

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

- Date and Time :-** Wednesday, 2 December 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 meeting held on 4 November 2020 (Pages 1 - 9)

To consider the minutes of the meeting of the Overview and Scrutiny Management Board held on 4 November 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. Progress Report on the recommendations made by the Overview and Scrutiny Management Board on the use of agency staff - November 2020 (Pages 10 - 17)

7. Adult Care - restructure and pathway development progress report (Pages 18 - 22)

For Information/Monitoring:-

8. Work Programme (Pages 23 - 43)

To consider the Board's Work Programme.

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 (Pages 44 - 50)

To review and identify items for pre-decision scrutiny from the Forward Plan of Key Decisions.

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 December 2020 at 11am as a Microsoft Teams meeting.



SHARON KEMP,
Chief Executive.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Wednesday, 4th November, 2020

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

Apologies for absence: - There were no apologies for absence.

The webcast of the Council Meeting can be viewed at:-

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

231. MINUTES OF THE PREVIOUS MEETING HELD ON 14 OCTOBER 2020

Resolved: - That the Minutes of the meeting of the Overview and Scrutiny Management Board, held on 14 October 2020, be approved as a correct record of proceedings.

232. DECLARATIONS OF INTEREST

Councillor Taylor declared an interest in agenda item 6 (Safer Rotherham Partnership) as he was a Safer Rotherham Partnership Board member.

233. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

234. EXCLUSION OF THE PRESS AND PUBLIC

There were no items requiring the exclusion of members of the public or press.

235. SAFER ROTHERHAM PARTNERSHIP ANNUAL REPORT

The Cabinet Member for Waste, Roads and Community Safety and the Head of Community Safety and Regulatory Services attended the meeting to present the Safer Rotherham Partnership Annual Report 2018/19. Superintendent Lynn Knox of South Yorkshire Police also attended the meeting.

The report was considered by the by the Board in its role as the Council's Statutory Crime and Disorder Committee as defined by the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

The report provided a review of the achievements of the partnership over the previous three years in line with the priorities set out in the Safer Rotherham Partnership Strategy. The Cabinet Member for Waste, Roads and Community Safety noted that the planned review of the priorities included in the strategy, scheduled to take place during 2020 had been delayed due the pandemic, but advised that the information contained in

the report would be used to inform the development of a refreshed set of priorities for the Safer Rotherham Partnership during 2021/22.

In introducing the report, the Cabinet Member advised of some areas of particular note including:

- Actions that had taken place in relation to dealing with and preventing both criminal and sexual child exploitation.
- Activity in dealing with Domestic Abuse and supporting its victims.
- The work of the Youth Offending Team, noting the excellent feedback that had been received from the recent external inspection of the service.

The Cabinet Member noted that the work of the Safer Rotherham Partnership continued to operate in a challenging environment due to the fragmented and short-term nature of the funding for many projects making planning service delivery difficult.

The Cabinet detailed key activities and achievements across the five key areas of activity for the Safer Rotherham Partnership that were:

- Protecting Vulnerable Children
- Protecting Vulnerable Adults
- Building Confident and Cohesive Communities
- Domestic Abuse and Sexual Offences
- Serious and Organised Crime

The full Safer Rotherham Partnership Report was attached as an appendix to the officer's report.

Members noted with concern that only 20% of all reports of Hate Crime led to a successful resolution and asked for further information on what the outcomes were for of the other 80% of Hate Crimes that were reported. The Cabinet Member advised that all reported incidents would conclude with an outcome, but that unfortunately only some reached an outcome that was categorised as "positive". The Cabinet Member did note however that due to the time that that some incidents took to investigate that there was often a significant time lag from an incident being reported to the investigation being concluded. The Head of Community Safety and Regulatory Services noted that 20% of cases concluding in a positive outcome was the target level for performance in a very challenging area of criminal investigation. The Cabinet Member advised that there were many reasons why many Hate Crime incidents did not conclude in a positive outcome including lack of evidence and the difficulty of following up leads and identifying perpetrators.

Members noted that while there was some information contained in the report that compared current with past performance, the report contained

large amounts of data and information that lacked context. Members noted that the lack of context and historical comparative data made analysis and comparisons regarding current performance difficult. Members also noted that it would be useful to be able to see performance data from other areas so as to be able to assess how performance in Rotherham compared to other comparable areas. The Cabinet Member advised that comparisons of performance with other areas were often difficult due to different methods of reporting and recording crime being used and noted as an example that the activities that were defined as “Anti-Social Behaviour” varied in different areas.

Members noted the difficulty of assessing performance in Rotherham surrounding key areas of concern such as Domestic Abuse and Hate Crime due to the lack of comparative data on performance contained in the report and noted that information on performance in areas similar to Rotherham would enable a clearer analysis of the issues to be made. The Cabinet Member advised that this information was held and that comparisons were made, noting that performance in Rotherham surrounding the successful resolution of Hate Crime incidents was above the national average. The Cabinet Member noted her concerns on the low number of positive outcomes recorded for sexual offences and advised that this was key area for the Safer Rotherham Partnership to focus on and improve performance.

