

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

- Date and Time :-** Wednesday, 2 September 2020 at 11.00 a.m.
- Venue:-** Microsoft Teams Meeting
- Membership:-** Councillors Cusworth, R. Elliott, Jarvis, Jepson, Keenan, Mallinder, Napper, Steele (Chair), Taylor, Tweed, Walsh and Wyatt.

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

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

AGENDA

1. Apologies for Absence

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

2. Minutes of the previous meeting held on 15 July 2020 (Pages 1 - 9)

To consider the minutes of the previous meeting of the Overview and Scrutiny Management Board held on 15 July 2020 and to approve them as a true and correct record of the proceedings.

3. Declarations of Interest

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

4. Questions from Members of the Public and the Press

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

5. Exclusion of the Press and Public

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

For Discussion/Decision:-

6. Response to recommendations from the Sickness Absence Workshop (Pages 10 - 16)

Cabinet Portfolio: Corporate Services and Finance
Strategic Directorate: Assistant Chief Executive

7. Children's Placement Projections (Pages 17 - 21)

Cabinet Portfolio: Deputy Leader of the Council and Cabinet Member for Children's Services and Neighbourhood Working
Strategic Directorate: Children and Young People's Services

8. Adult Care: Budget Forecast and Savings Update (Pages 22 - 28)

Cabinet Portfolio: Adult Social Care and Health
Strategic Directorate: Adult Care, Housing and Public Health

9. Work in Progress - Select Commissions

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

10. Forward Plan of Key Decisions - 1 August - 31 October (Pages 29 - 35)

To review and identify items for pre-decision scrutiny from the Forward Plan of Key Decisions covering the period from 1 August to 31 October.

11. Call-in Issues

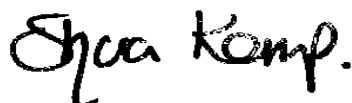
To consider any issues referred for call-in from recent Cabinet meetings.

12. Urgent Business

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

13. Date and time of next meeting

The next meeting of the Overview and Scrutiny Management Board will be held on Wednesday 16 September at 11am as a Microsoft Teams meeting.



SHARON KEMP,
Chief Executive.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Wednesday, 15th July, 2020

Present:- Councillor Steele (in the Chair); Councillors Jarvis, Keenan, Mallinder, Napper, Taylor, Walsh and Wyatt.

Apologies for absence:- Apologies were received from Councillors Cusworth, R. Elliott and Jepson.

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

187. MINUTES OF THE PREVIOUS MEETINGS HELD ON 28 APRIL AND 10 JUNE 2020

Resolved:-

That the minutes of the meetings of the Overview and Scrutiny Management Board held on 28 April and 10 June 2020 be approved as a true and correct record of the proceedings.

188. DECLARATIONS OF INTEREST

There were no declarations of interest in respect of any of the items of business on the agenda.

189. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

There were no questions from members of the public or press.

190. EXCLUSION OF THE PRESS AND PUBLIC

The Chair advised that there were no items of business that would require the exclusion of the press or public from the meeting.

191. FINANCIAL OUTTURN 2019-20

Consideration was given to a report which outlined the final revenue and capital outturn position for 2019-20 that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 20 July 2020.

The Cabinet Member for Corporate Services and Finance, Assistant Director – Financial Services and Head of Corporate Finance attended the meeting to present the report and to answer members' questions.

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 resulted in a reduced call on the reserves of £1.2m leaving a

balance of £2.0m to support the budget in later years.

A summary of the outturn position for each Directorate was detailed in the report, together with the actions and measures taken to deliver a balanced budget. The Council continues 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, meant the outlook remained 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 (HRA) 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 an underspend of £6.3m against the estimated spend for 2019/20 included within the Capital Programme.

Members questioned plans to support and sustain services in Regeneration and Environment as a number of these had been affected significantly by the Covid-19 pandemic. Officers confirmed that in relation to various aspects they were awaiting the financial position from Government. Two tranches of funding had been received as shown in the report and although a third tranche for £500m had been announced no details of individual local authority allocations were known. There had been a shift in how the Government was proposing to compensate for the costs of Covid-19, for additional costs and a separate arrangement regarding lost income. Details for a sharing arrangement between local authorities and Government would be confirmed. Regeneration and Environment had lost income, fees and charges; therefore the details of the sharing arrangement were awaited to see what it would mean and what compensation would be available before any other actions were taken. Budgets had already been amended in light of some over-ambitious targets set previously.

More specifically, as Culture, Sport and Tourism had been particularly impacted by the pandemic, officers were asked about plans for recovery for the Civic Theatre, Gulliver's and the Country Parks. Services were working on recovery plans and options but several unknowns remained such as when the theatre would re-open. Some services were still running, others were starting to resume and a schedule would be developed for the remainder for the future. Waleswood Caravan Park had now re-opened but with reduced capacity. People who had already made bookings for Waleswood and the theatre had been offered options to rebook or to carry forward their bookings rather than a refund and some had taken up this option.

In terms of re-opening libraries, options were under development in liaison with the Cabinet Member and would need to take account of national guidance and the advice from Public Health. Members were asked to contact the Strategic Director or the Assistant Director about potentially reopening other community buildings to consider on an individual basis and would look at Swinton Civic Hall/Community Café.

Concerns were raised about the overspends on Home to School Transport and the costs of residential placements, especially out of borough, in Children and Young People's Services (CYPS). The right plans were in place in CYPS but these had been impacted by the pandemic but would be expected to get back on track to reduce costs.

The Cabinet Member and officers were thanked for their attendance to present the report.

Resolved:-

- 1) That Cabinet be advised that the recommendations be supported.
- 2) That the Overview and Scrutiny Management Board hold a dedicated workshop to consider the financial and service implications of the Covid-19 pandemic.

192. COMMUNITY ENERGY SWITCHING SCHEME

Consideration was given to a report submitted for pre-decision scrutiny by the Strategic Director of Regeneration and Environment ahead of the Cabinet meeting scheduled for 20 July 2020 in respect of Community Energy Switching Scheme.

The Cabinet Member for Jobs and the Local Economy, the Strategic Director of Regeneration and Environment and the Environment, Energy and Data Manager attended the meeting to present the report and to answer members' questions.

Following an Official Journal of the European Union (OJEU) procurement process to identify a potential partner to develop a Community Energy Switching Scheme, Cabinet approved the contract award to Robin Hood Energy (RHE) on 16 September 2019. Since the award of the contract to RHE a new management team had been enlisted and their business model reviewed and changed. As a result, RHE could not agree to the specification under the terms of the procurement process and the contract could not be awarded.

The recent tender process provided a valuable insight into market conditions, with this learning taken forward into a revised proposal to re-tender the contract and to run an internal switching scheme in parallel, to

support Rotherham residents and gain essential market data. The report covered the proposed activity for 2020-21 which included a market engagement and tender process for a new community energy switching scheme; an internally delivered switching scheme to run during the tender process; and a Smart Meter project funded by National Energy Association (NEA) which would help to support the switching scheme. The Community Energy Scheme was highlighted as an important scheme for residents, especially those experiencing fuel poverty, with help to obtain better tariffs.

