

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

- Date and Time :-** Wednesday 10 February 2021 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 20 January 2021 (Pages 4 - 13)

To consider the minutes of the previous meeting of the Overview and Scrutiny Management Board and 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.

Items for Pre-Decision Scrutiny

In accordance with the outcome of the Governance Review in 2016, the following items are submitted for pre-scrutiny ahead of the Cabinet meeting on 15 February 2021. Members of the Overview and Scrutiny Management Board are invited to comment and make recommendations on the proposals contained within the report.

6. Budget and Council Tax 2021-22 and Medium-Term Financial Strategy Update (Pages 14 - 248)

Cabinet Portfolio: - Corporate Services and Finance

Strategic Directorate: - Finance and Customer Services

7. Digital Strategy (Pages 249 - 275)

Cabinet Portfolio: - Corporate Services and Finance

Strategic Directorate: - Finance and Customer Services

8. Amendment to the Hackney Carriage and Private Hire Licensing Policy (vehicle licence plates) (Pages 276 - 343)

Cabinet Portfolio: - Waste, Roads and Community Safety

Strategic Directorate: - Regeneration and Environment

9. Revisions to the Housing Allocation Policy and the Strategic Tenancy Policy (Pages 344 - 437)

Cabinet Portfolio: - Housing

Strategic Directorate: - Adult Care, Housing and Public Health

For Discussion/Decision:-

10. Outcomes from Homes Allocation Working Group (Pages 438 - 443)

11. Outcomes from Working Group on Call Centre Communications (Pages 444 - 448)

12. Outcomes from Building Use Working Group (Pages 449 - 453)

For Information/Monitoring:-

13. Work Programme (Pages 454 - 475)

To consider the Board's Work Programme.

14. Forward Plan of Key Decisions (Pages 476 - 482)

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

15. Call-in Issues

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

16. Urgent Business

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

17. Date and time of next meeting

The next meeting of the Overview and Scrutiny Management Board will be held on Wednesday 24 February at 11am a Microsoft Teams meeting.

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

SHARON KEMP,
Chief Executive.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Wednesday 20 January 2021

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

Apologies for absence:- Apologies were received from Councillor Tweed.

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

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

284. MINUTES OF THE PREVIOUS MEETINGS HELD ON 2 AND 16 DECEMBER 2020

Resolved: - That the Minutes of the meetings of the Overview and Scrutiny Management Board, held on 2 and 16 December 2020, be approved as a correct record of proceedings.

285. DECLARATIONS OF INTEREST

There were no declarations of interest.

286. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

287. EXCLUSION OF THE PRESS AND PUBLIC

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

288. COVID-19 - UPDATE

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 25 January 2021 that provided an update on how the Council was currently responding to the COVID-19 pandemic and that also outlined proposals to introduce a local self-isolation support payment scheme. The Leader of the Council, the Chief Executive, the Assistant Chief Executive, the Strategic Director – Adult Care, Housing and Public Health and the Director of Public Health attended the meeting to present the report.

The Leader noted that in addition to the national scheme of payments designed to support individuals who were required to self-isolate as a result of a positive diagnosis or from having been in close contact with an individual that had tested positive, the Council had been administering a scheme of discretionary payments for individuals who would as a result of self-isolating experience financial hardship but who were not in receipt of a qualifying benefit.

The Leader advised that for the discretionary payments scheme the Government would not be providing any additional funding once the funding that had already been allocated had been used. As such each local authority would be required to manage their allocation of funding by either making smaller payments, stopping payments once the fund had been exhausted or looking to fund discretionary payments through another route. It was noted that discretionary payments fund at Rotherham was expected to have been fully utilised during January 2021. The Leader advised that in order to address the likely shortfall on the discretionary payments scheme that it was being proposed that an additional discretionary payments fund be established that was funded with a sum of up to £100,000 to come from the Council's allocation of the Contain Outbreak Management Fund (COMF), £2.123m.

In addition to the additional funding being used to enable discretionary payments to continue to be made the Leader advised that it was proposed that a local self-isolation payments scheme be established to further support the Contain Strategy by further supporting and encouraging self-isolation where required. The Leader advised that the proposed local scheme would broadly follow the same principles of the Government's self-isolation support payment scheme, but that entitlement would not be based on financial hardship. The Leader advised that the only requirement to be able to access the scheme would be for individuals to be able to provide evidence of loss of income due to having had to self-isolate. The Leader stated that the aim of the scheme would be to encourage and incentivise individuals to self-isolate if they were required to do so. It was noted that the payments of £250 would be funded from the COMF, with a maximum funding allocation of £100,000.

The report provided an update that was summarised by the Chief Executive and the Assistant Chief Executive on key activities surrounding the pandemic including support for businesses, community testing, enforcement activity, the Community Hub and support for vulnerable residents and the roll out of the vaccination programme in Rotherham. The Director of Public Health provided information on the latest case figures surrounding the pandemic in Rotherham.

The Chair asked for further information on the work that had been done with supermarkets on the Government direction regarding checks on their compliance with measures to ensure that supermarkets were as safe an environment as was possible. The Chief Executive advised that all large supermarkets were being visited to check compliance with safety procedures, with activity being targeted at shops where reports of non-compliance had been received. Members asked if the smaller local supermarkets would be visited to ensure that they were operating safely. The Assistant Chief Executive advised that the directive from Government had been to focus on large stores but assured members that if reports of non-compliance were received regarding smaller stores then these would be investigated.

Members welcomed the roll out of the vaccine programme across the

Borough and noted the reports of positive experiences of the programme that they had received from residents.

Members noted concerns about the temporary closure of the community testing facility at Forge Island due to concerns regarding flooding in the area. The Director of Public Health advised members that the testing site would reopen in the coming week and assured members that other testing sites across the Borough had more than enough capacity to take up the demand for testing that had been displaced from the Forge Island testing site.

Members noted their support for the additional local scheme of discretionary payments to help people self-isolate but expressed concern about reports about the high number of applications for discretionary support nationally being refused and asked whether this was the case in Rotherham. The Leader advised that unfortunately that this was the case in Rotherham, as while the scheme was administered locally, the rules were set nationally. The Leader assured members that as the proposed local support scheme would have different eligibility criteria to the other self-isolation support schemes it would enable more residents to be able to access the financial support that they needed.

Members asked for further information on the latest situation regarding the payment of financial support for businesses. The Head of Corporate Finance who was in attendance meeting provided further information on the payment of financial support and assured members that all payments were being made promptly and to all those businesses who were entitled to support.

Members asked about how the clinically extremely vulnerable residents who were accessing support from the Community Hub were being supported if they advised that they were experiencing financial difficulties. Members also asked how many clinically extremely vulnerable residents there were in the Borough. The Chief Executive advised that the Council's advocacy and other support services could assist with advice for residents who were experiencing financial difficulties as a result of the pandemic. The Leader noted that many of the financial concerns that people had were surrounding Council Tax and advised that options for support with or for the deferment of Council Tax payments were available. The Director of Public Health advised that information on the number of clinically extremely vulnerable residents in the Borough would be circulated to members.

Members asked if there were any expectations of further financial support being received from the Government to support increased costs related to the pandemic. The Strategic Director – Finance and Corporate Services who was in attendance at the meeting advised that there was no expectation of any further additional funding being received.

The Chair thanked the Leader of the Council, the Chief Executive, the

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Assistant Chief Executive, the Strategic Director – Adult Care, Housing and Public Health and the Director of Public Health for attending the meeting and answering members' questions.

Resolved: -

That Cabinet be advised that the recommendations be supported.

289. NOVEMBER FINANCIAL MONITORING

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 25 January 2021 that set out the financial position of the Council as at the end of November 2020. The Cabinet Member for Corporate Services and Finance, the Strategic Director - Finance and Customer Services and the Head of Corporate Finance attended the meeting to present the report.

The Cabinet Member for Finance and Corporate Services advised that the report was the latest in a series of financial monitoring reports and noted that the current report detailed the Council's the financial position as at the end of November 2020. The Cabinet Member stated that as at November 2020, the Council had a forecast year-end overspend of £23.6m on the General Fund, this however was mitigated in part by the Governments provision of COVID-19 emergency support grant and a Sales, Fees and Charges Income Compensation scheme that meant that the net forecast budget outturn was showing a £0.9m overspend was being forecast.

The report provided a full and detailed analysis on the current budget position (as at November 2020) for each of the Council's directorates as well as current information regarding the Council's Housing Revenue Account and Capital Programme.

The Strategic Director – Finance and Customer Services assured members that despite the current projected overspend of £0.9m, that there was high confidence that there would be a balanced budget position by the end of the financial year.

The Chair noted the delayed implementation of the savings that had been detailed in the budget and asked what activity was taking place with directorates to ensure that the required savings that had been deferred until next year would be delivered. The Strategic Director advised that work was ongoing with directorates to ensure that the required savings were delivered and assured members that directorates understood clearly that it was essential that the savings that had been deferred to next year were delivered.

Members noted how well, in comparison to many other local authorities that the Council was managing the financial challenges created by the pandemic.

Members asked whether the recent bad winter weather, that had included several weeks of sub-zero night-time temperatures, snow and heavy rain would create any difficulties for the budget with regards to winter maintenance. The Strategic Director advised that the work had been carried out over recent years to realign budgets and to ensure that directorate budgets were realistic would ensure that the winter maintenance budget would be able to cover the demands of the recent bad weather. The Strategic Director - Regeneration and Environment who was in attendance at the meeting advised that while extra winter maintenance activity was budgeted for it would possibly have an impact on the delivery of other services due to staff being redeployed to work on winter maintenance activities and away from other activities. The Strategic Director also assured the Chair that staffing costs were as expected and that there were no concerns related to the cost of agency staff.

The Chair thanked the Cabinet Member for Corporate Services and Finance, the Strategic Director - Finance and Customer Services and the Head of Corporate Finance for attending the meeting and answering members' questions.

Resolved: -

That Cabinet be advised that the recommendations be supported.

290. COMMUNITY ENERGY SWITCHING SCHEME

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 25 January 2021 regarding proposals for the delivery of a Community Energy Switching Scheme. The Strategic Director – Regeneration Environment, the Assistant Director - Planning, Regeneration and Transport and the Environment, Energy and Data Manager attended the meeting to present the report.

The report stated that a community energy switching scheme would be open to all Rotherham residents and the aim of the scheme would be to reduce the number of households paying high tariffs for gas and electricity and consequently reduce fuel poverty. It was noted that though the scheme would be open to all residents, it would be of particular benefit for harder to reach and vulnerable residents, who may not be able to access energy switching services independently.

The development of a community energy switching scheme had first been approved by Cabinet on 17 December 2018, with Robin Hood Energy subsequently being awarded the contract, however due to various problems with the contract and Robin Hood Energy ceasing to trade a new approach had been needed to be developed. The Strategic Director – Regeneration and Environment noted that on 20 July 2020 that Cabinet had approved a procurement process in order to identify a potential

partner to develop a Community Energy Switching scheme. However, as only one bid had been received from a company that could not provide the level of service that was required, as well as not having all the required licences, the bid had been deemed to be a non-compliant bid.

The Strategic Director advised that due to the difficulties experienced with finding a suitable delivery partner the option that had also been approved by Cabinet on 20 July 2020 for the development of an internally delivered scheme as an alternative approach had been pursued.

The report stated that an internally managed scheme would be delivered by a Community Energy Officer that in 2020/21 would be funded from a combination of National Energy Action grant of £14,091 and directorate approved revenue budget. It was noted that further external funding, when available, would be used to extend or grow the scheme.

Members noted the length of time that the development of an energy switching scheme had been in development and agreed that the proposed option would enable activity to take place that would support residents who may not have the skills or internet access in order to switch energy providers.

The Chair asked how residents who needed support to switch providers, and who did not have access to the internet would be reached and engaged with. The Environment, Energy and Data Manager advised that online engagement activity would be supplemented by work with community groups and voluntary organisations in community settings that would ensure that those residents who did not have access to the internet could be engaged with and supported.

Members noted that the name of the scheme did not clearly describe its proposed purpose of supporting residents to switch to a cheaper energy tariff and were in agreement that a more suitable name should be considered for the scheme. Members also agreed that council tenants who were on the district heating scheme should be advised that the proposed switching scheme would only enable them to access alternative tariffs and providers for the supply of electricity.

The Chair thanked the Strategic Director – Regeneration Environment, the Assistant Director - Planning, Regeneration and Transport and the and Environment, Energy and Data Manager for attending the meeting and answering members' questions.

Resolved: -

1. That Cabinet be advised that the recommendations be supported.
2. That the name of the scheme be reviewed in order to ensure that it is both accessible to residents and clearly matches the objectives of the scheme.

3. That information on the number of residents in receipt of the district heating scheme be circulated to members of the Overview and Scrutiny Management Board.

291. DOMESTIC ABUSE SERVICES

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 25 January 2021 that detailed proposals for the recommissioning of Domestic Abuse Support Services. The Cabinet Member for Waste, Roads and Community Safety, the Assistant Director - Community Safety and Street Scene and the Head of Community Safety and Regulatory Services attended the meeting to present the report.

Councillors Clark and Simpson, as members of the Improving Lives Select Commission joined the meeting at this point. The Chair had invited members of the Improving Lives Select Commission to attend the meeting for this item as Domestic Abuse Support Services had been an area of focus for the Commission.

The Cabinet Member for Waste, Roads and Community Safety advised that Domestic Abuse remained a key priority for the Council and its partners through the Safer Rotherham Partnership (SRP). The report stated that current commissioned Domestic Abuse Support Service contracts were scheduled to come to an end on 30 September 2021. It was noted that a range of consultation, engagement and review activity had already taken place in respect of domestic abuse services and that this information would be used to identify the key issues that needed to be addressed as part of the recommissioning process and the establishment of a new system of support for victims of domestic abuse. The Cabinet Member advised the recommissioning process would be managed alongside the work surrounding the development of the Council's refreshed Domestic Abuse Strategy and that the new services would be supported by an increase in funding of £150,000 per year, with the total annual budget being £660,000.

The report provided details on a proposed engagement process that would be followed by a competitive procurement process with providers for the support services that would establish a new delivery model for victims of Domestic Abuse. The Cabinet Member advised that the new service provision would then offer a seamless service for victims, with an increased focus on prevention and early intervention alongside improved access to information and support. The Cabinet Member advised that the new services would have the flexibility in order to meet the needs of all communities, including victims of domestic abuse who were from minority ethnic groups or who were refugees and those in same sex relationships or who were transgender.

The report stated that it was proposed that the Council's refuge provision

should be recommissioned immediately in order to maintain current provision so as to ensure that the needs of victims and survivors of Domestic Abuse continued to be met and to ensure the seamless continuation of a female-only refuge space.

Members noted the impact of the pandemic on both incidents of domestic abuse and also on how services to support victims of domestic abuse were able to be delivered.

Members asked for further information on how Rotherham compared to other areas regarding numbers of domestic abuse incidents. The Cabinet Member advised that compared to the national average, incidents in Rotherham were slightly lower. The Head of Community Safety and Regulatory Services noted that regular benchmarking activity took place to look how Rotherham compared to other areas both locally and nationally with regard to domestic abuse incidents. The Head of Community Safety advised that despite the impact of the pandemic, the number of incidents of domestic abuse reported in the last year had not shown any significant change to the numbers reported in previous years.

Members asked for further information on how the recommissioned services would support victims of domestic abuse who were not women suffering abuse from a man in a heterosexual relationship. The Cabinet Member noted that specialist and alternative provision was currently offered to support all victims of domestic abuse but advised that this needed to be developed further in order to ensure that all victims of domestic abuse had access to the support that they required via a universal and encompassing service offer. The Head of Community Safety provided further information on the services offered including houses throughout the Borough that could be accessed as refuge for victims who were not female, or who had older male children. The Cabinet Member assured members that the time scales for the recommissioning process had been designed to ensure that an innovative and inclusive service offer could be fully developed.

Members asked how a seamless service could be offered, as in order to meet the evolving needs and circumstances of victims in a responsive way it was often essential to refer victims to another service at different points in their journey of receiving support. The Cabinet Member advised in order to provide a service that was both seamless and also responsive that it was essential that the recommissioned services were fully integrated in order to ensure that the most relevant support could always be provided to victims of domestic abuse as their support needs changed and evolved. The Head of Community Safety advised that as the levels of risk and support needed by victims of domestic abuse changed the risk assessment process was agile enough to respond to these changes and to ensure that the most appropriate support services would always be provided.

Members asked for further information on the figure in the report that estimated that 27,000 women and girls in Rotherham had at one time

been a victim of domestic abuse at one time. The Head of Community Safety advised that this was an estimated figure but noted that there were approximately 6,000 domestic abuse incidents reported to the police each year. The Cabinet Member assured members that the number of incidents of domestic abuse were constantly monitored.

Members noted their support for the Council's continued commitment to provide refuges for victims of domestic abuse in the Borough. Members asked for further information on the proposal that the contracts for the provision of refuge services would be shorter than for other aspects of the support service. The Cabinet Member advised that the timescales were different as the service provided by refuges would be carrying on as before and would be recommissioned immediately, whereas the other support services were being redesigned with the timescales allocated to allow the design process be responsive to the details of the upcoming Domestic Abuse Act from the Government.

Members asked for clarification on how the success of the services provided would be measured. The Cabinet Member advised that success would be measured by using a range of activities including peer reviews of the service, data analysis and detailed case reviews. The Cabinet Member also assured members that the proposed funding for the provision of services would be sufficient to meet the anticipated demand.

Members asked for assurances on the level of support that the Council currently offered victims of support with regard to rehousing. The Cabinet Member advised that victims of domestic abuse who were seeking to be rehoused were always placed in the highest priority band for the allocation of a property.

Members asked how confident the Cabinet Member and officers were that the commissioning process would attract interest from a wide range of service providers. The Cabinet Member advised that the pre-market engagement activity, combined with the longer than usual recommissioning process should generate interest from a broad range of different service providers.

Members asked whether there were sufficient numbers of dispersed properties available to provide refuge to victims of domestic abuse who were not female or who had older male children and who could not be placed in the larger refuge centres. The Cabinet Member assured members that the funding was there for these types of properties but advised that ideally there would be more of these properties available.

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

The Chair of the Improving Lives Select Commission thanked the Chair

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for inviting its members to the meeting for the consideration the item.

Resolved: -

1. That Cabinet be advised that the recommendations be supported.
2. That the contracts made with providers for Domestic Abuse support services should enable the Council to review outcomes and the methods of delivery at key intervals throughout the lifetime of the contracts in order to ensure that the services provided remained fit for purpose.
3. That the results of the pre-market engagement exercise, due to be completed by end May 2021, be circulated to members of the Improving Lives Select Commission.
4. That the members of the Improving Lives Select Commission have the opportunity to feed into the development of the outcome-based service specification for Domestic Abuse support services.

292. WORK PROGRAMME

The Board considered its Work Programme.

Resolved: -

That the Work Programme be approved.

293. FORWARD PLAN OF KEY DECISIONS

The Board considered the Forward Plan of Key Decisions 1 January – 31 March 2021.

Resolved: - That the Forward Plan be noted.

294. CALL-IN ISSUES

There were no call-in issues.

295. URGENT BUSINESS

There were no items of urgent business.

296. 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 10 February 2021 as Microsoft Teams meeting.

Committee Name and Date of Committee Meeting

Cabinet – 15 February 2021

Report Title

Budget and Council Tax 2021/22 and Medium Term Financial Strategy

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

Yes

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Rob Mahon, Head of Corporate Finance
01709 854518 or rob.mahon@rotherham.gov.uk

Ward(s) Affected

All

Report Summary

This report proposes the Council's Budget and Council Tax for 2021/22, based on the Council's Provisional Local Government Finance Settlement for 2021/22, budget consultation and the consideration of Directorate budget proposals through the Council's formal Budget process alongside a review of the financial planning assumptions within the Medium Term Financial Strategy.

In setting the proposed 2021/22 budget, Cabinet are asked to recommend to Council, an increase of 1.99% in the Council's basic Council Tax and an Adult Social Care precept of 1.0%.

This report proposes the revenue budget for 2021/22, an updated capital programme to 2023/24 and the updated Medium Term Financial Strategy (MTFS) to 2022/23

Recommendations

That Cabinet recommend to Council

1. Approval of the Budget and Financial Strategy for 2021/22 as set out in the report and appendices, including the proposed budget adjustments and investments, a basic Council Tax increase of 1.99% and an Adult Social Care precept of 1.0%.
2. Approval of the updated Medium Term Financial Strategy (MTFS) to 2022/23, including the carry forward of the 2020/21 £4m budget contingency and £3.5m Treasury Management Savings in a Budget Strategy Reserve.

3. Approval of the Reserves Strategy as set out in Section 2.8 noting that the final determination of Reserves will be approved as part of reporting the financial outturn for 2020/21.
4. To note and accept the comments and advice of the Strategic Director of Finance and Customer Services (Section 151 Officer), provided in compliance with Section 25 of the Local Government Act 2003, as to the robustness of the estimates included in the Budget and the adequacy of reserves for which the Budget provides (Section 2.12).
5. To note the consultation feedback from the public and partners following public consultation on the Council's budget for 2021/22 which took place from 5th January 2021 to 26th January 2021 (Section 4).
6. Approval of the proposed increases in Adult Social Care provider contracts as set out in Section 2.4.
7. Approval of the investment proposals set out in Section 2.7 and Appendix 2.
8. Approval of the Council Fees and Charges schedules for 2021/22 attached as Appendix 7.
9. Application of the Business Rates Reliefs as set out in Section 2.9, in line with Government guidance.
10. Approval of the proposed Capital Strategy and Capital Programme as presented in Section 2.10 and Appendices 3A to 3F.
11. Approval of the Treasury Management matters for 2021/22 as set out in Appendix 4 of this report including the Prudential Indicators, the Minimum Revenue Provision Policy, the Treasury Management Strategy and the Investment Strategy.
12. Approval of the Flexible use of Capital Receipts Strategy 2021/22 (Appendix 5).
13. Approval to transfer any 2020/21 revenue outturn position underspend into the Council's reserves, to be held within the Budget Contingency Reserve.
14. Approval to transfer any 2020/21 un-ringfenced Covid funding balances into the Council's reserves to meet Covid related pressures and costs in 2021/22.
15. Approval that the Capital Programme budget continues to be managed in line with the following key principles:
 - (i) Any underspends on the existing approved Capital Programme in respect of 2020/21 be rolled forward into future years, subject to an individual review of each carry forward to be set out within the Financial Outturn 2020/21 report to Cabinet.

- (ii) In line with Financial and Procurement Procedure Rules 6.17 and 13.9, any successful grant applications in respect of capital projects will be added to the Council's approved Capital Programme on an ongoing basis.
- (iii) Capitalisation opportunities and capital receipts flexibilities will be maximised, with capital receipts earmarked to minimise revenue costs.

