>- follow up on pathway developments for joint work with mental health, including inclusion of domestic abuse requested</li> </ul> </li> </ul> <p>(could also have further monitoring report following previous spotlight, seeking assurance about meeting performance targets challenges of service exits and opportunity to look at outcome of CQC re-inspection)</p>
3	<ul style="list-style-type: none"> <li>• <b>Maternity Services</b> <ul style="list-style-type: none"> <li>- some data due for March outstanding</li> </ul> </li> </ul> <p>(possible wider update on meeting Better Births guidance and development of hosted network as part of Hospital Services Programme as Rotherham lead)</p>
4	<ul style="list-style-type: none"> <li>• <b>Rotherham Integrated Health and Social Care Place Plan</b> <ul style="list-style-type: none"> <li>- refresh and reprioritisation will take place in light of Covid-19</li> <li>- exception reporting as reports to Place Board/Health and Wellbeing Board</li> <li>- particular workstreams or priorities within plan will be covered such as community care, mental health, learning disability ,neurodevelopmental</li> </ul> </li> </ul>
5	<ul style="list-style-type: none"> <li>• <b>Transition from Children's to Adult Services</b> <ul style="list-style-type: none"> <li>- potential to revisit with joint work with ILSC again, links to other agenda items around social care/Carers/mental health etc.</li> </ul> </li> </ul>
6	<ul style="list-style-type: none"> <li>• <b>HSC input into work of Joint Health Overview and Scrutiny Committee</b></li> </ul>
7	<ul style="list-style-type: none"> <li>• <b>Quality Reports*</b> <ul style="list-style-type: none"> <li>– The Rotherham NHS Foundation Trust (TRFT)**</li> <li>– Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)</li> <li>– Yorkshire Ambulance Service (YAS)</li> </ul> </li> </ul> <p>* Due to Covid-19 Quality Reports for 2019-20 have been delayed.  **New timescale for TRFT Quality Report is now October 2020 for publication in November 2020.</p>

## Appendix 2

### Draft membership of NHS Quality and Performance Sub-groups

	<b>RDaSH</b>	<b>Rotherham Hospital</b>		<b>ASCOF Performance</b>
<b>Chair</b>	<b>Cllr Keenan</b>	<b>Cllr R Elliott</b>		<b>Cllr Keenan</b>
<b>Members</b>	Cllr Andrews	Cllr Albiston		Cllr Bird
	Cllr Ellis	Cllr Bird		Cllr R Elliott
	Cllr Jarvis	Cllr Cooksey		Cllr Jarvis
	Cllr Short	Cllr Keenan		Cllr Short
	Cllr John Turner	Cllr Vjestica		
	Cllr Walsh	Cllr Williams		

**Work programme – Improving Lives Select Commission UPDATED: 28 OCTOBER 2020**

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
16 June	Response to Domestic Abuse during the pandemic	To receive an update on the Council's work regarding domestic abuse during the pandemic.	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the report be noted.</li> <li>2) That up to date figures on Domestic Abuse Incidents, Domestic Abuse Response (referrals) and Domestic Abuse Commissioned Service Caseloads be circulated to the members of the Improving Lives Select Commission in four weeks' time.</li> <li>3) That information on the number of Domestic Abuse incidents and referrals for support services relating to male victims of Domestic Abuse during the pandemic. be circulated to members of the Improving Lives Select Commission.</li> </ol>
	Performance Monitoring	<p>To receive briefing paper addressing areas of poor performance identified previously e.g. rereferrals into Child in Need/Child Protection Plan.</p> <p>To agree a method and frequency of performance monitoring based on the CYPS tracker.</p>	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the report be noted.</li> <li>2) That the Children and Young People's Services Vision Tracker continues to be circulated on a monthly basis.</li> <li>3) That the Children and Young People's Services Vision Tracker, along with the monthly scorecards be circulated to all members of the Council.</li> <li>4) That after receiving the Children and Young People's Services Vision Tracker and the monthly scorecards, members of the Improving Lives Select Commission should, if required, request a meeting with lead officers to undertake a performance clinic type discussion based on the particular measures or interest or concern.</li> </ol>

			5) That the revised methods of monitoring performance be reviewed at the June 2021 meeting of the Improving Lives Select Commission.
	Re-referrals and repeat child protection planning - Progress report	To provide a progress report on actions that had been taken regarding re-referrals and repeat child protection planning	<b>Resolved -</b> <ol style="list-style-type: none"> <li>1) That the report be noted.</li> <li>2) That a progress report on re-referrals and repeat child protection planning be provided at the December 2020 meeting of the Improving Lives Select Commission.</li> <li>3) That information on the outputs and development opportunities highlighted by the audit work completed in relation to re-referrals be circulated to members of the Improving Lives Select Commission.</li> </ol>
	Work Programme	To consider the committee's work programme	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the Work Programme be updated as discussed.</li> <li>2) That the Work Programme for 2020/21 be approved.</li> </ol>
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the update be noted.</li> <li>2) That the scope for the review of Early Help be circulated to members of the Improving Lives Select Commission once completed.</li> </ol>

	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	<b>Resolved: -</b>  That the Governance Advisor makes the required follow up activity as required for the outstanding actions.
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28 July	Update on LAC Sufficiency	To monitor progress and to assess any impact on capacity due to Covid-19.	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the progress made in delivery of the LAC Sufficiency Strategy be noted.</li> <li>2) That the risk that demand for placements will increase as lockdown eases be noted, and, that in addition to members of the Improving Lives Select Commission monitoring performance in this area using the established performance monitoring procedures, that managers proactively raise any concerns that they have with the Improving Lives Select Commission if they arise.</li> <li>3) That a summary of the meeting with the National House Project be circulated to members of the Improving Lives Select Commission.</li> </ol>
	Youth Offending Team – Progress report	<p>To monitor progress and highlight an area for further scrutiny.</p> <p>Specifically, to check progress of recommendations made last year and to seek assurances around a changing demand due to the apparent decrease in numbers of first-time young offenders and the increase in the complex nature of this reduced cohort of young offenders.</p>	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the report be noted.</li> <li>2) That a further report be brought to the 22 September 2020 meeting of the Improving Lives Select Commission to provide assurances around changing demand for Youth Offending Services due to the apparent decrease in numbers of first time young offenders and the increase in the complex nature of a this reduced cohort of young offenders.</li> <li>3) That further information on the Mentors in Violence programme be circulated to members of the Improving Lives Select Commission.</li> <li>4) That a more detailed narrative in regard to table 13a of the Youth Offending Performance Report, as included in the agenda pack, be circulated to the members of the Improving Lives Select Commission.</li> </ol>

	Work Programme	To consider the committee's work programme.	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the Work Programme be updated as discussed.</li> <li>2) That the Work Programme for 2020/21 be approved.</li> </ol>
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the update be noted.</li> <li>2) That the scope for the review of Early Help be circulated to members of the Improving Lives Select Commission and that members of the commission contact the Governance Advisor with expressions of interest for taking part in the review.</li> </ol>
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	<b>Resolved: -</b> <p>That the Governance Advisor makes the required follow up activity as required for the outstanding actions.</p>

<b>22 September</b>	Youth Offending Team	To seek assurances around a changing demand due to the apparent decrease in numbers of first-time young offenders and the increase in the complex nature of a this reduced cohort of young offenders.	<b>Resolved: -</b>  1) That the report be noted.
	Children's social care service in the light of Covid-19 pandemic – Progress Report	To provide a progress report on activity detailed in the briefing to members received on 4 June 2020.	<b>Resolved: -</b>  2) That the report be noted.  3) That a further progress report be brought to the December 2020 meeting of the Improving Lives Select Commission.
	Work Programme	To consider the committee's work programme.	<b>Resolved: -</b>  1) That the Work Programme be updated as discussed.  2) That the Work Programme for 2020/21 be approved.
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	<b>Resolved: -</b>  That the update be noted.
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	<b>Resolved: -</b>  That the Governance Advisor makes the required follow up activity as required for the outstanding actions.



27 October	Rotherham Education Strategic Partnership	<p>That a report detailing key timelines, milestones and outcomes to reflect the difference that RESP is making be submitted to this Commission in December 2019. December meeting cancelled.</p> <p>To assess the impact that the service is having.</p>	<p><b>Resolved: -</b></p> <ol style="list-style-type: none"> <li>1) That the report be noted.</li> <li>2) That it be recommended that Elective Home Education be a priority area for the Rotherham Education Partnership.</li> <li>3) That information on the revised priorities for the Rotherham Education Partnership and the timeline for their implementation be circulated to members of the Improving Lives Select Commission.</li> </ol>
	Elective Home Education	To seek assurance that children who are elective home educated are being effectively safeguarded/educated	<p><b>Resolved: -</b></p> <ol style="list-style-type: none"> <li>1) That the report be noted.</li> <li>2) That the recent Department for Education briefing on Elective Home Education be circulated to members of the Improving Lives Select Commission.</li> <li>3) That the structure chart and the procedural process document for the Elective Home Education Service be circulated to members of the Improving Lives Select Commission.</li> <li>4) That once completed, the detailed analysis of the current cohort of children in Elective Home Education in Rotherham be circulated to members of the Improving Lives Select Commission.</li> <li>5) That the most up to date information on exam entry and progression to further education of children who have received Elective Home Education be circulated to members of the Improving Lives Select Commission.</li> </ol>

	Domestic Abuse Strategy – Progress Report	To provide a progress report of the strategy and assurance around procedures around stalking and harassment.	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the report be noted</li> <li>2) That information on the number of non-molestation orders issued in 2020 be circulated to members of the Improving Lives Select Commission</li> <li>3) That members of the Improving Lives Select Commission are involved in the development of the new Domestic Abuse Strategy.</li> </ol>
	Work Programme	To consider the committee's work programme	<b>Resolved: -</b> <ol style="list-style-type: none"> <li>1) That the Work Programme be updated as discussed.</li> <li>2) That the Work Programme for 2020/21 be approved.</li> </ol>
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	<b>Resolved: -</b> That the update be noted.
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	<b>Resolved: -</b> That the Governance Advisor makes the required follow up activity as required for the outstanding actions.