Members asked whether programmes carried out in schools that were aimed at preventing extremism were still taking place. The Head of Community Safety and Regulatory Services advised that work with schools aimed at preventing extremism were continuing and advised that the way in that programmes were delivered had adapted to the challenges surrounding the pandemic with an increased use of online resources and seminars.

The Cabinet Member noted the challenges of dealing with activity that encouraged extremist thoughts and behaviour, and advised that this was particularly concerning at a time when children and young people were spending more time online and potentially accessing harmful and misleading sources of information. The Cabinet Member advised that online radicalisation that led to individuals acting on their own was a growing problem nationally.

Members noted the challenges of reporting anti-social behaviour during the pandemic, as in normal times ward councillors would receive information on incidents from being out and about in their wards. Members agreed that that it was important that residents were made aware of the various methods by which they could report incidents of anti-social behaviour.

Members noted with concern the number of child sexual exploitation (CSE) cases that had been reported and asked about activity that was taking place to encourage people who had concerns about CSE taking

place to report them. The Cabinet Member agreed the number of cases of CSE that had been reported was concerning but advised that it was positive that the incidents had been reported so that action could be taken. The Cabinet Member also noted her concern about the delays that the pandemic had created in processing CSE cases through the court system. The Head of Community Safety and Regulatory Services provided information on the activities that had been taking place to ensure that concerns regarding CSE were reported and investigated in a timely manner.

Members also asked for further information on the partnership's approach to stalking by strangers. The Head of Community Safety and Regulatory Services provided information on the processes that had been set up to address the issue and confirmed that while the situation was closely monitored there had been no incidents of stalking from strangers in Rotherham over the previous year.

Due to technical difficulties, Superintendent Lynn Knox of South Yorkshire Police had been unable to comment on the points raised in the meeting and it was advised by the Head of Community Safety and Regulatory Services that written comments would be circulated to members of the Board.

The Chair thanked the Cabinet Member for Waste, Roads and Community Safety and the Head of Community Safety and Regulatory Services for attending the meeting and answering members' questions.

Resolved: -

- 1) That the Safer Rotherham Partnership Annual Report be noted.
- 2) That future reports to the Overview and Scrutiny Management Board contain historical, as well as current data for all areas of performance monitored to enable members to clearly see changes and trends in performance.
- 3) That historical data on key areas of activity be circulated to members of the Overview and Scrutiny Management Board to enable members to clearly see changes and trends in performance.
- 4) That future reports to the Overview and Scrutiny Management Board contain information on performance on key areas of performance in other local authority areas in order to enable members to assess how performance in Rotherham compares to performance in other local authority areas.
- 5) That a meeting be arranged for the Chair and Vice-Chair of the Overview and Scrutiny Management Board to meet with the Chairs of the Select Commissions to review the report further in order to

highlight any further areas of concern and to consider the role of scrutiny in addressing these issues.

236. ADULT CARE - BUDGET UPDATE

The Strategic Director of Adult Care, Housing and Public Health and the Head of Finance Adults, Housing and Public Health attended the meeting to present a report that provided an update on the report on the forecast budget position for Adult Care, the Housing General Fund and Public Health that had been submitted at the September 2020 meeting of the Overview and Scrutiny Management Board.

In introducing the report, the Strategic Director noted that day care services had now reopened which was enabling an aspect of normality to return to service users' lives and was also allowing the process of re-assessments to recommence.

The Head of Finance Adults, Housing and Public Health noted that overall the Directorate was forecast to have an overspend of £6.4m on general fund services after taking account of the additional one-off budget support of £4.65m for 2020/21. This was an improved position to that reported in September where the forecast overspend had been £8.4m. It was noted that the Covid-19 pandemic had created a negative cost impact of £8m on the Adult Care budget, with £5.9m of the overspend being caused by the need for additional expenditure in areas such as new packages of care; financial support for the independent care sector and the provision of personal protective equipment.

The Head of Finance further advised that the pandemic had delayed the work required to deliver £2.1m of identified savings in the Directorate as due to the pandemic staff resources had been diverted to support work related to the pandemic and away from planned transformational activity. It was also noted that anticipated additional income had also reduced as the implementation of social distancing measures had prevented some of the tasks required from taking place.

The Strategic Director advised that the delay in the delivery of savings beyond 2020/21 was currently being assessed along with potential mitigating actions and noted that any change to the expected saving profile would be addressed in the Council's Budget reports. The Strategic Director also noted that challenges were appearing in the staffing budget due to reduced staff turnover in teams across the directorate that the

The report noted that the Neighbourhood Services' (Housing) budget was forecast to be delivered on target and that Public Health budget was projected to have an overspend of £100,000 due to increased staff resources required to manage the response to the pandemic. The report included tables that provided financial information on the Revenue Monitoring 2020/21 position as at July 2020, a summary of budget variances and the savings delivery forecast.