Members noted that the report indicated no further consultation was planned and queried whether the proposals were based on the previous consultation. Considerable work had been undertaken previously and nothing had changed from a public perspective; it was a question of the procurement process and criteria to go out to tender. A market engagement process had been undertaken through the portal to obtain provider input.

A Community Energy Officer was in post who would run the internal scheme, undertake market research and establish the networks. An NEA grant had been obtained for the project to promote Smart meters to people aged over 65 and the officer would have training and then all the information gleaned from market research, input from engineers, feedback from people on the pros and cons of using smart meters would all inform the programme. A Facebook page had been set up and information published on the website.

Members queried whether it might be difficult to attract another provider as it was a different energy market now and potentially this was a less attractive business model. As such they recognised the benefit of the internal parallel scheme so something was in place to benefit residents. This was acknowledged by officers who conceded that the last procurement had been a challenge hence the work undertaken with providers before going out to tender again to ensure the specification would be fit for purpose for potential bidders.

As the April launch date would fall within the pre-election publicity period, officers agreed to look at the timescales again.

The Cabinet Member and officers were thanked for their attendance to present the report.

Resolved:-

- 1) That Cabinet be advised that the recommendations be supported.
- 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.

193. CONSULTATION ON PUBLIC SPACES PROTECTION ORDERS - TOWN CENTRE AND BOROUGH WIDE DOG FOULING

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 20 July 2020 in respect of consultation on two Public Spaces Protection Orders.

The Cabinet Member for Waste, Roads and Community Safety, the Strategic Director of Regeneration and Environment and the Head of Service – Community Safety and Regulatory Services attended the meeting to present the report and to answer members' questions.

The current Town Centre Public Spaces Protection Order (PSPO) and the transitioned borough-wide dog fouling Public Spaces Protection Order would expire in September and October 2020 respectively. This report proposed to undertake consultation in respect of both PSPOs at the same time to establish views about the conditions that might be included within each PSPO and to support a future decision. The consultation was planned to run from 27 July to 23 August 2020 and to focus on the existing conditions, together with identifying any emerging issues of concern to partners and the public.

The Anti-Social Behaviour, Crime and Policing Act 2014 provided for PSPOs, including those that were transitioned: to be extended by three years; to be varied; and to be discharged, alongside the powers to introduce new Orders. The Act stipulated specific requirements on who should be consulted where Orders were to be introduced or extended and the Council was obliged to notify the parish council or community council, of the proposed order, extension, variation or discharge. A consultation plan was included with the report.

Data provided showed that incidents of anti-social behaviour in the town centre and complaints of dog fouling across the Borough had been declining since 2016. Whilst this was encouraging, it was important to recognise that the issues remained and suitable tools and powers needed to be in place to tackle the problems as they arose. Complaints relating to rowdy or inconsiderate behaviour remained significant as a proportion of anti-social behaviour incidents in the town centre and dog fouling remained an important issue to local communities.

Members raised a concern about public drinking in Rotherham town centre near the Minster and asked who was responsible for enforcement of the Town Centre PSPO. Both the Police and the Council had enforcement powers and fines issued had been split roughly equally between both bodies. Good joint working was in place and the Police did also have additional powers.

Officers confirmed 168 fines were issued in the last three years under the town centre order to 106 different people, showing a number of repeat offenders, some of whom had committed several offences. 39 fines had

been issued for dog fouling. Under the 2014 Act a range of other potential powers could be used for repeat offenders, such as injunctions or community protection notices, tailored to the individual. One such example was the imposition of positive requirements where fines alone would not be effective. For example, with regard to tackling alcohol consumption a requirement to engage with CGL the substance misuse treatment and recovery service to change behaviours in the long term could be made.

Dog fouling statistics indicated greater prevalence in certain areas and Members asked if it tended to be the same offenders and what other strategies were utilised to tackle this. Often it was a very small number of people who let their dog foul on a daily basis and services acted upon reports but people needed to be caught in the act for a fine to be issued. Learning from the PSPOs had helped to identify patterns and different strategies were employed for repeat offenders, not just fines, with other services also involved. Good analysis and heat maps were available which could be shared at ward meetings with neighbourhood officers. There was also a potential educative role for ward members.

Regarding the consultation, previously there had been concerns regarding implementation of the PSPO for users of Clifton Park. It was confirmed that the Friends of Clifton Park would be involved.

Members sought assurance that the consultation would be as far-reaching as possible in the context of Covid-19. As more people were at home and on-line it was hoped this would lead to a good response to the consultation and Members were welcome to add other consultees to the plan. Some face to face consultation would take place where it could be undertaken safely.

The Cabinet Member and officers were thanked for their attendance to present the report.

Resolved:-

That Cabinet be advised that the recommendations be supported.

194. OVERVIEW AND SCRUTINY ANNUAL REPORT 2019-20

The final draft of the Overview and Scrutiny Annual Report for 2019-20 was presented for Members to consider and recommend for approval to the Council meeting on 22 July 2020. The headline scrutiny work programme, outlined in draft in the annual report, would assist in the achievement of corporate priorities by addressing key policy and performance agendas and adding value to the work of the Council.

Scrutiny had carried out a lot of work during the last year that had resulted in a number of positive outcomes, which should be highlighted to show the impact of scrutiny. It was also important to engage other Members, officers, partners and the public in the work of scrutiny. In particular more

public involvement and capturing the voice of the community needed to be built into the broader scrutiny activity.

The outline work programme would be updated after the meeting following discussion on the next agenda item. Any changes to the membership of the scrutiny committees resulting from political balance amendments would be reflected in the final published version following Council on 22 July 2020.

The Chair thanked officers for their work on the report knowing that it was a significant undertaking to track and capture scrutiny activity throughout the year. The Vice Chair endorsed the Chair's comments and expressed his gratitude to officers.

Resolved:-

- 1) That the Overview and Scrutiny Management Board receive and approve the draft Annual Report 2019-20.
- 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.
- 3) That the draft outline work programme be updated following the discussion by the Overview and Scrutiny Management Board.

195. UPDATE ON WORK PROGRAMME FOR 2020-21

The Head of Democratic Services presented an update on the development of the work programme for 2020-21. This reflected the outcomes of the planning session held in May 2020 and highlighted a number of key issues. A focused and realistic work programme would be critical to the success of Scrutiny.

For the Overview and Scrutiny Management Board it would be important to obtain the right balance between pre-decision scrutiny and their other areas of scrutiny work, such as budget scrutiny, performance monitoring and service monitoring, especially CYPS and Adult Social Care in light of demand pressures and the budgetary challenge. Scrutiny also needed to be proactive in policy and service development and to have influence at strategic level.

An indicative work programme for the rest of the year was outlined in the report. Items previously requested by the Board had been scheduled but further discussions would be needed to finalise the programme and to ensure sufficient flexibility to respond to any urgent issues that emerged. Much of the content still to be confirmed would be future pre-decision scrutiny items. Decisions on how budget scrutiny would be undertaken

and on other potential items for inclusion in the work programme would also need to be determined. The impact of and recovery from Covid-19 for the Council, partners and the community would likely dominate the work programme.