15 December	Children's social care service in the light of Covid-19 pandemic – Progress Report	To provide a progress report on activity detailed in the briefing to members received on 22 September 2020.	
	Progress report on the implementation of the recommendations arising from the SEND Peer Review conducted in March 2020.	Peer review circulated to members April 2020.	
	Re-referrals and repeat child protection planning – Progress report	Resolved at June 2020 meeting to receive a progress report at December 2020 meeting.	
	Rotherham Children's Safeguarding Partnership – Annual Report	To receive and consider the annual report.	
	Work Programme	To consider the committee's work programme.	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC	

<b>26 January</b>	CYPS Directorate workforce strategy	Progress report	
	Invitation to Regional Schools Commissioner to attend meeting		
	School Performance	Progress report on latest figures	
	Work Programme	To consider the committee's work programme.	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
	Adult Safeguarding Annual Report	To receive and consider the annual report.	
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	

<b>9 March</b>	Pause Progress report	Resolved in March 2020 to bring a further report after May 2021.	
	Work Programme	To consider the committee's work programme and to reflect on work programme for 2020/21	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	

## Items pending schedule or removal

Item	Details	Status
Missing from Home/Education (Update from Strategic Missing Group)	Progress report	To be scheduled
Counter extremism in schools	<p>Resolved in September 2019</p> <p>That a report be submitted to this Commission as part of 2020/21 work programme outlining how the local authority was meeting its Prevent duty.</p> <p>That an update on its counter extremism work be submitted to this Commission as part of 2020/21 work programme.</p> <p>That this update includes an evaluation of the work in schools and further details of the work with adults and neighbourhoods and any specific work with parents and carers.</p> <p>Focus to be on work being done in schools.</p>	To be scheduled
Rotherham Education Strategic Partnership	Resolved in June 2019 - That the evaluation of the Early Years Home Visiting Project be submitted to this Commission.	To be scheduled December 2021 meeting.

<b>BRIEFING</b>	<b>TO:</b>	Improving Places Select Commission
	<b>DATE:</b>	20 October 2020
	<b>LEAD OFFICER:</b>	Katherine Harclerode Governance Advisor 01709 254532
	<b>TITLE:</b>	Updated Work Programme 2020-21 Municipal Year

## 1. Background

<b>1.1</b>	The remit of the Improving Places Select Commission (IPSC) is to undertake scrutiny activity in respect of all matters pertaining to the borough of Rotherham as a place. In broad terms, this remit relates to business and economic development, employment, emergency planning, environment, housing, climate change, leisure, culture and tourism, transport and highways, as well as regulatory services such as trading standards and environmental health. The breadth of functions and services that fall within the Commission's remit is significant. The way in which the Commission discharges its scrutiny activity is a matter for itself, having regard to the provisions of the Constitution and any direction from the Overview and Scrutiny Management Board.
<b>1.2</b>	Members are required to determine their work programme for the 2020/21 municipal year to give focus and structure to scrutiny activity to ensure that it effectively and efficiently supports and challenges the decision-making processes of the Council, and partner organisations, for the benefit of the people of the borough.
<b>1.3</b>	The IPSC has chosen to scrutinise a range of issues through a combination of pre-decision scrutiny items, policy development, performance monitoring, information updates and follow up to previous scrutiny work.
<b>1.4</b>	<p>The IPSC has six scheduled meetings over the course of 2020/21, representing a maximum of 18 hours of scrutiny per year – assuming 3 hours per meeting. Members therefore had to be selective in their choice of items for the work programme. The following key principles of effective scrutiny were considered in determining the work programme:</p> <ul style="list-style-type: none"> <li>• Selection – There is a need to prioritise so that high priority issues are scrutinised given the limited number of scheduled meetings and time available. Members should consider what can realistically and properly be reviewed at each meeting, taking into account the time needed to scrutinise each item and what the session is intended to achieve.</li> <li>• Value-added – Items had to have the potential to 'add value' to the work of the council and its partners.</li> <li>• Ambition – the Programme does not shy away from scrutinising issues that are of greatest concern, whether or not they are the primary responsibility of the council. The Local Government Act 2000 gave local authorities the power to do anything to promote economic, social and environmental well being of local communities.</li> </ul>

1.5	<p>Subsequent Acts have conferred specific powers to scrutinise health services, crime and disorder issues and to hold partner organisations to account.</p> <ul style="list-style-type: none"> <li>• Flexibility – The Work Programme maintains a degree of flexibility as required to respond to unforeseen issues/items for consideration during the year and to accommodate any further work that falls within the remit of this Commission.</li> <li>• Timing – The Programme has been designed to ensure that the scrutiny activity is timely and that, where appropriate, its findings and recommendations inform wider corporate developments or policy development cycles at a time when they can have most impact. The Work Programme also helps safeguard against duplication of work undertaken elsewhere.</li> </ul> <p>The revised plan avails itself of a number of possible modes as appropriate, including but by no means limited to items on scheduled meeting agendas, Task Groups, and meetings with service Officers and Partners.</p> <p>In order to keep agendas to a manageable size, and to focus on items to which the Panel can make a direct contribution, the IPSC has chosen to take some “information only” items outside of formal Commission meetings, for example, by email.</p> <p>The Programme does need to maintain flexibility to accommodate additional or urgent items that may emerge during the year, and, if items are added, this may necessitate a review and re-prioritisation of the Work Programme. Furthermore, the scheduling of items may require some flexibility to take in to account the constraints on the capacity of officers and services currently responding to the active Covid-19 Crisis.</p> <p>With the postponed Whole Council election now scheduled to be held in May 2021, no meetings will be held in April 2021 during the pre-election period. The work of the Commission is therefore going to need to be completed by the meeting planned to be held in March 2021 before a new Council is elected for the 2021-22 municipal year.</p>
<b>2. Key Issues</b>	
2.1	<p>Some areas of recent scrutiny work that the Commission has previously completed may need to be re-examined in view of Covid-19, such as the implementation of changes by Dignity in respect of bereavement services. Other topics must be considered keeping in mind additional complexities that attend the pandemic, such as a cost/benefit analysis of Council buildings whose uses have diminished with the advent of working from home. Furthermore, the coming year is expected to see significant progress made on the Forge Island development and broader town centre public realm and housing improvements. These will continue to be matters of great interest to Members.</p>
2.2	<p>The work programme from 2019-20 had a number of items remaining which have formed the foundation of the 2020-21 work programme. These items were included as part of the initial compilation in Appendix 1 to this report.</p>
2.3	<p>The IPSC is free to determine its work programme as it sees fit. Good practice in respect of scrutiny work planning would involve seeking a range of suggestions from the public, partner organisations, officers and Members for inclusion in the scrutiny work programme.</p>
2.4	<p>Whilst formal conversations with Cabinet Members and officers continue to take place, Members should be clear about expected outcomes, how realistic expectations are and the impact of their decisions on their wider work programme and support time. Members are free to incorporate into their work programme any other issues they think should be subject to scrutiny over the course of the year, with the same considerations in mind.</p>



**3. Key Actions and Timelines**

- |            |   |
|------------|---|
| <b>3.1</b> | Pending approval at this meeting of the Improving Places Select Commission, formal discussions will take place as needed with the relevant Cabinet Members and Link Officers in respect of the revised Work Programme for 2020-21. Following these discussions, the work programme will be updated and presented at the next meeting in December 2020, for endorsement. |
|------------|---|

**4. Recommendations**

- |            |  |
|------------|--|
| <b>4.1</b> | That the updated Work Programme be approved. |
|------------|--|

## Appendix 1 - Outline Work Programme

Meeting Date	Agenda Items
9 June 2020	Housing Strategy Progress Update
	Initial Work Programme 2020-21
14 July 2020	Homelessness Prevention and Rough Sleeper Strategy Update
	Housing Income and Service Charges Update
	Revised Work Programme 2020-21
Aug 2020 Workshop	Housing Maintenance and Repairs
8 September 2020	Town Centre Update
	Bereavement Services Update
20 October 2020	Economic Recovery
	Energy Switching Scheme
Nov/Dec 2020 Working Groups	MIP Review – Cllr Ken Wyatt, Chair Flooding Alleviation – Cllr David Sheppard, Chair Building Use – Cllr Jeanette Mallinder, Chair
8 December 2020	Allotments Self-Management
	Cultural Strategy Implementation
	Thriving Neighbourhoods Annual Report
Jan/Feb 2021 Working Group	Homes Allocation Process – Cllr Rose McNeely
2 February 2021	Rotherham MBC Code of Practice for Highway Inspection and Assessment
	Council Plan Performance Measures - Exception Reporting
	Highways Maintenance
	Clean Air Zone
16 March 2021	Transportation – Active Travel, Transforming Cities
	Aids and Adaptations Tenant Scrutiny Review
	CCTV Update

## Appendix 2 -- 2020-21 Sub-Group Membership

MIP Review
Cllr Ken Wyatt (Chair)
Cllr Brian Cutts
Cllr Jeanette Mallinder
Cllr Rose McNeely
Cllr Kath Reeder
Cllr David Sheppard
Cllr Robert Taylor
Cllr Bob Walsh
Mrs. Mary Jacques

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**Committee Name and Date of Committee Meeting**

Council – 11 November 2020

**Report Title**

Director of Public Health Appointment

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

No

**Officer Approving the Submission of the Report**

Sharon Kemp, Chief Executive

**Report Author(s)**

Lee Mann, Assistant Director, HR and OD

Lee.Mann@rotherham.gov.uk

**Ward(s) Affected**

Borough-Wide

**Report Summary**

This report ensures that the Council is formally notified of the Director of Public Health appointment.

**Recommendations**

1. That the Council notes the appointment of Ben Anderson as the Director of Public Health for Rotherham MBC

**List of Appendices Included**

None

**Background Papers**

The Constitution of Rotherham Metropolitan Borough Council

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## **Appointment of the Director of Public Health**

### **1. Background**

- 1.1 Councils have a legal duty through legislation related to Public Health to improve the health and wellbeing of residents; reduce the differences in health outcomes between populations they serve and protect the health of local people
- 1.2 A robust recruitment process was undertaken which has led to the appointment of a new Director of Public Health, Ben Anderson.
- 1.3 The appointment has been approved by the Secretary of State for Health and Social Care.
- 1.4 There is guidance on the requirements for this recruitment process issued on appointing directors of public health produced by Public Health England and this guidance has been followed throughout the recruitment process.