Members sought assurances regarding the resourcing of and support for the Public Health team. The Strategic Director advised that the team was adequately resourced and that she was providing active support for the team and was speaking to the team daily. It was noted that the new Director of Public Health would be taking up the post in January 2021.

The Chair asked for further information on how the reduced staff turnover was impacting the staffing budget. The Strategic Director advised that the budget contained allowances for periods when a post would be vacant between one person leaving and their replacement starting, but that due to the pandemic staff turnover had reduced so the amount of time when posts were vacant had reduced, and that this had in turn put pressure on the staffing budget. The Strategic Director also noted that increased use overtime and of agency staff had increased pressure in this budget area.

Members asked for further information on the progress of re-assessments of service users with learning disabilities. The Strategic Director advised that these had been delayed by the pandemic and due their complex nature would take a significant amount of time to complete.

The Chair thanked the Strategic Director of Adult Care, Housing and Public Health and the Head of Finance Adults, Housing and Public Health for attending the meeting and answering members' questions.

Resolved: -

- 1) That the report be noted.
- 2) That the Chair be given the discretion to request a further update to be brought to the January 2021 meeting of the Overview and Scrutiny Management Board, subject to the budget situation at that time.

237. CUSTOMER AND DIGITAL PROGRAMME - PROGRESS REPORT

The Assistant Director, Customer, Information and Digital Services and the Head of Customer Services attended the meeting to provide a progress report on the council's Customer and Digital Programme.

The report stated that the council's Customer and Digital programme aimed to ensure that high quality services were provided in a modern, efficient and joined up way so that all customers, regardless of their circumstances, had access to the services they needed as well as always receiving a consistently positive experience.

The Assistant Director, Customer, Information and Digital Services made a presentation to the meeting that provided information on:

- The redesign of the Rotherham MBC website and its positive

impact on the user experience and the increased number of services that could be accessed online.

- How the website had been used to support the council's response to the pandemic.
- Activities surrounding how the programme was reviewing and redesigning the way in which the council was delivering services in order to improve the customer experience.
- Processes that had been implemented to enable and encourage customers to use self-serve processes, reduce avoidable contact and to remove unnecessary or duplicated actions in back office processes.
- How the Customer and Digital Programme was supporting the delivery of the council's Year Ahead Plan.
- The £662,000 of financial savings that the programme had helped to deliver.

Members noted the importance of services being accessible via other channels and not just online, as not all residents could access services online. The Assistant Director assured members that access to services would never just be online only and that residents would be able to continue to access services in other ways. Members noted that many residents frequently advised that they found the Planning function on the council's website difficult to use. The Assistant Director advised that while the planning portal used to manage planning applications was an external site, discussions were taking place with the Planning Service on how to make the site more accessible.

Members asked for clarification around the number of visitors to the website in the period April – September 2020 that the officer's report stated to be one million, as to whether they were visits from unique users. The Assistant Director advised that the figures quoted for website visits were those from unique users. Members noted the upcoming focus of the programme to transform services and deliver savings in the Regeneration and Environment Directorate and asked for further information on the planned activity in this area. The Assistant Director advised work was taking place with teams in that directorate to identify systems and processes that needed to be improved, and that many areas for development had already been identified. The Assistant Director noted the challenges of carrying out the work required to enable the changes and to deliver the subsequent savings while the council was also managing its response to the pandemic.

Members welcomed that the vision of the Customer and Digital Programme was clearly showing results and that new processes were delivering savings and improving residents access to council services.

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Members noted the high levels of satisfaction of residents with council services that were being reported and asked for further information on how customer satisfaction was measured and recorded. The Assistant Director advised that not all services that were accessed by residents were managed by Customer Services, and that the methods for recording satisfaction over these services was not done uniformly, so that assessing customer satisfaction accurately was not straightforward.

Members stated their satisfaction with the new council website, noting its user-friendly layout and modern look. Members also noted their satisfaction with the new member casework system that was being trialled by some elected members.

The Chair thanked the Assistant Director, Customer, Information and Digital Services and the Head of Customer Services for attending the meeting and answering members' questions.

Resolved: -

- 1) That the report be noted.
- 2) That the Minutes of the discussion on the report be fed into the considerations of the sub-group of the Overview and Scrutiny Management Board on Communications, with the recommendations of the group being subsequently reported at a future meeting of the Overview and Scrutiny Management Board.

238. WORK PROGRAMME

The Board considered its Work Programme.

Resolved: - That the Work Programme be approved.

239. WORK IN PROGRESS - SELECT COMMISSIONS

The Chairs of the Improving Lives, Improving Places and Health Select Commissions provided an update on the work of the Select Commissions.

The Chair provided a progress report on the work of the sub-groups of the Overview and Scrutiny Management Board as well as an update on the work of the Sheffield City Region Combined Authority Overview and Scrutiny Committee.

240. FORWARD PLAN OF KEY DECISIONS

Members considered the Cabinet Forward Plan for the period 1 October to 31 December 2020.

Resolved: - That the Forward Plan be noted.

241. CALL-IN ISSUES

There were no call-in issues.

242. URGENT BUSINESS

There were no urgent items of business.