The Chairs of the Select Commissions recognised they all had an ambitious work programme but were ready for the challenge and would keep the programmes as living documents through the year. Officers were thanked for their support and input in developing the work programmes.

The Chair thanked the officers for the comprehensive report.

Resolved:-

- 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.

196. URGENT BUSINESS

The Chair advised that there were matters of urgent business to raise. The first was to express his gratitude and thanks to Governance Advisor Janet Spurling for her work in supporting Scrutiny and to wish her a long and happy retirement.

As this would also be the last Overview and Scrutiny Management Board meeting attended by James McLaughlin, Head of Democratic Services, the Chair highlighted the significant impact he had made during his time at

the Council and how he was well respected by Elected Members and officers alike. He was thanked for his professionalism and positive and supportive approach.

The Vice Chair echoed the same sentiments and thanked both officers on behalf of Opposition Members, wishing them all the best in the future.

197. DATE AND TIME OF NEXT MEETING

The date and time of the next meeting would be confirmed when the workshop referred to above had been arranged.

<h1>BRIEFING</h1>	TO:	Overview and Scrutiny Management Board
	DATE:	2 September 2020
	LEAD OFFICER:	Lee Mann Assistant Director HR & OD Assistant Chief Executive's Directorate 07919302445
	TITLE:	Workshop on Sickness Absence – Actions Update
1. Background		
1.1	A workshop was held in relation to the underperforming sickness absence measure in the Council Plan, which had identified as a concern by the Overview and Scrutiny Management Board.	
1.2	Over the last two years, the Council had struggled to achieve the corporate target of 10.3 days lost per FTE, with an outturn for 2018-19 of 11.4 days per FTE. The number of days lost had risen each month between July and November 2019 (11.87) but had reduced in December to 11.01 days and to 10.55 days by the end of March 2020.	
1.3	<p>At the workshop Overview and Scrutiny Management Board members felt positive about the improvements made regarding this measure and made the following recommendations:</p> <ul style="list-style-type: none"> • That consideration be given to developing guidance for managers around enhanced emotional support for employees during a restructure, given the links to absence through stress and anxiety. • That data be disaggregated regarding absence through anxiety, stress and depression, as these should be recorded as discrete issues and to have a better understanding of sickness absence. • That follow up work be undertaken to ensure managers proactively support staff and manage workloads across teams to prevent any potential knock on effect in terms of sickness absence as a result of staff assuming additional work to cover for an initial long-term sickness absentee. 	
1.4	This briefing provides an update on progress on the recommendations made.	
2. Key Issues		
2.1	<p>Guidance for Managers A Rotherham Leader Wellbeing Guide has been developed for managers which includes early spotting of the signs and symptoms of mental distress, support mechanisms and promoting the Five Ways to Well-Being: Be Active, Connect, Give, Keep learning and Take Notice, as the steps that can be incorporated into everyone's everyday life to help maintain good mental health.</p>	

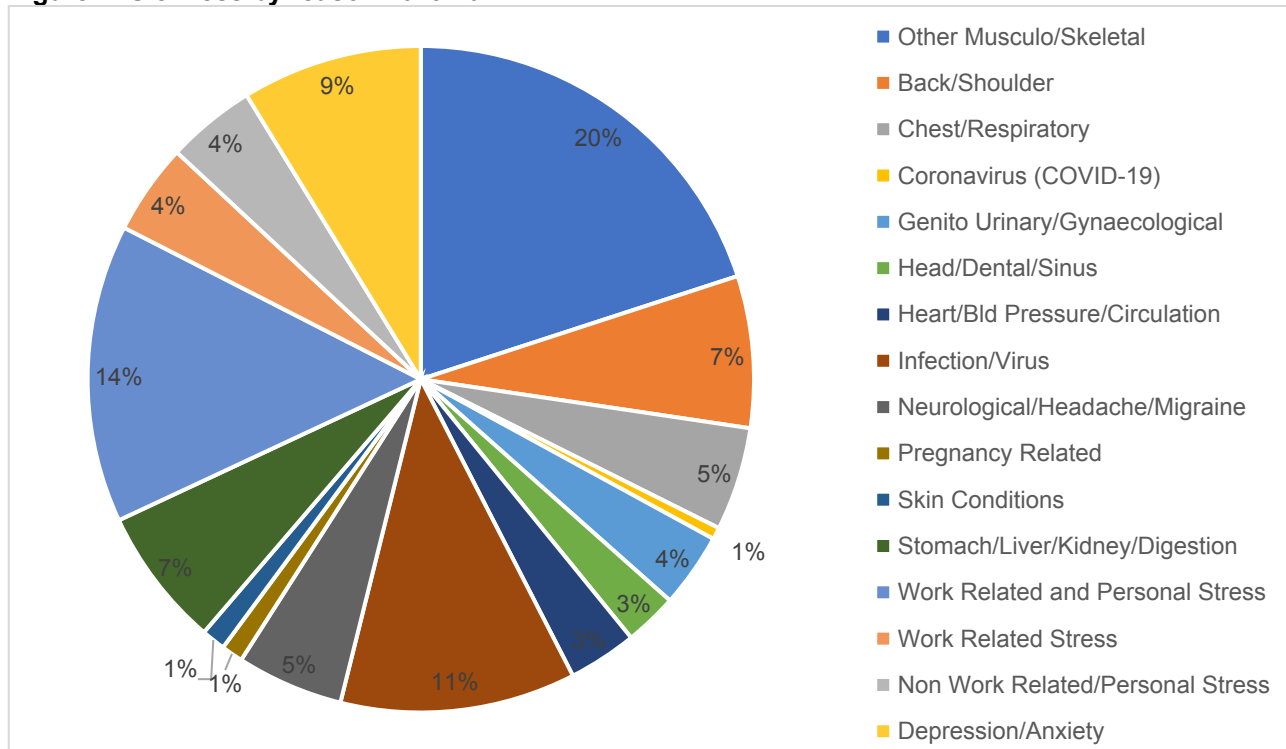
Links to the guide, currently focused on COVID 19, will be incorporated into the review of HR policies connected with restructures.

2.2 Disaggregation regarding absence through anxiety, stress and depression

The HR and Payroll system breaks down the broad anxiety, stress and depression category into work related and personal stress, work relates stress, non-work related stress and depression anxiety.

The full year break down of sickness in the last tax year is shown in figure 1 below.

Figure 1: Sickness by reason 2019/20



2.3 Managers proactively support staff

The Council’s Performance Development Review (PDR) process has been updated with managers advised to start the conversation by focusing on the well-being of the individual employee rather than going straight into performance. The PDR provides a good opportunity for managers to find out if the employee is facing any particular challenges and if there is anything further that can be done to support them.

The HR Consultancy Team continue to provide advice, guidance and support to managers in relation to long-term sickness absence.

3. Key Actions and Timelines

3.1 A review of HR policies relating to restructures is scheduled to take place during the 2020/21 tax year and will provide an opportunity to include further guidance for managers.

3.2 The PDR cycle for 2020/21 due to commence in September provides an opportunity for managers to proactively support staff.