### **2. Timetable and Accountability for Implementing this Decision**

- 2.1 The employment start date of the new Director of Public Health is 4<sup>th</sup> January 2021.

### **3. Financial and Procurement Advice and Implications**

- 3.1 The salary for the Director of Public Health was agreed at Council on 22<sup>nd</sup> July 2020. The remuneration for the post is based on an Assistant Director salary of £90,205 and a market supplement of between £9,000 and £20,000 dependant on qualifications and experience.

### **4. Legal Advice and Implications**

- 4.1 The process has been undertaken in accordance with the relevant guidance and employment law requirements and industry best practice.

### **5. Human Resources Advice and Implications**

- 5.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equality required by employment legislation.
- 5.2 During the current COVID-19 pandemic, the Director of Public Health is an essential role within the local authority and has a statutory duty to seek assurance around the steps in place to protect the health of the population.

### **6. Implications for Children and Young People and Vulnerable Adults**

- 6.1 The Director of Public Health will be responsible for ensuring that all public health services are central to Council activities. Using the best and most appropriate evidence, the Director will determine the overall vision and aims for public health in Rotherham.

- 6.2 The Director will work closely with colleagues supporting children, young people and vulnerable adults to manage and deliver all relevant objectives.

## **7. Equalities and Human Rights Advice and Implications**

- 7.1 The Director of Public Health is required to ensure that the Public Health Service takes full account of all relevant Equalities and Human Rights duties and the needs of all communities and residents in every aspect of the work of the service. There are no equalities implications arising from the report.

## **8. Implications for Partners**

- 8.1 The Director of Public Health will work with all agencies and partners to deliver the aims and objectives of the Council's and Partners' Public Health plans and programmes.

## **9. Risks and Mitigation**

- 9.1 By having regard to the detail of the report above in respect of meeting statutory requirements, any risk implications will have been mitigated. Consequently, there are no risks to be borne in mind in respect of the recommendation.

## **10. Accountable Officer**

Lee Mann, Assistant Director, HR and OD

*Report Author:* Lee Mann, Assistant Director, HR and OD  
Lee.Mann@rotherham.gov.uk

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



Councillor  
Allen



Councillor  
Elliott



Councillor  
Williams

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### Ward Priorities

- ⇒ **Continue to develop community hubs and engage with individuals / groups through networking events**
- ⇒ **Continue to ensure a co-ordinated response to Crime and ASB**
- ⇒ **Seek to address isolation / loneliness**
- ⇒ **Support groups working to provide facilities for young people**

It is almost 22 months since our last presentation to Full Council, and what a time it has been. Here are a few projects that we would like to share with you, we just don't have enough time to show everything we are proud to have achieved with the support of local groups, individuals, partners and stakeholders.

We have held regular ward networking events to inform the development and delivery of our Ward Plan. Back in February 2020 we held our end of term event. We thought this would be our last ever event due to up and coming elections and wanted to celebrate with partners and the local community. Awards were presented to Individuals and groups that have helped us achieve our ward priorities over the last 4 years.



The First Ever Christmas tree was erected on the site of the old Public Hall, Greasbrough in December 2019 which was a great community event, the lights were turned on by local school Children, a Brass Band played carols and a craft market was held in the car park.

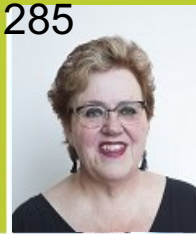


Another First was the Greasbrough Gala held in October 2019





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Councillor Robert Elliott (01709 255709)  
Councillor John Williams (01709 255916)



Councillor  
Allen



Councillor  
Elliott

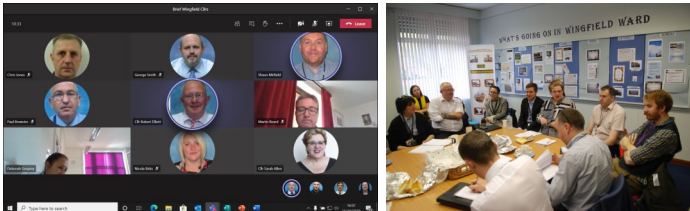


Councillor  
Williams

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ENSURED a co-ordinated approach to crime and ASB—We have continued to hold our regular WOAT - Wingfield on a Thursday—meetings more recently moving across to Microsoft teams. (unfortunately we have been unable to provide the usual drinks and toast). We have worked with partners and stakeholders to ensure we continue to represent and help local residents with issues they have related to the area.



We have continued to address isolation and loneliness. We have purchased and installed a Friendly Bench, funded the local Churches to put on events to bring the community together. We have also contributed to the Wingfield OAP Christmas party and funded the Fitzwilliam association party to bring people together and socialise.



Facilities for Young People is a ward priority for us. A consultation with local young people was carried out to find out what they would like to see in the area.

They selected a couple of smaller projects that we have funded:-

Football posts & Basket Swing



And we are now well underway in the process of applying for additional external funding for a MUGA, to support the funding we already have in place from other internal teams. A great example of partnership working.

Which leads us onto other partnership working, the NEMESIS project at Willow tree Academy, Roads resurfacing Program, the new junction at Coach Road, reassurance visits to vulnerable tenants, Toucan Crossing on Fenton Rd





# MyAnston and Woodsetts

## News from your Neighbourhood

### Anston and Woodsetts Ward Priorities 2020/21

Support local Vol-com organisations that provide activities and services for older people, young people and families, particularly those that have been affected by the COVID 19 pandemic

To support initiatives that address the health and wellbeing of the ward.

- Support activities that promote good mental health,
- Promote initiatives that reduce social isolation

To support activities that will improve the environment.



### Clean and Green at Anston Park Junior School

At the end of 2019 we visited Anston Park Junior School with the Neighbourhood Co-ordinator to deliver a presentation on the Environment.

The children learnt all about how much rubbish the Council removes in a week, How much money it costs to clear up fly tipping each year and they also learnt a few fun facts about rats and how long it takes for a plastic bottle to decompose. After the presentation some of the children went outside to carry out a litter pick around the school grounds. After collecting a bag of rubbish the school grounds were looking much cleaner. This presentation is a wonderful way to introduce children to the consequences of littering and it is hoped that they will take this knowledge with them into adulthood.

### Halloween Pumpkin Hunt

Early Help ran a pumpkin trail for Halloween this year in Anston Stones wood. Participants needed to collect letters from the pumpkins to be entered into a prize draw.

### Community Chest

We decided that we would run a Community Chest for the Capital Budget again this year. It was very successful last year as we supported many community groups. This year has been no different only the community groups have all suffered through out this pandemic and have needed a lot of extra support which we have happily given.

### Speed Watch in Woodsetts

After a number of complaints regarding the speed throughout the villages of Anston and Woodsetts a number of Speed watch events have taken place around various locations. One of which was at Woodsetts.

We were joined by South Yorkshire Police, Neighbourhoods and Parish Councillor Richard Swann attended Dinnington Road and Worksop Road to check the speeds.

5 vehicles were caught speeding over 35mph on Dinnington Road and 7 vehicles were caught on Worksop Road, all of which will receive warning letters from South Yorkshire Police.

# Woodland Drive and it's Community Centre

Woodland Drive is one of Anston's more deprived areas which consists of the majority of it's Council housing. Due to ASB and other issues around the Community Centre we felt that the residents needed the time to come forward with any issues.

- **CCTV**

CCTV was installed to help deter any ASB in the area. This helped with the drug issues that the residents reported

- **Play Park**

After a lot of consultation the residents asked if the Play park could be upgraded so that the young people had something to do. After discussing this with Greenspaces it was agreed that it was well over due an upgrade. The park now looks amazing and the young people have been using it all through the summer with parents able to sit on the new benches that were also installed.

An open event was planned with the Mayor of Rotherham and the residents however this fell during the lockdown period so had to be cancelled.

- **Defib**

A lot of our residents around Woodland Drive are older people that live in bungalows we supported the instillation of a Defib on the side of the Woodland Drive Community Centre. With Woodland Drive being in a unique situation in that the Council runs the centre there is no TARA or User group or TARA who could take ownership of checking on the Defib. Thanks to Housing and the Neighbourhoods team jointly checking on the defib weekly this has been a wonderful partnership project. The Defib has already been used a few times and replacement defib pads have been funded through our CLF.

- **Woodland Drive Community Centre Make Over**

The Probation service started work on the centre back in February 2020 and managed to get rid of the miss-matched wallpaper that was on the walls. As lockdown hit progress has been slow on finishing the decorating however the Probation service has been brilliant by tackling it as and when they can. Adhering to the distancing rules the managers have been going into the centre to do what they can. The decorating isn't complete yet but as the Community Centres borough wide are still closed it gives the Probation Service plenty of time to finish the work. The refresh includes a new trendier colour scheme of light grey on the walls and darker grey to all of the doors. The woodwork will be painted back to a fresh white throughout the building and new blinds have been purchased for the finishing touch.

The facelift is part of a wider scheme to get more users into the centre. It is a great space which includes a Kitchen area, office and large main room for events.

## Free Benches to Primary Schools

At the Rackford Meadows event and Anston Stones event last year the Park Rangers team accumulated a number of bench tops that were cut from the trees that were felled in Anston stones wood. This felling work was a scheduled piece of work to make the woods safer from dangerous and dying trees. We felt it would be a shame to waste the wood therefore young people from the local schools were invited along to carve patterns into some wood that was to remain at Anston Stones but also some students got the chance to see some of the wood being cut into the bench tops.

As a result of these two projects it was decided to offer the now rustic looking benches out to the Primary Schools within the ward. Each school will receive 4 benches to create a reading circle in their outdoor space.

With the help of Kevin Burke from the Park Rangers these benches were fitted during the summer holidays.

## Meet your Councillors



**Jonathan Ireland**

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Contact Cllr. Ireland for his surgery dates



**Clive Jepson**

Tel: 01909 564647

[clive.jepson@rotherham.gov.uk](mailto:clive.jepson@rotherham.gov.uk)

Contact Cllr. Jepson for his surgery dates

Councillor Saghir Alam (01709 255959)  
Councillor Rose McNeely 01709 255923)  
Councillor Taiba Yasseen (01709 255715)



Councillor  
Alam



Councillor  
McNeely



Councillor  
Yasseen

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## **BOSTON CASTLE WARD—PRIORITIES AND RESPONSES**

### **COVID 19 Boston Castle—A BIG THANK YOU**

Covid-19 has changed life dramatically for everyone including in Rotherham. It has seen the whole community pull together to support one another in various ways.