243. DATE AND TIME OF NEXT MEETING

Resolved: - That the next meeting of the Overview and Scrutiny Management Board will be held at 11am on Wednesday 18 November 2020 as Microsoft Teams meeting.

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 02 December 2020

Report Title

Progress Report on the recommendations made by the Overview and Scrutiny Management Board on the use of agency staff – November 2020

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

No

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Lee Mann, Assistant Director Human Resources and Organisational Development
01709 22285 or lee.mann@rotherham.gov.uk

Ward(s) Affected

None

Report Summary

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

Recommendation

That the Overview and Scrutiny Management Board note progress and consider further actions it might recommend in order to ensure appropriate management and oversight of this issue.

List of Appendices Included

None

Background Papers

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

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

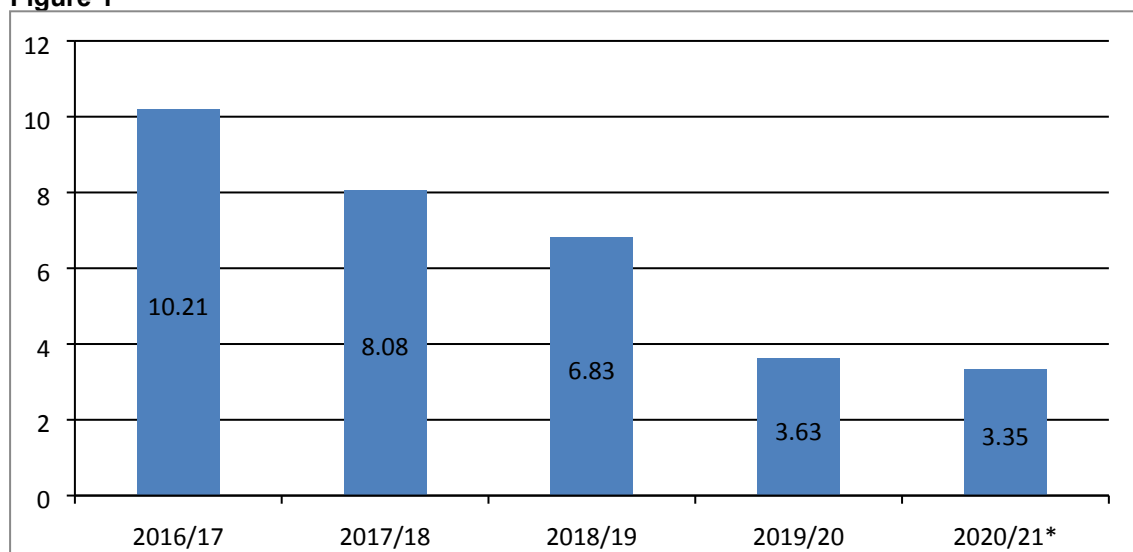
No

Agency Recommendations November 2020

1. Background

- 1.1 The Overview and Scrutiny Management Board review of the use of agency, interim and consultancy staff on 21 February 2018 made twelve recommendations. These were supported by Cabinet in July 2018 and Officers were instructed to action the recommendations.
- 1.2 The Workforce Management Board (WMB) continues to monitor and control agency costs by challenging usage across the Council. In approving agency resource, WMB take into account several factors:
- What risks are associated with not filling the role – including safeguarding?
 - Is there budget available to fund the agency resource?
 - Is the agency resource required to deliver a statutory function?
 - Can the work be delivered in any other way?
 - Any other factors that are deemed critical for securing additional agency resource
- 1.3 Agency resource continues to be used to enable continuation of services for time limited periods. Directorates have been tasked with reducing agency usage and to seek alternative solutions to flexible resourcing to maintain service delivery. WMB is tasked with providing cross-Directorate challenge of any business cases requesting use of agency spend.
- 1.4 Agency expenditure has fallen 77% since 2016/17, figure 1, and for 20/21 is forecast to be a similar amount to the £3.63m incurred last year. Figure 2 provides a breakdown of current year expenditure to date and annual forecast by Directorate.

Figure 1



*annual projection

Figure 2

Directorate	Actuals Q2 2020/21	Grant Funded	RMBC Revenue Funded	Full Year Forecast
Assistant Chief Executive's	£0	£0	£0	£0
Adult Care Housing & Public Health	£197,177	£0	£197,177	£295,839
Children and Young People's Services	£489,692	£21,223	£468,469	£1,397,520
Finance & Customer Services	£199,633	£0	£199,633	£291,542
Regeneration & Environment	£868,854	£32,900	£835,954	£1,368,490
RMBC	£1,755,355	£54,123	£1,701,232	£3,353,392

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

2.1 Recommendations overview

Nine of the twelve recommendations had been implemented in full at the time of last years report. This report provides an update on the remaining three recommendations.

2.2 Recommendation 6

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

The new Adult Social Care Pathway was implemented in October 2019. Agency usage in Adult Social Care continues to be monitored by WMB. Currently the Directorate has two Social Workers in Supported Discharge Pathways whose engagements are scheduled to finish at the end of the calendar year.