3.3 HR support continues to be provided to managers dealing with long term absence.

4. Recommendations

4.1 Progress on recommendations is noted.

<h1>BRIEFING</h1>	TO:	Overview and Scrutiny Management Board Performance Subgroup
	DATE:	12 February 2020
	LEAD OFFICER:	Janet Spurling Governance Advisor, Assistant Chief Executive's Directorate 01709 254421
	TITLE:	Outcomes of Workshop on Sickness Absence
1. Background		
1.1	Present: Cllrs Steele (Chair), Keenan, Jarvis and Walsh.	
1.2	Apologies: Cllrs Cusworth, R Elliott, Jepson, Mallinder, Napper, Taylor and Wyatt. Lee Mann, Human Resources (HR) and Graham Saxton, Finance and Customer Services (F&CS).	
1.3	Attendees: Cllr Alam, Cabinet Member for Corporate Services and Finance; Nathan Atkinson, Adult Care, Housing and Public Health (AC, H&PH); Ian Henderson (HR); Shokat Lal (Assistant Chief Executive); Tanya Lound (Corporate Improvement and Risk); Luke Sayers (F&CS), David McWilliams, Children's and Young People's Services (CYPS); and Paul Woodcock, Regeneration and Environment (R&E).	
1.4	This was the third in a series of workshops in relation to specific underperforming measures in the Council Plan identified as a concern by OSMB. The session followed a similar format to previous ones with an initial briefing and detailed presentation setting out corporate and directorate level performance on the measure and actions to address the underpinning issues. Directorates provided more detail of actions they were taking and highlighted any service-specific matters.	
1.5	Focus of the session <ul style="list-style-type: none"> • Measure 5D2 - Sickness Absence is managed and staff wellbeing supported • Definition: Number of days lost per full-time equivalent (FTE) – target 10.3 days • Long term sickness absence - 20 or more days as this accounts for 70% days lost 	
2. Key Issues		
2.1	Over the last two years, the Council had struggled to achieve the corporate target of 10.3 days lost per FTE, with an outturn for 2018-19 of 11.4 days per FTE. The number of days lost had risen each month between July and November 2019 (11.87) but had reduced in December to 11.01 days and to 10.8 days by the end of January 2020.	
2.2	The main reasons for long-term sickness absence were stress/anxiety/depression 41%; back and shoulder 9%; and other musculo-skeletal 22%.	
2.3	Adult social care showed the highest level of sickness absence, which reflected the anxieties provoked by a major restructure during 2019. Proactive work with the service	

<p>2.4</p> <p>2.5</p>	<p>had seen the number of long-term absentees nearly halved between August 2019 and January 2020.</p> <p>In addition to restructuring, other factors involved were the need to capture the right information on employee working patterns and a time lag on data in the new HR system.</p> <p>Focused activity and work with managers helped to bring about this recent improvement in performance. These actions will continue throughout 2020 to sustain the behaviour shift in managing absence and supporting employees back to work. Activity includes:</p> <ul style="list-style-type: none"> • Updated policy and processes to ensure responsibilities for line managers in effectively managing long term absence and support are clear • Clarity around what should be done and when, so that line managers can be held to account and non-compliance escalated • Case conferences at Head of Service level to review long term cases with direct reports • Regular progress reporting to Directorate Leadership Teams (DLTs) • Data on current long- and short-term sickness data shared with managers • New occupational health provider from October 2018 – created an integrated service and the number of referrals increased by 30% from previous contracts, plus positive feedback • Building management capability and confidence - masterclasses in attendance management and managing stress at work, and stress risk assessment training • HR Consultancy – dedicated officers in HR working more with senior managers to manage cases proactively • Early intervention – day one referrals to occupational health for stress and musculo-skeletal issues • HR system – working patterns reviewed and updated to ensure over reporting reduced
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3. Directorate Information

<p>3.1</p>	<p>CYPS</p> <p>As CYPS has a large workforce, proportionately more sickness absence would be expected. A clear correlation existed between peaks in sickness absence and service restructuring, which reflected the picture across the Council overall. Social care transformation and new pathway development coincided with an upturn, with anxiety regarding expectations, caseloads and demands on staff. Early Help had the highest sickness absence levels within the directorate and this linked to Business Support, who were undergoing a restructure, being moved into that team. Stress and anxiety were understandable, so it was a question of how to support people. A standard item for meetings with trade unions gave them notice of any forthcoming consultation.</p> <ul style="list-style-type: none"> - Good support from HR colleagues on individual cases - Weekly discussion at DLT or area management teams - Quarterly information and standard item on the agenda for Early Help and Business Support - Obligatory masterclasses for managers on changes to the policy had been beneficial in leading to a consistent approach - Drilled down into cases and for some serious health issues it was a case of just managing the absence <p>The service did receive a number of fit notes for employees for a two-month period and if people were off for a long time it could be harder to come back to work, potentially</p>
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<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p>	<p>adding to stress/anxiety. It was a question of being reasonable and proportionate about what could be done to help people back.</p> <p>AC, H&PH The bulk of the long-term absences were stress-related or musculo-skeletal and with an ageing workforce there were injuries, especially to front line staff. The directorate concurred with several points made by CYPS around management actions undertaken and regarding fit notes.</p> <ul style="list-style-type: none"> - Clinics and training - Trade union engagement - Discussion at DLT - Proactive use of occupational health - Stress risk management assessments <p>As reported above, a major restructure took place during 2019, coupled with the legacy of the 2016 restructure which had led to anxiety and stress. In order to mitigate some of the stress this time the restructure had heavily involved staff in the redesign from January to May 2019, through workshops, meetings with teams and 1-to-1s. Recruitment to the new structure had taken place from May, with a significant percentage of staff in danger of no longer having a role, so this again correlated with the figures.</p> <p>R&E As the highest number of staff, 42%, are employed in this directorate, many with part-time jobs and many with manual jobs, performance in R&E has a significant impact on corporate performance on the measure. Absence management has been prioritised and the overall position is below 10 days per FTE.</p> <ul style="list-style-type: none"> - Driving through the new policies - Training and workshops, including with team leaders such as school cooks - Day one referrals to physiotherapy and for stress – counselling/support - Case management – reduction by 25% <p>F&CS As some teams within this directorate are small the graphs could show significant variation in performance against the measure by virtue of one person being absent. The main concern was in Legal Services but again this service had undergone significant changes in the last year with restructuring and a number of vacancies. Points made by other directorates also resonated for F&CS.</p> <ul style="list-style-type: none"> - Individual case management - HR support - Support for managers to get the balance right between providing support and getting people back to work <p>ACX As with F&CS there are small teams in this directorate. Overall performance was below 10 days per FTE with only HR exceeding the target in Quarter 3.</p>
<p>4. Key Points Discussed</p>	
<p>4.1</p>	<p>Stress-related absence Managers had voiced concerns about engaging with staff who were absent for this reason, so there had been a focus in the training in this area as shown above. It was also important to try and capture whether the primary reason was work-related or personal, although often it was a combination of both. It might merit further work to</p>

unpick stress with people as it could be mainly personal but stress at work could be a tipping point. Members agreed but felt that stress, anxiety and depression were different issues and should be recorded separately and unpicked. Officers agreed it was easy to put things down to stress and that there was work to do on mental health awareness and to look at the categories and opportunities to self-declare.