List of Appendices Included

Appendix 1	Council Tax Base 2021/22
Appendix 2	Proposed Revenue Budget Investments
Appendix 3A	Proposed Capital Investments Summary
Appendix 3B	Capital Investment Proposals
Appendix 3C – 3F	Capital Programme 2020/21 to 2023/24
Appendix 4	Prudential Indicators and Treasury Management and Investment Strategy 2021/22 to 2023/24
Appendix 5	Flexible use of Capital Receipts Strategy 2021/22
Appendix 6	Placeholder - Statutory Resolution of Council Tax 2021/22 (to be included in the Budget and Council Tax 2021/22 report to Council 3 March 2021).
Appendix 7	Fees and Charges Proposals 2021/22
Appendix 8	Background to the Budget & Financial Strategy
Appendix 9	Budget Consultation 2021/22
Appendix 10	Initial Equality Screening Assessment (Part A)

Background Papers

- Council Tax Base 2021/22 – Officer Delegated Decision record
- Housing Rents 2021/22 – Cabinet 21 December 2020, Council 13 January 2021
- Housing Revenue Account Business Plan 2020/21 – Cabinet 21 December 2020, Council 13 January 2021
- Provisional Local Government Financial Settlement – 17 December 2020
- Budget and Council Tax 2020/21 and Medium Term Financial Strategy – Council 26 February 2020
- December Financial Monitoring Report – Cabinet 15 February 2021
- Mid-Year Treasury Management and Prudential Indicators Monitoring Report 2020/21 – Audit Committee 19 January 2021
- CIPFA – The Prudential Code for Capital Finance in Local Authorities 2011 (as amended 2012) and related Guidance Notes 2013

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 10 February 2021
Council – 03 March 2021

Council Approval Required

Yes

Exempt from the Press and Public

No

Budget and Council Tax 2021/22

1.	Background
1.1	This section of the report incorporates the following financial matters related to the Budget and Financial Strategy for 2021/22, together with an updated Medium Term Financial Strategy to 2022/23.
1.2	Local Context
1.2.1	The Council has faced a considerable challenge during 2020/21 in its response to the global pandemic. The impact of COVID-19 has seen a significant shift in how the Council has been able to provide services and functions to residents. The Council has worked at a national, regional and local level to respond to the COVID-19 emergency and to ensure that critical services are delivered and that the most vulnerable residents are supported. The impact of the COVID-19 emergency has seen significant financial pressures for the Council due to additional expenditure and lost income and the delayed delivery of planned savings and cost reductions. Whilst these financial pressures will largely be covered in year by financial support grants from Government, the long term financial impact of COVID-19 and financial support available to the Council remain uncertain and therefore a key challenge.
1.2.2	In addition, in common with councils across the country, significant pressures remain in social care budgets. This budget reflects the delays in the planned cost reduction within social care services, caused primarily by the need to respond to COVID-19, but it also recognises that those costs must still be reduced over the short and medium term.
1.2.3	The Council remains committed to protecting the most vulnerable children and adults and to delivering improved value for money but has to ensure that social care services are delivered within the financial envelope set within this budget. The additional social care resources provided within the Finance Settlement for 2021/22 are welcome, but this level of additional funding still falls well short of the national social care funding gaps as calculated by the Local Government Association. There is still therefore the need for the Council to transform the delivery of social care services in order to maintain effective service provision within the available funding.
1.2.4	Since the introduction of austerity measures in 2010, the Council has made savings in excess of £200m in response to the significant reductions in Central Government funding. The two-year budget for 2019/20 and 2020/21 set at Council in February 2019 and reviewed during 2020/21 required £34m of budget savings and cost reductions to be delivered to meet estimated funding gaps over the two years, including savings that had been agreed in previous years for delivery across this timescale. Delivery of over £16m of these savings and cost reductions will have been completed by the end of the current financial year.
1.2.5	This means that the Council still has to deliver a total of £18m of agreed budget savings across the timeline of this 2021/22 budget and the MTFs,

	<p>mostly from the transformation in delivery of social care services. A summary of the £18m savings is shown below :</p> <ul style="list-style-type: none"> • Adult Social Care £5.8m • Children's Social Care £8.9m • Regen & Environment – savings on operational budgets £1.8m • Customer Services & Digital Programme efficiencies £1.6m • Total £18.1m
1.2.6	The expected financial outturn position for 2020/21 has been taken into account along with the level of reserves and opportunities to manage risk within the budget. The final position for reserves however will not be known until after the financial year end.
1.2.7	The current financial position (2020/21) highlights the significant financial challenges which the Council continues to face, largely as a result of demand for social care services and the impact of COVID-19. Also, the ongoing uncertainty in relation to future Government funding settlements requires caution to be taken regarding ongoing investment decisions. As such, while the proposed budget does allow for a small amount of investment in enhanced services over the year ahead the revenue investment proposals, as described in section 2.7, are included within the 2021/22 budget as investments for one year only and are removed for 2022/23.
1.3	Revenue Budget Position 2020/21
1.3.1	The December revenue financial monitoring position which is reported to Cabinet on 15th February 2021, on the same agenda as this budget report, shows a forecast year-end overspend of £22.2m on the General Fund, this is mitigated by planned savings the Council has been able to deliver in year, the governments provision of COVID-19 emergency support grant and Sales, Fees and Charges Income Compensation. As a result the Council expects to deliver a balanced budget position or a slight underspend as at the financial outturn 2020/21, however, it should be noted that the impacts of the latest national lockdown are still to be fully defined.
1.3.2	Within the Children's and Young People's Services Directorate the Looked After Children number at the time of this budget forecast was 616, which is in excess of the budget profile of 557 for this period. The variance of 59 includes a number of LAC placements that are delayed in the court processes and inability to discharge children from care. The forecast overspend is £7.7m.
1.3.3	The Adult Care Housing and Public Health Directorate is forecasting an overspend of £3.7m. Included within the £3.7m forecast overspend is the Covid-19 impact for the service. COVID-19 is estimated to have a net cost impact of £6.7m after factoring in government grants provided to support Covid-19 related expenditure. This includes: £1.1m for personal protective equipment; £1.7m due to delayed budget savings and £3.9m of placement costs due to additional demand and the increased costs of providing care

	(reduced from £4.4m in September due to increased Health income).
1.3.4	Regeneration and Environment Directorate is forecasting an overspend of £9.1m due to significant pressures on the services ability to generate income from sales, fees and charges, leisure PFI fees and significant additional cost impacts as a result of the COVID-19 pandemic. In addition there have been significant pressures in waste management due to additional pressure on the service caused by people spending more time at home.
1.3.5	Both Finance and Customer Services and Assistant Chief Executives Departments are forecasting balanced budgets.
1.4	Provisional Local Government Finance Settlement 2021/22
1.4.1	The Government published details of the Provisional Local Government Finance Settlement on 17th December 2020. The Strategic Director - Finance and Customer Services submitted the Council's response to the provisional settlement consultation, within the deadline for responses of 15th January 2021.
1.4.2	The key headlines from the Settlement are:
	<ul style="list-style-type: none"> • The basic Council Tax referendum principle for 2021/22 is 2% i.e. a maximum increase of 1.99%. • In addition, social care authorities will be able to increase their Council Tax by up to 3% (over the basic referendum threshold of 2% referred to above) by means of an Adult Social Care Precept. The 3% maximum Adult Social Care Precept can be levied across 2021/22 and 2022/23 financial years, so any amount of the 3% Precept not levied in 2021/22 can be carried forward to be applied in 2022/23. • Provisional allocations for a Social Care Support Grant announced after the Spending Round 2020 are now confirmed in the Provisional Settlement. The Council's allocation for 2021/22 is £8.393m continued from 2020/21, plus an additional payment of £2.509m. • The provisional allocations for the New Homes Bonus have been published for 2021/22. The threshold over which the bonus is paid will remain at 0.4%. However, 2021/22 allocations will be for one year only. There will be no legacy payments in future years, pending a Government review of New Homes Bonus. • Introduction of a new unringfenced Lower Tier Services Grant in 2021-22, which will allocate £111 million to councils with responsibility for services such as homelessness, planning, recycling and refuse collection and leisure services (one-off grant). • The figures published for Revenue Support Grant and Business Rates are in line with indications from the Spending Round. The Public Health Grant allocations have not yet been issued at the time of publishing this budget report.
1.4.3	The main elements of funding received from Government are in the form

of the Settlement Funding Assessment. This is Government Grant in the form of Revenue Support Grant (RSG) and Business Rates Top-up grant. As part of the Assessment, councils retain 49% of locally collected business rates. Details of this local funding are set out later in this report. Details of the Government Grant allocations are set out in the Table 1 below.

Table 1 – Settlement Funding Assessment – Government Grants

	2020/21	2021/22	Difference
	£'000	£'000	%
Revenue Support Grant	15,100	15,183	0.5
Business Rates Top Up	29,415	29,415	0
Provisional Settlement – Government Funding	44,515	44,598	0.2

1.4.4 In addition, the Government compensates councils for years in which they apply an indexation cap, (below the annual increase in the Retail Price Index), on Business Rates and the associated Top-up Grant. The additional Top-up Grant provided by a Section 31 Grant for under-indexation in 2021/22 is £317k to take the actual Top-up increase to 1.1% in line with the September 2020 RPI increase.

1.4.5 As in 2019 the Government Spending Round 2020 set out proposed public sector spending plans for one year only (2021/22). Consequently, as in 2020/21 the 2021/22 Local Government Finance Settlement is also a single year Settlement. Also delayed are the Business Rates reset, the move to 75% Rates Retention and the implementation of the Fair Funding review. It is hoped that the delayed multi-year Spending Review which is now planned for 2021, will address the continued and significant pressures in Adults and Children's social care that local authorities are still seeing. Until the Government's proposals in relation to public spending in general and local government resources are published, however, there still remains uncertainty about the future funding model.

1.4.6 The Settlement also provided some more details of the grant support to be provided by Government for losses of council tax and business rates income due to Covid impact. A Local Council Tax Support Grant is to be provided to councils in 2021/22 in recognition of the likely increased costs of providing local council tax support next year due to Covid impact. A Local Tax Income Guarantee scheme will compensate councils for 75% of irrecoverable losses of council tax and business rates income incurred in 2020/21. Calculations of losses will be done after the financial year-end 2020/21 and Government indicates that the grant will be paid by January 2022. This grant will mitigate some of the impact that the losses will have on the collection fund, which would otherwise be felt within the Council's budget setting for 2022/23.

1.4.7 Government have also confirmed a total of £1.55 billion in unringfenced

	<p>funding to meet expenditure pressures in 2021/22, distributed using the COVID-19 Relative Needs Formula. In addition, the Sales, Fees and Charges Irrecoverable income scheme will be extended to cover the first 3 months of 2021/22. Government have indicated that Councils should not anticipate any further funding to support pressures in 2021/22.</p>
1.4.8	Dedicated Schools Grant (DSG)
1.4.9	<p>The Council also receives funding to deliver education in Rotherham, the Dedicated Schools Grant (DSG). The DSG (£272.8m) is split into four blocks and each block is determined by a national funding formula:</p> <p>In 2021/22 the Teachers Pay and Pensions Grants which were previously separate grant allocations have now been included within the DSG individual blocks, with schools receiving the funding within their DSG allocation.</p>
1.4.10	<ul style="list-style-type: none"> • The Schools Block for 2021/22 is £211.3m and is allocated to mainstream schools and academies in the Borough based on pupil numbers taken from the October 2020 census with funding calculated by separate primary and secondary units of funding, plus an amount based on historical information for growth, premises and mobility. The Primary unit of funding is £4,525.65 and the Secondary unit is £5,997.26. In 2021/22 the School's Block now includes Teachers Pay and Pensions Grants that were previously separately allocated. • The Early Years Block is £17.9m and the majority of the spend is allocated for two, three and four year olds in schools, private, voluntary and independent organisations. The hourly rate per pupil has increased from £4.38 to £4.44 for three & four year olds and £5.28 to £5.36 for two year olds. • The High Needs Block is £42.2m and is used to fund pupils who require specialist education. There is a sustained national increase in the number of young people with complex learning difficulties and disabilities. • Requirement for specialist school provision for pupils with special educational needs and difficulties (SEND) has increased, creating further pressure on the system nationally. Within Rotherham, the number of children and young people that are receiving additional support via an Education, Health and Care (EHC) Plan has almost doubled since 2014. • Due to the number of EHC plans this has led to financial pressures on the High Needs Block in Rotherham and to address the cost pressures the local authority has implemented a three year financial recovery plan. • The HNB funding is calculated by the following : <ul style="list-style-type: none"> ○ A basic entitlement per pupil, using pupils who attend special

	<p>schools and academies in the local authority, and;</p> <ul style="list-style-type: none"> ○ A historic spend factor plus proxy indicators of deprivation, health and disability and low attainment relating to the 2-18 year old population. <ul style="list-style-type: none"> ● The Central Services Block (£1.37m) comprises of funding for ongoing statutory responsibilities of the local authority.
1.4.11	Schools Pupil Premium
1.4.12	<p>The Schools Pupil Premium is additional funding provided to schools, the value of which is based on 3 elements detailed below.</p> <ul style="list-style-type: none"> ● The Department for Education has announced that the Disadvantaged Pupil Premium rate will remain the same for 2021/22 as 2020/21, that is, for Primary Pupils £1,345 and for Secondary Pupils £955. Disadvantaged Pupil Premium is paid for all pupils who claim free school meals, or who have claimed free school meals in the last six years. ● The Pupil Premium Plus, which is paid for every pupil who has left Local Authority care through adoption, a special guardianship order or child arrangement order, will also remain protected at £2,345 per pupil. ● The Service Premium, for every pupil with a parent serving in the Forces or who is retired on a Ministry of Defence pension will continue at £310 for the 2021/22 financial year.
1.4.13	Additional Grants to Schools
	<ul style="list-style-type: none"> ● Universal Infant Free School Meals Grant supports schools in delivering the legal requirement to offer free school meals to all infant pupils. Each meal taken by an eligible child currently attracts £2.34 ● Year 7 Numeracy and Literacy Catch up premium is an allocation for each pupil underachieving as recorded on census. ● PE and Sport Premium for Primary schools is used for the engagement of all pupils in regular physical activity. ● Devolved Formula Capital Grant is funding allocated to schools to help maintain and improve the condition of school buildings and grounds.
2.	Budget 2021/22 and Medium Term Financial Strategy to 2022/23
2.1	Background and Budget Approach
2.1.1	<p>The two-year budget for 2019/20 and 2020/21 set at Council in February 2019 and reviewed during 2020/21 required £34m of budget savings and cost reductions to be delivered to meet estimated funding gaps over the two years, including savings that had been agreed in previous years for delivery across this timescale. Delivery of over £16m of these savings and cost reductions will have been completed by the end of the current</p>

	financial year. However, whilst recognising the COVID impact on savings delivery, as noted above, it is still anticipated that the remaining agreed savings and cost reductions, £18m, can be delivered as planned, but over a longer timescale, with most, but not quite all, of them being delivered by 2022/23. It is expected that of the remaining savings and cost reductions to be delivered, £12.5m will be outstanding at the end of 2021/22, reducing to £4.5m by the end of 2022/23. This updated profile is incorporated into the updated MTFs for 2022/23.
2.1.2	The Council continues to face significant financial pressures, particular in respect of social care which are described in section 1.3 above and are set out in the latest financial monitoring report on this same Cabinet agenda for 15 th February 2021.
2.1.3	Since 2011, the Council has had to make savings of over £200m, including the savings for 2020/21, and has reduced its headcount by approximately 1,800 staff (over 1,100 full time equivalent staff), whilst minimising the tax burden on households as much as possible when real term incomes for Rotherham residents have not been increasing.
2.1.4	The ongoing financial challenges faced by the Council are similar to those of other local authorities. The financial pressures faced by local authorities are largely as a result of previous reductions to Government funding, increased demand for social care services as a result of a growing population and the impact of inflation.
2.1.5	This budget challenge means that the Council must be responsible in its budget setting approach, prioritising investment and savings proposals that best contribute to the Council's priorities and the needs of Rotherham's residents, and ensure that best value is demonstrated across the breadth of Council services.
2.1.6	However, whilst the Council has inevitably become smaller in size, the strategy for the future continues to ensure that the Council is bigger in influence. This means that the Council's role will continue to change. Stronger civic leadership, greater collaboration, integration and shared services with other public services, will continue to be pursued where beneficial. It also means an approach that builds on individual and community assets to enable people to live more independently for longer with the support of their family, social networks and local neighbourhood resources as set out in the Thriving Neighbourhoods Strategy. It also means a clear focus and prioritisation of resource.
2.1.7	In the last three years, the Council has changed the way in which it works with other agencies in order to implement these changes. Despite the financial pressures, the Council focus on delivering better services, focussed on the priorities set by the public, will continue.
2.1.8	It is also important to underline the spending level of the Council despite the previous funding cuts. With a current proposed revenue budget of £236m in 2021/22 together with proposed capital expenditure of £163m, the Council will remain a key lever for growth and investment in

	Rotherham and the wider Sheffield City Region. The challenge is to ensure the sustainability of the Council to deliver against the Council's stated priorities. This means making carefully considered investment and savings decisions through to 2023. The Capital Programme which has been updated within this report includes a total of £497m of planned capital investment across the current year and up to 2023/24.
2.1.9	This budget strategy is set against the particular demand pressures and cost challenges facing Rotherham. Residents are living longer, but with more long term conditions which is stretching already squeezed health and social care budgets. Rotherham's schools are performing well but this is placing strain on the school budgets and much work has been done and continues to develop a sustainable approach for the dedicated schools grant budget which has also been under increasing pressure, particularly with regard to the High Needs funding block.
2.1.10	The particular challenges which the Council has to take account of within its budget and financial strategy are summarised in Appendix 8.
2.2	Budget 2021/22 & re-profiling of planned savings
2.2.1	Following the outcome of the spending review and financial settlement, Government have only provided the Council with a one-year funding settlement. As such, the Council is setting out the budget for 2021/22 and a re-profile of planned savings across 2021/22 and 2022/23. The approach is to reflect the Council's ability to set a balanced budget position for 2021/22 whilst indicating the requirement to re-profile the planned delivery of savings. Whilst recognising the Covid impact on savings and cost reductions delivery as noted above, it is still anticipated that the remaining agreed savings and cost reductions, (£18m), can be delivered as planned, but over a longer timescale, with most, but not quite all, of them being delivered by 2022/23. It is expected that of the remaining savings and cost reductions to be delivered, £12.5m will be outstanding at the end of 2021/22, reducing to £4.5m by the end of 2022/23. This updated profile is incorporated into the updated MTFS for 2022/23.
2.2.2	There are some timing issues associated with the delivery of some savings and also some budget pressures which the budget proposals seek to address. The principle remains that the approved Directorate savings will be delivered, either in the way originally proposed or by variations where required, approved by Cabinet, with most but not quite all of the savings delivered by 2022/23.
2.2.3	Further details of the Council's proposed budget for 2021/22 and the Medium Term Financial Strategy to 2022/23 are set out in Section 2.6 later in this report.
2.3	Fees and Charges
2.3.1	The Council has a policy to increase fees and charges to ensure that services which the Council provides are kept in line with increases in the

	cost of providing those services. The Medium Term Financial Strategy agreed at Council in February 2020 included an assumed increase in fees and charges of 2%, for 2021-22. The updated Medium Term Financial Strategy agreed at Cabinet in November 2020 maintained that position
2.3.2	<p>All Income Budgets for Fees and Charges which are determined by the Council have been uplifted by 2.0% except where an exception has been proposed. The majority of these exceptions relate to the following issues:</p> <ul style="list-style-type: none"> • impact of Covid-19 pandemic, with services significantly impacted during 2020/21 leading to a need to freeze prices for 2021-22 to maintain custom. • A need to freeze charges to attract new customers • Statutory rules that set the charge rates, preventing any increase being made • Other proposals to freeze charges <p>The following exemptions are proposed.</p> <ul style="list-style-type: none"> • Rother Valley Country Park – Price freeze to reflect 2 year closure, due to blue green algae and Covid-19. • Civic Theatre – Price freeze to encourage return of custom following Covid forced closure. • Events Team Rotherham Show parking and event applications - Price freeze to encourage return of custom following Covid-19 forced closures. • Parking Services - Price freeze to encourage visitors to the town centre, ahead of the major developments planned in future years. • Parking Services - Free off-street parking in the town centre on Saturdays. • Market Service - Price freeze to encourage return of custom following Covid forced closure. • School Meals - 2% increase to be applied from September 2021 due to existing contractual arrangements.
2.3.3	The above exceptions have been taken into account within the proposed budget. Any alternative decisions will therefore, have a financial impact on the Councils Budget. The financial impact of the proposals to freeze some fees and charges and delay the implementation of the school meals increase is £116k.
2.4	Independent Adult Care Sector Provision
2.4.1	The Council consults with providers each year to assess the fees it pays for care. The information informs the proposed fees the Council pays providers, which are approved as part of this report. A detailed review has been completed taking account of a significant number of responses from care providers from across a range of services and client groups. The following paragraphs provide a summary of the issues facing different segments of the market as well as the proposed fee uplifts as a result of the consultation.