Councillors would like to take this time to thank all volunteers, businesses, community groups and local residents who have taken time out of their daily lives to help their community.

Councillors continue to work closely with RMBC throughout the course of the year to keep constituents updated on local responses during this time.



**Priority 1** - Ensure a co-ordinated response to crime and anti-social behaviour, with a particular focus on Wellgate House, Wharncliffe Flats, Herringthorpe Playing Fields and Boston Castle Grove

**Boston Castle's Councillors have ensured a pro-active, co-ordinated response to such issues.**

### **Wellgate House**

- Ward Councillors have been working closely with South Yorkshire Police (SYP), Places for People, the council and local residents to target ASB around Wellgate House
- Numerous meetings have been held with youth services and local residents
- As a result, local residents now keep SYP and Councillors updated via a WhatsApp group.
- Ward funding has also been used to work in partnership with the local Mosque to look at the possibility of a developing a hub for community activities



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Councillor Taiba Yasseen (01709 255715)



Councillor  
Alam



Councillor  
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Councillor  
Yasseen

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## **BOSTON CASTLE WARD—PRIORITIES AND RESPONSES**

### **Herringthorpe Playing Fields**

- Community concerns were raised regarding ASB on Herringthorpe Playing fields. In response to which Councillors called a meeting with RMBC and SYP to decipher what action can be taken to target this issue
- As a result, Councillors funded fencing to prohibit access to the field to decrease ASB. Changes have been made to the way the field is managed to improve its potential to attract wildlife

### **Wharnccliffe Flats**

- Various walkarounds of the flats and community meetings have taken place to develop a plan to address issues such as ASB
- Following on from this, SYP have made a significant number of arrests and executed numerous warrants
- As a result of these meetings, new CCTV has now been installed at Wharnccliffe and with the support of RotherFed and local Councillors, RMBC will be producing a newsletter to keep residents up to date with ongoing work



### **Boston Castle Grove**

- Concerns were raised by local residents involving speeding and ASB on and around Boston Castle Grove
- Councillors have been working closely with RMBC Traffic and SYP to combat these issues
- SYP have met with Thomas Rotherham College who now have agreed a plan to help further secure their site to restrict out of hours access
- As a result of these meetings, RMBC traffic and SYP have and continue to conduct patrols around the area and have issued numerous fines to illegally parked vehicles

Councillor Saghir Alam (01709 255959)  
Councillor Rose McNeely 01709 255923)  
Councillor Taiba Yasseen (01709 255715)



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Councillor  
McNeely



Councillor  
Yasseen

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## Priority 2 - Update and work with the community on specific local developments

Boston Castle ward includes very different neighbourhoods as well as the Town Centre. The Councillors hold ward networking events bringing people together to update and where possible and work with them on specific local developments. Progress reports have been provided in relation to; Boston / Clifton Parks, Rothwell Grange and the Town Centre; specifically the three housing developments sites. Councillors have also been working hard with RMBC on the Town Centre Master Plan.



## Priority 3 - Celebrate achievements and bring communities together strengthening a sense of belonging

The Boston Castle Community Awards is a chance to say thank you to partners and residents. The Councillors have presented Community Awards in 2017, 2018, 2019 and 2020.

### Ward Budget – Dragons Den Event September 2019

Groups were invited to bid into the Ward Budget and pitch to the public at a Dragons Den event. Residents and Councillors agreed to fund 5 projects these were: Canklow Rainbow Kids Club, Lighthouse Homes, Friends of Clifton Park, Canklow Kidz and Solo Dance Fitness

The Boston Castle Ward Budget has also funded other projects including United Multicultural Centre (UMCC), Sangeet Choir, Friends Indeed and Rotherham Hospice.



**STANDARDS AND ETHICS COMMITTEE**  
**17th September, 2020**

Present:- Councillor McNeely (in the Chair); Councillors Clark, Cooksey, D. Cutts, Ireland, Sheppard, Simpson, Vjestica, Mr. R. Swann (Parish Council Representative) and also Mrs. A. Bingham and Mrs. M. Evers (Independent Members).

Also in attendance were Mr. B. Beavers and Mr. D. Roper-Newman (Independent Persons) at the invitation of the Chair.

Apologies for absence were received from Mr. D. Rowley (Parish Council Representative), Mrs. K. Penney and Mrs. J. Porter (Independent Members) and Mrs. B. Nahal (Monitoring Officer).

**84.            DECLARATIONS OF INTEREST**

Councillor Ireland declared a personal interest in respect of agenda item 7 'Review of Complaints', on the grounds of his involvement in one of the items listed. He would withdraw from the meeting and not participate in any discussion.

**85.            EXCLUSION OF PRESS AND PUBLIC**

**Resolved:-** That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for (Agenda Item 7 (Consideration of Complaints) and Agenda Item 8 (Concerns raised pursuant to the Whistleblowing Policy) on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

**86.            MINUTES OF THE PREVIOUS MEETING HELD ON 18TH JUNE, 2020**

**Resolved:-** That the minutes of the previous meeting held on 18<sup>th</sup> June, 2020 be approved as a true and correct record of the proceedings.

With regards to Minute No. 79 (Consultation on the Model Code of Conduct) it was noted that the survey was completed and submitted within the appropriate timeframe by the Monitoring Officer.

**87.            UPDATE ON IMPLEMENTATION OF CSPL BEST PRACTICE RECOMMENDATIONS**

Consideration was given to the report which provided an update as to the Council's implementation of the best practice recommendations made by the Committee on Standards in Public Life in its Review of Local Government Ethical Standards.

**STANDARDS AND ETHICS COMMITTEE - 17/09/20**

Many of the CSPL recommendations required primary legislation; the implementation of which had been subject to Parliamentary timetabling and, as a result of the current situation, had largely not been implemented.

The review also included a list of best practice recommendations, many of which were already in place in the Council, and some required further implementation. The CSPL indicated they intended to review the implementation of their best practice recommendations in Autumn 2020.

Recommendations 1, 2 and 3, in relation to the Code of Conduct, were awaiting the finalisation of the LGA model Code of Conduct, a draft of which was brought to the previous meeting of the Standards and Ethics Committee meeting and about which a consultation response was submitted.

In order to implement Best Practice Recommendation 13, a minor amendment to the Standards and Ethics Committee Complaints Procedure was, therefore, required. The recommendation stated “A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.”

The Council already had such procedures in place and had utilised Monitoring Officers from different authorities to undertake investigations when necessary. However, to formalise this procedure, a minor amendment to the Standards and Ethics Committee Complaints Procedure was now proposed to include the following sentence at paragraph 7 of the Complaints Procedure: “If both of the Monitoring Officer and the Deputy Monitoring Officer have a conflict of interest in dealing with a complaint, the Council will ask that a Monitoring Officer from another Authority deal with that complaint and undertake the investigation if necessary.”

The Committee were advised, when a question was raised about the timeframes for the model Code of Conduct by the LGA, was likely to be towards the end of the year, but this was subject to confirmation. However, the Chair and Vice-Chair were participating in a webinar on the very same subject this evening and would seek guidance on this issue.

Resolved:- (1) That the implementation of the CSPL best practice recommendations as set out at Appendix 1 be noted.

(2) That the amendment to the Standards and Ethics Committee Complaints Procedure as set out at paragraph 2.6 be approved.



**88. GUIDANCE ON EQUALITIES FOR MEMBERS**

The Deputy Monitoring Officer was invited to provide an update on the proposals and arrangements for Equalities Training for all Elected Members.

Examples of what the training would cover, particularly social media and conduct during online meetings, were highlighted and other suggested inclusions were welcomed.

As part of the discussion about how best to take this training forward the importance of the subject matter was emphasised. It was also suggested that this be made in some way mandatory as this would meet the Public Sector's equality duty in promoting equalities.

Whilst it was noted the training would be specifically aimed at Elected Members, consultation would take place with the relevant Cabinet Member on how this could be taken forward for the borough's Town and Parish Councils.

The Committee welcomed such an approach and looked forward to receiving details in due course.

**Resolved:-** (1) That the training be arranged and details shared with Elected Members.

(2) That consultation take place with the Cabinet Member for Cleaner Greener Communities on the delivery or sharing of training for Town and Parish Councils.

**89. CONSIDERATION OF COMPLAINTS**

Consideration was given to the report presented by the Deputy Monitoring Officer, detailing the progress with the handling of complaints relating to breaches of the Council's Code of Conduct for Members and Town and Parish Councillors. The report listed the current cases of complaint and the action being taken in respect of each one.

Reference was made to each related case and recommended outcomes/actions identified were highlighted.

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

**90. REVIEW OF CONCERNS RAISED PURSUANT TO THE WHISTLEBLOWING POLICY**

Consideration was given to the report and appendix presented by the Deputy Monitoring Officer, which provided an overview of the Whistleblowing cases which have been received over the past year.



**STANDARDS AND ETHICS COMMITTEE - 17/09/20**

Particular reference was made to the appendix to the report which set out clearly the description of the concerns received and action taken.

**Resolved:-** That the Whistleblowing concerns raised over the previous year and the actions taken to address these matters be noted.

**91. URGENT BUSINESS**

The Chair advised that there were no urgent items of business requiring the Committee's consideration.

**92. DATE AND TIME OF NEXT MEETING**

**Resolved:-** That the next meeting of the Standards and Ethics Committee be held on Thursday, 19<sup>th</sup> November, 2020, commencing at 2.00 p.m.

**AUDIT COMMITTEE**  
**29th September, 2020**

Present:- Councillor Wyatt (in the Chair); The Mayor (Councillor Jenny Andrews); Councillors Cowles, Vjestica and Walsh.

Gareth Mills and Thilina De Zoysa, Grant Thornton, were also in attendance.

**107.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**108.       QUESTIONS FROM MEMBERS OF THE PUBLIC OR THE PRESS**

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

**109.       MINUTES OF THE PREVIOUS MEETING HELD ON 18TH AUGUST, 2020**

Consideration was given to the minutes of the previous meeting of the Audit Committee held on 18<sup>th</sup> August, 2020.