2.3 Recommendation 9

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

Regeneration and Environment recruited 22 employees in Grounds Maintenance on seasonal contracts at the beginning of March. Permanent recruitment to lessen the requirement for agency workers further is due to take place next spring.

2.4 Recommendation 11

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

The new neutral vendor agency contract that commenced in April has increased the number of suppliers from across the market. The supply chains include the neutral vendors internal agency whose placements are not subject to agency commission rates, typically saving circa 8%.

The new agency contract has reduced agency commission costs by £48,915 in the first 6 months of operation.

3. Options considered and recommended proposal

3.1 WMB continues to monitor and control agency costs

4. Consultation on proposal

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

5. Timetable and Accountability for Implementing this Decision

5.1 All recommendations have been implemented.

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

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

6.3 Significant focus has been placed on the level of agency and consultancy expenditure through the Council's financial monitoring procedures, with a clear steer to reduce its use. Therefore, these areas of expenditure have become a key part of the regular dialogue between directorates and their Finance Business

Partners, when reviewing the Council's budget and forecast position. The continued presence of the WMB should have the impact of continuing to reduce levels of expenditure across agency and consultancy.

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

7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)

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

8. Human Resources Advice and Implications

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

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

9. Implications for Children and Young People and Vulnerable Adults

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

10. Equalities and Human Rights Advice and Implications

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

11. Implications for Partners

11.1 There are no implications for partners.

12. Risks and Mitigation

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

13. Accountable Officer(s)

Judith Badger Strategic Director of Finance and Customer Services

Lee Mann Assistant Director Human Resources and Organisational Development

Approvals obtained on behalf of:-

	Named Officer	Date
Chief Executive		Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	18/11/20
Assistant Director of Legal Services (Monitoring Officer)	Stuart Fletcher	17/11/20
Assistant Director of Human Resources (if appropriate)		Click here to enter a date.

*Report Author:**Lee Mann, Assistant Director Human Resources and Organisational Development**01709 22285 or lee.mann@rotherham.gov.uk*This report is published on the Council's [website](#).

<h1>BRIEFING</h1>	TO:	Overview and Scrutiny Management Board
	DATE:	2 December 2020
	LEAD OFFICER:	Ian Spicer, Assistant Director Adult Social Care and Integration Sally Morris-Shaw, Principle Social Worker
	TITLE:	Update re Adult Social Care Restructure and Pathway
1. Background		
1.1	Adult Social Care Pathway:	<p>On 21 October 2019, the Council implemented a new Adult Social Care operating structure and introduced new pathways for Rotherham residents to access information, guidance and support. All staff moved into new teams on this date. This followed a period of engagement and formal consultation.</p> <p>The main aims of the new structure and pathways were to ensure a more customer focussed and responsive offer to the residents of Rotherham, resulting in less waiting time at the point of contact; a stronger reablement offer that enabled more people to regain independence; increased continuity of council staff involved; a simpler structure for residents and partners to understand and to raise practice standards and overall performance.</p> <p>Post restructure a 20-week coaching programme for managers was completed in order to develop leadership and management skills.</p>
1.2		The 'Huddle Board' approach, utilising an IT platform implemented at the same time to support the coaching programme has remained a key tool in supporting managers and frontline staff in delivering the requirements of the new ways of working. Unbeknown to anyone at the time this has proved an additional benefit during the pandemic, enabling teams to keep in closer contact and provide structure around performance and staff welfare.
1.3		A full review of the Restructure and Pathway was scheduled for six months after its implementation (April 2020). This coincided with the pandemic and full national lockdown. Therefore, the review was delayed until September 2020.
1.4		There is also an internal audit of the Restructure and Pathways underway that is due for completion in Quarter 4.
1.5		As previously reported a Sector led Improvement Regional Peer Challenge took place in February 2020, four months after implementation, with the following broad outcomes:

Peer Review scope:

- To identify the confidence levels of staff and managers
- To understand the level of culture change
- To feedback on practice assurance

Strengths:

- Leadership is strong throughout the directorate
- Very clear evidence around partnership working (internally and externally)
- Strong investment in our workforce
- Culture has changed in a positive way
- Coherent performance management framework

Areas for consideration:

- Pathway clarity
- Sufficient capacity
- Sustainability
- Celebrating successes
- Improving the Carers offer

2. Key Issues**2.1 Adult Social Care Pathway Review September 2020**

This review was undertaken to identify what was working well, and what was not working in the way that it was intended - and the reasons why, and therefore what actions may be needed to be considered in order to achieve the original aims of the pathway.

The objectives of the review are to create clarity on the challenges of the pathway, and to present these objectively for decision making by the Adult Social Care Leadership Team.

2.2 Examples of what is working well

- The introduction of broader roles within Localities has allowed staff to get a more well-rounded development of social care.
- Huddles are seen as a positive regular touchpoint for the teams, and this has been especially useful during COVID-19.
- Staff feel as though if they had their full complement, they would be able to manage demand coming through and the fluctuating needs of the service
- The alignment of First Contact / Customer Contact with Reablement has been extremely positive for supporting the use of Reablement and sharing resource across the service effectively.
- Communication within Access has been improving, and it is felt there is good collaboration across teams.
- Since COVID-19, the IDT discharge process has been working well.
- Reablement has been very receptive and reactive (positively) to working with IDT for the benefit of people and the pathway.