	Residential and Nursing Care Homes										
2.4.2	There are a total of 33 independent sector care homes contracted to support older people in Rotherham. They provide a range of care types.										
2.4.3	The independent sector care home market in Rotherham supplies 1,664 beds and approximately 35% are financially supported by the Council. There has been a significant shift in the market from a historical position of the Council being the dominant purchaser. This is part of a long term strategy to support as many people as possible to be independent and remain in their own homes. To illustrate, the number of new admissions for Council funded residents has decreased from 401 in 2015/16 to 294 in 2019/20.										
2.4.4	<p>The pressures that the older people's care home market faces are well documented and are highlighted below:</p> <ul style="list-style-type: none"> • The lack of nurses and enhanced terms and conditions of employment (pay, pensions, workplace support) offered by the NHS are a challenge for the independent sector market who are not able to compete to attract qualified nurses to work in care homes. • High cost of agency nurses. • The National Living Wage will increase by 2.2% to £8.91 in April 2021. • Increasing care requirements of residents for acute periods resulting in an intense demand on staff resource. • A high degree of staff turnover within the sector results in a significant number of recruitment processes and the costs associated with this. • Ongoing additional costs because of Covid 19 such as the increased use of personal protective equipment and staffing costs. 										
2.4.5	The following table details the proposed fees for 2021/22. The total increase in fees aims to address the current costs of delivery and provide funding for inflation in 2021/22. This forms part of the Council's plan to increase fees in the older people's care home market over the next few years. The additional cost would be £737k per annum based on current activity. This approach aims to ensure a sustainable price for the different types of residential care that the Council purchases.										
	<table border="1"> <thead> <tr> <th>2020/21 Proposed Fees</th> <th>Residential</th> <th>Residential EMI</th> <th>Nursing Care*</th> <th>Nursing EMI*</th> </tr> </thead> <tbody> <tr> <td>Rotherham</td> <td>£504</td> <td>£526</td> <td>£518</td> <td>£575</td> </tr> </tbody> </table> <p>*Excluding Funded Nursing Care element</p>	2020/21 Proposed Fees	Residential	Residential EMI	Nursing Care*	Nursing EMI*	Rotherham	£504	£526	£518	£575
2020/21 Proposed Fees	Residential	Residential EMI	Nursing Care*	Nursing EMI*							
Rotherham	£504	£526	£518	£575							
	Independent Sector Provision – Home Care										
2.4.6	The purpose of a home care and support service is to enable people to										

	<p>remain living at home for as long as possible. The availability of quality home care services is key to supporting people's independence at home in the communities they know.</p> <p>During 2019/20 the Council procured a new model of home care and support. A competitive tender process was undertaken with Rotherham Clinical Commissioning Group with the aim of delivering a high-quality integrated home care and support service. The new arrangements commenced on 1 April 2020.</p> <p>The new model provides personalised service delivery against agreed outcomes. Reablement principles are applied to maximise people's independence and provider reviews contribute to adjustments to care packages that both benefit the individual and increase opportunity for cost efficiency for the Council.</p> <p>The revised home care model complements the operating model for Adult Care and follows the intermediate care and reablement pathway considering whole system requirements.</p>
2.4.7	<p>Following the tender exercise 1st April 2020, a total of 13 providers were appointed to the arrangement (Flexible Purchasing System) with nine Tier 1 providers, one Tier 2 provider, two specialist Learning Disability providers and one specialist Unpaid-Carers Support service. In December 2020 an additional provider was appointed to Tier 2 to support Winter Pressures making a total of 14 home care and support providers.</p> <p>Approximately 17,000 planned home care hours per week are commissioned for 1,300 people receiving the service. The largest cohort in receipt of home care is older people who form 83% of the total recipients of contracted home care.</p>
2.4.8	<p>A high percentage of the running cost to home care providers is associated with staff recruitment, training, and travel.</p> <ul style="list-style-type: none"> • The 2.2% National Living Wage increase from £8.72 to £8.91 from 1 April 2021 will influence other pay costs for providers and hence overall contract costs to the Council. • Travel costs include payment to care workers for travel time and fuel cost which remain high. • The turnover rate for independent sector domiciliary care services is around 33% per annum, which is associated recruitment process costs. <p>The application of an inflation uplift is required to sustain a high-quality home care and support service that will provide an appropriate, skilled, competent, compassionate workforce. The Council recognises the need to consider fee levels over the medium term for this sector to ensure the sustainability of services.</p>
2.4.9	<p>Providers were paid at the tendered rates in 2020/21 with a weighted</p>

	average hourly rate for Tier 1 providers 2020/21 of £16.58. It is proposed that a 2.99% inflation uplift is applied to the rates tendered in 2020/21 at a total cost of £409k. The total increase in fees aims to address the current costs of delivery and provide funding for inflation in 2021/22. This forms part of the Council's plan to increase fees in the home care market over the next few years, subject to the Government Spending Review.								
	Independent sector provision – Learning Disability								
2.4.10	The Council currently provides financial support to 768 learning disabled people who are accessing 1,383 placements/services with an aging demographic and increased complexity from young people transitioning into the services.								
2.4.11	The Council's strategic direction is for people with a Learning Disability to remain in their own home and communities as long as possible. This will require some current provision to be replaced by, increasing the uptake of Community Services, greater use of Shared Lives and Key Ring Schemes, developing more options for Supported Living (particularly core and cluster provision) and alternative Day Opportunities.								
2.4.12	<p>In terms of Residential and Nursing care, and Supported Living providers, there are a total of 45 independent care and support services contracted with the Council and registered with the Care Quality Commission, who support people with a Learning Disability in Rotherham. The costs of services reflect bespoke provision to meet individual needs and have arisen incrementally creating a range of accommodation costs and hourly rates. However, due to pressures such as the increase in the National Living Wage, it is proposed to uplift fees to ensure the continued sustainability of services. The fee uplift for each service is shown below. Additional funding is available to support service sustainability on a targeted basis, including where providers have identified additional cost because of the pandemic. The total funding for learning disabled Residential, Support Living and Day Care is £1.1m.</p> <table border="1" data-bbox="323 1444 1230 1624"> <thead> <tr> <th>Learning Disabilities</th> <th>Percentage uplift</th> </tr> </thead> <tbody> <tr> <td>Supported Living</td> <td>1.96%</td> </tr> <tr> <td>Residential Care</td> <td>1.7%</td> </tr> <tr> <td>Day Care</td> <td>1.88%</td> </tr> </tbody> </table>	Learning Disabilities	Percentage uplift	Supported Living	1.96%	Residential Care	1.7%	Day Care	1.88%
Learning Disabilities	Percentage uplift								
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2.4.13	It is proposed to increase the allocation within personal budgets for payment of Personal Assistants through Direct Payments to ensure compliance with the National Living Wage from 1 April 2021 (proposed to be £8.91 per hour). This will increase funding in the light of wage pressures and relevant legislation and it is hoped that the role will continue to be a career option for people with the right skills to support individuals to live independently.								
2.4.14	Recognising that a significant proportion of people in receipt of Direct Payments exercise choice to directly purchase Home Care and Support and Day Care from a range of providers at varying levels of costs, it is								

	proposed to apply a 1.93% increase to the personal budgets, reflecting the increase in the National Living Wage from 1 April 2021. This will continue to support the wider home care market, ensuring that choice is available outside of the Council commissioned services.																																				
2.5	Council Tax Proposals for 2021/22																																				
2.5.1	The Council is proposing to increase its own Council Tax (i.e. excluding Parish, Fire and Police precepts) by 2.99%, comprising a 1.99% increase in the basic rate of Council Tax and a 1% Adult Social Care Precept.																																				
2.5.2	The Government have confirmed that the basic referendum principle for 2021/22 is 2% i.e. a maximum 1.99% increase in the basic rate of Council Tax. Social Care authorities will also be able to increase their Council Tax by a Social Care precept of up to 3% (over the basic referendum threshold of 2%). Therefore, the total that the Council <u>could</u> increase Council Tax by is 5%, through a 3% Social Care precept increase and 2% on the basic referendum threshold.																																				
2.5.3	<p>A 2.99% increase on the tax levied in 2021/22 would mean a Band D Council Tax (for the Rotherham Council element only) of £1,614.58. Details of the proposed increases on all Council Tax bandings are set out in Table 2 below.</p> <p>Table 2 – Council Tax Bands and Amounts (Rotherham Council element only)</p> <table border="1"> <thead> <tr> <th>Council Tax Band</th> <th>2020/21 £</th> <th>2021/22 £</th> <th>Number of Properties</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1,045.14</td> <td>1,076.39</td> <td>27,277</td> </tr> <tr> <td>B</td> <td>1,219.33</td> <td>1,255.79</td> <td>14,719</td> </tr> <tr> <td>C</td> <td>1,393.52</td> <td>1,435.19</td> <td>11,786</td> </tr> <tr> <td>D</td> <td>1,567.71</td> <td>1,614.58</td> <td>8,259</td> </tr> <tr> <td>E</td> <td>1,916.09</td> <td>1,973.38</td> <td>5,173</td> </tr> <tr> <td>F</td> <td>2,264.48</td> <td>2,332.19</td> <td>2,378</td> </tr> <tr> <td>G</td> <td>2,612.86</td> <td>2,690.98</td> <td>1,103</td> </tr> <tr> <td>H</td> <td>3,135.43</td> <td>3,229.18</td> <td>65</td> </tr> </tbody> </table>	Council Tax Band	2020/21 £	2021/22 £	Number of Properties	A	1,045.14	1,076.39	27,277	B	1,219.33	1,255.79	14,719	C	1,393.52	1,435.19	11,786	D	1,567.71	1,614.58	8,259	E	1,916.09	1,973.38	5,173	F	2,264.48	2,332.19	2,378	G	2,612.86	2,690.98	1,103	H	3,135.43	3,229.18	65
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2.5.4	The budget for 2021/22 also takes account of a planned use of £1.5m of surplus from the Council's Collection Fund for Council Tax. This is a direct result of the Council continuing to achieve a high performance in collecting Council Tax and minimising cumulative arrears. However, it is considered that the continuing Covid 19 economic pressures on the Borough into 2021/22 are likely to have a negative effect on the in-year Council Tax collection rate. Consequently a 96% in-year collection rate has been used for the 2021/22 taxbase rather than the 97% rate used for the 2020/21 taxbase calculation.																																				
2.5.5	The proposed increase will help to support the delivery of valuable frontline services, particularly services for vulnerable children and adults																																				

	at a time when demand for these services continues to increase.
2.5.6	As required by legislation (the Local Government Finance Act 1992) the Budget Report to Council on 3 rd March 2021 will include a Statutory Resolution of Council Tax setting out details of the proposed Council Tax calculations for 2021/22 for the Council, Parishes and including the precepts from the South Yorkshire Police and Crime Commissioner and South Yorkshire Fire and Rescue Authority as advised to the Council.
2.5.7	The annual determination of the Council Tax Base, which is a technical based calculation, is delegated by Council to the Strategic Director – Finance & Customer Services (Section 151 Officer), in consultation with the Leader of the Council and the Chief Executive. The Council's Tax Base for 2021/22 has been determined as 70,760.52 Band D equivalent properties, after adjusting for the anticipated rate of collection, the impact of the Council's Local Council Tax Support Scheme and discretionary discounts and exemptions for empty properties and second homes.
2.5.8	The Council's current Local Council Tax Support Scheme was approved by Council on 24 th January 2018. The Council is not making any changes to this scheme for 2021/22.
2.5.9	Based on the number of properties in the Tax Base and the proposed increase in Council Tax by 2.99%, this will generate a total Council Tax of £114.2m available to support the Council to fund services in 2021/22. Details of the Council Tax Base for 2021/22 are set out in Appendix 1.
2.6	Proposed Revenue Budget 2020/21 and Medium Term Financial Strategy to 2022/23
2.6.1	The Council's Medium Term Financial Strategy (MTFS) sets out a framework for understanding the challenges the Council faces and supports corporate planning. It helps the Council to shape its finances over the medium term by examining the projected resources available to meet the priorities as set out in its Council Plan.
2.6.2	The Council undertook a complete review of its Medium Term Financial Strategy during 2019/20 which was included within the Budget and Council Tax 2020/21 report to Cabinet and Council in February 2020. The Plan set out details of the financial challenges faced by the Council over the medium term to 2022/23.
2.6.3	An update of the MTFS was submitted to Cabinet in November 2020.
2.6.4	The MTFS has been updated again to 2022/23, to reflect the outcomes of the Spending Review 2020 and the Provisional Local Government Finance Settlement 2021/22 and the budget proposals set out in this report. It includes funding and expenditure projections up to the 2022/23 financial year which show an expected funding gap of £2.4m on current service activity. However, future Government funding allocations beyond 2021/22 are dependent on the outcomes of the multi-year Spending Review to be undertaken in 2021.

2.6.5	The Council will therefore continue to monitor and review the MTFs accordingly. The outcomes from the Government reviews and the estimated impact on the Council's funding, when available, will be presented to Cabinet and Council later in 2021.																											
2.6.6	Taking into account Government funding notified for 2021/22 within the Provisional Local Government Finance Settlement, estimates of Government funding for future years based on the Spending Round 2020, and the Council's own resources, the proposed budget for 2021/22 and an updated MTFs over the following two years is set out below in Table 3.																											
2.6.7	The Provisional Settlement confirms Social Care Support Grant funding of £8.393m for the Council for 2021/22 plus and additional funds of £2.509m. The proposed budget for 2021/22 allocates this funding for Social Care services.																											
2.6.8	The Council's proposed 2% Adult Social Care Precept on Council Tax for 2021/22 will generate additional Council Tax income of £2.2m which is being allocated to the 2021/22 Adult Social Care budget.																											
Table 3 - Budget and MTFs 2021/22 to 2022/23																												
<table border="1"> <thead> <tr> <th data-bbox="325 1010 871 1122"><u>Resources</u></th> <th data-bbox="871 1010 1075 1122">2021/22 £000</th> <th data-bbox="1075 1010 1305 1122">2022/23 Estimated £000</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="325 1122 1305 1160"><u>Government Funding</u></td> </tr> <tr> <td data-bbox="325 1160 871 1272">Revenue Support Grant</td> <td data-bbox="871 1160 1075 1272">15,183</td> <td data-bbox="1075 1160 1305 1272">15,365</td> </tr> <tr> <td data-bbox="325 1272 871 1384">Business Rates Top-Up Grant</td> <td data-bbox="871 1272 1075 1384">29,415</td> <td data-bbox="1075 1272 1305 1384">29,827</td> </tr> <tr> <td data-bbox="325 1384 871 1529">S31 Grant as compensation for Multiplier Cap on Top-Up Grant</td> <td data-bbox="871 1384 1075 1529">1,492</td> <td data-bbox="1075 1384 1305 1529">1,492</td> </tr> <tr> <td data-bbox="325 1529 871 1641">New Homes Bonus</td> <td data-bbox="871 1529 1075 1641">577</td> <td data-bbox="1075 1529 1305 1641">169</td> </tr> <tr> <td data-bbox="325 1641 871 1753">Public Health Grant</td> <td data-bbox="871 1641 1075 1753">16,673</td> <td data-bbox="1075 1641 1305 1753">16,873</td> </tr> <tr> <td data-bbox="325 1753 871 1899">Housing Benefit and Local Council Tax Support Administration</td> <td data-bbox="871 1753 1075 1899">1,238</td> <td data-bbox="1075 1753 1305 1899">1,238</td> </tr> <tr> <td data-bbox="325 1899 871 2004">Social Care Support Grant</td> <td data-bbox="871 1899 1075 2004">8,393</td> <td data-bbox="1075 1899 1305 2004">8,494</td> </tr> </tbody> </table>		<u>Resources</u>	2021/22 £000	2022/23 Estimated £000	<u>Government Funding</u>			Revenue Support Grant	15,183	15,365	Business Rates Top-Up Grant	29,415	29,827	S31 Grant as compensation for Multiplier Cap on Top-Up Grant	1,492	1,492	New Homes Bonus	577	169	Public Health Grant	16,673	16,873	Housing Benefit and Local Council Tax Support Administration	1,238	1,238	Social Care Support Grant	8,393	8,494
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Social Care Support Grant additional funds	2,509	2,539
iBCF additional funding 2019/20	2,605	2,636
Lower Tier Services Grant	354	358
Spending Review future funding estimate	0	1,100
Total Government Funding	78,439	80,091
<u>Council Resources</u>		
Retained Business Rates	36,206	36,300
S31 Grants as compensation for Government determined business rates reliefs	5,269	5,343
Council Tax Collection Fund – annual review and use of surplus	1,500	1,500
Council Tax and Adult Social Care Precept	114,249	118,841
Total Council Resources	157,224	161,984
Total Resources	235,663	242,075
<u>Expenditure</u>	2021/22	2022/23
	£000	Estimated
		£000
Baseline Budget at 2020/21 pay and prices	233,333	233,333
Adjust for non-recurring budgets and savings from 2020/21	-5,146	-5,146

Other MTFS/Budget adjustments agreed within MTFS Strategy	-1,076	-1,315
Provision for pay, price and fees and charges income inflation	6,467	12,924
Adult Care – care transitions and transforming care	703	1,553
Impact on treasury management budget of earlier years MRP reprofiling	3,182	3,182
Continuation of crisis support after use of funds set aside	-	100
Adult Social Care demand	1,557	2,300
Home to School Transport - further demand	200	200
Agreed Capital Investment to 2023/24 – financing costs	1,729	3,010
Budget savings and cost reductions, variations to delivery profile across MTFS period	3,850	-4,150
Adult Care – enhanced discharge cover with NHS partners	1,500	1,500
Use of savings and funds within Budget/MTFS Strategy : <ul style="list-style-type: none"> • Treasury Management Strategy Savings • Use of Budget Contingency 	-8,500 -4,000	-3,000 0
Revenue Investment proposals (Appendix 2)	1,864	0
Total Expenditure Budgets	235,663	244,491
Gap	0	2,416
* Notes :		
(i) The amounts of Public Health Grant and Housing Benefit and Local		

	<p>Council Tax Support Administration are estimated based on spending Round 2020, pending the Government confirming the allocations for 2021/22.</p> <p>(ii) the iBCF funding allocations up to 2018/19 are included within the Adult Services net budget as grant funding, based on use of the allocations agreed with Rotherham Clinical Commissioning Group.</p>																		
2.6.9	<p>As Table 3 indicates there is at present a budget gap for 2022/23 of £2.4m, however, at this point given that government have not confirmed the financial settlement for 2022/23 it is too early to start to propose adjustments to the budget for this year. Instead the focus of the Councils Revenue Budget and Medium Term Financial Strategy will remain on the delivery of the current planned savings and cost reductions over the MTFS period.</p>																		
2.6.10	<p>Set out below in Table 4 is the proposed Net Revenue Budget for 2021/22 including the Directorate Cash Limit Budgets utilising the available resources and based on approval and implementation of the proposed budget included within this report and detailed above in Table 3.</p>																		
	<p>Table 4 Net Revenue Budget by Directorate</p> <table border="1"> <thead> <tr> <th></th> <th>Proposed Budget 2021/22</th> </tr> <tr> <th></th> <th>£'000</th> </tr> </thead> <tbody> <tr> <td>Adult Care, Housing & Public Health</td> <td>84,310</td> </tr> <tr> <td>Children & Young People's Service</td> <td>62,382</td> </tr> <tr> <td>Regeneration & Environment Services</td> <td>45,364</td> </tr> <tr> <td>Finance, Customer Services</td> <td>19,450</td> </tr> <tr> <td>Assistant Chief Executive</td> <td>6,904</td> </tr> <tr> <td>Central Services</td> <td>17,254</td> </tr> <tr> <td>TOTAL NET REVENUE BUDGET</td> <td>235,663</td> </tr> </tbody> </table>		Proposed Budget 2021/22		£'000	Adult Care, Housing & Public Health	84,310	Children & Young People's Service	62,382	Regeneration & Environment Services	45,364	Finance, Customer Services	19,450	Assistant Chief Executive	6,904	Central Services	17,254	TOTAL NET REVENUE BUDGET	235,663
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2.6.11	<p>The proposed Central Services budget (£17.2m) shown in the table above includes the following key budgets and provisions:</p> <ul style="list-style-type: none"> • Levies – Integrated Transport Authority, Coroners, Environment Agency, Apprentice (£11.8m) • Capital Financing (£12.0m) • Budget Contingency and Treasury Management Savings carried forward from 2020/21 (cr £7.5m) • PFI Grants (cr £3.6m) • Inflation provision for pay, price and fees and charges, (£6.5m) which will be allocated to Directorates during 2020/21 																		

- Capitalisation and other accounting adjustments (cr £2.0m)

2.7 Proposed Revenue Budget Investment

2.7.1 Following consideration of the Council's overall financial position for 2021/22 and the Medium Term, a number of revenue budget investment priorities are proposed for 2021/22 as summarised below in Table 5. These proposals totalling £1.864m are set out in detail in Appendix 2. Given the current gap in 2022/23 a cautious approach has been taken and the investments are therefore being proposed for one year only at the current time.

Table 5 Proposed Revenue Budget Investments

Directorate Investment Options		
Directorate		2021/22 £'000
	Every child making the best start	
CYPS1	Additional support for Youth Work	50
CYPS2	Expansion of Family Group Conferencing (FGC)	130
	A strong community in a clean, safe environment	
R&E1	Additional street cleansing and grounds maintenance (Streetpride)	489
R&E2	Planning Enforcement	44
R&E4	Events that bring people together	118
R&E5	Licensing Service	150
R&E6	Pollinator Friendly Grounds Maintenance Pilots	42
R&E7	Boroughwide Tree Planting – Engagement Programme	50
R&E8	Restoration of Libraries Book Stock Budget	50
ACX2	Climate change data & research officer	49
ACX3	Community Leadership Fund uplift	59
	Leaving no one behind through Covid and beyond	
R&E3	ADVANCE careers support programme	150
ACX1	Kickstart scheme placements at the Living Wage	102
ACX4	Tackling Food Poverty	100
FACS1	Digital Inclusion	50
FACS2	Reducing customer call waiting times	122
FACS3	Support the delivery of the Customer and Digital Programme	109
	Total Investment Options	1,864

2.8 Reserves and Balances within the Council's Budget Strategy

2.8.1 The Council's balance of corporate reserves as at 31st March 2020 was

	<p>£34.1m. This is £2m more than anticipated when the 2020/21 budget report was approved, following a more favourable financial outturn in 2019/20. This was due to the identification of additional savings from Central Services budgets, additional government funding and use of capital receipts flexibility, which meant that only £1.2m of the £3.2m budget contingency set aside from reserves needed to be utilised for that financial year, in addition the Council's General Fund Minimum balance was increased to £20.7m as planned.</p>
2.8.2	<p>Following a review of all the Council's reserves and specific commitments against those reserves, a refresh of the Reserves Strategy was agreed within the 2019/20 Budget and Council Tax report which added those reserves no longer required to the Council's Minimum General Fund Balance and retained a smaller number of Corporate Reserves which can be used more flexibly if/as required. This approach has continued with further rationalisation of Corporate Reserves.</p>
2.8.3	<p>In 2019/20 as part of the Governments response to the Covid-19 pandemic, the Council began to receive un-ringfenced Covid-19 support grants. As these were not fully utilised in 2019/20, they were carried forward within the Councils accounts as part of a Covid-19 Grants Reserve. It is proposed that any unspent, un-ringfenced Covid-19 grants will continue to be carried forward in this way to support anticipated Covid-19 related costs and pressures during 2021/22. In addition, any ringfenced, specific Covid-19 grants that remain unspent at the outturn of 2020/21, will be carried forward, terms and conditions allowing, within the Council's "Grant Received In Advance".</p>
2.8.4	<p>Following a further review of the Strategy, taking into account the financial outturn for 2019/20, the forecast financial outturn for 2020/21, the following updated Strategy is proposed:</p> <ul style="list-style-type: none"> • Increase the Council's General Fund Minimum Balance to £25.0m by 2020/21 as agreed within the 2020/21 budget. This represents 10.6% of the Council's proposed net budget for 2021/22. • The £4m budget contingency would not be used in 2020/21 and there will also be a £3.5m Treasury Management saving. These two benefits will be carried forward to support the 2021/22 budget, a new reserve will be created for this purpose. • Retain two Corporate Reserves. The Corporate Reserves are proposed to be retained as: <ul style="list-style-type: none"> ○ Transformation (to support invest to save initiatives) ○ Business Rates (to cover risk on business rates appeals) • Carry forward any unspent ringfenced and unringfenced Covid-19 support grants as indicated in section 2.8.3.
2.8.5	<p>To reach this position the Council's General Fund Minimum Balance will be increased by £4.3m, following the agreed transfer of £4.3m into reserves in 2020/21 as part of the approved two-year budget for 2019/20 to 2020/21. In addition, savings of £3.5m from the Treasury Management Strategy 2020/21 would not need to be used to balance the 2020/21</p>