It was noted that remote interviews would be taking place in early October for the appointment of the Independent Person.

Resolved:- That the minutes of the previous meeting of the Audit Committee be approved as a correct record of proceedings.

**110.       INFORMATION GOVERNANCE ANNUAL REPORT**

Consideration was given to an update and annual report presented by Paul Vessey, Head of Information Management, on the Council's compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA).

Since the last report submitted on 26<sup>th</sup> November, 2020 (Minute No. 44 refers), all outstanding tasks had been completed and all required policies and processes for compliance with GDPR and DPA were now in place and embedded within the organisation. It was now the responsibility of all Directorates and Service areas to comply with the Council's Data Protection policies and procedures.

Monitoring of the Council's compliance with GDPR and DPA was carried out by the Corporate Information Governance Group (CIGG) which had representatives from all Directorates and Chaired by the Council's Senior Information Risk Officer. Any risks were monitored on a regular basis by the Group with risks and actions logged and reviewed at CIGG meetings and, if necessary, escalated in line with the Council's risk management processes.

The key issues were:-

- Maintain compliance  
Compliance with Data Protection principles was a continuous project CIGG fulfilled a core function in monitoring and overseeing information risks  
Regularly monitored the effectiveness of the Council's Data Protection Policies and each Directorate's Information Governance and Data Protection processes
- Raised awareness of Data Protection  
The Council had received a 75% increase in the volume of validated Information Right of Access Requests (RoARs) in the 2018/19 financial year  
This had coincided with increased national media coverage of GDPR and Data Protection and was reasonable to suggest that this rise was partly attributable to greater public awareness of information rights

The trend had been monitored – the validated number of RoARs for 2019/20 was 188, a further increase of 10% on 2018/19

- Monitor performance of Freedom of Information (FOI) and Right of Access requests  
Completion 'in time' of validated Right of Access Requests had continued to improve despite an increase in the overall volume of enquiries  
Performance was below the 100% completion target within the statutory time limits due to the large number of RoARs that were complex in nature involving large volumes of historical data, Children's Services and often linked to CSE  
Slight decrease in completed 'in time' Freedom of Information Requests and a reduction in volume. Analysis of the data did not raise any significant concerns and was mainly due to a poor month's performance that could not be overcome during the rest of the year's performance

Performance would continue to be closely monitored with the focus on improvement.

Discussion ensued with the following issues raised/clarified:-

- Very low number of FOI's refused for not meeting the criteria
- Internal Audit had been requested to look at the processes for possible enhancements to improve what was currently in place
- It was the Authority's public duty to provide the information it held if no valid reason to withhold

Resolved:- (1) That the General Data Protection Regulation annual report 2019/20 be noted.

(2) That the legal requirement of the Council continuing its maintenance of its Information Governance policies and processes in compliance with legislation be noted.

**111. LOCAL GOVERNMENT AUDITING AND FINANCIAL REPORTING - THE REDMOND REVIEW**

Gareth Mills, Grant Thornton, presented a report on the Redmond Review launched in September 2019 and led by Sir Tony Redmond, former President of CIPFA. The purpose of the review had been to assess the effectiveness of audit in local authorities and the transparency of financial reporting.

The review recommendations were:-

- A new regulator – the Office of Local Audit and Regulation to replace the FRC and PSAA
- Scope to increase fees – the current fee structure for local audit be revised i.e. increased to ensure that adequate resources were deployed to meet the full extent of local audit requirements
- Move back to a September deadline – the deadline for publishing audited local authority audits be revisited with a view to extending it to 30<sup>th</sup> September from 31<sup>st</sup> July each year
- Accounts simplification – CIPFA/LASAAC be required to review the statutory accounts to determine whether there was scope to simplify the presentation of local authority accounts
- Recognition of the role of authorities in improving governance and reporting
- Development of audited and reconciled account summaries

Discussion ensued with the following points raised-

- Acknowledgement that audits were currently significantly under priced
- CIPFA to look at the accounting codes
- NHS bodies were outside the regime but will be impacted by it
- The new 2021 accounting code required more detailed work on the Value for Money conclusion
- Suggestion of a summary of accounts in 2020/21 to make local authority accounts more user friendly

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

(2) That Grant Thornton submit a report to the January 2021 meeting of the Audit Committee on the Value for Money review that would be undertaken in 2021.

**112. INTERNAL AUDIT CHARTER**

Further to Minute No. 33 of the meeting of the Audit Committee held on 26th September, 2019, David Webster, Head of Internal Audit, presented the revised Internal Audit Charter.

The Charter, which in effect was the Terms of Reference of the Internal Audit Department, was aligned to the Public Sector Internal Audit Standards (PSIAS) and Local Government Application Note (LGAN) which was mandatory for all Local Government audit departments. It also took account of the contents of the CIPFA Statement on the Role of the Head of Internal Audit. The Charter must be reviewed periodically and presented to the Audit Committee for approval.

The review had been completed, however, none of the requirements had changed in the last year and, therefore, no changes made to the Charter.

The Charter outlines the regulatory requirements for Internal Audit and detailed:

- The Mission, Definition, Core Principles and Code of Ethics of Internal Audit.
- The Independence, Role, Scope of Work, Responsibilities, Reporting arrangements, Relationships, Resources and Performance Reporting of Internal Audit.
- The role of Internal Audit in reducing and investigating fraud, and in consulting services.

Resolved:- That the Internal Audit Charter, as now submitted, be approved.

(Due to technological difficulties experienced by the Chair, the Vice-Chair assumed the Chair for the remainder of the meeting.)

(Councillor Walsh in the Chair.)

**113. ANTI-FRAUD AND CORRUPTION POLICY, STRATEGY AND SELF-ASSESSMENT AGAINST CIPFA CODE OF PRACTICE**

Further to Minute No. 47 of the Audit Committee meeting held on 26th November, 2019, consideration was given to a report presented by David Webster, Head of Internal Audit. It detailed the proposed update to the Council's Anti-Fraud and Corruption Policy and Strategy following an annual review process designed to ensure that the Policy and Strategy were up-to-date with current best practice and to take into account any changes to the Council's organisational structure.

The CIPFA Code of Practice on Managing the Risk of Fraud and Corruption required an annual report on performance against the Strategy.

The Council's updated Anti-Fraud and Corruption Policy was attached at Appendix A of the report submitted together with the updated Strategy at Appendix B. Appendix C of the report contained an update to the self-assessment against the CIPFA's Code of Practice on Managing the Risk of Fraud and Corruption. This led to the action plan for maintaining/developing the Council's arrangements.

The main changes to the documents were:-

- Reference to the new electronic system to declare interests, gifts and hospitality
- Reference to anti-fraud work carried out by Internal Audit
- How the Council dealt with attempts at fraud

Discussion ensued with the following issues raised:-

- There had been some attempted fraudulent claims of the Council-run grants during the pandemic but had been picked up by the Finance Team
- Information regarding the main themes of the Policy were included within briefings to staff as well as being available on the intranet. Consideration to be given to awareness raising for Members

Resolved:- (1) That the proposed revisions to the Anti-Fraud and Corruption Policy and Strategy, including the textual amendments and additions discussed at the meeting, be approved.

(2) That the proposed actions intended to strengthen the Council's fraud and corruption arrangements be noted.

#### **114. AUDIT COMMITTEE FORWARD WORK PLAN**

Consideration was given to the proposed forward work plan for the Audit Committee covering the period November, 2020 to September, 2021.

It was noted that the Accounts Audit Plan, due for submission to the January meeting, would also include information on the new Audit Code.

Resolved:- That the Audit Committee forward plan, now submitted, be supported and any amendments arising actioned in due course.

#### **115. ITEMS FOR REFERRAL FOR SCRUTINY**

There were no items for referral to Scrutiny.

**116. EXCLUSION OF THE PRESS AND PUBLIC**

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

**117. INFORMATION TECHNOLOGY AUDIT REPORT**

Gareth Mills, Grant Thornton, together with Thilina Da Zoysa and Calum Clark, presented a report on the assessment undertaken of the design and implementation effectiveness of the IT General Controls within the IT environment as they affected the financial statements for the year ended 31<sup>st</sup> March, 2020.

The report set out a summary of observations, the scope and summary of work completed and detailed observations and recommendations.

Discussion ensued with the following issues raised/clarified:-

- The recommendations would be followed up on as part of the audit planning work
- The audit would take place late February/early March which would include a 6 months' follow-up from implementation of the recommendations

Resolved:- That the report be noted.

**118. INTERNAL AUDIT PROGRESS REPORT 1ST JULY TO 31ST AUGUST, 2020**

Consideration was given to a report presented by David Webster, Head of Internal Audit, which provided a summary of Internal Audit work completed during 1<sup>st</sup> July to 31<sup>st</sup> August, 2020, and the key issues that had arisen therefrom.

Work on the 2020/21 plan had commenced with the current position set out in Appendix A of the report submitted. There would be a half-yearly review and the plan would need to remain flexible throughout the year to allow for any developments relating to Covid-19. Appendix B set out the addition to the Plan.

4 audits had been finalised since the last Committee meeting including 2 receiving Substantial Assurance, 1 Reasonable Assurance and 1 Partial Assurance. Audit opinions and a brief summary of all audit work concluded since the previous meeting were set out at Appendix C.

Internal Audit's performance against a number of indicators was summarised in Appendix D but had been impacted by the time spent on Business Support Grants and sickness absence.

Appendix E showed the number of outstanding recommendations that had passed their original due date, age rated. The number of aged outstanding actions had decreased slightly from 38 to 36. 14 of the older actions had been cleared but another 12 had become overdue.

Discussion ensued on various matters contained within the agreed actions section of the report which included:-

- A meeting was to be held with all Assistant Directors/Heads of Service to ensure they were fully aware of their responsibility when making a commitment to an agreed action due date
- Deviation from Internal Work required during the height of the Covid-19 pandemic and subsequently the taking of leave had impacted upon performance
- Acknowledgement that remote working did impact upon the time taken to undertake tasks

Resolved:- (1) That the Internal Audit work undertaken since meetings of the Audit Committee, 1<sup>st</sup> July to 31<sup>st</sup> August, 2020, and the key issues arising therefrom be noted.