4.2 Restructures

OSMB asked if there was guidance available for managers on how to deal with staff anxiety during a restructure. It was confirmed that there were legal obligations around consultation and expectations on how managers managed the process but existing guidance probably did not go far enough in terms of considering workforce wellbeing issues. This could potentially be built into the training.

4.3 Phased returns/Alternative jobs

Reports from Occupational Health would talk about the whole process of returning and what would work for the employee. Phased returns would be encouraged as it was difficult for people to return after a long time off. How long people would need varies on an individual basis and there might be differing views on how long for, but usually for one-four weeks. Alternative jobs, including other teams/projects would be an option to explore to help people if they were no longer able to do their own job.

4.4 Training for Trade Unions

Trade Unions had had the training they requested and were also encouraged to attend the other sessions.

4.5 Potential knock on impact of sickness absence on other team members

Members reiterated concerns about the potential for a negative impact on colleagues when they were trying to cover for a long-term sickness absence in their team, resulting in others having sickness absence, and asked for this to be revisited in 2020-21.

The importance of preventative work on stress was emphasised. Another avenue would be developing greater flexibility in being able to move people round the organisation, not just within services. Good managers needed to be proactive to avoid any knock-on effect within a team, which could be difficult to mitigate, by using the stress risk assessment tool at an early stage.

4.6 Maternity cover

OSMB identified that a similar pressure could result if employees were picking up additional work during a colleague's maternity leave. Budget was not always available to backfill a post and others were encouraged to act up or secondments offered. For some jobs backfill would be needed and this might mean bringing in agency staff.

4.7 Ageing demographic – more than 50% of the Council's workforce aged over 50

Given the age profile of the workforce, the question was raised as to whether it was almost inevitable that the number of days lost to sickness absence would increase, as people's health tended to worsen as they got older.

As the workforce had reduced over the last ten years there had been fewer new starters and some loss in skills and experience which might make it more difficult for on the job learning. This was recognised within some disciplines which had an ageing workforce and new people would be required to come in, such as transport and engineering, but might also reflect the nature of the national labour market. Conversely other roles might attract older people who wished to work part-time. It was harder to attract 16-25 year olds.

4.8	<p>A number of employees aged 50+ were not leaving but rather had requested to reduce their hours. This could be difficult if they wanted to go from 37 to 30 as it could be difficult to recruit for only seven hours.</p> <p>These were all important issues from a wider workforce planning perspective. HR reported that progress had been made with succession planning including the developmental apprenticeships giving people qualifications so they would be able to step up to higher level posts. Good use of the apprenticeship levy was also part of this.</p> <p>Wider HR policies</p> <p>Linked to the demography, many people may have caring responsibilities that could lead to sickness absence due to their own health or that of others. Confirmation was given that flexible working policies helped people with caring responsibilities but it would depend on their job role. The Council had signed up to the TUC Dying to Work charter. Policies to support disabled employees were also in place.</p>
5. Conclusions	
5.1	<p>Overall OSMB felt positive about the improvements made recently regarding this measure. The importance of training and guidance was highlighted as it was good to have greater consistency in the application of policies across all job roles and services. Members recognised the use of measures to keep people in work with the right support and acknowledged how redeployment and phased returns could facilitate this process. Wider policies to support disabled employees and people with caring responsibilities will continue to be important.</p>
6. Recommendations from the workshop	
6.1	<p>That consideration be given to developing guidance for managers around enhanced emotional support for employees during a restructure, given the links to absence through stress and anxiety.</p>
6.2	<p>That data be disaggregated regarding absence through anxiety, stress and depression, as these should be recorded as discrete issues and to have a better understanding of sickness absence.</p>
6.3	<p>That follow up work be undertaken to ensure managers proactively support staff and manage workloads across teams to prevent any potential knock on effect in terms of sickness absence as a result of staff assuming additional work to cover for an initial long-term sickness absentee.</p>

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 02 September 2020

Report Title

Children's Placement Projections

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

No

Strategic Director Approving Submission of the Report

Sally Hodges, Strategic Director, Children & Young People's Services

Report Author(s)

Neil Hardwick, Head of Finance, CYPS

Neil.hardwick@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Choose an item.

Report Summary

To provide an update to OSMB on Children & Young People Services placements spend, an update on developments of in-house placements and clarity on placement assumptions.

Recommendations

That the report be noted.

Background Papers

N/A

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Council Approval Required

No

Exempt from the Press and Public

No

Children's Placement Projections

1. Background

- 1.1 In 2018/19 CYPS budget was £58.667m with a spend of £74.390m creating an overspend of £15.723m which was predominantly due to the current high number of children in care. The budget pressures of £15.723m when added to 19/20 & 20/21 budget savings £10.007m, and residual savings from previous years £1.724m equates to cost reductions over the 2019/20 & 2020/21 financial years of £27.454m to achieve a balance budget.
- 1.2 In order to set a robust budget for 2019/20 and 2020/21 a review of the current CYPS spend took place, with estimated cost reductions that could be expected to be achieved over and above delivery of the budget savings, which required investment of £9.5m in 19/20 and £7.5m in 20/21. To reduce the budget pressure and achieve the budget savings was based on reducing spend in CYPS by £9.7m in 2019/20 and by £19.9m in 2020/21.
- 1.3 A major element in the reduced budget estimates is the placement projections which reflect a transfer in the number of high cost to lower cost placements combined with a reduction in LAC numbers from the 651 to 600 by March 2020 and to 541 by March 2021, for the LAC placement profile and budget across financial years 2019/20 and 2020/21.
- 1.4 At the end of the 2019/20 financial year LAC placements reduced from 647 on the 1 April 2019 to 595 on 31 March 2020, however the placement spend was £5.4m over budget due to the placement mix with significantly higher number of children in "high cost" residential and independent fostering placements (IFA).

2. Key Issues

- 2.1 In setting the 2020/21 placement budgets the placement budgets were still profiled as per the original reduction from 600 to 541, but the placement mix was amended to reflect the estimated number of children in residential, IFA and other placement types. The key issues being;
 - Reduction of children in residential placements.
 - Overall reduction in fostering placements.
 - Increase of children with in-house foster carers through proactive recruitment.
 - Number of significantly high cost children in residential and emergency placements
- 2.2 The impact of COVID has had an impact on achieving the planned reductions across these placement types and has also led to an increase in the number of children in emergency placements.

2.3 After an initial quiet period at the start of the 2020/21 year, an increase in demand is now expected linked to the opening of schools, but this is difficult to predict and may impact on the ability to make savings on the placement budgets.

3. Options considered and recommended proposal

3.1 Contents of the report are be noted.

4. Consultation on proposal

4.1 N/A

5. Key Actions & Timelines

5.1 The recruitment of in-house foster carers whilst affected by COVID is progressing well with an increase in 8 foster carers since 1 April 2020 (further net 4 placements so far in August) and with 16 foster carers to come to panel between August and October.