	<p>outturn and so those savings can be carried forward to support the 2021/22 budget. The Council's £4m budget contingency built into the 2020/21 budget, would also not be used in 2020/21 and the benefit carried forward to support the 2021/22 budget.</p>																																												
2.8.6	<p>Taken alongside the Council's proposed budget for 2021/22 and the MTFS to 2022/23, this reserves position is considered to be sustainable for the medium term. Future decisions on reserves would then continue be taken as part of the annual budget setting process.</p>																																												
2.8.7	<p>The table below summarises the reserves balances over the medium term and includes the budgeted transfer to reserves of £4.3m in 2020/21 to the General Fund Minimum Balance. The transfer of £3.5m Treasury Management Strategy savings from 2020/21 and the 2020/21 £4m budget contingency will be used to create a £7.5m Budget Strategy Reserve. The £7.5m Budget Strategy Reserve is planned to be used, as part of the Medium Term Financial Strategy to support the 2021/22 budget.</p>																																												
<p>Table 6 – Forecast Balances of Reserves</p>																																													
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	Total General Fund Minimum Balance and Corporate Reserves	34,080	44,351	36,851
2.9	Business Rates Reliefs			
2.9.1	The Government announced additional business rates reliefs measures that apply with effect from 1 April 2020. The Government has confirmed that it will continue to reimburse local authorities for the actual cost to them under the business rates retention scheme of the relief that falls within the definitions of Government guidance. Details of the reliefs are set out below:			
2.9.2	<u>Business Rates Retail Discount</u> The Government announced in the Autumn Budget 2018 a business rates retail discount scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019-20 and 2020-21. The value of the discount was set at one third of the bill applied after other mandatory and discretionary reliefs. The value of the discount was 50% and it includes music venues and cinemas with a rateable value of less than £51,000. At the time of writing this report Government had not confirmed that this relief would continue into 2021-22.			
2.9.3	Also, at the time of writing this report Government had also not confirmed if the 100% Retail, Hospitality and Leisure reliefs, that were awarded for 2020/21 due to the impact of the Covid-19 pandemic, will be repeated in 2021/22. Should Government announce either of these retail reliefs, the Council will implement them in line with Governments guidance, with revised business rates bills issued, if required.			
2.9.4	<u>Local Newspapers</u> A business rates relief for local newspapers was introduced by the Government in April 2017 for a period of 3 years. The relief provides a £1,500 discount for office space occupied by local newspapers. This is limited to one discount per local newspaper title and per property. The Government has determined that the relief will continue for a further 5 years until 31 March 2025.			
2.9.5	<u>Business Rates Rural Relief</u> The doubling of Business Rates Rural Rate Relief was introduced by the Government in 2017/18. However, the relevant primary legislation hasn't been changed and councils have been asked to use their local discount powers to grant the reliefs in line with Government guidance. The Council has done this for 2017/18 to 2020/2021 and it is proposed to continue the same arrangement for 2021/22.			
2.9.6	Cabinet are recommended to propose to Council that these business rates reliefs are applied for 2021/22 in line with Government guidance. In			

	addition, should Government extend the current 100% rates relief for Retail, Hospitality, Leisure and Childcare Nurseries into 2021/22, or introduce other rates reliefs, the reliefs will be applied in line with Government guidance.																																	
2.10	Capital Strategy/Capital Programme Update																																	
2.10.1	The Capital Strategy and proposed Capital Programme to 2023/24, which sets out the Council's future capital investment plans, will ensure that investment decisions are clearly aligned with the Council's strategic priorities and vision for Rotherham. Pending the Spending Review 2021 and information on Government capital allocations beyond 2023/24, the Capital Programme is not being extended out to 2024/25 at this stage.																																	
2.10.2	The Council's Capital Strategy and Capital Programme to 2023/24 was approved by Council in February 2020 within the Budget and Council Tax 2020/21 Report.																																	
2.10.3	The Financial Outturn 2019/20 report approved by Cabinet in July 2020 set out an updated Capital Programme taking into account slippage on capital schemes during 2019/20 which was mostly re-profiled into future years.																																	
2.10.4	Further individual new capital projects already approved during 2020/21 are incorporated into the updated Capital Programme which is set out in Appendices 3C to 3F.																																	
2.10.5	<p>This report proposes a number of further additions to the Capital Programme to 2023/24 which are set out in Appendix 3A. It is proposed that these schemes will be added to the Council's Capital Programme following Council approval. The amendments proposed have all been identified as Priority Capital Investments and are summarised below.</p> <p>Table 7 Proposed Capital Budget Investments</p> <table border="1"> <thead> <tr> <th>Directorate</th> <th>New Capital Proposal</th> <th>Corporate Resource Required £'000s</th> </tr> </thead> <tbody> <tr> <td>CYPS</td> <td>Capita Server Upgrade</td> <td>15</td> </tr> <tr> <td>R&E</td> <td>Country Parks Masterplan & essential building works at Ulley</td> <td>350</td> </tr> <tr> <td>R&E</td> <td>Proposed demolition of the commercial units at 86-102 Wellgate Rotherham</td> <td>200</td> </tr> <tr> <td>R&E</td> <td>Strategic Acquisitions Fund</td> <td>1,000</td> </tr> <tr> <td>R&E</td> <td>Corporate Decarbonisation</td> <td>1,000</td> </tr> <tr> <td>R&E</td> <td>Manvers Footbridge</td> <td>350</td> </tr> <tr> <td>R&E</td> <td>Steadfolds Lane Retaining Wall</td> <td>225</td> </tr> <tr> <td>R&E</td> <td>West Bawtry Road Embankment</td> <td>300</td> </tr> <tr> <td>R&E</td> <td>Borough-Wide Tree Planting Programme</td> <td>350</td> </tr> <tr> <td>R&E</td> <td>Maintenance, Repair & Casework - Parks &</td> <td>200</td> </tr> </tbody> </table>	Directorate	New Capital Proposal	Corporate Resource Required £'000s	CYPS	Capita Server Upgrade	15	R&E	Country Parks Masterplan & essential building works at Ulley	350	R&E	Proposed demolition of the commercial units at 86-102 Wellgate Rotherham	200	R&E	Strategic Acquisitions Fund	1,000	R&E	Corporate Decarbonisation	1,000	R&E	Manvers Footbridge	350	R&E	Steadfolds Lane Retaining Wall	225	R&E	West Bawtry Road Embankment	300	R&E	Borough-Wide Tree Planting Programme	350	R&E	Maintenance, Repair & Casework - Parks &	200
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		Green Spaces	
	R&E	Play Equipment Replacement Programme	100
	R&E	Waterloo Kiln Preservation	35
	R&E	Street Lighting Concrete column replacements - Main routes and primary distributor roads	740
	R&E	Handheld Equipment Grounds Maintenance Equipment	75
	R&E	Flood Alleviation Schemes preconstruction and design approval	5,800
	R&E	Towns and Villages Improvement Fund	4,000
	R&E	Pedestrian Crossing Continuation Funding	120
	R&E	Delivery of the Future High Street Fund	4,155
	AC&H	Relocation of the Reach Service	1,600
		Total	20,615
2.10.6	<p>Priority Capital Investment – General Fund</p> <p>A number of new capital schemes are being proposed for inclusion into the Capital Programme 2020/21 to 2023/24. A list of the new schemes is provided at Appendix 3A, along with a summary view of the scheme business case. These new proposals will be funded by £20.615m of corporate resources, with the revenue implications of this built into the Council's proposed Budget and Treasury Management Strategy.</p>		
2.10.7	<p>The proposed Programme also Includes two further additions to the total level of corporate resources used to fund the capital programme, these are listed below.</p> <ul style="list-style-type: none"> • Increase budget provision for Town Centre New Housing project, £1.217m (including a contingency of £240k). • Provision for a CYPS invest to save scheme, £140k, for the procurement of vehicles to support the in house children's residential provision. 		
2.10.8	<p>The proposed Programme also includes Government Capital Grant allocations up to 2023/24. These allocations are either as already announced by the Government, or on an estimated basis for years where the Government has not as yet indicated the value of the allocations.</p>		
	Housing Revenue Account (HRA)		
2.10.9	<p>The Housing Revenue Account Capital Programme has also been updated to 2023/24, in line with the updated HRA Business Plan approved by Cabinet on 21st December 2020 and Council on 13th January 2021. HRA capital programme information is set out in Appendices 3E and 3F.</p>		
	Capital Strategy		

2.10.10	The Capital Strategy will deliver a Capital Programme that is affordable and sustainable and contributes to the Borough's economic growth. It will also ensure that the Council is able to fully contribute to the delivery of the SCR Strategic Economic Plan and maximise the potential for securing capital funding from the SCR.																																																																																		
2.10.11	The revenue impact of the Capital Strategy is reflected in this report and the prudential borrowing requirement arising from the Capital Programme is reflected in the Prudential Indicators and Treasury Management and Investment Strategy.																																																																																		
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2.10.12	Subject to approval of all the proposed additions to the capital programme, the Council's five year capital programme will be set at £496.976m, split between general fund £295.128m and HRA £201.848m. The table below indicates the split of the capital programme across the Council's Directorates.																																																																																		
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2.10.13	Appendices 3C & 3E shows how the Council proposes to fund the projects and changes to the Capital Programme for which approval is being sought, together with the funding of the existing approved Capital Programme projects. As indicated above, the Council's Revenue Budget and Medium Term Financial Strategy contains provision for the revenue implications of the Capital Programme including prudential borrowing costs.																																																																																		

2.10.14	The Council held £4.5m of General Fund capital receipts and £12.4m of Right to Buy (RTB) receipts as at 31st March 2020. In addition, the Council anticipates further capital receipts to be generated across the Capital Programme period 2020/21 to 2023/24. The total amount of capital receipts planned to support the proposed General Fund Capital Programme including flexible use is £12.7m. The planned use of HRA receipts within the HRA programme is £23.0m, this is based on the continuing sale of properties under RTB, and private sales generated through the Councils new build housing schemes.																																																																																				
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2.10.16	<p>The Council's funding strategy in respect of the Capital Programme will be based on the following key principles:</p> <ul style="list-style-type: none"> (i) Capitalisation opportunities will be maximised, where accounting rules allow. (ii) The Government's capital receipts flexibilities will be maximised to fund revenue transformational expenditure, with an indicative £2m of capital receipts. As a general principle, capital receipts will be earmarked to minimise revenue costs. (iii) All decisions on capital financing are delegated to the Council's Section 151 Officer as agreed by Council. 																																																																																				
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	banking, money market and capital transactions, the effective control of risks associated with these activities and the pursuit of optimum performance associated with those risks.
2.11.2	The Treasury Strategy has associated Prudential Indicators (PIs) which have to be approved by Council prior to 1 st April each financial year in order to comply with the various statutory frameworks within which the treasury function has to operate.
2.11.3	The Prudential Code requires the Council to approve and monitor a minimum number of PI's in order to inform the capital decision making process and support capital investment decisions. These PIs are mandatory.
2.11.4	The Capital Finance Regulations 2008 require the Council to approve a Minimum Revenue Provision (MRP) statement which sets out the methods the Council will use to determine the appropriate amount of MRP to charge against the revenue budget.
2.11.5	The Treasury Management Strategy is integral to the overall Budget Strategy and to the management of the Capital Programme.
2.11.6	Details of the Treasury Management issues are contained in Appendix 4.
2.12	Report of the Strategic Director - Finance and Customer Services (the Council's Responsible Financial Officer)
2.12.1	Section 25 of The Local Government Act 2003 requires the 'Chief Financial Officer' (The Strategic Director - Finance & Customer Services at Rotherham Council) to report to Council on the following matters in making decisions on the budget and financial strategy: <ul style="list-style-type: none"> • the robustness of the estimates made for the purposes of the calculations; • the adequacy of the proposed financial reserves.
2.12.2	In addition, it is recognised as good financial management for the Council to identify target levels for reserves and balances that are based on a thorough understanding of its needs and risks.
2.12.3	The contents of this budget and financial strategy report is the mechanism by which positive assurances are made by the Strategic Director - Finance & Customer Services about the adequacy of the proposed financial reserves.
2.12.4	The Strategic Director - Finance & Customer Services gives her assurance that the budget estimates for 2021/22 are robust overall when considered in conjunction with the budget proposals identified in the report, the reserves strategy and medium term financial projections. Whilst the Council continues to face significant financial pressures in respect of social care and the uncertainty brought about by the COVID-19 pandemic

	<p>it has demonstrated, in recent years, an ability to manage such challenges. Along with managing year on year cost pressures within overall budgets, it has developed a robust medium term financial strategy which has included rebuilding reserves levels to create a more sustainable financial platform for the future.</p>
2.12.5	<p>This assurance is predicated on Directorates progressing all necessary activity to get their budgets back on track during 2021/22, including delivering planned savings and cost reductions agreed in previous budgets, in particular:</p> <ul style="list-style-type: none"> • Reducing the number of exceptionally high cost placements and also reducing the unit cost of placements, within Children’s Social Care. Also significantly increasing the number of foster care placements in line with budgeted plans. • Successful management of the demand pressures in Adult Social Care within the budget allocated and delivering a reduction in unit cost through ensuring appropriate care and support is in place in accordance with the service development programme. • A successful resolution to the budget pressures within the Regeneration and Environment Directorate which require the Directorate to identify actions to ensure that services can be provided within the available funding envelope.
2.12.6	<p>The key fundamental principles of the report’s recommendations which the Strategic Director - Finance & Customer Services has considered in giving this assurance are:</p> <ul style="list-style-type: none"> • That the budget strategy for 2021/22 is approved as set out in the report. • That Directorates manage their finances within the clearly defined cash-limits approved as part of this budget. Whilst the budget risk is recognised, Strategic Directors must bring forward options to mitigate any cost overruns in accordance with Financial Procedure Rules in order that formal decisions can be made where necessary. • That Council approves the updates to the Medium Term Financial Strategy to 2022/23 and agrees to the proposals to manage a balanced budget in 2021/22. • That the revised Reserves Strategy is approved which will see the General Reserves Minimum Balance increased to £25.0m by 31st March 2020 as agreed within the 2020/21 budget. However, it is not to be called upon for further purposes save in exceptional circumstances with the agreement of the Leader of the Council, Chief Executive and the Strategic Director - Finance & Customer Services and approved by the appropriate body of the Council in accordance with the Constitution.

2.12.7	The reserves position will need to be kept under review to ensure that the Council maintains a robust budget and sound financial base.
2.12.8	The Council continues to operate in a tight financial climate by continuing to exercise tight spending controls including the application of stringent recruitment and procurement controls. However, there are significant cost overruns taking place and this needs to be stemmed if the Council is to remain financially stable and sustainable. Therefore, consideration will be given to any further measures that can be taken to ensure that spending is contained within budget.
2.12.9	Within the current financial climate, effective and carefully planned use of reserves is ever more critical to the Council's ability to maintain a robust balanced budget whilst delivering its budget objectives to protect the most vulnerable people and those in need.
2.12.10	Achieving budget savings of the magnitude that the Council has had to deal with and substantially still needs to deliver, whilst seeking to protect priority services as far as possible, requires a significant amount of service and financial planning. This can only be done effectively with the support of an integrated strategic approach to the level and use of the Council's reserves.
2.12.11	In considering the overall robustness of the budget proposals for 2021/22, account has been taken of the degree of transformation required in some areas and the time it will take to deliver some of the savings over the period. This has been recognised within the 2021/22 budget, but it is essential that delivery of the budget savings and cost reductions agreed within the two-year budget for 2019/20 and 2020/21 are completed. The continuing implications of COVID-19 on the Councils financial position will need to be closely monitored to minimise cost to the Council whilst maximising the impact of government grant support available.
3.	Options considered and recommended proposal
3.1	These are set out in Section 2 above.
4.	Consultation on proposal
4.1	From 5 th January 2021 to 26 th January 2021, the Council held an online consultation which provided broad information on income and expenditure as well as a link to the February 2020 Budget Report. The Council also consulted individually with key partners.
4.2	The Council's Overview and Scrutiny Management Board (OSMB) will consider this report including the outcomes of the consultation at its meeting on 10th February 2021. The report on the consultation is attached at Appendix 9.
4.3	With regard to the proposed changes to the Capital Strategy and Capital Programme, consultation has taken place with elected Members and

	officers engaged in capital projects across Directorates.
5.	Timetable and Accountability for Implementing this Decision
5.1	The Council is required to set its annual budget by no later than 10th March each year. Strategic Directors are responsible for ensuring the delivery of savings proposals within their Directorate Cash Limit approvals.
5.2	Where appropriate, detailed Implementation Plans will be drawn up and maintained to ensure close monitoring of savings delivery or providing early warnings if there is a potential for the savings not to be achieved. In this instance this will provide maximum opportunity to identify potential remedial actions to be identified and implemented to maintain spend within the approved budget limit.
6.	Financial and Procurement Advice and Implications
6.1	The financial implications are set out in detail in Section 2 above.
6.2	In summary, the report recommends a 1.99% increase in the basic rate of Council Tax (excludes precepting bodies) and a 1% Adult Social Care Precept on Council Tax. The report proposes a General Fund Revenue Budget for the Council for 2021/22 of £236m.
6.3	It should be noted that the proposed revenue budget includes: <ul style="list-style-type: none"> • Provision for pay awards and contractual inflation • In line with Council policy, it is expected that any other inflationary pressures will be contained within Directorate Cash Limit budgets. • Income inflation – a 2.0% overall increase to income budgets for Council Fees and Charges in line with the prevailing rate of CPI increase.
6.4	Any revenue implications from the Approved Capital Programme are fully reflected in the Council's 2021/22 Revenue Budget, its Medium Term Financial Strategy and the Prudential Indicators and Treasury Management and Investment Strategy.
6.5	All procurement activity (revenue and capital) must be procured in compliance with the Public Contracts Regulations 2015 (as amended) and the Council's own Financial and Procurement Procedure Rules. Consideration will be given through the Council's pre-procurement activity to determine the most appropriate route to market along with all associated implications that need to be addressed either through the tender process and/or resulting contract which is awarded.
6.6	Treasury Management forms an integral part of the Council's overall financial arrangements. The assumptions supporting the capital financing budget for 2021/22 and for the future years covered by the MTFs of the

	Council have been reviewed in light of the current economic and financial conditions and the revised future years' Capital Programme.
6.7	The proposed Treasury Management and Investment Strategy is not forecast to have any further revenue consequences other than those identified and planned for in both the Council's 2021/22 Revenue Budget and approved MTFS.
7.	Legal Advice and Implications
7.1	When setting the budget, the Council must be mindful of the potential impact on service users. In particular, Section 149 of the Equality Act 2010 imposes an obligation on Members to have due regard to protecting and promoting the welfare and interests of persons who share a relevant protected characteristic (age; disability; gender re-assignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation). Case law has clarified that there is no obligation on a local authority to carry out an equality impact analysis of the high level strategic budget setting process. Once the budget has been set and as spending decisions are made service by service, and as policies are developed within the constraints of the budgetary framework, proposals will be further considered by Members and will be subject to an appropriate and proportionate assessment of any equality implications.
7.2	In coming to decisions in relation to the revenue budget and Council Tax the Council has various legal and fiduciary duties. The Council is required by the Local Government Act 1992 to make specific estimates of gross revenue expenditure and anticipated income leading to the calculation of the council tax requirement and the setting of the overall budget and Council Tax. The amount of the council tax requirement must be sufficient to meet the Council's legal and financial commitments, ensure the proper discharge of its statutory duties and lead to a balanced budget.
7.3	In exercising its fiduciary duty the Council should be satisfied that the proposals put forward are a prudent use of the Authority's resources in both the short and long term; that the proposals strike a fair balance between the interests of Council Tax payers and ratepayers on the one hand and the community's interests in adequate and efficient services on the other; and that they are acting in good faith for the benefit of the community whilst complying with all statutory duties. Officers have addressed the duty to strike a fair balance between different elements of the community and the interests of Council Tax and Business Rate payers in developing the budget proposals set out in this report.
7.4	All capital projects require input from Legal Services in relation to contracts. The Council must ensure that robust contractual arrangements are put in place, specifications are clearly defined, and it is clear which project risks are the responsibility of the Contractor and which remain with the Council. This is to avoid potential contractual disputes and limit the financial impact on the Council arising from them.
7.5	It is a requirement that changes to the Council's prudential indicators are

	approved by Council.
7.6	It is also a requirement that the Council's Minimum Revenue Provision Policy Statement for each financial year is approved by Council.
8.	Human Resources Advice and Implications
8.1	Since 2010 the Council has reduced its headcount by 2037 and FTE by 1121.
9.	Implications for Children and Young People and Vulnerable Adults
9.1	As detailed within Section 2.
9.2	The Budget proposals continue to support and protect the most vulnerable children and adults in Rotherham and the income generated from the 1% Adult Social Care Precept on Council Tax will be directly allocated to the Adult Social Care budget..
10.	Equalities and Human Rights Advice and Implications
10.1	No further direct implications beyond those set out within the Budget and Council Tax report 2021/22.
11	Implications for Ward Priorities
11.1	Set out within the budget proposals included in the report.
12	Implications for Partners
12.1	Where the Council is working with partner organisations on specific proposals, for example in Health, the Police and other government agencies, these proposals have been developed in conjunction with these organisations.
13	Risks and Mitigation
13.1	To any extent that approved budget savings or compensating mitigations are not achieved, this will require a drawdown on reserves. The reserves strategy shows that there is a sufficient balance of reserves to mitigate overall budget risk, however, a continued call on the reserves over and above that planned over the medium term would be financially unsustainable.
13.2	The Capital Programme is funded through a number of sources: Prudential borrowing, capital grants and contributions, revenue contributions and capital receipts. There is a potential risk that the future years funding from Government Grants and external sources may vary from that estimated.
13.3	Financial Services work closely with Project Managers and the Corporate

	Property Unit, to monitor project expenditure and performance. Improvements that are being introduced to the Capital Programme governance arrangements and enhanced reporting requirements will ensure that Members will receive early notice of any specific project issues. This will enable early intervention to take place to bring projects back on timetable and cost, or if necessary, agree an additional capital programme funding approval. Where elements of the Programme are reliant on future grant funding, future projects will be continually reviewed to match the programme against funding availability.
13.4	The proposed Treasury Management and Investment Strategy seeks to minimise the risks inherent in operating a Treasury Management function during these difficult economic and financial conditions.
13.5	Operational Treasury Management guidelines will continue to be kept in place and reviewed to ensure they are appropriate given the circumstances faced, supported by regular monitoring to ensure that any risks and uncertainties are addressed at an early stage and hence kept to a minimum.
14	Accountable Officers
	Judith Badger, Strategic Director - Finance and Customer Services Graham Saxton, Assistant Director - Financial Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/02/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	01/02/21
Head of Legal Services (Monitoring Officer)	Bal Nahal	01/02/21

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

COUNCIL TAX BASE 2021/22

Appendix 1

BAND D EQUIVALENT PROPERTIES

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	Adjustment for estimated collection rate	Total (after adjustment for estimated collection rate)
Anston	435.18	1,102.83	435.89	381.29	399.16	208.29	72.25	5.73	3,040.62	121.62	2,919.00
Aston	1,168.30	1,342.24	689.15	614.42	535.09	121.26	26.67	1.00	4,498.13	179.93	4,318.20
Bramley	599.15	409.63	649.70	433.82	209.85	20.20	6.30	1.00	2,329.65	93.19	2,236.46
Brampton Bierlow	586.78	163.64	120.82	292.11	129.66	1.40	1.70	-	1,296.11	51.84	1,244.27
Brinsworth	721.28	1,190.13	346.51	146.82	14.07	2.90	-	-	2,421.71	96.87	2,324.84
Catcliffe	287.67	121.36	85.01	43.99	1.20	2.20	-	-	541.43	21.66	519.77
Dalton	1,121.20	383.25	579.42	227.79	253.27	27.80	11.30	1.00	2,605.03	104.20	2,500.83
Dinnington	1,106.28	378.93	338.17	456.39	110.43	54.76	16.70	2.00	2,463.66	98.55	2,365.11
Firbeck	6.30	20.58	15.27	11.30	36.32	33.94	22.50	-	146.21	5.85	140.36
Gildingwells	2.30	0.82	2.40	6.30	12.40	18.40	1.70	-	44.32	1.77	42.55
Harthill	151.09	82.34	96.09	112.84	104.78	105.62	53.75	-	706.51	28.26	678.25
Hellaby	28.65	180.12	24.18	16.30	9.50	-	-	-	258.75	10.35	248.40
Hooton Levitt	3.35	5.56	1.80	3.75	15.60	17.00	6.30	1.00	54.36	2.17	52.19
Hooton Roberts	5.76	2.10	8.03	13.75	27.11	15.23	8.06	-	80.04	3.20	76.84
Laughton	86.87	54.65	42.45	109.93	81.50	72.30	26.70	-	474.40	18.98	455.42
Letwell	0.74	2.10	0.90	4.50	20.50	21.70	21.23	-	71.67	2.87	68.80
Maltby	2,224.58	678.85	668.00	583.55	102.98	31.02	38.80	2.00	4,329.78	173.19	4,156.59
Orgreave	22.13	160.79	23.07	2.00	-	1.40	-	-	209.39	8.38	201.01
Ravenfield	96.02	103.87	290.76	239.94	212.57	103.13	15.80	-	1,062.09	42.48	1,019.61
Thorpe Salvin	10.20	8.92	12.24	31.55	41.94	59.67	40.47	2.50	207.49	8.30	199.19
Thrybergh	615.20	63.50	55.63	59.08	40.12	42.29	22.50	-	898.32	35.93	862.39
Thurcroft	957.26	438.42	340.01	314.70	69.36	41.63	21.78	-	2,183.16	87.33	2,095.83
Todwick	28.53	66.78	81.24	249.35	140.20	60.30	49.98	2.00	678.38	27.14	651.24
Treeton	387.26	201.18	35.52	167.95	94.70	17.70	1.70	2.00	908.01	36.32	871.69
Ulley	8.61	7.40	12.36	7.61	13.00	13.70	6.70	-	69.38	2.78	66.60
Wales	803.55	435.44	425.68	254.73	128.30	74.86	22.10	2.00	2,146.66	85.87	2,060.79
Waverley	41.87	243.80	306.73	361.76	153.56	5.80	-	-	1,113.52	44.54	1,068.98
Wentworth	35.55	101.13	111.25	104.81	104.80	65.72	42.33	6.00	571.59	22.86	548.73
Whiston	337.11	362.75	343.73	129.37	202.82	94.67	51.30	4.00	1,525.75	61.03	1,464.72
Wickersley	190.87	704.14	616.11	281.90	370.42	436.33	309.22	2.00	2,910.99	116.44	2,794.55
Woodsetts	58.14	190.25	133.33	94.00	55.94	36.10	31.90	10.00	609.66	24.39	585.27
Parished	12,127.78	9,207.50	6,891.45	5,757.60	3,691.15	1,807.32	929.74	44.23	40,456.77	1,618.29	38,838.48
Un-Parished	16,286.01	6,124.91	5,385.77	2,845.58	1,697.44	670.08	219.32	23.00	33,252.11	1,330.07	31,922.04
TOTAL	28,413.79	15,332.41	12,277.22	8,603.18	5,388.59	2,477.40	1,149.06	67.23	73,708.88	2,948.36	70,760.52