(2) That the information submitted regarding the performance of Internal Audit and the actions being taken by management in respect of the outstanding actions be noted.

(3) That the Committee's thanks be placed on record to the work of the Internal Audit Team under the current circumstances and the contributions they had made to other work within the Council.

#### **119. URGENT BUSINESS**

There was no urgent business to report.

#### **120. DATE AND TIME OF NEXT MEETING**

Resolved:- That a meeting of the Audit Committee be held on Tuesday, 24<sup>th</sup> November, 2020, commencing at 2.00 p.m.



**HEALTH AND WELLBEING BOARD**  
**21st October, 2020**

**Present:-**

Councillor David Roche	Cabinet Member, Adult Social Care and Health <b>(in the Chair)</b>
Lesley Cooper	Healthwatch Rotherham
Dr. Richard Cullen	Strategic Clinical Executive, Rotherham CCG
Chris Edwards	Chief Operating Officer, Rotherham CCG
Councillor R. Elliott	Health Select Commission
Shafiq Hussain	Chief Executive, Voluntary Action Rotherham
Sharon Kemp	Chief Executive, RMBC
Anne Marie Lubanski	Strategic Director, Adult Social Care, Housing and Public Health
Dr. Jason Page	Governance Lead, Rotherham CCG
Kathryn Singh	RDaSH
Jacqueline Wiltschinsky	Head of Service, Public Health
Paul Woodcock	Strategic Director, Regeneration and Environment
Michael Wright	Deputy Chief Executive, Rotherham Foundation Trust (representing Richard Jenkins)

**Report Presenters:-**

Toni Tranter	South Yorkshire Fire and Rescue Service
Moiria Wilson	Rotherham Safeguarding Adults Board

**Also Present:-**

Becky Woolley	Policy Officer, RMBC
Dawn Mitchell	Governance Adviser, RMBC

Apologies for absence were received from Steve Chapman (South Yorkshire Police), Sally Hodges, (Children and Young People's Services, RMBC), Carole Lavelle (NHS England) and Councillor Mallinder.

**105. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**106. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS**

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

**107. COMMUNICATIONS**

There were none to report.

**108. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting of the Health and Wellbeing Board were considered.

It was noted that feedback received in relation to Minute No. 101 (Health and Wellbeing Board Strategic Priorities) had been incorporated into discussions on the refresh.

**Resolved:-**

That the minutes of the previous meeting held on 10<sup>th</sup> June, 2020, be approved as a correct record.

**109. ROTHERHAM SAFEGUARDING ADULTS BOARD - ANNUAL REPORT**

Moira Wilson, Independent Chair, presented the Rotherham Safeguarding Adults Board 2019/20 Annual Report with the aid of the following powerpoint presentation:-

**Board Priorities**

- Prevention and Early Intervention
- Making Safeguarding Personal
- Quality Assurance
- Service User Engagement

**Achievements 2019/20**

- Completed the first joint self-assessment with Children's Safeguarding Partnership. All partners completed an electronic submission to evidence their safeguarding practice across Adults and Children's Services
- Carried out a training needs analysis across the Partnership to develop a refreshed safeguarding training offer
- Complete a Safeguarding Adults Review
- Safeguarding Awareness Week 2019

**Common Themes**

- Mental Health - RDaSH Board and Sub-Group members, Chair of Workforce Training and Development Group
- Self-Neglect – Policy for Self-Neglect and Hoarding launch November 2020
- Domestic Abuse – Working with SRP and Children's Services to ensure shared learning
- CSE – Close partnership working and monitoring
- Users and Carers – Attendance at Carers Groups and VAR events

## Future

- Support the Safeguarding Adults Partnership through the Covid-19 pandemic
- Ensure that effective engagement with the public occurs during this time and that safeguarding messages are communicated effectively regarding prevention and protection
- Assurance - ensuring Making Safeguarding Personal is embedded in all safeguarding practice across the Partnership
- Commission a safeguarding training package that delivers an effective partnership approach to safeguarding
- Development – continue to work jointly with Health and Wellbeing, Community Safety and Children's Boards to deliver a joined-up approach to "Safeguarding is Everyone's Business"

It was noted that the 2020 Safeguarding Awareness Week would take place on 16<sup>th</sup>-20<sup>th</sup> November.

The Chair thanked Moira for her presentation as well as the help and support she had given the Adult Social Care Directorate at the time of Government intervention.

**Resolved:-**

Local Safeguarding Children Board and the Rotherham Local Safeguarding Adults Board's Annual Report 2019-20 be noted.

**(DUE TO THE ANNOUNCEMENT OF THE GOVERNMENT TO PLACE SOUTH YORKSHIRE INTO TIER 3 "VERY HIGH ALERT" THE CHAIR AUTHORISED CONSIDERATION OF THE FOLLOWING ITEM)**

**110. SOUTH YORKSHIRE MOVE INTO "TIER 3 VERY HIGH ALERT"**

Sharon Kemp, Chief Executive, reported that it had been announced that the South Yorkshire area of Sheffield, Rotherham, Doncaster and Barnsley would move into the Very High Alert level as from 00.01 a.m. Saturday, 24<sup>th</sup> October, 2020. Given the rising infection rates and the significant challenge within the NHS, the focus was on how to save lives and protect the NHS as well as many livelihoods as possible throughout the discussions with the Government.

South Yorkshire would be included in Tier 3 for a period of 28 days and then to be revised by Parliament. The restrictions that would come into force would include:-

- You must not meet socially with friends and family indoors in any setting unless they were part of your household or support bubble. This included private homes and indoors in hospitality venues such as pubs

- You must also not meet with people outside of your household or support bubble in a private garden or in most outdoor public venues
- Pubs and bar would be closed unless they were serving substantial meals
- Avoid travel where possible outside the Very High Alert areas or enter into a Very High Alert Area other than for education, work or caring responsibilities.
- Betting shops, soft play centres, casinos and adult gaming centres were to close
- Leisure centres and gyms could remain open but classes would not be allowed

A Government support package of £41M would be provided. It was a one-off allocation of £30M to support the region's businesses and £11M across all 4 local authorities to support the Public Health measures to reduce the spread of infection.

Further information would be provided as more detail was known.

#### **111. UPDATE FROM THE LOCAL OUTBREAK ENGAGEMENT BOARD**

Anne Marie Lubanski, Strategic Director, Adult Social Care, Housing and Public Health, gave an update on the work of the Local Outbreak Engagement Board.

The numbers in Rotherham and South Yorkshire had significantly risen; the latest test and trace data was approximately 340 cases. There had been an increase in the number of cases of people over 60 years of age as well as a steady increase across all age groups across the Borough. This obviously then had an impact on the NHS. Cases were widespread across the Borough which was some of work the Health Protection Board had been looking at.

A lot of communications had been issued and would continue. The key communication was not to become complacent about the basics i.e. washing hands, 2 m distance etc. and communications would continue in an attempt to embed that over the coming weeks in order to get infection rates down. It was known that a lot of infection was within household settings; there were no wide outbreaks being seen in work settings. Over the last 10 days there had been an increase in the number of positive cases of staff and residents within the care home setting; work would be carried out to reinforce the actions that care homes needed to do.

It would be a very challenging time for the Partnership but it was working to the 7 themes with an additional theme in terms of Wellbeing. One of the concerns of the further restrictions was the impact on isolation and people's mental wellbeing that needed to be supported over the coming 4 weeks and possibly longer.

Michael Wright, Deputy Chief Executive, Rotherham Foundation Trust, reported that about a week ago the Hospital had had approximately 30 Covid positive patients; as of last night the figure had risen to the mid 60's and increasing very rapidly. The first Covid ward had opened a few weeks ago for those tested positive and was now looking at opening a third. The Trust had reviewed its elective activity and had taken the decision to pause non-essential urgent elective procedures for the timebeing.

It was an extremely challenging time for the Hospital with approximately 110 members of staff absent from work due to Covid related reasons. This was having an impact on how work took place across the wards.

Anne Marie and Michael were thanked for their reports.

## **112. SAFE AND WELL REFERRAL SCHEME**

Toni Tranter, Partnership Manager, South Yorkshire Fire and Rescue Service, gave the following presentation on the Service's Safe and Well Referral Scheme:-

Making South Yorkshire Safer and Stronger

- The Service's prevention work over the last 15 years had helped to reduce accidental house fires to historically low levels
- In common with most other fire and rescue services nationally, recent years had seen a slight increase in fatal incidents
- Since 2011 more than 50 people had died in house fires in South Yorkshire

Analysis of each incident had found common factors involved in almost all of South Yorkshire's recent fire deaths such as

- Hoarding
- Social isolation
- Substance misuse
- Mental health problems

For reasons such as these, many house fire victims were already known to at least one agency whether it was

- A landlord
- Doctor's surgery
- Drug and Alcohol Services
- Council
- Social Care Team

Sadly in most cases, SYFR did not. Most of the deaths could have been prevented but the Service needed help. The best way to help the Service help those most at risk was to sign up to become one of the Safe and Well Referral Partners.

Referral Types

- Home Safety Check
- Threat of arson including domestic abuse
- Think Family

Partnership Working

- St Leger Homes
- DMBC Adult Social Care
- SCC Adult Social Care
- SCC Housing Teams
- Berneslai Homes
- SWYPT NHS Trust
- IDVA/IDAS Partners
- RDASH
- DCST

How to become a S&W Partner

- Contact [safe&well@syfire.gov.uk](mailto:safe&well@syfire.gov.uk)
- Toni Tranter, Partnership Manager  
Email - [ttranter@syfire.gov.uk](mailto:ttranter@syfire.gov.uk)  
Telephone – 07785310943

David Fox-Meakin, Partnership Officer

Email: [dfox-meakin@syfire.gov.uk](mailto:dfox-meakin@syfire.gov.uk)  
Telephone: 07825009024

Discussion ensued on the presentation with the following issues raised/clarified:-

- Adult Social Care and Housing Services were signed up to the Scheme but there needed to be separation between the 2 to enable determination of which teams were making the referrals
- Rotherham was the lowest referral area
- Safeguarding Awareness Week – activities organised via Microsoft Teams plus 8 Safe and Well partner training sessions i.e. 2 additional sessions on emmolient cream, air pressure mattresses and oxygen use fire safety plus 2 sessions on Think Families

Toni was thanked for her presentation.