5.2 In-house Residential is ahead of schedule with the first 4 bed home and emergency home now open and with two children to be placed in residential home before the end of August. Phase 2 is also ahead of schedule with offers now accepted for the two 2 bed properties.

5.3 The overall residential placements numbers are currently on budget profile, having reduce from 58 on 1 April 2020 to 51 as at 31 July, with further children estimated to move from residential to supported accommodation and fostering placements between now and the end of the financial year.

5.4 The placement budget at the end of July is a pressure of £4.4m, see table below:

Placement Type	Net Budget	Net Forecast P4 (July)	Net Variance (Forecast - Budget)
In - house Fostering (Including family & friends)	4,338,470	3,632,379	-706,091
Fostering Independent Placements	8,298,306	10,014,797	1,716,491
Total Fostering	12,636,776	13,647,176	1,010,400
In House Residential	177,420	528,377	350,957

External Residential Placements	3,827,286	6,400,985	2,573,699
Block Contracts	2,426,424	1,548,756	-877,668
Remand Placements (included in above budget)	-28,000	-55,025	-27,025
Total Residential	6,574,730	8,594,693	2,019,963
The House Project	324,637	239,132	-85,505
Emergency	400,000	1,857,234	1,457,234
Supported Accommodation - Care Leavers (LAC ONLY)	1,637,800	1,658,263	20,463
Total Looked after Children	21,573,943	25,996,498	4,422,555

5.5 There are positives as outlined as outlined in sections 3.1 to 3.3 and whilst the LAC numbers are above the budget profile at the end of July (603 actual to 584 budget) there are 27 LAC children stuck in the court system that would have been discharged, which would have reduced the number of 576. It must be stated however that there would be no financial impact from the reduction of numbers on the placement forecast as these children are already in their adoptive placement or placed at home.

5.6 In terms of the placement forecast and risks it does take account of an estimated net reduction in placement numbers between August and the end of the financial year. If numbers were to remain static the forecast would increase by £1.34m, this is a net position as the in-house fostering budget is projected to increase (£180k) as are Special Guardianship Orders, Child Arrangement Orders and adoption allowances (£440k).

6 Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)

6.1 The financial implications are outlined in the body of the report.

7 Implications for Partners

7.1 The CYPS placements budget also impact on the councils Dedicated Schools Grant (DSG) and CCG in relation to education and therapeutic costs within placements. As the level of spend reduces it will also have a positive impact on the DSG and CCG.

8 Risks and Mitigation

- 8.1 The report outlines the risks and assumptions in terms of growing in-house placements, plans to reduce the number of looked after children in placements and financial impact if number were to remain static.
- 8.2 The CYPS closely monitor each child's placement to ensure all planned moves are undertaken in a timely manner.

9 Accountable Officer(s)

Neil Hardwick

Head of Finance (CYPS)

Tel: 01709 254508

Email: neil.hardwick@rotherham.gov.uk

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 02 September 2020

Report Title

Adult Care: Budget Forecast and Savings Update

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

No

Strategic Director Approving Submission of the Report

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

Report Author(s)

Owen Campbell, Head of Finance (Adults, Public Health & Housing)
(01709) 822098 or owen.campbell@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The purpose of the report is to update OSMB members on the current budget forecast and savings position for 2020/21.

Recommendation

That the Overview and Scrutiny Management Board note the information contained within the report.

Background Papers

- May 2020/21 Financial Monitoring – Cabinet 20 July 2020
- Budget and Council Tax 2020/21 and Medium-Term Financial Strategy - Cabinet 17 February 2020
- Budget and Council Tax 2019/20 and Medium-Term Financial Strategy - Council 27th February 2019

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Adult Care: Budget Forecast and Savings Update

1.	Background																								
1.1	This report provides an update of the forecast budget position for Adult Care, Housing General Fund and Public Health. The savings plan is an integral part of the financial position and further information is provided to explain the impact in 2020/21 and how this relates to the Council's Budget report.																								
2.	Key Issues																								
2.1	The overall Directorate forecast is an overspend of £8.4m on general fund services after taking account of the additional one-off budget support of £4.65m for 2020/21. This is in the context of the overall financial impact for the Council of £24.4m as reported in the May 2020/21 Financial Monitoring to Cabinet on 20th July 2020.																								
2.2	Covid-19 is estimated to have a cost impact of £8.4m in Adult Care. £6.3m is additional expenditure, this includes: new packages of care; additional funding to support the independent sector; and £1.1m for personal protective equipment.																								
2.3	Delivery of savings have been delayed (£2.1m) as Covid-19 has diverted staff resource to support work related to the pandemic and away from planned transformational activity. Anticipated additional income has reduced as social distancing has prevented some of the tasks required from taking place.																								
3.	Revenue Monitoring 2020/21: May 2020																								
	<p>Table 1:</p> <table border="1"> <thead> <tr> <th>Service</th> <th>Annual Net Budget 2020/21</th> <th>Forecast Net Outturn 2020/21</th> <th>Variance (over (+) / under (-) spend)</th> </tr> <tr> <td></td> <th>£m</th> <th>£m</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Adult Social Care</td> <td>63.5</td> <td>71.9</td> <td>+8.4</td> </tr> <tr> <td>Housing General Fund</td> <td>-0.8</td> <td>-0.8</td> <td>0</td> </tr> <tr> <td>Public Health</td> <td>16.2</td> <td>16.2</td> <td>0</td> </tr> <tr> <td>Total</td> <td>78.9</td> <td>87.3</td> <td>+8.4</td> </tr> </tbody> </table>	Service	Annual Net Budget 2020/21	Forecast Net Outturn 2020/21	Variance (over (+) / under (-) spend)		£m	£m	£m	Adult Social Care	63.5	71.9	+8.4	Housing General Fund	-0.8	-0.8	0	Public Health	16.2	16.2	0	Total	78.9	87.3	+8.4
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3.1	Summary of Variances																		
	Table 2:																		
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3.3	Excluding the cost of Covid-19, the cost of care packages is forecast to be £0.4m underspent. This is due to savings on transforming care. Staffing budgets are forecast to overspend by £0.4m due to low vacancy numbers.																		
3.4	Neighbourhood Services' (Housing) and Public Health are both forecast at budget.																		
4.	Savings Update																		
4.1	The MTFs included additional one-off budget support of £4.65m for 2020/21 with a forecast delivery of £7.4m of savings. Significant savings have been delivered during 2019/20. Covid-19 has delayed some of the delivery of further savings planned in 2020/21. The total estimated delivery in 2020/21 including prior years is £5.3m giving a shortfall of £2.1m.																		
4.2	Savings Delivery Forecast																		
	Table 3:																		
	<table border="1"> <thead> <tr> <th>Saving Description</th> <th>£m</th> </tr> </thead> <tbody> <tr> <td>New target operating model for Adult Care, Housing & Public Health</td> <td>3.1</td> </tr> <tr> <td>HRA contribution to Housing Related Support</td> <td>0.3</td> </tr> <tr> <td>Commissioning/contracts</td> <td>0.3</td> </tr> <tr> <td>Reassessment Programme</td> <td>0.8</td> </tr> <tr> <td>Additional income</td> <td>0.6</td> </tr> <tr> <td>Others</td> <td>0.2</td> </tr> <tr> <td>Total</td> <td>5.3</td> </tr> </tbody> </table>	Saving Description	£m	New target operating model for Adult Care, Housing & Public Health	3.1	HRA contribution to Housing Related Support	0.3	Commissioning/contracts	0.3	Reassessment Programme	0.8	Additional income	0.6	Others	0.2	Total	5.3		
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4.3	Reassessment Programme									
	<p>Table 4:</p> <table border="1" data-bbox="284 353 1348 600"> <thead> <tr> <th data-bbox="284 353 1120 409" rowspan="2">Reassessment programme</th> <th data-bbox="1120 353 1348 409">2020/21</th> </tr> <tr> <th data-bbox="1120 409 1348 454">£m</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 454 1120 499">Cumulative savings required per budget</td> <td data-bbox="1120 454 1348 499">1.9</td> </tr> <tr> <td data-bbox="284 499 1120 544">Estimated delivery of savings (cumulative)</td> <td data-bbox="1120 499 1348 544">0.8</td> </tr> <tr> <td data-bbox="284 544 1120 600">Forecast shortfall in delivery</td> <td data-bbox="1120 544 1348 600">1.1</td> </tr> </tbody> </table>	Reassessment programme	2020/21	£m	Cumulative savings required per budget	1.9	Estimated delivery of savings (cumulative)	0.8	Forecast shortfall in delivery	1.1
Reassessment programme	2020/21									
	£m									
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Forecast shortfall in delivery	1.1									
4.4	The Reassessment Programme aims to ensure that care packages are proportionate across Older People, Physical Disability and Mental Health client groups by undertaking care package reviews of existing eligible customers.									
4.5	The Targeted Reassessment team has supported the Covid-19 response working alongside the Locality teams. Peoples' care and support has had to change to factor in services no longer available (e.g. day care) or to support people where their existing care and support arrangements could not be maintained through the lockdown period due to social distancing.									
4.6	As part of the response to support the wider Health and Care system additional packages of care have been commissioned to avoid people being admitted to hospital. The position remains challenging as a number of these packages now need to be reviewed and further pressures are also likely to emerge in the lead up to Winter.									
4.7	<p>My Front Door</p> <p>The My Front Door programme is expected to be cost neutral in 2020/21. This is due to the cost of new packages of care. The programme prioritises the care and support needs of people who use the in-house services, ensuring the new arrangements are in place prior to existing services being decommissioned (and before any saving can be released). The team has supported the Covid-19 response. As a result, there has been some delay to new packages of care resulting in a small saving (£0.1m) in 2020/21.</p>									