Proposed Revenue Budget Investments

Directorate Investment Options		
Directorate		2021/22 £'000
	Every child making the best start	
CYPS1	Additional support for Youth Work	50
CYPS2	Expansion of Family Group Conferencing (FGC)	130
	A strong community in a clean, safe environment	
R&E1	Additional street cleansing and grounds maintenance (Streetpride)	489
R&E2	Planning Enforcement	44
R&E4	Events that bring people together	118
R&E5	Licensing Service	150
R&E6	Pollinator Friendly Grounds Maintenance pilots	42
R&E7	Boroughwide Tree Planting – Engagement Programme	50
R&E8	Restoration of Libraries Book Stock Budget	50
ACX2	Climate change data & research officer	49
ACX3	Community Leadership Fund uplift	59
	Leaving no one behind through Covid and beyond	
R&E3	ADVANCE careers support programme	150
ACX1	Kickstart scheme placements at the Living Wage	102
ACX4	Tackling Food Poverty	100
FACS1	Digital Inclusion	50
FACS2	Reducing customer call waiting times	122
FACS3	Support the delivery of the Customer and Digital Programme	109
Total Investment Options		1,864

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : CYPS

Investment

Reference:	CYPS1
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2021/22 £'000

50

Proposal Description	Additional support for Youth Work
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Details of Proposal (what will be achieved)	<p>In last year's budget, the Council committed an additional £70,000 per year to deliver more universal Youth Work across the borough.</p> <p>This proposal will strengthen this activity by employing three (18.5 hour) Band F Outreach and Engagement Workers to coordinate, plan and quality assure the universal youth offer in each of the three localities (North, South and Central) through our existing Centres and the Voluntary Sector youth offer.</p> <p>The investment would be used to ensure consistent quality and safeguarding standards across youth work and will enable work with key agencies and youth work providers to develop and deliver a borough wide, positive activities programme in a variety of settings.</p> <p>As a result of the national lockdown from 23rd March 2020 young people and youth work has been significantly impacted by the pandemic and subsequent restrictions. When things can return to how they once were, the additional capacity will better enable the development of a coordinated youth offer for young people, incorporating places to go and things to do.</p>
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Director Responsible for Delivery	Suzanne Joyner
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Proposed Revenue Budget Investments

Cabinet Portfolio Holder	Cllr Gordon Watson
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Finance Business Partner	Neil Hardwick
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Implications on other Services (identify which services and possible impact)	The need has been identified for a person to help coordinate, plan and evaluate the Youth Offer in each of the three locality areas of the borough to provide in partnership with other providers in the sector. These posts will provide the capacity whilst acting as a key 'link' person to the voluntary agencies, parish councils and uniformed and faith-based provision to ensure consistent quality and standards are in place.
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : CYPS

Investment

Reference:	CYPS2
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2021/22 £'000

130

Proposal Description	Expansion of Family Group Conferencing (FGC)
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Details of Proposal (what will be achieved)	<p>A Family Group Conference (FGC) is a decision-making meeting in which a child's wider family network come together to make a plan about the future arrangements for the child, as an alternative to local authority care.</p> <p>FGCs are a process in which parents, children and members of the wider family produce a plan that addresses concerns and uses the families or friends own skills, strengths and personal knowledge to resolve difficulties.</p> <p>In RMBC we have a small team comprising of a coordinator and 3 FT practitioners. The request is for an additional x3 Band G Practitioners (North, South, Central) to double the capacity and enable the team to work with more families.</p> <p>Plus, a Band D Business Support (FT) to support the coordination.</p> <table> <tr> <td>Band D x1</td> <td style="text-align: right;">£24,583</td> </tr> <tr> <td>Band G x3</td> <td style="text-align: right;">£105,318 (x3)</td> </tr> </table> <p>Total amount requested</p> <p>£130k*</p> <p>*Per annum (top of the scale) with on-costs</p> <p>Current Capacity</p> <p>Rotherham already has an existing FGC offer in place, with a small team of 4 x FTE Facilitators and 1 x FTE Coordinator.</p>	Band D x1	£24,583	Band G x3	£105,318 (x3)
Band D x1	£24,583				
Band G x3	£105,318 (x3)				

Proposed Revenue Budget Investments

Expected Outputs:

The additional capacity would allow us to target adolescents coming into care of the local authority.

The 2019 Children's Commissioner report showed how the profile and needs of children in care has changed over the last five years, driven by a growing share of older children and teenage care entrants who have more complex needs and potentially more expensive living arrangements. The report shows that adolescents are six times more likely than children under 13 to be living in residential or secure children's homes, and nearly half are living in privately-run accommodation. The number of teenagers in England (aged 13 or over) in care rose by 21% between 2012/13 and 2017/18, while the number of 0-5 year olds fell by 15%.

In Rotherham, adolescents currently account for 40% of the LAC cohort.

Illustrative cost savings benefits of FGC (taken from Daybreak Family Group Conferencing, children on the edge of care Research report July 2017) showed over a 6 month period, depending on children's pathway, the cost for a child who remained living with their parents was £1,598, compared to £17,557.66 when looked after by LA. This cost can be much higher for some children, with often poor outcomes particularly for older teenage children.

As well as anticipated financial benefits, we would expect the impact to include:

- Reduction in looked after children, particularly older teenagers
- timely decisions, and reduction in the duration of care proceedings (where initiated), thus reducing social care and court costs
- children remain with extended family as a priority when this is in their best interests
- effective advocacy for children and young people
- children have a voice in decision making about themselves
- no delay in court processes caused by late potential placements coming forward, or due to conflict with the local authority
- secure placements

Proposed Revenue Budget Investments

	<p>Our primary focus for FGC expansion in Rotherham would be: Reducing the need for becoming looked after, for children aged 15 and above</p> <p>Where family needs are escalating and indicate that they will be registered on a Child Protection Plan: *The FGC would be offered to the family prior to the first conference.</p> <p>A child who is at risk of entering the looked after system, via the Public Law Outline Panel</p> <p>Section 20 where there is a plan for a return home</p>
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Director Responsible for Delivery	Suzanne Joyner
Cabinet Portfolio Holder	Cllr Gordon Watson
Finance Business Partner	Neil Hardwick

Implications on other Services (identify which services and possible impact)	<p>FGC is an evidence-based approach to preventing families and children from entering the care system. We secured in 2020/21 £230k (over 2 yrs.) from the DfE Supporting Families: Investing in practice fund. A combination of the existing Team, the expansion through the investment opportunity and pooling the DfE resource will create the required capacity to address the needs of complex families before they enter the care system.</p> <p>An expansion would allow us to embed the FGC approach across the wider partnership and build capacity in communities through our public and voluntary sector partners such as the Rotherham United Community Foundation Trust, YWCA, Barnardo's, YMCA, JADE, REMA, Clifton Learning Project, to deliver and embed consistency of approach across the wider children's workforce and shift services to a lower cost early intervention and prevention, family and community based model.</p>
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : Regeneration and Environment

Investment

Reference:	R&E1
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2021/22 £'000

489

Proposal Description	Additional street cleansing and grounds maintenance (Streetpride)
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Details of Proposal (what will be achieved)	<p>The service proposes four additional zonal cleansing teams, two teams dedicated to the central zone and one further team in the North and Southern zones working to support the delivery of street cleaning and grounds maintenance services.</p> <p>Increased resources within the zonal grounds maintenance and street cleansing structure will further enhance the cleansing regimes in high footfall areas and on main routes. This work will include litter picking, hand sweeping and weed removal.</p> <p>The additional resource will deliver a significant improvement in the cleanliness of these areas and also improve access for pedestrians and cyclists.</p> <p>The condition of existing on highway cycle routes in Rotherham is varied with remedial maintenance needed in a number of locations, potentially discouraging cycling along a number of routes. Current maintenance budgets do not allow for a comprehensive maintenance regime for the existing cycle network.</p> <p>It is proposed to renew the majority of the lining. cut back vegetation, remove weeds and cycle routes would be swept where required.</p> <p>This will contribute towards providing a well maintained and attractive cycle network to encourage cycling, which is a high priority within Rotherham and also Sheffield City Region.</p> <p>In line with the Council's zonal structures, the resources</p>
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Proposed Revenue Budget Investments

	will be flexible and be able to the delivery of local ward priorities where resources allow.
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Director Responsible for Delivery	Paul Woodcock
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Cabinet Portfolio Holder	Cllr Sarah Allen/ Cllr Emma Hoddinott/ Cllr Denise Lelliott
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Finance Business Partner	Richard Young
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Implications on other Services (identify which services and possible impact)	<p>Enhance ability to support Neighbourhoods and Enforcement services in key delivery objectives.</p> <p>Additional resource will be required within the Highways Service in order to undertake additional maintenance along cycle routes.</p>
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : R&E

Investment

Reference:	R&E2
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2021/22 £'000

44

Proposal Description	Planning Enforcement
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Details of Proposal (what will be achieved)	<p>The costs to the Council to run the planning service have been reduced from £1.2m in 2010/2011 to £63,809 in 2019/2020 through restructures within Development Management and Planning Policy and the efficiency gains achieved by moving to a paperless document management system.</p> <p>As the reporting of planning breaches is made ever easier through electronic communications, there has been an increase in enforcement requests received and therefore a need to look at resources to address this.</p> <p>Demonstrable need</p> <p>Benchmarking has been undertaken with neighbouring Authorities to assess the level of resources currently available. This clearly demonstrates that Rotherham's planning enforcement resource is significantly lower than that of our near neighbours.</p> <p>Quantifiable Impact</p> <p>The provision and recruitment of a new planning enforcement officer will allow the service to be much more responsive to enforcement cases and achieve the standards as set out in the recently adopted 'Enforcement Plan'.</p> <p>Whilst most people will follow due process and obtain planning permission before starting work, there are a number of people, either through ignorance or an acceptance of risk, choose to ignore planning rules and carry out unauthorised work. The only recourse that the Council has against this is through the enforcement of planning regulations which requires specialist knowledge</p>
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Proposed Revenue Budget Investments

and experience. Without providing adequate resources, the Council does not have the capacity to deal with the level of cases that are received which can ultimately lead to unauthorised works becoming lawful due to the passage of time. Any unreasonable delays are therefore likely to result in a negative impact on the reputation of the Council and its planning service.

Direct enforcement action also leads to the generation of income through the submission of planning applications which seek to regularise unauthorised developments and, as such, there is a direct correlation between the employment of additional staff and the income that can be generated, notwithstanding the improvement to reputation that would occur with a properly resourced enforcement team. In 2019 a total of 51 applications were submitted because of such intervention, with these applications generating a total additional income of £27,605.

Most planning permissions are granted subject to conditions which would otherwise make a development unacceptable and it is the role of the enforcement service to investigate any breach of condition and determine whether it is expedient or not to pursue formal enforcement action. This is in addition to complaints about development not being carried out in accordance with approved plans and any development that is being undertaken without first obtaining planning permission.

The number of cases received has risen during the last year and the planning enforcement team are struggling to keep on top of the workload. This will be compounded by the loss of the consultant enforcement officer who has been employed recently by virtue of a £50,000 Government grant which was secured last year.

Year	Cases
2013	295
2014	295
2015	274
2016	367
2017	308
2018	287
2019	369
2020	473

Potential Impact

The enforcement team are embedded within Development Management, a team which has gone through transformational change in recent years to utilise modern technology to release efficiency gains resulting in

Proposed Revenue Budget Investments

	<p>a streamlined and effective service. Over the past few years though, the enforcement resources have reduced to a level that is now well below the work that is being generated and it is projected that when the current temporary consultancy contract ends at the end of this year, a back log of work will grow exponentially. The reporting systems have been updated such that the workloads can now be identified and prioritised and an enforcement plan produced and adopted that gives a clear statement about how the service will react to notifications of a breach of control and the timescales which it endeavours to achieve with each case. A review of the workflow has streamlined procedures, but as reporting methods get easier (email, online forms, telephone etc), coupled with a general increase in reported breaches, it is clear that an additional experienced planning enforcement officer is required in order to keep on top of the volume of work.</p> <p>If the planning enforcement team is not adequately resourced, the workload backlog will increase as the number of cases being received outstrips the resources that are able to deal with the volume. This will have a knock-on effect to the credibility of the planning service and an implicit message that people can carry out unauthorised works with no penalty as no action will be taken by the Council to rectify matters. This will undoubtedly jeopardise the reputation of the Council.</p>
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Director Responsible for Delivery	Paul Woodcock
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Cabinet Portfolio Holder	Cllr Denise Lelliott
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Finance Business Partner	Jonathan Baggaley
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Implications on other Services (identify which services and possible impact)	It is expected that this proposal will require support from Legal Services.
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : R&E

Investment

Reference:	R&E4
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2021/22 £'000

118

Proposal Description	Events that bring people together
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Details of Proposal (what will be achieved)	<p>Following a review of the Council's current events offer, this investment will enable:</p> <ul style="list-style-type: none"> • The creation of an additional post and new structure for the Events Team bringing additional resource and expertise to the team • A more sustainable delivery model for Rotherham Show as the headline signature event • The opportunity to refresh the core events programme to focus on fewer but larger scale and higher-quality Signature events; building civic pride and enabling placemaking, events unique to Rotherham and distinctive to its identity, providing scale and setting ambition, with a focus on a high-quality Christmas programme • the provision of a Connected Communities Events Grants Fund to support and develop community event organisers, with the intention of creating events that are community focused and aim to create moments for different communities to come together share their traditions and interests • Continuation of the team's existing roles with Council services required to lead on the delivery of the events that they currently lead and to fund these events from within their own service budgets <p>This investment aligns with the Rotherham Plan objectives, and is intended to support the Council's own Building Stronger Communities Strategy.</p> <p>In light of the current Coronavirus situation, the revenue ask has been reduced proportionately to allow a part year delivery in the second half of 2021/22.</p>
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Proposed Revenue Budget Investments

Director Responsible for Delivery	Paul Woodcock
Cabinet Portfolio Holder	Cllr Sarah Allen
Finance Business Partner	Richard Young
Implications on other Services (identify which services and possible impact)	<p>The review identified that a number of other services take on the delivery of events, often without a specific budget, leading to increased budget pressure and strain on the staff resources of those services. These services include:</p> <ul style="list-style-type: none"> • Democratic Services – currently delivering Civic Events • Policy & Performance – currently delivering equalities events • Community Safety – currently supporting the delivery of community led events

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : R&E

Investment

Reference:	R&E5
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2021/22 £'000
150

Proposal Description	Licensing Service
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Details of Proposal (what will be achieved)	<p>Following government intervention the Council revised all of its Licensing Policies and, in particular, introduced a significantly more robust regime to Private Hire and Hackney Carriage Licensing. This Policy has, in the main, been very successfully implemented and enforced.</p> <p>It has become clear over the last few years however that the demands on the service remain very high, and there is a continued need for more proactive work with licensees to develop the licensed trades, and to ensure that all licensees are adhering to Policy.</p> <p>Having reviewed the licensing structure the proposal is to increase the level of resources as follows:</p> <ul style="list-style-type: none"> • 1 FTE Principal Licensing Officer – to support Licensing Board and Committee more directly, provide additional capacity for training and development and support the development of stronger partnership arrangements. • 1 FTE Licensing Enforcement Officer – to provide additional enforcement and investigatory capacity, and enhance our proactive inspection regimes. • 1 FTE Administrative Support Officer – to provide additional administrative support to the process for applications and reviews.
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Director Responsible for Delivery	Paul Woodcock
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Cabinet Portfolio Holder	Cllr Hoddinott
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Proposed Revenue Budget Investments

Finance Business Partner	Richard Young
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Implications on other Services (identify which services and possible impact)	It is expected that this proposal will require support from Legal Services.
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : R&E

Investment

Reference:	R&E6
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2021/22 £'000

42

Proposal Description	Pollinator Friendly Grounds Maintenance Pilots
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Details of Proposal (what will be achieved)	<p>The Year Ahead Plan set out the ambition for the development of more pollinator friendly approaches to grounds maintenance in Rotherham.</p> <p>The service has set out four main strands to the development of our approaches, including proposed pilots of a number of different approaches over the next year. This includes:</p> <ol style="list-style-type: none"> 1. Identifying areas to be designated as zero or significantly reduced grounds maintenance areas. 2. Identify areas to be maintained annually, on a reduced schedule compared to the current. 3. Development and pilot approaches for additional areas of seeding with pollinator seed material, resulting in more wildflower swathes across borough on annual basis. 4. Engage with the Council's landscape design team to include pollinator friendly approaches as part of larger suitable projects. <p>To achieve the above objectives above would require the following budget investments:</p> <ul style="list-style-type: none"> • Staff to undertake seeding and maintenance of areas, including works identified to increase biodiversity of locations. This is estimated to require 2 Full Time Equivalent Operatives for 4 months to undertake seeding and maintenance - £17K • Commission an Ecological Survey to develop a pollinator friendly plan and to support the pilot approach. This is estimated at £10K • Additional materials, including vehicle hire, traffic management and labour are estimated at £15k. <p>The total financial proposal for this pilot, in revenue terms,</p>
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Proposed Revenue Budget Investments

	<p>is therefore £42k.</p> <p>It should be noted that the resource implications are high level estimates and could change based on the development of a plan delivered by an ecologist or appropriate individual.</p>
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Director Responsible for Delivery	Paul Woodcock
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Cabinet Portfolio Holder	Cllr Allen
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Finance Business Partner	Richard Young
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Implications on other Services (identify which services and possible impact)	None
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22

Investment

Reference:	R&E7
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2021/22 £'000

50

Proposal Description	Boroughwide Tree Planting – Engagement Programme
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Details of Proposal (what will be achieved)	<p>The Council's proposed capital investment will ensure 500 trees are planted across the borough, but it is anticipated that this amount would double through the match funding that this investment would lever in from other sources.</p> <p>A dedicated engagement officer with support budget will:</p> <ul style="list-style-type: none"> • Engage communities in the tree planting activities • Develop education programmes working with schools and community groups • Educate the general public about the importance of trees to our environment, working to increase understanding and reduce complaints from local residents <p>This funding would create one temporary post at Band E (£25k) with a small operating budget to support events, marketing and engagement activities.</p>
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Director Responsible for Delivery	Paul Woodcock
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Cabinet Portfolio Holders	Councillor Allen
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Finance Business Partner	Richard Young
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Implications on other Services	Emergency Planning – Trees absorb and intercept water reducing the stress on storm water drains and they also
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Proposed Revenue Budget Investments

(identify which services and possible impact)	<p>improve soil quality ensuring that more water is held in the ground as opposed to creating areas of surface flooding and run off.</p> <p>Regulatory Services – Planting of trees is proven to improve air quality and reduce pollution creating safer environments for residents across the borough.</p> <p>Public Health - Research has shown that residents living within sight lines of trees show significant improvement in public health and wellbeing, including reducing recovery times from mental health and stress related illnesses.</p> <p>Neighbourhoods – Studies have shown that tree planting scheme work towards building a sense of ownership and pride in communities, supporting efforts to reduce crime and improve community cohesion.</p>
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : R&E

Investment

Reference:	R&E8
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2021/22 £'000

50

Proposal Description	Restoration of Libraries Book Stock Budget
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Details of Proposal (what will be achieved)	<p>It is proposed that the Stock Management budget which was reduced in this financial year is restored.</p> <p>In 2018/19 and 2019/20 the opening budget was £263k, however in 20/21 this was reduced to £213k.</p> <p>In light of the most recent action plan for Rotherham Libraries and Neighbourhood Hubs 2020-2022, which will improve libraries and place them in the heart of the communities, it is important we have the appropriate budget to make this libraries vision a reality.</p> <p>Libraries' recent public consultation evidenced that 88% of respondents agreed with retaining library sites and investing within libraries; restoring the book stock budget will support this.</p> <p>Alongside the current £1.4m capital investment to refurbish sites along with £500k in ICT improvements, it is important we have a healthy stock budget to support both libraries' vision and this level of investment, ensuring stock is replenished and meets community needs.</p> <p>During the first lockdown the service saw an increase in the number of new library members wishing to access the e-service offer, the e-book monthly spend was therefore, increased in order to improve the offer. It was anticipated this would be a short-term solution, however if the budget was restored, the monthly spend increase would continue.</p> <p>This proposal will restore the budget back to £1 per head of population of Rotherham.</p>
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Proposed Revenue Budget Investments

Director Responsible for Delivery	Paul Woodcock
Cabinet Portfolio Holder	Cllr Sarah Allen
Finance Business Partner	Richard Young
Implications on other Services (identify which services and possible impact)	None

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : Assistant Chief Executive

Investment

Reference: ACX2

2021/22 £'000
49

Proposal Description	Climate change data & research officer
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Details of Proposal (what will be achieved)	<p>The proposal is to employ a climate change data and research officer (Band J full time) to support work in line with the Climate Change Emergency motion adopted by councillors in October 2019.</p> <p>There is a need for a specific post to support the climate change agenda and to ensure that the future milestones associated with this theme are based on appropriate research and relevant information. There is currently no dedicated resource for this agenda in the Policy, Performance and Intelligence (PPI) Service.</p> <p>The proposal is to support year 1 of a multi- year programme of work to provide the expertise and capacity to drive forward the delivery of the carbon action plan. Therefore, it would be a flexible resource with analytical and project management skills.</p> <p>The focus for Year 1 would be to assist in baselining work which will enable the council to identify the most appropriate and relevant actions needed to impact the net zero target.</p> <p>This would involve: -</p> <ul style="list-style-type: none"> • Identifying national, regional, and local climate change data sets and analysing the data to develop an internal baseline (2030 net zero target) and external baseline (2040 net zero target). • Identifying key public and private stakeholders across the borough and developing external networks. • Supporting internal and external stakeholders to identify climate change mitigation actions and plans.
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Proposed Revenue Budget Investments

	<ul style="list-style-type: none"> • Liaising with key stakeholders and Council climate champions to develop emission projections and identify methods of mitigation. <p>This will support the ongoing delivery of the Council's carbon action plan and progress towards the council's net zero targets.</p>
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Director Responsible for Delivery	Jo Brown
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Cabinet Portfolio Holder	Councillor Allen
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Finance Business Partner	Nikki Kelly
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Implications on other Services (identify which services and possible impact)	A significant part of the climate change agenda is delivered by the Regeneration Directorate and this officer would work closely with the Directorate and with climate champions across the Council.
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate: Assistant Chief Executive

Investment

Reference:	ACX3
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2021/22 £'000

59

Proposal Description	Community Leadership Fund uplift
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Details of Proposal (what will be achieved)	<p>An investment in ward members individual Community Leadership Fund (CLF) budgets that will further enhance the ability to delivery ward priorities and build community resilience and capacity.</p> <p>The proposal is to increase each ward members CLF by £1,000. The May local elections will see a reduction in elected members from 63 to 59. Assuming these elections will take place, the total investment required will be £59,000. If the elections do not take place during the ongoing COVID19 pandemic, the number of current members will remain at 60.</p> <p>This investment will support delivery of the Thriving Neighbourhoods Strategy and will devolve further decision making down to ward members. The allocation of the additional CLF will support the delivery of ward plans which set out the priorities for each ward and have been developed with residents and local partners and stakeholders. It will also contribute to the outcomes in the Year Ahead Plan by putting communities at the heart of everything we do and building local resilience and capacity.</p> <p>This investment will give ward members the opportunity to provide additional support to grassroots community-based organisations so that they can continue to respond to the impacts of the pandemic.</p>
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Director Responsible for Delivery	Jo Brown
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Proposed Revenue Budget Investments

Cabinet Portfolio Holder	Councillor Watson
Finance Business Partner	Nikki Kelly
Implications on other Services (identify which services and possible impact)	The Thriving Neighbourhoods Strategy is a corporate priority and different council services may be called upon to support the delivery of specific ward projects as needed.