	<p>There has been positive feedback on the practice development sessions provided for staff.</p> <p>LAS support role fits well within this service area and feels like an opportunity to really bring this function in as a core part of the service.</p> <ul style="list-style-type: none"> • The Practice Team has been able to add valuable insight into current practice and identify areas of need, as well as support much more professional practice development than previously available.
2.3	<p>Examples of what could be improved</p> <p>Capacity continues to be a challenge in Locality teams, which from staff's points of view is driven by both increasing demand post the COVID-19 period, as well as vacancies, sick leave and maternity leave.</p> <ul style="list-style-type: none"> • Staff also reported that they felt a deputy manager / senior work would help to manage the strategic workload of Team Managers (attending meetings, authorisations), as Team Managers capacity continues to be a challenge. When pressed, staff reported that authorisations specifically were felt to be taking up a lot of Team Managers time, and that if there were less authorisations required then it would mean more capacity being available. • Part-time term working, and certain flexible working arrangements, are causing issues with the consistency of staff across teams and consequently impacting on capacity. <p>The First Contact team feel being able to undertake visits would help reduce duplication and capacity challenges for Social Workers.</p> <ul style="list-style-type: none"> • The flow of work from Access teams to Localities could be improved. • Staffing hours, work patterns and leave rota are continuing to put pressure on Access. <p>Unsure whether that the disbanding of CHC has achieved its desired impact</p> <ul style="list-style-type: none"> • From a Professional Practice (PP) perspective confidence of staff is a concern. • Staff across the teams are not understanding the Strategic Lead roles and therefore not making best use.
2.4	<p>Performance</p> <p>Overall post implementation performance across the key KPI's has shown sustained improvement with regard to waiting times; assessment numbers; carers assessments and reviews. During 'lockdown' new demand decreased significantly and follow up work saw further improvements. However since 'lockdown' ended demand levels have returned to previous levels with a discernible increase in complexity and safeguarding risks. This coupled with workforce pressures, some of which are pandemic related has meant that the improved performance levels have not been sustained.</p>

2.5 Summary

The full review is yet to be action planned and feedback to staff in detail. This is underway and will be completed in November 2020.

In enclosing some of the feedback above, it is clear that it is proving difficult to extricate the impact of the pandemic from the successful implementation of the pathway. In context the new pathway was four months into its implementation when the pandemic arrived, the service has therefore been operating for longer under the pandemic (eight months) than in the new ways of working. It is difficult to ascertain clearly what the impact has been of the pandemic on the pathway other than significant.

Notwithstanding the impact of the pandemic, significant themes can be identified for further action:

DRAFT FOR DISCUSSION

Wider review themes

In addition to the service area specific feedback included in this review, wider review themes which span across the directorate have been included below. These views have been again gathered through staff engagement.



Delegated Authority: there is an opportunity, and the willingness, for appropriate delegation of decision making from SMT to wider directorate leadership.



Vacancies: across the directorate there are 9 FTE vacancies. Furthermore, turnover has reduced from before the new pathway, where there is not a fairly static workforce that has not struggled to recruit.



Culture: there is not consistency in culture and approach across all teams, which leads to varied experiences for service users and therefore outcomes.



Consistency: there is inconsistent practice from Managers relating to a number of areas, the most considerable including the management of Duty and the following up properly on capability issues.



Skills & capability: there continues to be gaps in skills and capabilities since the implementation of the new pathway.



Positioning staff in areas of strength: staff feel as though not all were placed in roles that play to their strengths, and as a result the service is suffering.



Rotas: due to sickness, maternity, and further reasons, the existing rotas for CHC, Duty and OoH are putting additional pressures on the same staff group, which is then impacting on the day to day job for these individuals.



Understanding of the pathway: there is evidence that not all teams understand the overarching pathway, individual teams remit, and their responsibilities. This is leading to confusion.

Big hearts, big changes

Rotherham
Metropolitan
Borough Council

3. Key Actions and Timelines

- 3.1
- Peer Review took place 12-14 February, with a key focus on the Pathway changes.
 - Internal Audit commissioned to review impact of the changes Quarter 4.
 - Formal 6-month Review of the restructure and pathways to be undertaken in April 2020, this was completed in September/October 2020.
 - Further work around the 'Digital Offer' and accessibility to advice and information is continuing.
 - Development of an Assistive Technology Strategy is a vital element to supporting reablement and independence.
 - The coaching programme ended on 14 February. Sustainability plans in place to continue the progress made. Investment in internal resource to support this.

4. Recommendations**4.1**

1. That the report be noted.
2. That a further update be provided to the Overview and Scrutiny Management Board when the internal audit has been completed, and the solution focussed action plan is underway.