**Resolved:-**

(1) That the presentation be noted.

(2) That Toni be invited to a meeting of the Council's wider Leadership team to raise awareness of the Scheme.

**ACTION:- AML**

**113. LONELINESS AND SOCIAL ISOLATION IN THE ARMED FORCES COMMUNITY**

The Board received for information a briefing for local authorities, circulated by The Royal British Legion, on the cross-organisation project they had conducted exploring loneliness and social isolation in the Armed Forces community.

**114. REFRESH OF HEALTH AND WELLBEING BOARD PRIORITIES: PROGRESS UPDATE**

Becky Woolley, Policy Officer, presented an update on the refresh of the Board's priorities taking into consideration the impact of Covid-19 and evidence regarding health inequalities.

A development session had been held in September, 2020, facilitated by the LGO, together with a period of consultation with Board members and the Health Select Commission, the feedback from which was being used to inform the development of the plan.

The refreshed action plan would be submitted to the next meeting of the Board i.e. 11<sup>th</sup> November, 2020.

It was proposed that the plan run until June 2021 which would ensure alignment with the Council's Year Ahead Plan as well as the Rotherham Together Partnership Year Ahead Plan.

It was noted that due to the pandemic it may be that consideration would have to be given as to whether some of the priorities were achievable given the other commitments/priorities of the partners.

**Resolved:-**

That the progress update be noted.

**115. ISSUES TO ESCALATE FROM PLACE BOARD**

Chris Edwards, Chief Operating Officer, RCCG, reported that the Place Board had been re-enacted to Gold Command and was now meeting weekly. It had been planned to recommence Place Board business being held in the public domain but it that may have to be delayed for the current time.

**116. DATE AND TIME OF NEXT MEETING**

**Resolved:-**

That a further meeting of the Board be held on Wednesday, 11<sup>th</sup> November, 2020, commencing at 9.00 a.m.

**PLANNING BOARD**  
**24th September, 2020**

Present:- Councillor Sheppard (in the Chair); Councillors Atkin, Bird, D. Cutts, M. Elliott, McNeely, Sansome, Short, Steele, John Turner, Walsh, Whysall and Williams.

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

**112. EXCLUSION OF THE PRESS AND PUBLIC**

There were no items on the agenda to warrant exclusion of the press and public.

**113. MATTERS OF URGENCY**

There were no matters of urgency to be considered.

**114. DECLARATIONS OF INTEREST**

Councillor M. Elliott declared a personal interest in application RB2019/0582 (demolition of various buildings and removal of containers, erection of new food store (Use Class A1) with associated access, parking and landscaping, new changing room facilities and creation of playing area, and formation of new parking area at Christ Church Rotherham Road Swallownest for Lidl UK GmbH) on the grounds of having been contacted by a number of the objectors. He spoke on the application and then left the meeting during the discussion and the vote.

Councillor Walsh declared a personal interest in application RB2019/0582 (demolition of various buildings and removal of containers, erection of new food store (Use Class A1) with associated access, parking and landscaping, new changing room facilities and creation of playing area, and formation of new parking area at Christ Church Rotherham Road Swallownest for Lidl UK GmbH) on the grounds of giving advice to constituents on how to present their concerns. He left the meeting prior to the application being considered so did not observe the debate or the vote.

**115. MINUTES OF THE PREVIOUS MEETINGS HELD ON 13TH AUGUST AND 3RD SEPTEMBER, 2020**

Resolved:- That the minutes of the previous meetings of the Planning Regulatory Board held on Thursday, 13<sup>th</sup> August and 3<sup>rd</sup> September, 2020, be approved as a correct records of the meetings.



**116. DEFERMENTS/SITE VISITS**

There were no site visits nor deferments recommended.

**117. DEVELOPMENT PROPOSALS**

Resolved:- (1) That, on the development proposals now considered, the requisite notices be issued and be made available on the Council's website and that the time limits specified in Sections 91 and 92 of the Town and Country Planning Act 1990 apply.

In accordance with the right to speak procedure, a number of people attended the meeting and spoke about the following application:-

- Demolition of various buildings and removal of containers, erection of new food store (Use Class A1) with associated access, parking and landscaping, new changing room facilities and creation of playing area, and formation of new parking area at Christ Church Rotherham Road Swallownest for Lidl UK GmbH (RB2019/0582)

Councillor M. Elliott (Objector) – then left the meeting

Ms. M. Davies (Applicant)

Ms. C. A. Jones (Objector)

Mr. F. Eizens (Objector)

Mr. M. Stringer (Objector)

Mr. C. Beebe (Objector)

Mr. M. Parker (Objector)

Councillor R. Taylor (Objector)

Statements were also read out by the Planning Manager on behalf of:-

Mr. S. Madey

Mr. M. Firth

Mr. J. Stevenson

Mr. G. Watts

(2) That, with regards to application RB2019/0582 the Planning Board declared that it was not favourably disposed towards this application, on the grounds of the impact of the development on the designated district town centre of Swallownest and the Assistant Director of Planning, Regeneration and Transport, in consultation with the Chairman and Vice-Chairman of the Planning Board, be authorised to determine the reasons for refusal for this application.

(3) That application RB2019/1483 be granted for the reasons adopted by Members at the meeting and subject to the relevant conditions listed in the submitted report and subject to an additional condition relating to the Supplementary Planning Guidance on Sustainability for the provision of electric charging points within the development to read:-

Prior to the occupation of any dwelling, details of the infrastructure to allow every future homeowner on the site to fit their own specific Electric Vehicle Charging connection plate, shall be submitted to and approved by the Local Planning Authority. Each dwelling shall not be occupied until the approved infrastructure has been provided, and they shall thereafter be retained.

Reason - In the interests of sustainable development and air quality.

**118. UPDATES**

There were no updates to share with Planning Board other than to clarify the process of attendance and attendees at Public Inquiries.

**119. DATE OF NEXT MEETING**

Resolved:- That the next meeting of the Planning Board take place on Thursday, 15<sup>th</sup> October, 2020 at 9.00 a.m.

**LICENSING SUB-COMMITTEE  
22nd September, 2020**

Present:- Councillor Ellis (in the Chair); Councillors Jones and Napper.

**11. CONSIDERATION OF AN APPLICATION (MADE IN ACCORDANCE WITH S.17 OF THE LICENSING ACT 2003) FOR THE GRANT OF A PREMISES LICENCE FOR THE YORKSHIRE TERRIER, WHITEHILL ROAD, BRINSWORTH, ROTHERHAM, S60 5JQ.**

The Sub-Committee considered an application for the grant of a premises licence, in accordance with Section 17 of the provisions of the Licensing Act 2003, in respect of the Yorkshire Terrier, Whitehill Road, Brinsworth, Rotherham. The premises was a public house that had previously been licensed by Rotherham MBC for the retail sale of alcohol and other licensable activities (licence number P0204). However, this licence was surrendered on 28th May, 2020, by the former licence holder, and since this time the premises had been operating under the authority of Temporary Event Notices. The applicant was seeking a licence to permit the provision of late-night refreshment, regulated entertainment and the retail sale of alcohol for consumption on and off the premises.

In accordance with the procedure, the Assistant Director, Community Safety and Street Scene, presented the report which set out the application seeking authority for the following licensable activities to take place at the premises:-

The applicant was seeking authority for the following licensable activities to take place at the premises:

- Provision of late-night refreshment (for consumption within and outside of the licensed area) between the hours of:
  - 2300 hours and 0030 hours Sunday to Thursday
  - 2300 hours and 0100 hours Friday and Saturday

The applicant has also specified seasonal hours as follows:

- Christmas Eve, New Year's Eve and Bank Holidays inside only until 0200 hours
- If a large televised sporting event takes place outside any of these hours, depending on timings 1 hour before event and up to 1 hour after.

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- Retail sale of alcohol (for consumption on and off the premises) between the hours of:

- 1000 hours and 0030 hours Sunday to Thursday
- 1000 hours and 0100 hours Friday and Saturday

The applicant has also specified seasonal hours as follows:

- Christmas Eve, New Year's Eve and Bank Holidays inside only until 0200 hours
- If a large televised sporting event takes place outside any of these hours, depending on timings 1 hour before event and up to 1 hour after.

- Provision of Regulated Entertainment (Live and Recorded Music) between the hours of:

- 1000 hours and 0000 hours Sunday to Thursday
- 1000 hours and 0100 hours Friday and Saturday

The applicant has also specified seasonal hours as follows:

- Christmas Eve, New Year's Eve and Bank Holidays inside only until 0200 hours
- If a large televised sporting event takes place outside any of these hours, depending on timings 1 hour before event and up to 1 hour after.

The applicant has made the following additional comments as part of the application:

- In relation to live music – disco/karaoke, plus the odd live band may perform outside but be finished for 2230 hours at latest.
- In relation to recorded music - playing of record music via juke box etc. with outside at a lower level and off by 2230 hours at latest.

The applicant has stated that the opening times of the premises are as follows:

- 1000 hours and 0100 hours Sunday to Thursday
- 1000 hours and 0130 hours Friday and Saturday

The applicant has also specified seasonal hours as follows:

- Christmas Eve, New Year's Eve and Bank Holidays inside only until 0230 hours
- If a large televised sporting event takes place outside any of these hours, depending on timings 1 hour before event and up to 1 hour after.

Following the submission of the application paperwork, representations had been received from 11 interested parties. In addition, South Yorkshire Police, RMBC Community Protection Unit and RMBC Licensing have agreed conditions with the applicant that were intended to address any concerns that the Responsible Authorities may have had in relation to the application.

Two members of the public presented their objections to the proposals. There were also nine written statements by members of the public. The objections were as follows:-

- Unreasonableness of the requested closing times which were more suited to a city centre bar/nightclub
- Location of the premises within a built-up residential area
- Potential serious public nuisance, increase in crime and disorder and anti-social behaviour
- It being the only licensed premises for a large surrounding area with such late opening times which could attract people from out of the area
- Excessive noise and disruption already experienced as a result of the current closing times
- Noise nuisance from the playing of loud music until unsociable hours
- Ability to sell alcohol for consumption off the premises would lead to an increase in littering and encourage street drinking and unsocial behaviour
- Unsociable opening hours would affect residents who had to go to work every day
- The playing of music outdoors until the proposed closing time would impact upon a large number of residents

The applicant addressed the issues raised by the objectors.