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate : R&E

Investment

Reference:	R&E3
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2021/22 £'000
150

Proposal Description	ADVANCE careers support programme
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Details of Proposal (what will be achieved)	<p>Rotherham is experiencing substantial increases in the number of people claiming Universal Credit as a result of the impact of Covid-19. There remains a substantial number of workers who are furloughed and at risk of redundancy.</p> <p>ADVANCE is a programme which offers bespoke careers and education information, advice and guidance to individuals wanting to progress in their careers, and to employers wanting to develop and support their workforce.</p> <p>This scheme fills a key gap in the current offer to individuals, as it offers careers support to those already in work and seeking to upskill or change career. This is critical as we currently have a substantial number of people designated as in-work, but who are currently furloughed and at risk of redundancy at the end of the scheme. This scheme would therefore target those people who are generally active in the workforce but now find themselves at risk. Furthermore, the scheme will target groups of people who are being disproportionately affected.</p> <p>The scheme will also indirectly support unemployed people by signposting those who are out of work to other available programmes and support packages.</p> <p>The scheme will also work with local employers to ensure their staff are supported to explore alternative careers, access training and development to mitigate further increases in job losses.</p> <p>The investment in ADVANCE would provide local resources to enable Rotherham residents access to the</p>
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Proposed Revenue Budget Investments

	<p>scheme, which is currently available to residents in Barnsley, Doncaster and Sheffield. The proposed Council funding of £150k per year, will be matched by a further £225k from ESF to establish a team of 3 posts to deliver the project, in liaison with the wider network of Advance staff in place across the city region.</p> <p>The ADVANCE programme would also be targeted at specific sectors, including work taster sessions, employer insights and open days. In Doncaster, these have been aimed at the public sector, manufacturing, engineering, rail, logistics, digital, education, construction and finance sectors, but a locally operated scheme could select the sectors that are most relevant for Rotherham residents and businesses, enabling people to explore new careers in growing sectors, and moving on from those worst-hit by Covid-19.</p>
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Director Responsible for Delivery	Paul Woodcock
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Cabinet Portfolio Holder	Denise Lelliott
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Finance Business Partner	Richard Young
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Implications on other Services (identify which services and possible impact)	None
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22

Directorate : Assistant Chief Executive

Investment

Reference: ACX1

2021/22
£'000

102

Proposal Description

Kickstart scheme placements paid at the Living Wage.

Details of Proposal
(what will be
achieved)

The government Kickstart scheme is designed to provide paid work placements for young people aged 16 – 24 who are in receipt of Universal Credit and at risk of long term unemployment. The Council has identified a potential 89 placements which could benefit local residents who are eligible for the scheme, and this investment will allow the places to be paid in line with the Council's Living Wage policy.

Under the scheme a Kickstart placement can only be offered if the proposed placement is for a minimum of 25 hours a week, has a duration for six months, and starts before the end of December 2021. In addition, the council is required to provide support to the individual which will help them secure ongoing employment once the placement has finished. The scheme suggests that support provided should be in relation to CV development and interview skills as a minimum.

Government funding is provided to cover costs of placements at the relevant minimum wage for the age of the young person on the placement.

The Council (delegated to Assistant Director of HR & OD) has agreed that all placements will be paid at the Band A equivalent salary of £9.43 per hour, in line with the Council's agreement with recognised trade unions to implement the Real Living Wage. This will mean an additional cost as set out below:

	Age 16-17	Age 18-20	Age 21-24	Band A
National	£4.55	£6.45	£8.20	£9.43

Proposed Revenue Budget Investments

Minimum Wage payable per placement (per hour)				
Weekly salary - 25 hours per week (refunded via scheme)	£113.75	£161.25	£205.00	£235.75
Total salary cost per placement @ 25 hours/week over 6 months (refunded via scheme)	£2957.50	£4192.50	£5330.00	£6129.50
Additional total cost if paid at Band A minimum hourly rate	£3172.00	£1937.00	£799.50	

An analysis of the likely age demographic breakdown of candidates has been undertaken to more accurately assess additional costs.

16 and 17 years olds can claim UC only in very specific circumstances e.g. limited capability for work, caring responsibilities, is a parent, is pregnant or does not have parental support.

For that reason, less than 1% of active jobseeker UC claimants are 16 – 17 year. Rotherham Job Centre have also said that 16 – 17 years olds are a negligible proportion of active jobseekers in the borough.

Nationally, there are 4 times as many claimants between 20-24 than under 20. Therefore, we have costed out filling all placements at 30% (18 – 20) and 70% (21 – 24).

Based on filling all 89 placements that would cost £52K for the proportion of 18 to 20 years old and £50K for 21 to 24 year old recruits – a maximum investment required of £102K

We do not yet know the demand for placements and the likely proportion that we may be able to fill.

Director Responsible for Delivery

Jo Brown

Proposed Revenue Budget Investments

Cabinet Portfolio Holder	Councillor Alam
Finance Business Partner	Rob Mahon
Implications on other Services (identify which services and possible impact)	None

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate: Assistant Chief Executive

Investment

Reference:	ACX4
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2021/22 £'000

100

Proposal Description	Tackling Food Poverty
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Details of Proposal (what will be achieved)	<p>The proposal will take forward and develop further approaches to supporting people in crisis and tackling food poverty, building on learning from responses to the COVID 19 emergency.</p> <p>The proposal will support two sets of activity, building on experience gained during the COVID 19 emergency, and delivered through the Council's partnership working with crisis support partners.</p> <p>The first will be to extend the provision of non-food stock to be included with crisis food parcels. The provision of food continues as part of the current SLA. Non-food stock (personal hygiene; sanitary products etc.) has proved invaluable as part of the COVID 19 response.</p> <p>The second will be to support activity in community organisations to evolve the "social supermarket" and similar models, sometimes referred to as "food pantries". The social supermarket model has recently been supported by the Council working with the Crisis Support partners, through a small grant from the Local Authority Emergency Assistance Grant for Food and Essential Supplies, to Rotherham Timebuilders based at Rotherham Minster. This model is about working to prevent people facing food poverty and reduce the number of people having to turn to crisis support. Funding for this approach is likely to attract leverage of external funding targeted at innovative work.</p> <p>Th funding profile would be:</p> <ul style="list-style-type: none"> • Non-food stock - £40,000 • Social Supermarket and similar models - £60,000
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Proposed Revenue Budget Investments

Director Responsible for Delivery	Jo Brown
Cabinet Portfolio Holder	Councillor Allen
Finance Business Partner	Nikki Kelly
Implications on other Services (identify which services and possible impact)	No direct implications. Other services do benefit from be able to refer people for crisis support.

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate: Finance and Customer Services

Investment

Reference:	FCS1
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2021/22 £'000

50

Proposal Description	Digital Inclusion
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Details of Proposal (what will be achieved)	<p>Digital exclusion continues to be an issue in some age groups and sections of the community. This proposal will join up across existing Council strategies, providing additional capacity to reach those in greatest need of support in accessing digital services.</p> <p>Both the Council's Library Strategy 2021 – 2026, approved by Cabinet in October 2020, and the currently draft Digital Strategy, due to be presented to Cabinet in February 2021, identify the need for work around digital inclusion.</p> <p>The Library Strategy sets out "Increased digital inclusion: in addition to providing free access to the internet in order to help people get online and assisted digital support, the service will work with partners in order to offer digital training to service users."</p> <p>Along with the draft Digital Strategy stating "Working with education, our partners and voluntary sectors to facilitate, support and develop a programme of digital inclusion initiatives to encourage citizen to gain digital skills, confidence and motivation to unlock the benefits of being online and digitally connected."</p> <p>Digital exclusion is also a factor in community embedded poverty.</p> <p>Digital exclusion findings, whilst not specifically related to Rotherham, do illustrate that digital exclusion remains, as can highlighted from key findings, based on 2018 ONS data:</p> <ul style="list-style-type: none"> • Internet non-users amongst adults in Yorkshire and Humber equates to 12%
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Proposed Revenue Budget Investments

	<ul style="list-style-type: none"> • Those that do not possess the 5 basic digital skills is slightly below the national average at 19%. • Over half of all adult internet non-users are over 75 years old. • A little over 22% of the working age economically inactive population is an internet non-user. <p>The most common reasons for not having internet are:</p> <ul style="list-style-type: none"> • A perceived lack of need (64%), • Lack of skills (20%), • Access to (12%), • Cost barrier (8%) • Privacy or security concerns (7%) <p>This proposal will provide some additional capacity, and potentially equipment where needed, to enhance planned digital inclusion activity, especially through libraries and with a real focus on outreach work to VCS and faith organisations that can engage those most digitally excluded in the community.</p>
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Director Responsible for Delivery	Judith Badger
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Cabinet Portfolio Holder	Leader, Councillor Read (Customer Services Portfolio), Cllr Alam (Finance & Customer Services Directorate)
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Finance Business Partner	Nikki Kelly
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Implications on other Services (identify which services and possible impact)	<p>This budget investment option supports policy activity led by ACX in relation to tackling poverty and exclusion and working with the communities and the VCS.</p> <p>The actions will cut across directorates, Regeneration and Environment in relation to the Library Strategy, and Finance and Customer Services in relation to the Digital Strategy.</p>
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Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate: Finance & Customer Services

Investment

Reference: FCS2

**2021/22
£'000**
122

Proposal Description	Reducing customer call waiting times
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Details of Proposal (what will be achieved)	<p>Five additional Customer Service Representatives (Band D) are required to increase call answering capacity and reduce customer waiting times; whilst work continues to increase channel shift and reduce call demand.</p> <p>Appetite for online services is increasing. Over the six month period (Apr to Oct), more than 104k digital forms were completed; 76% of them by customers self-serving online. There is clear evidence that more and more people are moving to digital - where it works easily and effectively for them - and it is anticipated that this method of contact and service delivery will continue to increase as more services are moved on line.</p> <p>For those unable to self-serve, providing 'assisted access' remains a key priority for the Customer Services team. Whilst the number of people needing this support is expected to reduce over time, demand through the Corporate Contact Centre currently remains high; averaging at around 11k enquiries per week. As a result, despite average wait times being lower than a year ago there is:</p> <ul style="list-style-type: none"> • A consistently high level of calls queuing throughout core business hours; • 'Record high' waiting times that can be in excess of 40 mins during peak hours; • High call abandonment rates resulting in customers making repeat calls; • A generally poor customer experience caused by lengthy waiting times; • A significant increase in customer complaints and multiple reports of customer dissatisfaction; • Customers in emergencies not always being able
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Proposed Revenue Budget Investments

	<p>to quickly make reports;</p> <p>During the first national lockdown period a number of services were suspended resulting in lower demand and an average call wait time of around 2 mins. As restrictions eased, call demand and average wait times have steadily increased. The current average call wait time is 6 mins which is an improvement on the pre Covid-19 average of 11 mins; although the current suspension of face to face customer service means that staff who usually work in Riverside House reception have been taking calls in the contact centre which has helped increase capacity. As Covid restrictions are eased in 2021/22 some of those staff taking calls will revert to face support – assisted digital, booking system, etc.</p> <p>Nevertheless, some customers are receiving a poor experience as a result of excessive wait times. Their frustrations are often directed at front line staff which has contributed to an increase in the number of staff reporting concerns about work pressure, stress and general discontent.</p> <p>The appointment of an additional 5FTE CSR's is expected to have a positive impact to the number and speed of calls answered allowing digital engagement to further increase and the need for assisted access to fall. The continued roll out of Customer & Digital improvements is also expected to identify opportunities to reduce avoidable contact and failure demand both of which should have a positive impact on contact centre performance.</p>
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Director Responsible for Delivery	Judith Badger
Cabinet Portfolio Holder	Leader (Customer Services Portfolio), Cllr Alam (Finance & Customer Services Directorate)
Finance Business Partner	Nikki Kelly
Implications on other Services (identify which services and possible impact)	Impacts will be positive. There are currently delays for services when receiving reports. Exasperated customers often contact services directly as a result of not being able to speak to Customer Services and this leads to complaints and puts strains on internal relationships. Increased resource on the front line will reduce the number of customer service related issues other services have to deal with which will allow them greater time to focus on their key activities.

Proposed Revenue Budget Investments

Budget Investment Option 2021/22
Directorate: Finance & Customer Services

Investment

Reference:	FCS3
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2021/22 £'000	
109	

Proposal Description	Support the delivery of the Customer & Digital Programme
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Details of Proposal (what will be achieved)	<p>The objective of the Customer & Digital programme is to deliver a Customer Service model that provides high quality services in a modern, efficient and joined up way so that all customers, regardless of circumstance, have access to the services they need and receive a consistently positive experience.</p> <p>The programme has already successfully delivered a number of key objectives; such as the implementation of a redesigned website, case management system and 8x8 telephony platform. In addition, a wide range of projects have already been completed in support of the delivery of Customer & Digital, Back Office Efficiencies (Budget Saving options FCS5 & RE1).</p> <p>To date £662k savings have been achieved. A further £1.8m is to be delivered split across 21/22 and 22/23.</p> <p>Whilst projects can vary in terms of size and complexity, each have a critical reliance on a number of key roles. It is becoming increasingly difficult to secure this expertise due to the expanding nature of the programme, increased demand for digital development, and changing customer expectations and behaviours; much of which has also become more pronounced during the Covid-19 crisis.</p> <p>Additional resources are therefore required in order to pick up the pace with which service redesign activities can be completed and digital solutions implemented, whilst at the same time ensuring the Customer Service team's ability to react to and support more business as usual digital developments/improvements, is not compromised at the expense of project work or vice versa.</p>
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Proposed Revenue Budget Investments

	<p>The funding is for:</p> <ul style="list-style-type: none"> • 1FTE Business Analyst (Band I) • 1 FTE Digital Designer (Band G) • 1 FTE Customer Services Development Officer (Band F) <p>1 FTE Business Analyst (Band I): To undertake work shadowing, information gathering, process mapping and value streaming. These essential tasks draw out the opportunities for improvements and efficiencies, thereby evidencing project viability and post implementation benefits.</p> <p>1 FTE Digital Designer (Band G) To design and build complex end to end digital processes, and case management workflow; also creating effective dynamic web content, branding and styling that is accessible, user-friendly and allows customers to complete tasks with minimal effort.</p> <p>1FTE Customer Services Development Officer (Band F) To build the front-end web forms for customers to ‘self-serve’ and for Customer Services to complete when providing assisted access.</p>
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Director Responsible for Delivery	Judith Badger
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Cabinet Portfolio Holder	Leader (Customer Services Portfolio), Cllr Alam (Finance & Customer Services Directorate)
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Finance Business Partner	Nikki Kelly
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Implications on other Services (identify which services and possible impact)	<p>Impacts will be positive.</p> <p>Digital appetite is growing across the authority. Service departments are becoming more aware of the benefits of end to end process redesign and workflow management through the Council’s new case management software. Whilst this is positive in terms of stimulating ideas, current resource challenges are making it more and more difficult to carry out any form of scoping work in a timely manner. The appointment of an additional business analyst would reduce the potential risk that these opportunities become lost and/or services grow disheartened/frustrated due to delay in work commencing.</p> <p>In terms of the Digital designer and Customer Services</p>
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Proposed Revenue Budget Investments

	<p>Development Officer, the additional two posts will increase the speed with which digital processes can be designed, created and delivered; keeping up the pace of the digital production line once service redesign activities have identified the 'to be' model. These posts also afford the team additional flexibility in terms of better balancing the challenges of 'business as usual' demand which is often both unpredictable and reactive.</p>
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Proposed Capital Investments Summary 2020/21 to 2023/24								
	2020/21 £'000s	2021/22 £'000s	2022/23 £'000s	2023/24 £'000s	Corporate Resource Required £'000s	Existing Corporate Resources £'000s	Match Funding £'000s	Total Budget £'000s
Priority Capital Investment – General Fund								
Children and Young People's Services								
Capita Server Upgrade	0	15	0	0	15			15
Regeneration and Environment								
Country Parks Masterplan & essential building works at Ulley	0	350	0	0	350			350
Proposed demolition of the commercial units at 86-102 Wellgate Rotherham	0	200	0	0	200			200
Strategic Acquisitions Fund	0	1000	0	0	1,000			1,000
Corporate Decarbonisation	100	900	0	0	1,000			1,000
Manvers Footbridge	25	350	0	0	350	25		375
Steadfolds Lane Retaining Wall	25	225	0	0	225	25		250
West Bawtry Road Embankment	50	300	0	0	300	50		350
Borough-Wide Tree Planting Programme	0	150	200	0	350			350
Maintenance, Repair & Casework - Parks & Green Spaces	0	100	100	0	200			200
Play Equipment Replacement Programme	0	50	50	0	100			100
Waterloo Kiln Preservation	0	35	0	0	35			35
Street Lighting Concrete column replacements - Main routes and primary distributor roads	0	740	0	0	740			740
Handheld Equipment Grounds Maintenance Equipment	75	0	0	0	75			75
The 6 major Flood Alleviation Schemes design/approvals work to pre-construction stage	0	1750	2200	1850	5,800			5,800
Towns and Villages Improvement Fund	0	1000	3000	0	4,000			4,000
Pedestrian Crossings	0	120	0	0	120			120
Delivery of the Future High Street Fund		1,000	1,155	2,000	4,155			4,155
Adult Care and Housing								
Relocation of the Reach Service	0	800	800	0	1,600			1,600
Total Capital Investment Proposals	275	9,085	7,505	3,850	20,615	100	0	20,715

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Capita Server Upgrade	Capital Expenditure	0	0.015	0	0	0.015
Directorate	Capital Funding	0	0	0	0	0
CYPS	Net (Corporate Resources)	0	0.015	0	0	0.015
<p>Following market testing and research into other systems to record education records, a recommendation is being brought forward to renew the Capita contract. Other options available do not create any savings to the Council and do not create any additional functionality to benefit the services that currently use Capita. The Capita user group has looked at other options available and the offer as part of the review.</p> <p>In line with the recommended renewal of the capita contract and movement to updated versions of the system, the server requires replacement / upgrade to ensure ongoing functionality. The server was last upgraded in 2017 and to progress to the current relevant versions of the system requires the server upgrade to be completed.</p>						
Outputs and Outcomes						
The capita system is used for all education records and information and covers statutory functions such as, Children Missing Education for tracking, Admissions and Appeals, Elective Home Education, Exclusions, Transport, SEND. The system also generates statistical analysis for statutory reports to DfE, Ofsted and other stakeholders,						
Financial Implications						
Any upgrades to the server are outside of the contract and without capital funding will create a budget pressure on the CYPS budget.						
Risks						
Without the upgrade, the system will be out of date and unable to advance to the upgraded capita version, creating record retention and data storage issues impacting significantly on service delivery, accuracy of records, and out of date information leading to breaches of GDPR and other legislative requirements.						

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
Country Parks Masterplan & essential building works at Ulley	Capital Expenditure	0	0.350	0	0	0.350
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0	0.350	0	0	0.350
<p>Thrybergh Country Park Thrybergh Country Park will mark its 40th anniversary in 2022. The site is much-loved by a loyal local population but has become dated in appearance and over the years different products and services have been added to the site creating a confused and disjointed offer. Over the last 12 months the service has undertaken a research and development project to better understand the current offer, interrogate the financial model, research the customer base and develop recommendations for the future. The service is seeking funding to buy-in design and landscaping expertise.</p> <p>Ulley Country Park The current Visitor Centre and Club House at Ulley Country Park was built in 1974 with an expected lifespan of 25 years – it is now 46 years old and severely damaged. The building is currently in a poor state and poorly designed to meet the needs of its current customer base and new opportunities which would grow the park as a visitor destination. Due to the level deterioration in the building it is likely to fail a number of health and safety tests such as an annual Fixed Wire Test and there are leaks in the roof and guttering. Should the building fail these tests it would not be allowed to open and would likely fall into a further state of disrepair. A quote was obtained to ascertain the cost of repairs and refurbishment of the existing building which were estimated at £250,000-£300,000 and would only extend the life of the building by an estimated 2-3 years given the material damage to the structure. Options were also explored for the repurposing of the Reservoir Keeper’s Cottage but due to its nature as a dwelling its spaces would not be suitable for the types of activities required by the current and future audiences. The service is seeking funding to:</p> <ul style="list-style-type: none"> • Undertake essential maintenance to the building to enable continued operation for up to two years • Procure the services of an architect to develop detailed design and feasibility plans for a new purpose built, environmentally conscious facility • Undertake consultation and obtain planning consent • Undertake any initial groundworks and preparatory works ahead of full constructions 						
Outputs and Outcomes						
<p>Thrybergh Country Park Thrybergh Country Park (TCP) was opened in 1982 as a winter nature reserve and summer water sports centre. However, changes in the offer at TCP have lead to changes on site being made ‘organically’ and without a masterplan and vision for the site as a whole. The new masterplan will focus on children and families and play a major role in the borough’s aspirations for the Children’s Capital of Culture forming new partnerships with schools to interpret the natural world and encourage environmental protection through better understanding. The plan will also contribute heavily to the Council’s Climate Emergency Action Plan through education programmes and the natural management of the site. The investment required will allow Green Spaces to initiate development of a spatial rethink of the park and</p>						

Capital Investment Proposals

development of a landscape masterplan to enable further consultation with Members, residents, schools and children and young plan to develop a full masterplan for the site in time for its 40th anniversary. The development of a new masterplan will contribute to the following areas of the Year Ahead Plan:

- Thriving Neighbourhoods
- Better Health & Wellbeing
- Hope and Confidence in Rotherham
- Equalities and Social Justice (cross cutting theme).

Ulley Country Park

RMBC must have an effective, good condition estate that is suitable for the services provided by the Council.

The creation of a new purpose-built centre on site would enable the following outcomes:

- A rewarding future for adults with learning disabilities as part of the catering function on site
- Secured rental income from Ulley Sailing Club and Newman School
- Continued provision of an active Sailing Club which has provided training facilities for Olympic athletes alongside family sailing setting aspirational targets for others starting out in the sport.
- Continued provision of facilities for Wickersley School & Sports College for students from across a number of schools within the Wickersley Academy Trust and beyond.
- Continued and increased opportunities for fundraising supported by the Friends of Ulley Country Park who have raised in excess of £80,000 for the site
- Retention of the prestigious Green Flag Award through sustained and increased community engagement

Financing Implications

Green Spaces does not hold any existing budgets for the work required.