Work programme – Overview and Scrutiny Management Board UPDATED: 18 November 2020

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
7 May	Financial Support for Older People's Residential Care Homes During the Covid-19 Pandemic	Pre-decision scrutiny in advance of Cabinet meeting on 11 May.	1. That Cabinet be advised that the recommendations be supported.
	Financial Support for Learning Disability Day Opportunity Providers During the Covid-19 Pandemic	Pre-decision scrutiny in advance of Cabinet meeting on 11 May.	1. That Cabinet be advised that the recommendations be supported. 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.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
11 June	Autism Strategy	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a report on the implementation of the Rotherham All Age Autism Strategy and Implementation Plan 2020 -2023 be submitted to the Health Select Commission in due course.
	Support Services for Adult Survivors of Child Sexual Exploitation: Commissioning and Procurement Approach	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That, subject to Cabinet approving the recommendations set out in the report, the benchmarking exercise by Members of Improving Lives Select Commission be continued, with interviews with Members from other authorities being prioritised to better inform the approach to the procurement process. 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.
	Finance Update and Budget Monitoring Report	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That the Leader of the Council write to all three Members of Parliament for the borough seeking their support to lobby the Government to ensure the Council is fairly funded to respond to the impact of the Covid19 pandemic.

			<ol style="list-style-type: none"> 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>Covid-19 Discretionary Business Grants Scheme</p>	<p>Pre-decision scrutiny in advance of Cabinet meeting on 15 June.</p>	<ol style="list-style-type: none"> That Cabinet be advised that the recommendations be supported.
	<p>Children's Commissioner Takeover Challenge - Hate Crime</p>	<p>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>	<ol style="list-style-type: none"> That the report and the conclusions and recommendations as outlined at Appendix 1 of the officer's report, be noted. That the report be forwarded to Cabinet and partners for their consideration and to Council for information. That a detailed response to the recommendations be presented to the Overview and Scrutiny Management Board and Rotherham Youth Cabinet in October 2020.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
15 July	Financial Outturn 2019-20	Pre-decision scrutiny in advance of Cabinet meeting on 20 July.	<ol style="list-style-type: none"> 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.
	Community Energy Switching Scheme	Pre-decision scrutiny in advance of Cabinet meeting on 20 July.	<ol style="list-style-type: none"> 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.
	Consultation on Public Spaces Protection Orders - Town Centre and Borough Wide Dog Fouling	Pre-decision scrutiny in advance of Cabinet meeting on 20 July.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported.
	Overview and Scrutiny Annual Report 2019-20	To approve the annual report.	<ol style="list-style-type: none"> 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.

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	Response to recommendations from the sickness absence workshop	To updates OSMB on the outcomes of the sickness absence workshop	1. That the report be noted.
	Children's Placement Projections	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.
	Adult Care: Budget Forecast and Savings Update	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"> 1. That Cabinet be advised that the recommendations be supported. 2. That the 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. 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. 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.
	Voluntary Sector Infrastructure	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported.
	Advice Review and Advice Services SLA	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported.
	Annual Housing Development Report	Pre-decision scrutiny in advance of Cabinet meeting on 21 September.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported.

**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.	1. That Cabinet be advised that the recommendations be supported.
	Towns Fund – Town Investment Plan	Pre-decision scrutiny in advance of Cabinet meeting on 19 October.	1. That Cabinet be advised that the recommendations be supported.

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.	<ol style="list-style-type: none"> 1. That the Safer Rotherham Partnership Annual Report be noted. 2. That future reports to the Overview and Scrutiny Management Board contain historical, as well as current data for all areas of performance monitored to enable members to clearly see changes and trends in performance. 3. That historical data on key areas of activity be circulated to members of the Overview and Scrutiny Management Board to enable members to clearly see changes and trends in performance. 4. That future reports to the Overview and Scrutiny Management Board contain information on performance on key areas of performance in other local authority areas in order to enable members to assess how performance in Rotherham compares to performance in other local authority areas. 5. That a meeting be arranged for the Chair and Vice-Chair of the Overview and Scrutiny Management Board to meet with the Chairs of the Select Commissions to review the report further in order to highlight any further areas of concern and to consider the role of scrutiny in addressing these issues.
	Adult Care - Budget Update	Resolved at meeting on 2 September to receive a further update.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That the Chair be given the discretion to request a further update to be brought to the January 2021 meeting of the Overview and Scrutiny Management Board, subject to the budget situation at that time.

Customer and Digital Programme

To receive a progress report.