4.8	Staffing savings									
	<p>Table 5:</p> <table border="1"> <thead> <tr> <th rowspan="2">Staffing savings</th> <th>2020/21</th> </tr> <tr> <th>£m</th> </tr> </thead> <tbody> <tr> <td>Cumulative savings required per budget</td> <td>0.2</td> </tr> <tr> <td>Estimated delivery of savings (cumulative)</td> <td>0.1</td> </tr> <tr> <td>Forecast shortfall in delivery</td> <td>0.1</td> </tr> </tbody> </table>	Staffing savings	2020/21	£m	Cumulative savings required per budget	0.2	Estimated delivery of savings (cumulative)	0.1	Forecast shortfall in delivery	0.1
Staffing savings	2020/21									
	£m									
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Estimated delivery of savings (cumulative)	0.1									
Forecast shortfall in delivery	0.1									
4.9	The review of Adults Strategic Commissioning has been delayed as the team were integral to the Covid-19 response by working to support the independent sector. This is partially offset by managed vacancies within the team.									
4.10	Savings mitigations									
	<p>Table 6:</p> <table border="1"> <thead> <tr> <th>2020/21 mitigations:</th> <th>2020/21 £m</th> </tr> </thead> <tbody> <tr> <td>Planned in-year budget savings</td> <td>1.3</td> </tr> <tr> <td>Current forecast</td> <td>0.3</td> </tr> <tr> <td>Forecast shortfall in delivery</td> <td>1.0</td> </tr> </tbody> </table>	2020/21 mitigations:	2020/21 £m	Planned in-year budget savings	1.3	Current forecast	0.3	Forecast shortfall in delivery	1.0	
2020/21 mitigations:	2020/21 £m									
Planned in-year budget savings	1.3									
Current forecast	0.3									
Forecast shortfall in delivery	1.0									
4.8	This is made up of a number of small savings across the Directorate, including: holding vacancies and additional income in Adults and Housing services. The impact of Covid-19 has reduced the ability of the service to continue to manage the vacant posts. Additional forecast income is now unlikely to be realised in full as social distancing has prevented some of the work required and demand for some Housing services reduced during lockdown.									
5.	Summary and Next Steps									
5.1	The delay to saving delivery beyond 2020/21 is currently being assessed along with potential mitigating actions. Any change to the expected saving profile will be addressed in the Council's Budget reports.									
6.	Consultation on proposal									
6.1	The Council consulted extensively on the two-year budget proposals for 2019/20 and 2020/21. Details of the consultation are set out in the Budget and									

	Council Tax 2019/20 report approved by Council on 27th February 2019. A further consultation was carried out on the Council budget for 2020-21, which took place from December 13 2019 to January 13 2020. Details of the consultation are set out in the Budget and Council Tax 2020/21 report approved by Council on 26th February 2020.
7.	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)
7.1	The financial implications are contained within the main body of the report. There are no direct procurement implications.
8.	Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)
8.1	1.1 No direct legal implications.
9.	Human Resources Advice and Implications
9.1	1.2 No direct implications.
10.	Implications for Children and Young People and Vulnerable Adults
10.1	The report includes reference to the cost pressures in the Adult Social care budget.
11.	Equalities and Human Rights Advice and Implications
11.1	No direct implications.
12.	Implications for Partners
12.1	No direct implications.
13.	Risks and Mitigation

13.1.	Future service changes will be impacted by factors outside of the Directorate's control some of which cannot be predicted. Where these are significant enough to impact on the overall achievement of the service plans approval will be sought to take mitigating actions as and when required.
14.	Accountable Officers
	Anne Marie Lubanski, Strategic Director of Adult Care, Housing and Public Health
	Owen Campbell, Head of Finance (Adults, Public Health & Housing)

FORWARD PLAN OF KEY DECISIONS
1 August 2020 – 31 October 2020

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

Contact Information:-

Democratic Services
Riverside House
Main Street
Rotherham
S60 1AE

Email: governance@rotherham.gov.uk
Tel: 01709 822477

What is the Forward Plan?

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

What is a Key Decision?

A Key Decision is one which is likely to:-

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

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

What does the Forward Plan tell me?

The plan gives information about:

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

Who takes Key Decisions?

Under the Authority's Constitution, Key Decisions are taken by the Cabinet. Key Decisions are taken at public meetings of the Cabinet. The Cabinet meets once a month on a Monday at 10.00am Meeting dates for 2020/21 are:

15 June 2020	21 September 2020	23 November 2020	25 January 2021	22 March 2021	17 May 2021
13 July 2020	19 October 2020	21 December 2020	15 February 2021	19 April 2021	

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

Names of contact officers are included in the Plan.