The development and masterplans for these important countryside sites will include new opportunities for future income generation and increased secondary spend. The creation of a clear masterplan will also enable the service to bid for external funding to support the delivery of the ambitions set out in the masterplan

Risks

Failure to identify a budget and demolish the subject properties will: -

- Lead to the continued blight on the surrounding area
- No opportunities for redevelopment/increased housing numbers
- Require the backlog maintenance issues to be addressed which would result in an increased pressure.

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Proposed demolition of the commercial units at 86 -102 Wellgate Rotherham.	Capital Expenditure	0	0.200	0	0	0.200
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0	0.200	0	0	0.200

Like many towns, Rotherham is facing a significant and sustained challenge to its retail function. There is a consensus that the retail core of Rotherham Town Centre is too large and widely spaced. As a result, retail units such as those on Wellgate have suffered in recent years with many of the units persistently suffering from void periods or the ones that are occupied often having rent arrears. This has led to a lack of investment and the subject properties have fallen into a state of significant disrepair with no long-term future for commercial/retail use.

The location of these properties is on one of the main arterial routes into the town centre and adjacent to the site known as 'Henley's Garage' which is currently under redevelopment to provide 54 new residential units by January 2022. As such this parade of units is considered a blight on the improving area and consideration has now been given to looking at alternative uses.

Outputs and Outcomes

It is considered that the demolition and redevelopment of the site for residential purposes would complement the ongoing development of Henley's and the wider town centre area. However, there is a substantial viability gap in bringing any scheme to the market in terms of the demolition costs and it is considered that the site would not be brought forward for development without intervention. The marketing of the site on a cleared basis, bridges the viability gap and would make the site a much more attractive proposition for development.

The site is not currently identified within any current plans the Council have for residential redevelopment in the wider town centre area. Therefore, the units that would be brought forward, if funding was made available, would be additional to current pipeline schemes and would make a positive contribution to the 2,000 homes that the Council aims to see delivered within the town centre.

Although a full development appraisal has yet to be undertaken, it is considered feasible that the site could support the development of a block of 20+ affordable apartments similar to those on the adjoining Henley's site.

The anticipated programme for housing delivery, should demolition take place, is three years. This is consistent with the recent experience on the adjacent Henley's Garage site, where design work commenced in January 2019 and completion is expected in January 2022.

Capital Investment Proposals

Financial Implications
<p>Undertaking redevelopment of this site will not only remove a parade of aging and obsolete properties that that are no longer viable as part of the commercial portfolio and which pose a blight to other regeneration activities within the area; but will also assist the Council in meeting its ambitions to deliver 2000 new homes in the town centre.</p> <p>Backlog maintenance for the units has been estimated at circa £603k based on the stock condition survey undertaken in 2017. In pursuing a timely demolition, these costs would be largely avoided. Furthermore, there is no current identified budget to address the identified backlog maintenance issues.</p> <p>The bid for is for £200k, which based on previous estimates is considered adequate to cover the costs for both the demolition and any potential site abnormalities.</p> <p>It should be noted that Asset Management have recently submitted a bid for 'One Public Estate' monies, via their 'Land Release Fund' Programme to fund the demolition of these properties. However, it is not certain funding will be made available to Rotherham Council for this purpose and no indication as to whether or not the bid has been successful is expected before February 2021.</p>
Risks
<p>Failure to identify a budget and demolish the subject properties will: -</p> <ul style="list-style-type: none"> • Lead to the continued blight on the surrounding area • No opportunities for redevelopment/increased housing numbers • Require the backlog maintenance issues to be addressed which would result in an increased pressure. <p>Five units in the parade have been long term voids and the four remaining properties were tenanted.</p>

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
Strategic Acquisitions Fund	Capital Expenditure	0	1.000	0	0	0
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0.000	1.000	0	0	1.000
<p>A programme to allow the Council to swiftly and positively react to strategic acquisitions and development opportunities as and when they may arise, as investments to support regeneration, housing and economic recovery following the impacts of Covid-19 Pandemic.</p> <p>There are a number of opportunities to acquire assets that may arise and the Council has the ability to consider a much longer term view of acquisitions, such as looking at long term capital appreciation or long term land assembly.</p>						
Outputs and Outcomes						
<p>The ability to carry out strategic acquisitions would be beneficial to the work required to build on the momentum that the implementation of the Masterplan is having on the regeneration of the town centre, for example, the recent acquisition of 11-13 High Street (Primark) by acquiring both occupied and vacant retail units, where there is strong acquisition case.</p> <p>Strategic acquisitions would facilitate regeneration across the Borough, with such acquisitions to be considered as and when they arise, dependent upon market conditions. This funding would be for an initial year, with further consideration to extend afterwards.</p>						
Financial Implications						
<p>Completed acquisitions could provide the opportunity to bring in additional revenue income depending on the scheme, though such acquisitions would be primarily for long term capital appreciation or site amalgamation/land assembly. Once the operational and maintenance costs have been factored in the income could be utilised to reduce budget pressures.</p> <p>New assets will bring with them operational and maintenance costs, and potential income streams, currently unknown.</p>						
Risks						
<p>The usual risks associated with acquisition, such as voids period, demand and market fluctuations. There is the long term risk that capital values and rental returns can fall as well as rise. These risks can be mitigated by utilising a sound financial methodology and testing through business cases and financial analysis.</p>						

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Corporate Decarbonisation	Capital Expenditure	0.100	0.900	0	0	1.000
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0.100	0.900	0	0	1.000
<p>The Council presently consumes 18 million kWh of electricity within its operational buildings and street lighting over which it has control over both consumption and the supplier (year to November 2019), at a cost of £2.8M PA. Consumption almost doubles to 35 million kWh if all sites are included that have access to the Council's purchasing framework, for example LA / Co-funded schools and Academies using the Facilities Management Service Agreement.</p> <p>There is an opportunity for the Council to pilot the development of its own renewables generating assets (e.g. Solar, PV and Wind Turbine) to meet this consumption on an investment basis, with the savings generated representing a financial return, whilst meeting Climate Emergency de-carbonisation objectives. The Council owns a number of land assets which may be suitable for locating renewables electricity generating plant. Alternatively, the investment case may still work if alternative sites, on or off the Borough have to be procured.</p>						
Outputs and Outcomes						
<p>A number of smaller scale projects have been carried out to generate Green Electricity with over 200kWp of output recently added to RMBC buildings saving £17,400 in year 1. It is estimated that a further 20MW is required to meet the demand of the operational estate and street lighting (2019 levels). To meet this demand, large scale projects of ground mounted solar PV and wind turbines would be considered, along with battery storage options to absorb peak output and supply energy when needed. There is an ongoing project to accurately profile the demand to inform how much battery storage capacity will be required once the baseload is satisfied and output needs to be optimised by time shifting the renewable output through battery storage.</p> <p>This project is for a £1M / 1MW 'Proof of Concept' scheme to demonstrate the process and returns available and inform the decision to scale this up to c20MW.</p>						
Financial Implications						
<p>Seed funding for consultancy, pre-planning and full planning applications</p> <p>Estimated cost ceiling for delivery including grid connection - £1M based on £1/MW capacity installed.</p> <p>Current BEIS estimates for large scale Solar PV in 2020 is £45/MWh output which equates to £400,000 /MW capacity installed. For a smaller scheme like this, the final price is expected to fall between £0.4M and £1M with the cost of grid connection being a significant factor.</p> <p>Potential annual electricity savings</p>						

Capital Investment Proposals

Risks

Expenditure may be incurred at feasibility stage but result in no suitable sites being developed.

Sites may be suitable but prove uneconomic due to electrical grid constraints. However, sites are being considered that may offer the opportunity to sell energy to adjacent high consumers through a private connection thus providing a fall-back opportunity of income generation for the Council.

Energy prices may fall, reducing the financial impact of the project, however the carbon savings will be assured.

Technical issues may reduce or halt output and hence returns. This can be mitigated by including management, service and maintenance commitments into the project delivery.

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Manvers Footbridge	Capital Expenditure	0.025	0.350	0	0	0.375
Directorate	Capital Funding	0.025	0	0	0	0.025
Regeneration and Environment	Net (Corporate Resources)	0	0.350	0	0	0.350
<p>Manvers Way Footbridge is a cable-stayed steel bridge carrying a footpath across A633 Manvers Way, Wath-upon-Deerne. It was constructed in 1996 as part of the Manvers Colliery regeneration. It connects a sports field and the Wath residential area on the south side to the country park on the north side. The overall span is 35m and the bridge deck is supported by 8 high tensile steel cables connected to an A-frame pylon.</p> <p>A Principal Inspection of the bridge was carried out in March 2019 to determine the condition of the bridge. This included a paint survey by specialist inspection company Socotec. The report concluded that the existing paint system over the entire bridge is in poor condition with substantial areas having failed completely. It was estimated at the time of this report that with the current condition of the paint material (with no repairs having taken place), that the paint system may last another 3-5 years.</p>						
Outputs and Outcomes						
<p>The works proposed are to remove the existing paint system depending on the degree of failure and to provide a new paint system over the entire structure including the pylon, steel deck elements, stay cables and metal parapets. In order to paint the deck elements it will be also be necessary to remove and reinstate the timber deck. The design has been funded by Transportation Infrastructure Services in 2020/21. The bridge will be returned to its original condition with a further 25 life expectancy of the protection system ensuring that the facility continues to be available for all users.</p>						
Financial Implications						
<p>The estimated capital expenditure required for the scheme is £375,000, with £350,000 being sought from capital resources in 2021/22.</p>						
Risks						
<p>If repairs are not carried out, then the structure will be exposed to the elements which eventually will cause the bridge to be at risk of closure or failure. Any such event could require significant urgent repairs to be implemented at short notice. A contingency has been built into the estimated capital expenditure required to allow for unexpected events.</p>						

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Steadfolds Lane Retaining Wall	Capital Expenditure	0.025	0.225	0	0	0.250
Directorate	Capital Funding	0.025	0	0	0	0.025
Regeneration and Environment	Net (Corporate Resources)	0	0.225	0	0	0.225
<p>Steadfolds Lane retaining wall is understood to have collapsed following heavy rain in November 2019 although it is not visible from the carriageway due to the set back and raised nature of the carriageway above natural ground levels. The section of wall at risk is on the northern side of the carriageway. It is approximately 17m long and the section requiring work extends approximately 5m into the field north of the road and comprises broken stone walling, hedgerow and previously retained material.</p> <p>The retained embankment at the site is considered to have been constructed between 1903 and 1929 when Steadfolds Lane was realigned and raised above the surrounding fields. The flow of water from the slip mass indicates the presence of groundwater within the embankment. As the site walkover survey was undertaken after a prolonged period of dry, hot weather, the presence of the water flow indicates that a consistent flow of water may be present within the embankment. Transportation Infrastructure Service has funded a geotechnical report and ground investigation in 2020/21.</p> <p>It is proposed to rebuild the retaining wall and construct a new culvert beneath the carriageway.</p>						
Outputs and Outcomes						
<p>Preservation of critical road infrastructure, avoiding the need to fund emergency and larger scale costs should a significant structural failure take place requiring emergency response if left unattended. Economic benefits derived from the avoidance of disruption to public highway and local travel needs for business, leisure and public travel demand.</p> <p>A new retaining wall and culvert ensuring Steadfolds Lane remains open to all traffic.</p>						
Financial Implications						
<p>The estimated capital expenditure required for the scheme is £250,000, of which £225,000 is sought from corporate resources with £25,000 scheme development work funded by LTP.</p>						
Risks						
<p>The damaged area will be exposed to the winter weather. This may cause the crest to move back towards the carriageway, although the verge width is currently sufficiently great to prevent damage to the carriageway in normal circumstances. However, continued ravelling may cause adjacent sections of the retaining wall to become unstable, potentially causing additional incidents and lengthening the total area at risk. Other areas of the retaining wall may also be at risk of failure where groundwater flows are present within the embankment. Any such failure event could require significant urgent repairs to be implemented at short notice in order to avoid closure. A contingency has been built into the estimated capital expenditure required to allow for unexpected events and the uncertainty at this stage of the proposed design solution.</p>						

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
West Bawtry Road Embankment	Capital Expenditure	0.050	0.300	0	0	0.350
Directorate	Capital Funding	0.050	0	0	0	0.050
Regeneration and Environment	Net (Corporate Resources)	0	0.300	0	0	0.300
<p>The above site is located on the A631 West Bawtry Road, Rotherham, approximately 150m east of the A631 Rotherway Roundabout. The A631 West Bawtry Road is a dual carriageway located approximately 3km south of Rotherham town centre.</p> <p>A landslip failure occurred on the northern cutting slope following severe rain in November 2019 that caused the activation of the Council's emergency plan. A footpath / cycleway and the adjacent A631 eastbound carriageway are located at the toe of the slope, with Canklow Woods, an area of densely vegetated woodland, located at the crest. The cutting slope is vegetated with grass and some small shrubs.</p> <p>As an interim measure, two 'benches' were installed, approximately 1.0-1.2m high and 1.0m-1.5m wide and, a 0.5m-1.0m wide gap is present between the slope base and where the concrete barriers have been installed (at the inner edge of the footpath/cycleway).</p> <p>Highways have funded a geotechnical study and options report from AECOM, and transportation infrastructure will fund site investigation in 2020/21 to develop options for a permanent repair likely to be a rockfill or retaining wall together with additional drainage, which would be registered as a highway structures asset.</p>						
Outputs and Outcomes						
<p>Preservation of critical road infrastructure, avoiding the need to fund emergency and larger scale costs should a significant structural failure take place requiring emergency response if left unattended. Economic benefits derived from the avoidance of disruption to public highway and local travel needs for business, leisure and public travel demand.</p> <p>A new retaining wall or similar structure ensuring that all users can continue to use this section on A631 West Bawtry Road.</p>						
Financial Implications						
<p>The estimated capital expenditure required for the scheme is £350,000, or which £300,000 is sought from corporate resources with the remainder from LTP.</p>						
Risks						
<p>If repairs are not carried out, then the embankment will be exposed to the elements which eventually will cause further collapse putting at risk the users of the footway/cycleway and possibly the carriageway of the A631. Any such event could require significant urgent repairs to be implemented at short notice in order to avoid closure. A contingency has been built into the estimated capital expenditure required to allow for unexpected events and the uncertainty at this stage of the proposed design solution.</p>						

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
Borough-Wide Tree Planting Programme	Capital Expenditure	0	0.150	0.200	0	0.350
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0	0.150	0.200	0	0.350
<p>A two-year borough-wide tree planting programme to enable the Council to meet targets set out in the Climate Emergency Action Plan.</p> <p>Tree loss is expected to accelerate in the next few years owing to Ash Dieback disease which is expected to affect most Ash trees in Rotherham, with some removals already taking place this year. This expected tree loss has been identified in the Council's Corporate Risk Register. A Borough-Wide Tree Planting Programme would enable a strategic approach to delivering against the Council's Climate Emergency Action Plan, which has committed to increasing tree cover in Rotherham</p> <p>National Government has made a commitment in the 25-year Environment plan to plant 11 million trees across the country including 1 million trees in urban settings. This proposal will enable Rotherham to contribute towards the delivery of this target, whilst also improving biodiversity, tree cover and air pollution levels across the borough. Although the Council has recently secured funding from both the Green Recovery Challenge Fund and Trees for Cities this will only enable planting in a very small area of the borough. Additional investment in a targeted programme would enable the service to undertake proactive tree planting on a much larger scale with greater effects.</p>						
Outputs and Outcomes						
<p>Capital investment in a Borough-Wide Tree Planting Programme would secure:</p> <ul style="list-style-type: none"> • A minimum of 500 new trees across the borough • There are a number of match funding schemes in operation and, if successful, bids to these programmes could double this amount • A contribution to support the management and maintenance of trees for the first two years <p>Increasing the number of trees across the borough will have the following environmental benefits:</p> <ul style="list-style-type: none"> • The amount of carbon sequestered by trees. On average an individual tree over the course of its lifespan can sequester one tonne of carbon. • Trees help to cool the air of urban areas by reducing the urban heat island effect. • Trees help with flood alleviation as they intercept rainfall and improve soil conditions increasing water carrying capacity. • Trees provide shade to protect people from harmful ultra-violet rays. • Strategically planted trees slow vehicles on roads that has the knock-on effect of lower petrol use and exhaust fumes being produced. • Trees provide habitat for a myriad flora and fauna. 						

Capital Investment Proposals

This programme will also contribute to a number of other Council Priorities including:

- Rotherham Joint Health and Wellbeing Strategy - Developing high quality and well-connected built and green environments; Increasing the number of residents who feel safe in their community; Reducing crime and antisocial behaviour in the borough; Increasing opportunities for people in Rotherham to use outdoor space for improving their health and wellbeing
- Rotherham Core Strategy: Rotherham's network of Green Infrastructure assets, including the Strategic Green Infrastructure Corridors will be conserved, extended, enhanced, managed and maintained throughout the borough; The Council will conserve and enhance Rotherham's natural environment. Biodiversity and geodiversity resources will be protected and measures will be taken to enhance these resources in terms of nationally and locally prioritised sites, habitats and features and protected and priority species.

Planting of trees meets the Rotherham Council Year Ahead Plan's cross cutting strand of embedding climate impact into all other themes, by increasing carbon sequestration and thereby offsetting carbon emissions.

Financial Implications

Green Spaces does not currently have a tree planting budget and therefore, outside of grant funded projects, does not have a proactive tree planting programme which is resulting in a net loss of the Council's tree stock and the various benefits that are provided to our residents.

Risks

A net reduction in tree stock not only goes against the aspiration of central government to see an increase in tree cover in our towns and cities but it will also lead to an increase in other negative effects as a result of their loss. The presence of trees is strongly linked to:

- Improved physical and mental health of people living adjacent them.
- Reduced crime levels in residential neighbourhoods.
- Increased carbon storage in the bodies of the trees.
- Improved air quality from the removal of air pollutants by the trees.
- Reduced water run-off and flooding occurrence as a result of trees intercepting water and improving soil structure (increasing the level of water held in the land).
- Increased biodiversity from the trees themselves and the habitats they provide for various flora and fauna.
- Increased property values
- Stronger community cohesion.

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
Maintenance and Repair - Parks & Green Spaces	Capital Expenditure	0	0.100	0.100	0	0.200
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0	0.100	0.100	0	0.200
<p>A programme of proactive maintenance and repair across parks and green spaces is required to address the effects of anti-social behaviour, vandalism, wear and tear, improving the quality of our spaces and increasing local pride.</p> <p>Across the service maintenance and repair budgets are stretched and there are parks that have become worn through general wear and tear, weather damage or anti-social behaviour. Throughout the year the service also receives a high volume of Member and MP Casework from residents raising specific issues which could range from antisocial behaviour to off-road bikes. In each case a solution is found but brings an additional pressure to the revenue budgets as these enquiries cannot be predicted at the start of the year and can range in cost from £500 up to £5,000 for new gates, fencing, boulders and tree management. As there is no allocated budget to support this work the service has on occasion been unable to provide a solution to these issues.</p> <p>Green Spaces manages three Country Parks, 12 urban parks and 45 woodlands alongside smaller community pocket parks, the Council's tree stock and a range of play equipment. Throughout the National lockdown the service has been maintained and parks and green spaces have seen a huge rise in visitors which the service hopes to maintain. Whilst it is encouraging to see more resident being outdoors and active in line with the Cultural Strategy goals, it does bring increased pressure to the service in terms of managing the general maintenance and repair of sites.</p>						
Outputs and Outcomes						
<p>Capital investment over two years will allow the service a budget to undertake a programme of general maintenance and repair across its portfolio including:</p> <ul style="list-style-type: none"> • Replacement of worn fencing • Replacement of rusted gates • Proactive management of trees and hedges • Replacement of pavements • Repair of damage across sites caused by weather, wear and tear and antisocial behaviour <p>In addition to the programme of proactive maintenance this investment will also create an opportunity for the service to respond to reactive casework from Members and MP to support enquiries and issues raised by residents. These requests are in the majority for physical improvements to prevent or discourage anti-social behaviour affecting residents in a specific ward. The service would like to be able to respond more favourably to more of these requests as relatively small investments can significantly improve the quality of life for residents.</p> <p>The investment meets a number of the Year Ahead Plan themes but especially meets the theme Hope and Confidence in Rotherham with the focus on local people feeling more connected to their community and that people trust the Council to deliver on its commitments as well as developing a positive environment.</p>						

Capital Investment Proposals

Financial Implications
<p>Green Spaces does not have specific budgets for casework requests, and maintenance and repair budgets only allow for the very minimum of works to be undertaken to make sites safe rather than to proactively care for these sites. The financial implication of this is a pressure on Revenue budgets each year in the region of £30,000 across the service. Capital investment would allow the service to not only reduce this pressure over the following two years but to also proactive maintain sites which is likely to reduce the volume of requests from casework, further reducing the likelihood of a pressure on budgets.</p>
Risks
<p>Not investing in casework support could have the following risks:</p> <ul style="list-style-type: none"> • Reduced physical and mental health of people living adjacent to affected green spaces. • Increased crime levels in residential neighbourhoods. • Reduced property values • Weaker community cohesion. • Reputational damage to the Council • Loss of confidence from investors and funding bodies • Loss of accreditation e.g., Green Flag Award

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
Play Equipment Replacement Programme	Capital Expenditure	0	0.050	0.050	0	0.100
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0	0.050	0.050	0	0.100
<p>The Green Spaces service manages 35 play areas across the borough which incorporate everything from Multi-Use Games Areas (MUGAs), traditional play equipment such swings, roundabouts and slides, infant cycle courses, large scale bespoke adventure playgrounds and outdoor gym equipment. The service revenue budgets are very limited and allow for general repair where there is a health and safety concern. With visitor numbers to parks and green spaces continuing to rise the play equipment across the borough is seeing high volumes of use and in some cases is starting to become worn. Currently the budget does not allow for replacement equipment which has often been delivered through S106 contributions. Where this has not been possible and play equipment has become unfit for use, it has to be removed.</p> <p>The Council's Green Spaces Strategy highlights the need for every child to live within 400m (5 minutes' walk) of a good quality equipped play area. Play is important for the mental and physical development of children and the service would like to replace rather than remove equipment to encourage play and exercise across the borough.</p>						
Outputs and Outcomes						
<p>There are 35 play areas across Green Spaces of which 30 have not benefitted from external funding for five years or more. These sites have become worn and as such are under-used and attract greater levels of vandalism and anti-social behaviour. A two-year programme of replacement could replace the equipment in all of these areas with the current staff resources in the team. The programme would include:</p> <ul style="list-style-type: none"> • A minimum of thirteen play areas improved per year for two years (sites listed below) • Investment in modern play equipment ranging from small play areas in pocket parks to infant cycle course and adventure play areas • Appropriate safety testing and accreditation <p>Investment in play sites across the borough would contribute to the following areas of the Year Ahead Plan:</p> <ul style="list-style-type: none"> • Thriving Neighbourhoods • Better Health & Wellbeing • Hope and Confidence in Rotherham • Equalities and Social Justice (cross cutting theme). 						

Capital Investment Proposals

Financing Implications

Green Spaces has an annual play maintenance revenue budget of £50,000 which over the last ten years has significantly reduced from £140,000 in 2011 due to budget pressures and the need for the Council to make savings. This budget allows priority works to keep equipment safe or to remove unsafe equipment, but not to renew damaged or worn equipment. Whilst funding through developer contributions (S106) is commonly sought, this funding is not always focussed where it is needed due the geographical limitations of this form of funding and as such there are a number of play areas with limited opportunity for repair and replacement.