In conclusion, the Sub-Committee took due note of the written and oral representations made and the conditions agreed with the applicant and South Yorkshire Police, RMBC Community Protection Unit and RMBC Licensing intended to address any concerns that the Responsible Authorities may have had in relation to the application.

The Sub-Committee considered the application for the variation of the Premises Licence and the representations made specifically in the light of the following Licensing objectives (as defined in the 2003 Act):-

- The prevention of crime and disorder.
- Public safety.
- The prevention of public nuisance.
- The protection of children from harm.

Resolved:- That the application for a Premises Licence, under the provisions of the Licensing Act 2003, in respect of the Yorkshire Terrier, Whitehill Road, Brinsworth, Rotherham, be approved subject to the following conditions:-

(1) Opening Times

Sunday-Thursday: 1000 hours-2330 hours  
Friday and Saturday: 1000 hours-0100 hours

Bank Holidays 1000 hours – 0100 hours  
Christmas Eve 1000 hours – 0130 hours  
New Year's Eve 1000 hours – 0230 hours

(2) Retail Sale of Alcohol [for consumption on and off premises]

Sunday-Thursday: 1000 hours-2300 hours  
Friday and Saturday: 1000 hours-0030 hours

Bank Holidays 1000 hours – 0030 hours  
Christmas Eve 1000 hours – 0100 hours  
New Year's Eve 1000 hours – 0200 hours

(3) Provision of Late Night Refreshment

Sunday-Thursday 1000 hours-2300 hours  
Friday and Saturday 1000 hours-0030 hours

Bank Holiday 1000 hours – 0030 hours  
Christmas Eve 1000 hours – 0100 hours  
New Year's Eve 1000 hours – 0200 hours

(4) Regulated Entertainment [Live & Recorded Music]

Sunday-Thursday 1000 hours-2300 hours  
Friday and Saturday 1000 hours-0030 hours

Bank Holidays 1000 hours – 0030 hours  
Christmas Eve 1000 hours – 0100 hours  
New Year's Eve 1000 hours – 0200 hours

(5) Live and recorded music is regulated between 2300 hours and 0800 hours. Any live and recorded music is permitted indoors only after 2300 hours.

(6) That additional provisions for live sporting events be not approved due to concern that this would be used for events held in the early hours and as a result would not be appropriate in terms of the promotion of the licensing objective to prevent public nuisance based upon the issues raised by the objectors. However, the Applicant did still have the option to apply for a temporary events notice.

7. Drinks may not be removed from the premise in open containers except for consumption in the area provided for that purpose. If the external area is being used, a risk assessment for the use of alternative drinkware to be carried out, details of risk assessment to be kept for 6 months and made available upon request.

8. The licence holder shall ensure regular drinking vessel collecting is undertaken to ensure children under the age of 18 do not have access to unattended open vessels containing alcoholic products, both inside and outside the premises.

9. It is considered that for the nature of the operation door supervisors will not be required however, the use of door supervisors will be risk assessed on an event by-event basis and a written record of the risk assessment be kept at site for 6 months and made available to the Police or an Officer of the Licensing Authority upon request. Where engaged, door staff shall be licensed by the SIA.

10. A colour CCTV system to be fitted, maintained and in use at all times whilst the premises are open. The CCTV images will be stored for 30 days and police and authorised officers of the Council will be given access to images for purposes in connection with the prevention and detection of crime and disorder. CCTV footage shall be downloaded and provided to South Yorkshire Police and/or relevant local authority officer on request. Members of the management team will be trained in the use of the system.

11. There must be at least one member of staff trained in the use and download of CCTV on the premises at all times when open.

12. An incident register shall be maintained and kept on site at all times to record all incidents involving anti-social behaviour, injury and ejections from the premises. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the incident, and details of the nature of the incident and names of any other staff involved or to whom the incident was reported. The log must be reviewed and signed on a weekly basis by a relevant supervisor for the premises. Such records to be retained for at least 12 months and available for inspection on request.

13. The licence holder shall take reasonable steps to report incidents to the Police as soon as possible during or after the event. The incident must be recorded within the incident register.

14. The DPS or a suitably trained manager shall be on site at all times when the premises are conducting licensable activities. It must be kept on written record who the authorised people in place of the DPS are.

15. The licence holder shall ensure that the 'Challenge 25' scheme is employed at the premises.

16. The relevant Challenge 25 signage will be in use throughout the venue at all times, including entrances to the venue to give plenty of notice to customers that this is what will be in operation. It will be easily visible to customers at all time including in all areas where alcohol is served. It will be displayed in any temporary sales locations on the premises. The signs must never be covered up whilst the premises are open.

17. New staff shall receive induction training prior to the commencement of their employment at the premises, including drug awareness, underage sales training, and serving to persons who are drunk.

18. Staff refresher training shall take place on an annual basis and shall be recorded.

19. All staff training (including refresher) records shall be retained on the premises, maintained by the DPS, authorised manager or Premises Licence Holder, and made available immediately for inspection upon request by South Yorkshire Police or Local Authority Enforcement Officers.

20. All staff will be aware of the policy of not serving anyone under the age of 18 as part of their responsible sales training. Signs will be placed in the vicinity of all points of sale making customers aware.

21. The licence holder shall ensure that all staff are vigilant and have an understanding of safeguarding children.

22. A refusals register shall be maintained and kept on site at all times to record all occasions where refusal to sell alcohol has taken place. The register shall include consecutively numbered pages in a bound format and include the time, date and location of the refusal, and a description of the person(s) refused. The register shall be checked and signed on a weekly basis by the DPS or, in the absence of the DPS, the manager who shall be nominated in Writing. All refusals logs shall be checked and signed for weekly by relevant supervision for the premises.

23. Persons under the age of 18 years must be accompanied and supervised by a responsible adult and are not permitted after 21:00 hours.



24. The holder of the premises licence shall ensure that no music or amplified speech originating from the premises shall be audible inside any residential property at any time.

25. The holder of the premises licence shall take reasonable steps to ensure that noise caused by persons using, arriving at or departing from the premises shall not cause nuisance or unreasonable disturbance to the occupiers of nearby residential properties.

26. Prominent, clear notices shall be displayed at all exits and any outdoor areas requesting customers and staff to respect the needs of local residents and leave the premises and the area quietly. The signs must never be concealed whilst the premises are open.

27. Disposal of waste bottles (or other waste items likely to result in noise) into external receptacles where noise will be audible to neighbouring properties must not occur between 22:00 and 07:00 hours.

28. Arrangements must be in place to ensure that waste collection contractors do not collect refuse between 22:00 and 07:00 hours.

29. An adequate number of suitable lidded receptacles shall be provided to receive and store refuse from the premises.

30. The Premises Licence Holder shall ensure that adequate measures are in place to ensure waste does not accumulate externally at their premises.

31. Receptacles for waste shall be emptied regularly to avoid causing a public nuisance through smells or odours and shall be maintained in a clean condition.

32. Trade waste containers will only be left out for collection of waste and will be stored off the public right of way at all other times.

**LICENSING BOARD SUB-COMMITTEE  
28th September, 2020**

Present:- Councillor Ellis (in the Chair); Councillors Beaumont, Clark, Reeder and Sheppard.

**79. DECLARATION OF INTEREST**

Councillor Sheppard declared a Personal Interest in Minute No. 81 as he had contact with the hackney carriage/private hire driver's representative on social media.

**80. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

**81. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES**

The Sub-Committee of the Licensing Board considered a report of the Licensing Manager, presented by the Assistant Director of Community Safety and Street Scene, relating to an application for the review of the hackney carriage/private hire driver licence in respect of Mr. A.B.

Mr. A.B. was in attendance at the meeting together with his representative.

Resolved:- That the hackney carriage/private hire driver licence in respect of Mr. A.B. be revoked.

**LICENSING SUB-COMMITTEE**  
**5th October, 2020**

Present:- Councillor Ellis (in the Chair); Councillors Beaumont and Buckley.

**12. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That under Section 100(A) 4 of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12(A) of such Act indicated, as now amended by the Local Government (Access to Information) (Variation) Order 2006 (information relating to an individual).

**13. APPLICATION (MADE IN ACCORDANCE WITH S.117 OF THE LICENSING ACT 2003) FOR THE GRANT OF A PERSONAL LICENCE**

Consideration was given to an application made in accordance with Section 117 of the Licensing Act 2003 for the Grant of a Personal Licence to Mr. T.

Following submission of the application, it had become evident that the applicant had an unspent conviction for a relevant offence, as detailed in Schedule 4 of the Licensing Act 2003, and accordingly South Yorkshire Police were invited to comment on the application (in accordance with s120(4) of the Licensing Act 2003). South Yorkshire Police had objected to the granting of the licence on the grounds of the prevention of crime and disorder.

A representative of South Yorkshire Police's Licensing Department attended the meeting and presented the objections to the granting of the licence.

Letters of support for the applicant had also been submitted.

The Sub-Committee gave due consideration to the application to grant the Personal Alcohol Licence and the submissions of the various parties at the hearing.

Resolved:- That the application be refused.

**LICENSING BOARD SUB-COMMITTEE  
19th October, 2020**

Present:- Councillor Ellis (in the Chair); Councillors Beaumont, Marriott and Taylor.

**82. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**83. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Police Act 1997 and Paragraphs 3 and 7 of Part I of Schedule 12A to the Local Government Act 1972 (business affairs and prevention of crime).

**84. APPLICATIONS FOR THE GRANT/RENEWAL/REVIEW OF HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS' LICENCES**

The Sub-Committee of the Licensing Board considered a report of the Licensing Manager, presented by the Assistant Director of Community Safety and Street Scene, relating to an application for the review of the hackney carriage/private hire driver licence in respect of Mr. F.A.

Mr. F.A. was in attendance at the meeting together with his representative.

Resolved:- That the hackney carriage/private hire driver licence in respect of Mr. F.A. be suspended pending successful completion of the advanced driving and Safeguarding courses.