1. That the report be noted.
2. That the Minutes of the discussion on the report be fed into the considerations of the sub-group of the Overview and Scrutiny Management Board on Communications, with the recommendations of the group being subsequently reported at a future meeting of the Overview and Scrutiny Management Board.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
18 November	Medium Term Financial Strategy Sufficiency Development Phase	Pre-decision scrutiny	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That if the assumptions that have been used in the development of the Medium-Term Financial Strategy change substantially before the Overview and Scrutiny Management Board is consulted on the Council's Budget proposals, then a further report be presented to the Overview and Scrutiny Management Board.
	September Financial Monitoring	Pre-decision scrutiny	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That if the financial monitoring situation worsens before the next scheduled Financial Monitoring Report is scheduled to be received, then a further report be presented to the Overview and Scrutiny Management Board.
	Equalities Review - going for "Excellent" accreditation	Pre-decision scrutiny	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That an agenda item pertaining to Equalities be added to the Overview and Scrutiny Management Board agenda on a two-monthly basis. 3. That a fact-finding Equalities sub-group convene on a monthly or as-needed basis to discuss Equalities workstreams and lines of inquiry with a view to bringing outcomes to present at Overview and Scrutiny Management Board for further scrutiny. 4. That the Equalities sub-group be comprised of a core group of Members with at least one member

			representing each of the scrutiny commissions, and that Members be invited to submit to this subgroup their questions or topics for discussion related to Equalities.
	SEND Sufficiency Development Phase 3	Pre-decision scrutiny	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That the Improving Lives Select Commission continues to monitor the implementation of the SEND Sufficiency Strategy

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
2 December	Implementation of Recommendations from the Scrutiny Review of Agency, Consultancy and Interim Staff	Further monitoring update from previous scrutiny review was requested for Nov 2020.	
	Adult Care - restructure and pathway development	To cover implementation of the Target Operating Model and new pathways in Adult Care.	
	Fire and Rescue Service - Integrated Risk Management Plan	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
20 January	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 25 January.	
	Adult Care Budget update	Resolved November 2020 to consider to look again in January.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
10 February	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.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
24 February	Social Value Policy	Progress report	
	Complaints and Compliments Annual Report	Annual item.	
	Equalities Report	Standing bi-monthly 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	Scrutiny acknowledged that it was early days in the recovery plan process with steps outlined to reduce the deficit. Overall position. 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.	To be scheduled.	Strategic Director Children's and Young Peoples Services

Council Plan Performance Indicators	Regular monitoring	To be scheduled (outcome of discussion on Year Ahead Report on 16 December to inform this)	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	
Equalities Report	Standing bi-monthly item	To be scheduled	
Radicalisation of young people and extremism		To be scheduled	

**FORWARD PLAN OF KEY DECISIONS
1 November 2020 – 28 February 2021**

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
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KEY DECISIONS TO BE TAKEN ON 23 NOVEMBER 2020

ASSISTANT CHIEF EXECUTIVE

Equalities Review - going for Excellent accreditation	1 September 2020	To consider a review of equalities to incorporate learning from the COVID 19 emergency and agree a programme of action leading to Rotherham securing "Excellent" accreditation under the Equality Framework for Local Government.	Cabinet Member - Corporate Services and Finance	Relevant officers, members and stakeholders	Report	All Wards	Open	Jackie Mould Tel: 01709 823618 jackie.mould@rotherham.gov.uk
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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	Suzanne Joyner Tel: 01709 247617 suzanne.joyner@rotherham.gov.uk
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FINANCE AND CUSTOMER SERVICES

September 2020/21 Financial Monitoring	1 September 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
Medium Term Financial Strategy	1 September 2020	To consider a review and update of the Medium Term Financial Strategy 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

REGENERATION AND ENVIRONMENT

Domestic Abuse Recommissioning	1 October 2020	To approve the approach and key outcomes relating to the recommissioning of domestic abuse support services and refuge.	Cabinet Member for Waste, Roads and Community Safety	Relevant officers, members and stakeholders	Report and appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
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Forge Island enabling - Demolition of Riverside Precinct and 8-18 Corporation Street, S60 1NG	1 October 2020	That Cabinet approves the scheme of works that include the demolition of Riverside Precinct, 8-18 Corporation Street and other remediation as part of enabling development for the Forge Island project.	Cabinet Member - Jobs and the Local Economy	Relevant officers, members and stakeholders.	Report and appendices	Boston Castle	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
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NON-KEY DECISIONS TO BE TAKEN ON 23 NOVEMBER 2020

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
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KEY DECISIONS TO BE TAKEN ON 21 DECEMBER OR LATER

ADULT CARE, HOUSING AND PUBLIC HEALTH

HRA Business Plan 2020-21	1 October 2020	To approve the 2020 – 21 HRA Business Plan.	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
Housing Rent and Service Charges	1 October 2020	To approve rent and service level charges for 2021-21.	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

NON-KEY DECISIONS TO BE TAKEN ON 21 DECEMBER OR LATER

ASSISTANT CHIEF EXECUTIVE

Year Ahead Plan - Quarterly Progress Report	1 October 2020	To report on the Council's progress against the Year Ahead Plan in Quarter 2 (July – September 2020).	Leader of the Council	Appropriate officers, members and stakeholders.	Report and appendices	All Wards	Open	Jackie Mould Tel: 01709 823618 jackie.mould@rotherham.gov.uk
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FINANCE AND CUSTOMER SERVICES

New Applications for Business Rates Relief	30 September 2020	To consider the recommendation for a new application for Business Rates discretionary relief.	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
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**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.