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

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

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

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
NO MEETING IN AUGUST								
KEY DECISIONS TO BE TAKEN ON 21 SEPTEMBER 2020								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Annual Housing Development Report	1 July 2020	To determine the annual programme of new housing development and acquisitions enabled by the Council.	Cabinet Member - Housing	Cabinet Member for Housing and Relevant Ward Members	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
ASSISTANT CHIEF EXECUTIVE								
The Year Ahead	1 July 2020	To approve the plan for the year ahead until May 2021.	Leader of the Council	Relevant officers, members and stakeholders.	Report	All Wards	Open	Sharon Kemp Tel: 01709 822770 sharon.kemp@rotherham.gov.uk
Voluntary Sector Infrastructure	1 July 2020	To approve arrangements for codesign and completion of the three-year service level agreement and grant(s) for voluntary sector infrastructure services for the years 2021/22, 2022/23 and 2023/24.	Cabinet Member - Cleaner, Greener Communities	Relevant officers, members and stakeholders	Report	All Wards	Open	Sharon Kemp Tel: 01709 822770 sharon.kemp@rotherham.gov.uk
Advice Review and Advice Services SLA	1 July 2020	To approve arrangements for codesign and completion of the three-year service level agreement and grant(s) for voluntary sector advice services for the years 2021/22, 2022/23 and 2023/24 and alignment and referrals to advice services.	Cabinet Member - Cleaner, Greener Communities	Relevant officers, members and stakeholders	Report	All Wards	Open	Sharon Kemp Tel: 01709 822770 sharon.kemp@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
July 2020/21 Financial Monitoring	1 July 2020	To note the current revenue and capital monitoring position and agree any required actions.	Cabinet Member - Corporate Services and Finance	Relevant officers, members and stakeholders.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
REGENERATION AND ENVIRONMENT								
Town Centre Public Spaces Protection Order, and a Dog Control Public Spaces Protection Order	1 July 2020	To receive proposals for Town Centre Public Spaces Protection Order, and Dog Control Public Spaces Protection Order following consultation and agree the way forward.	Cabinet Member for Waste, Roads and Community Safety	South Yorkshire Police, key stakeholders and the public	Report and appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Commissioning of Domestic Abuse Support Services	1 August 2020	To approve the commissioning model for the provisions of Domestic Abuse Support Services	Cabinet Member for Waste, Roads and Community Safety	Partner agencies, providers, relevant Members, officers and stakeholders	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 21 SEPTEMBER								
ASSISTANT CHIEF EXECUTIVE								
Council Plan Q4 2019/20 Performance Report	1 July 2020	To report on the Council's performance against the Corporate Plan for quarter 4 in 2019/20.	Cabinet Member - Corporate Services and Finance	Relevant members, officer and stakeholders.	Report and appendices	All Wards	Open	Sharon Kemp Tel: 01709 822770 sharon.kemp@rotherham.gov.uk
Update on response to and recovery from Covid 19 Pandemic	1 August 2020	To provide an update on the Council's response to the Covid-19 pandemic.	Leader of the Council	Relevant Members, officers and stakeholders	Report	All Wards	Open	Sharon Kemp Tel: 01709 822770 sharon.kemp@rotherham.gov.uk
CHILDREN AND YOUNG PEOPLE'S SERVICES								
Response to recommendations from Children's Commissioner Takeover Challenge	1 February 2020	To respond formally to the recommendations arising from the 2019 Children's Commissioner Takeover Challenge	Deputy Leader of the Council and Cabinet Member for Children's Services & Neighbourhood Working	Relevant officers, members and stakeholders	Report and appendices	All Wards	Open	Sally Hodges Tel: 01709 822677 sally.hodges@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Response to recommendations from Children's Commissioner Takeover Challenge – Hate Crime	1 July 2020	To respond formally to the recommendations arising from the 2020 Children's Commissioner Takeover Challenge review of Hate Crime.	Deputy Leader of the Council and Cabinet Member for Children's Services & Neighbourhood Working	Relevant officers, stakeholders and members	Report and appendices	All Wards	Open	Sally Hodges Tel: 01709 822677 sally.hodges@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
New Applications for Business Rates Discretionary Relief	1 August 2020	To consider the recommendation for a new application for Business Rates discretionary relief.	Cabinet Member - Corporate Services and Finance	Relevant Members, officers and stakeholders	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Transport and Highways Capital Programme 2020-21	1 July 2020	To approve the Transport and Highways Capital Programme 2020-21.	Cabinet Member - Jobs and the Local Economy	Relevant officers, members, stakeholder and the public	Report and appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
KEY DECISIONS TO BE TAKEN ON 19 OCTOBER 2020 OR LATER								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Adult Care Services - Early Intervention Community Support Services	1 August 2020	To approve the commissioning approach highlighted in the report for the Rotherham Sight & Sound service and for the Dementia Cafes provision.	Cabinet Member - Adult Social Care and Health	Cabinet Member –Adult Social Care and Health, Director of Finance and Legal Services, Head of Procurement, Head of Equalities.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
Learning Disability/Autism - Developing Commissioning Solutions	1 August 2020	To approve the commissioning approach for highly specialist service providers for people with a Learning Disability and/or Autism and to create a Dynamic Purchasing System for Learning Disability and/or Autism services.	Cabinet Member - Adult Social Care and Health	Providers People who use services Carers	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
CHILDREN AND YOUNG PEOPLE'S SERVICES								
SEN Sufficiency Development Phase 3	1 August 2020	Proposals to address current and future Special Education Needs and Disability (SEND) sufficiency issues, as highlighted by SEND data and identified in Rotherham SEND Sufficiency Strategy.	Deputy Leader of the Council and Cabinet Member for Children's Services & Neighbourhood Working	Relevant officers, stakeholders and members	Report	All Wards	Open	Sally Hodges Tel: 01709 822677 sally.hodges@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Neighbourhood Road Safety Fund Programme	1 July 2020	Approval of the programme following Ward Member engagement.	Cabinet Member for Waste, Roads and Community Safety	Cabinet member and Ward members	Report and appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Towns Fund – Town Investment Plan	1 July 2020	To approve the submission of the Town Investment Plan	Cabinet Member - Jobs and the Local Economy	Town Deal Board, Relevant officers, members, stakeholders and public	Report and appendices	Boston Castle; Rawmarsh; Rotherham East; Rotherham West; Wingfield	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Library Strategy	1 August 2020	To approve the Council's Library Strategy	Cabinet Member - Cleaner, Greener Communities	Library customers, non-users, people with protected characteristics, general public and stakeholders	Report, Library Strategy and other appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 19 OCTOBER 2020 OR LATER								
FINANCE AND CUSTOMER SERVICES								
New Applications for Business Rates Discretionary Relief	1 August 2020	To consider the recommendation for a new application for Business Rates discretionary relief.	Cabinet Member - Corporate Services and Finance	Relevant Members, officers and stakeholders	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk

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

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

**PART 2
QUALIFICATIONS: ENGLAND**

Paragraphs 1-8 repealed.

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

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

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