As parks and green spaces continue to see a rise in visitor numbers, we expect play areas to see increased usage and therefore increased wear and tear which the budget would not be able to sustain. We also propose an increase in the revenue budget to ensure planned, preventative maintenance is carried out effectively.

Risks

Not investing in replacement equipment carries the following risks:

- Reduction in the numbers of play areas across the borough leading to decreased physical activity among children and young people
- Health and safety risks as equipment erodes due to higher volumes of use
- Reduced property values
- Weaker community cohesion
- Reputational damage to the Council through an inability to deliver on the Green Spaces Strategy commitments to play and the Cultural Strategy goals of getting more people, more active, outdoors and creative, more often
- Loss of confidence from investors and funding bodies
- Loss of accreditation e.g., Green Flag Award

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Waterloo Kiln Preservation	Capital Expenditure	0	0.035	0	0	0.035
Directorate	Capital Funding	0	0	0	0	0
Regeneration & Environment	Net (Corporate Resources)	0	0.035	0	0	0.035
<p>Remedial work is required imminently to the external structure of the Kiln to remove self-set saplings and moss which are causing damage to both the external and internal structure.</p> <p>A new management plan is required for the site to give detailed breakdown of the work to repair the structure with current costs. A report was commissioned in 2010 but this is now outdated and only includes Waterloo Kiln and not the surrounding site.</p> <p>Rotherham Council has been working closely with Historic England, to develop the site by setting up a community management model, recruiting volunteers and developing long term interpretation for the site. Although the Kiln is not at risk it is likely that Historic England will move its status from vulnerable to Heritage At Risk in 2021. It urgently requires some immediate external remedial work and a long-term management plan on further improvement works required for the structure and surrounding site. Historic England have raised concerns that the condition of the structure has deteriorated and is currently on a watching brief due to both its regional, national and international significance and the work required. They have agreed to fund 50% of a development plan for the site.</p> <p>The Waterloo Kiln dates from 1815 and is named after Britain's famous victory at the Battle of Waterloo, on Sunday 30th June 1815. As a rare survival of the Rockingham Works, and the only bottle kiln surviving in Yorkshire, it is of both regional, national and international significance. During the second half of the eighteenth century the pottery produced fine earthenware, developing the fine, translucent porcelain known as Rockingham between 1826 and 1842.</p> <p>The monument survives as a series of standing, buried and earthwork remains which are managed by RMBC.</p> <ul style="list-style-type: none"> - Waterloo kiln (used for firing or glazing) which is a Grade II* Listed Building - A series of ponds, which provided the large quantities of water required by the pottery, survive surrounded and contained by clay and earthen embankments. 						
Outputs and Outcomes						
<p>The remedial works to the kiln will include structural works to reduce the likelihood of the kiln being added to the Heritage at Risk Register comprised of:</p> <ul style="list-style-type: none"> • Principal Design/Project Management • Condition/Structural Survey • Ecological Survey • Investigation Work • Structural Inspection • Archaeological grounds assessment with Scheduled Monument Consent <p>The management plan will include:</p>						

Capital Investment Proposals

- External repairs to the structure to repair cracks and remove self-seeded saplings
- Works to the opening to replace the door and improve the brickwork.
- Works to the floor which could enable the structure to be used for future events and engagement as at Catcliffe Cone

The investment in the above will:

- Provide immediate repair to the external structure of the internationally significant Grade II* listed Kiln.
- Provide a detailed management plan that can be used to apply for future funding to repair the structure.
- Improve RMBC reputation with regards to restoration of the borough's historic sites and setting example to other owners of historic properties in the borough
- Provide opportunity to improve relationships with local communities around site with the possibility of developing future projects around community development
Significantly increase engagement and programming across all heritage sites and builds on the capital investment given to Keppel's Column.
- Open up opportunity to develop further partnerships and future projects around site with Wentworth Woodhouse

This project would contribute to the Thriving Neighbourhoods and Hope & Confidence themes of the Year Ahead Plan.

Financial Implications

Additional funders have been researched, however due to the location of the site regular engagement numbers on site are too low for alternative income streams to undertake these initial works. However, funding has been secured from Historic England to match fund the cost of the Management Plan.

The cost are as following:

- Remedial work to remove the saplings and moss £10,700 (including scaffolding and labour and materials to remove saplings)
- Management plan £13,500 which includes surveys (Full cost is £27K but 50% of this is funded by Historic England). This cost is based on previous reports completed for other sites
- RMBC management fees £5,655
- Contingency £3,700

Total capital request is £33,555

Risks

Risks associated with not investing are:

- Continued risk to reputation of RMBC with regard to maintenance the building and to local resident's properties
- Loss of funding from Historic England and future funding for other historic sites
- Further loss of reputation of Culture Sport & Tourism around Heritage Sites Maintenance which could impact on heritage audience engagement
- Legal implications of further structural damage/collapse of historic building adjacent to private land

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Street Lighting Concrete column replacements – Main routes and primary distributor roads.	Capital Expenditure	0	0.740	0	0	0.740
Directorate	Capital Funding	0	0	0	0	0.000
Regeneration & Environment	Net (Corporate Resources)	0	0.740	0	0	0.740

There are approximately 37,000 street lighting columns across the Borough and around 8,000 of these columns are on main routes and primary distributor roads.

The columns on these routes are a mixture of steel columns and concrete columns. The steel columns were installed within the last 35 years, however the concrete columns would have been installed prior to the installation of steel units, i.e. more than 35 years ago. The indicative life span of concrete columns is approximately 30-35 years, so the majority, if not all, of the remaining concrete columns are approaching or have exceeded their life span.

An independent inspection of the concrete columns on main routes was carried out in 2019 and a small number were advised to be replaced immediately. These works were carried out immediately. The report also advised the Council to repair / replace a further 507 units within the next 1-2 years and to carry out a further inspection on 2,073 units 3 years after first inspection.

This proposal is therefore to replace the above 507 units in 2021/22 at a cost of £740,000.

Outputs and Outcomes

Benefits

- Mitigate the risk of failing units on the main traffic routes.
 - Increase the life span of the street lighting asset.
- Reduce the need for future visual and structural inspection of these units.

Financial Implications

The estimated cost to replace the concrete columns on main routes and primary distributor roads is approximately £738,900 and the breakdown of these costs is shown in the Table 1 below.

Table 1	Number	Cost Per Item	Overall Cost
Replacement of 8m Units on Primary distributor roads	216	£1,400	£302,400
Replacement of 10m units on Primary routes.	291	£1,500	£436,500

Capital Investment Proposals

Total			£738,900	
Risks				
<ul style="list-style-type: none"> • There is a risk that the concrete columns could deteriorate to an extent that they become unsafe and become a danger to users of the highway. • There is a risk that replacement costs will rise making any future programmes more expensive. 				

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
Handheld Equipment Grounds Maintenance Equipment	Capital Expenditure	0.075	0	0	0	0.075
Regeneration & Environment	Capital Funding	0	0	0	0	0
Overview	Net (Corporate Resources)	0.075	0	0	0	0.075
<p>The Grounds Maintenance Service currently operates handheld equipment powered by petrol engines. The life expectancy of this equipment is two to three years and these items have now completed their third year of operation.</p> <p>Equipment such as this vibrate and have high noise levels during operation. They therefore have the potential to cause injury to staff using them for prolonged periods of time. This equipment is in a category of machines which have one of the highest prevalence of Hand Arm Vibration in users, which is reportable to the Health and Safety Executive should an employee be found to have the condition. Staff using this equipment require monitoring annually for the condition and, the older equipment becomes, the greater the risk of injury to staff.</p> <p>The level of exposure when operating this equipment means that the service must also adopt inefficient ways of working to minimise the amount of time that staff use the equipment, within the manufacturer's guidance.</p> <p>The programme will therefore look to replace these items of equipment with electric versions. These are becoming more reliable and robust as technology has been developed. They also have a much lower level of vibration and therefore do not expose staff to the risks of Hand Arm Vibration and noise.</p>						
Outputs and Outcomes						
Benefits						
<ul style="list-style-type: none"> • Management of staff wellbeing and safety. • Reduction of petrol fuelled equipment, reducing need to carry petrol and store. • Ability to use equipment for longer periods of time. 						
Financial Implications						
<p>The replacement equipment is estimated to cost £75K.</p> <p>The unit costs of the devices are very similar to the existing devices, and the overall process will see a reduction in the revenue related costs associated with fuel and general maintenance.</p>						

Capital Investment Proposals

Risks
<p>If this equipment is not purchased operative exposure to vibration will continue at the current levels. Replacement will therefore mitigate the risk of injury to staff and show commitment to reducing exposure to our operatives, reducing any risk of intervention by the Health & Safety Executive.</p> <p>If the equipment is not purchased the service will be unable to maximise productivity due to reduced productive hours when operating these high risk items.</p>

Capital Investment Proposals

Project	Capital Budget (£m)	20/21	21/22	22/23	23/24	Total
The 6 major Flood Alleviation Schemes design/approvals work to pre-construction stage. Excludes Construction costs of £46.2m.	Capital Expenditure	0	1.750	2.200	1.850	5.800
Regeneration & Environment	Capital Funding	0	0	0	0	0
Overview	Net (Corporate Resources)	0	1.750	2.200	1.850	5.800
<p>This £5.8m capital scheme proposal will contribute to ultimately reduce the risk of flooding at a number of locations across the borough, through a number of Flood Alleviation Scheme (FAS) projects. Delivery of these projects can only be achieved through substantial capital investment, and this must be made up of a combination of both RMBC capital funding and external funding from partners.</p> <p>The June 2007 and November 2019 floods caused widespread disruption and impacts across many areas of the borough, with the most November 2019 event resulting in:</p> <ul style="list-style-type: none"> • Flooding of 38 strategic roads (and many more local roads), rail and tram/train networks (including Rotherham Central and Parkgate stations) – this severely impacted the ability of residents, businesses, workers and emergency responders to travel across the borough • 151 residential properties suffered internal flooding or were unliveable – many more were flooded below floorboards • 277 businesses were directly impacted and 92 businesses were indirectly impacted with many more with accesses cut off • Various other impacts across the borough including pumps being successfully deployed to Catcliffe, evacuation of 80 individuals to a Reception Centre at Rotherham Town Hall, 30 schools being closed and 4250 sandbags being deployed <p>To reduce the risk of this occurring again, significant capital investment is required. Sheffield City Regional Mayoral Combined Authority (MCA) has been engaging with the UK Government since the November 2019 floods to seek to secure funding for £271m of FAS works across South Yorkshire, which is comprised of 27 individual projects. This request has been termed the “South Yorkshire Priority Flood Programme” by the MCA.</p> <p>This South Yorkshire wide programme includes 6 projects to be led by RMBC (with total costs in brackets):</p> <ul style="list-style-type: none"> • A: Rotherham to Kilnhurst FAS (£24m) • B: Parkgate & Rawmarsh FAS (£14m) 						

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- C: Whiston Brook FAS at Whiston (£4m)
- D: Eel Mires Dike FAS at Loughton Common (£3m)
- E: Catcliffe permanent pumping station (£5m)
- F: Culvert renewal programme (£2m)

If this £5.8 million investment is made by the Council, the schemes will require an estimated £46.2 million to see them through to completion. To date no funding from government for the above schemes has been confirmed.

The Council proposes to fund pre-construction design/approvals work to get projects to a “shovel ready” status and therefore support future funding allocations to complete the work. This will support the Council’s case for future funding, should it arise. External funding can be targeted from partners such as the Environment Agency (EA), Sheffield City Region Mayoral Combined Authority (MCA), Network Rail (NR) and Department for Transport (DfT).

The above projects were first reported on to the full Improving Places Select Committee (IPSC) on 6th February 2020, and a subsequent update was provided to the IPSC sub-group for flood alleviation on 30th November 2020.

Outputs and Outcomes

The over-arching outcome is to reduce the risk of widespread flooding across the borough, as experienced in both the June 2007 and November 2019 flood events. This would have the following community wide benefits:

- Reduced flood risk to people, property, businesses and infrastructure – resulting in a safer and more climate resilient borough
- Support to economic development and regeneration in the Town Centre and nearby employment areas – resulting in a more resilient local economy
- Improvements to the ecological and amenity value of the river corridor and nearby areas – resulting in an improved place for people to live and work

To achieve the above outcomes ultimately requires all of the 6 projects listed above to be developed to a ‘shovel ready’ status (and subsequently to full delivery). This initial work will deliver design development work and a number of external approvals to be obtained. It will facilitate construction of these complex projects on land that primarily owned by third parties and not RMBC.

Once ‘shovel ready’ status is achieved, it is more likely that external funding for ‘shovel ready’ schemes could be drawn upon to deliver construction works, and support the concept of “no community being left behind”.

Financial Implications

The financial implications are for £5.8m of RMBC capital funding for pre-construction funding only, spread over 3 years, as set out below:

Cost type	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Total

Capital Investment Proposals

Pre-construction design and approvals	£1.75m	£2.20m	£1.85m	£0m	£0m	£0m	£5.8m
Construction works (see notes below)	£3.0m	£3.6m	£0m	£14.3m	£18.9m	£6.4m	£46.2m
Total	£4.75m	£5.8m	£1.85m	£14.3m	£18.9m	£6.4m	£52.0m

1. Construction costs are included for illustrative purposes only – the year by year funding is subject to change depending on when funding from partners can be made available
2. £6m of funding has already been secured for advanced phases of the £24m RKFAS project – this is due to be constructed in 2021/22 and 2022/23
3. £0.6m is being discussed with Network Rail for advanced phases of the £14m Parkgate & Rawmarsh FAS – this is due to be constructed in 2022/23
4. Further external funding would be sought from partners to reduce the RMBC pre-construction burden upon RMBC – for example, requests would be made to the Yorkshire Regional Flood and Coastal Committee for “Local Levy” funding for part of the pre-construction costs
5. Further external funding would be sought from partners for the construction works, and achieving “shovel ready” status significantly improves the likelihood of this funding being made available, particularly when discussions are held with partners during the pre-construction development of a scheme

Risks

1. Continued flooding in the interim period before projects are completed, and the associated investigation and recovery process
2. Risk that shovel ready schemes still do not attract sufficient funding to take the works through to completion
3. Resource availability within the specialist external supply chain limits the progress of the schemes
4. Non acceptance of proposed construction works by third parties resulting in delays to the progress of the schemes
5. Changes to scheme extents and engineering requirements as a result of unforeseen circumstances (e.g. poor ground conditions, services, landowner requirements, environmental works etc)
6. Increased costs (pre-construction and/or construction) associated with the above

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Towns and Villages Improvement Fund	Capital Expenditure	0	1.000	3.000	0	4.000
Directorate	Capital Funding	0	1.000	3.000	0	4.000
Regeneration and Environment	Net (Corporate Resources)	0	1.000	3.000	0	4.000
<p>Outside of the main town centre, Rotherham has a number of villages and townships that have commercial centres. In many of these, the physical infrastructure has not received investment for a number of years. Attractive village and town centres are critical to the wellbeing of the communities who live near to them and use them regularly. They are also key to ensuring that the areas feel welcoming and provide a commercial offer, in order to support businesses and the economic development of communities.</p> <p>This significant capital fund proposes to invest in the physical improvement of a number of villages.</p>						
Outputs and Outcomes						
<p>The investment is proposed to deliver scalable public realm improvements in local villages and townships.</p> <p>This could include (but are not limited to):</p> <ul style="list-style-type: none"> • Improvement of shrub beds to make them easier to maintain, and to create more communal areas. • Improvements to pavements, both in terms of maintenance and layout, to improve the look and feel of village and town centres. • Provision or replacement of street furniture, such as benches, planters, railings to improve the feel of the place, and encourage enhanced use. • Replacement of street lighting columns or improvement to lighting to make places feel safe and secure. <p>The specific proposals for areas would be developed with local Elected Members as the scheme progressed, with initial expressions of interest being sought from Elected Members in localities with town/village centres.</p>						
Financial Implications						
<p>The scheme is scalable according to the available budget. The initial proposal seeks £4m over three years, with spend being 'backloaded' to years one and two, in order to allow time to develop proposals.</p>						

Capital Investment Proposals

Risks

There is a risk that the number of identified town/village centres means that the funding may not deliver significant enough improvements. A robust prioritisation/bid process will be developed to mitigate that risk.

There is a risk that other agreed funding, such as litter bin replacement, will need to be delivered alongside these proposals to ensure consistency of design. This will be mitigated by ensuring that any proposals seek to engage across services, to bring together improvements.

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Pedestrian Crossings	Capital Expenditure	0	0.120	0	0	0.120
Directorate	Capital Funding	0	0	0	0	0
Regeneration and Environment	Net (Corporate Resources)	0	0.120	0	0	0.120
<p>This proposal is for a continuation of additional funding for pedestrian crossings as provided in recent years. The Council receives frequent requests for provision of additional pedestrian crossings. Requests are subject to a rigorous site assessment process to demonstrate feasibility based on user numbers by type of user eg young person, elderly, disability and so on along with the nature of the road, traffic and any local circumstances.</p>						
Outputs and Outcomes						
<p>Having a fund in place would provide certainty once schemes become viable and attain priority status thus saving time and resource as well as enabling swifter delivery of solutions for local benefit and improved safety.</p>						
Financial Implications						
<p>Pedestrian crossings vary in value depending on site conditions and design standards used (such as type and complexity of signals, number of crossing points, whether refuges are needed etc). This is considered to be the minimum funding requirement for the principle of a pre-approved budget to be effective.</p>						
Risks						
<p>No additional risks have been identified. Pedestrian crossing schemes are governed by a rigorous service procedure to determine scheme need and benefits. Other value for money risks are controlled via compliance with corporate procurement requirements.</p>						

Capital Investment Proposals

Project	Capital Budget (£m)	21/22	22/23	23/24	24/25	Total
Delivery of the Future High Street Fund	Capital Expenditure	5.133	9.763	12.772	2.317	29.985
Directorate	Capital Funding (FHSF Grant/Match profile)	(1.752)	(3.884)	(6.674)	(1.521)	(13.831)
	Existing Corporate Match	(2.381)	(4.724)	(4.098)	(0.796)	(11.999)
Regeneration and Environment	Net (Corporate Resources)	1.000	1.155	2.000	0.000	4.155

The Council submitted a Future High Streets Fund (FHSF) bid totalling £31,487,623 to deliver -

- Redevelopment of Markets (Library/Community Hub/Food Court/Public Realm)
- Creation of high-quality Riverside Gardens linking the Forge Island Redevelopment with the Town centre
- Safe and Smart Streets – public realm works in the town centre
- Grimm and Co redevelopment at Talbot Lane

The bid included £11,999,601 of Council capital from the Town Centre Investment Fund and £1,171,999 of grant from other sources to draw down £18,316,024 from the FHSF to deliver the programme

On 26 December 2020 the Council was notified of an in principle FHSF grant offer of £12,660,708.

The proposal is for the Council to achieve savings on the markets redevelopment by reducing the amount of office space in the scheme and provide additional capital of up to £4,155,000 to allow the programme to be delivered. There is a reasonable prospect of some additional match funding being forthcoming from other sources which would reduce the draw on RMBC funding, however at the current time that external funding cannot be guaranteed and therefore cannot be used to confirm delivery of the scheme with MHCLG.

The alternative is to remove and reduce further elements from the programme. This will reduce the outputs and outcomes and require recalculation of the benefit cost ratio. There is a significant risk with this approach that as a result the reduced programme will not deliver sufficient FHSF outputs to meet the Fund's value for money threshold and the whole programme is therefore at risk of not being funded.

NB the profile of the programme is subject to change. The original programme profile was predicated on full FHSF grant. A revised profile and timing will need to be agreed with MHCLG.

Capital Investment Proposals

Outputs and Outcomes
<p>The programme objectives are</p> <p>Objective 1: Diversify and enhance the quality of the town centre,</p> <p>Objective 2: Significantly increase the town’s appeal to residents, regular users and visitors (particularly families),</p> <p>Objective 3: Provide a more attractive investment proposition,</p> <p>Direct Outputs are: -</p> <ul style="list-style-type: none"> • 30,746 sq. ft. retail space renovated • 24,019 sq. ft. commercial space renovated • 12,396 sq. ft. commercial space delivered • 37017 sq. ft. public realm improved • 131,277 sq. ft. public realm created/improved • 146540 sq. ft. retail space impacted • 57307 sq. ft. vacant retail impacted • 11797 sq. ft. D1 space created
Financial Implications
<p>A Council investment of up to £4.155m over 3 years is expected to attract a Future High Street Fund Grant of £12,66m and additional public and private co-funding of over £1.17m.</p> <p>£11,999,601 is already committed from the Town Centre Investment fund.</p>
Risks

Capital Investment Proposals

Development and construction risks – the FHSF programme has been developed to full business case stage with support for project development and costing from an experienced and qualified team, including project manager, architect, structural engineer, services engineer and landscape architect. The team has prepared the scheme concept, the programme and phasing strategy, the procurement plan and cost plan for successful delivery of the scheme. However, with a building such as Rotherham markets and a complex redevelopment of this nature there is an inherent risk that additional cost could be incurred.

Capital Investment Proposals

Project	Capital Budget (£m)	2020/21	21/22	22/23	23/24	Total
Relocation of the Reach Service	Capital Expenditure	0	0.800	0.800	0	1.600
Directorate	Capital Funding	0	0	0	0	0
Adult Care, Housing & Public Health	Net (Corporate Resources)	0	0.800	0.800	0	1.600

Reach Day Service is a specialist autism specific service offering a wide range of adult therapeutic activities across two sites; the Elliott Centre which caters for individuals with profound needs and behaviours that challenge, and Maple Avenue which is for the more able people who can access community facilities and link in to work experience and social networks.

The Elliott Centre, Badsley Moor Lane, Rotherham

The Council's current occupation of the Elliott Centre is by way of a periodic tenancy, the original lease agreement having expired a number of years ago. However, an agreement in principle has recently been reached the landlord (NHS Prop-Co) for a new 2-year tenancy. Under the terms of the proposed new tenancy the landlord will have the benefit of a 9-months break clause, which can be triggered for any reason. Therefore, should notice be served the Council would have to vacate within the 9-month period.

The Service have also identified a number of other prevailing issues with the Elliott Centre and determine that the location would not be suitable for continued long term occupation:

- The Centre forms part of the wider Badsley Moor Lane site that would be described as a 'Campus'. This term relates to situations where a number of learning disability services are being delivered, often on hospital or ex hospital grounds.
- Two large bordering plots of land are up for sale and re-development and this uncertainty around the premises is causing substantial anxiety amongst parents, carers and of the people who attend the service.
- The NHS bungalows immediately adjacent to the Centre are currently vacant and have been subject to vandalism and anti-social activities. Due to shared facilities with these empty properties, there continues to be recurrent operational issues with utility supplies leading to service disruption.

Maple Avenue, Maltby, Rotherham

Is a large two storey property, red brick construction under a pitched tiled roof, located within a predominantly residential area in Maltby. Whilst the location is easily accessible for the people of Maltby, the design and layout of the building are not ideal for service provision: -

- The building is accessed via steep steps, is domestic in proportion having narrow corridors on both floors which poses limits on who can use the building.
- The fire escape on the first floor consist of an external metal staircase.
- There are limited toilet facilities and no access to changing facilities on the ground floor.
- Poor ventilation throughout.
- The garden is on different levels and is sloping.

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- The building is in need of full refurbishment.
- No separate staff room to allow staff to take a break.
- Very limited parking facilities.

Outputs and Outcomes

Currently there are no other suitable alternative service providers within the local area for the majority of people using Reach. Should no alternative long term accommodation requirements be implemented there is a risk that services outside the borough would need to be considered, which would be hugely disruptive to service users and their families and have a significant financial impact on a budget that is already under pressure.

Reviewing the long term accommodation requirements for the Service, presents an opportunity to bring the two user groups and staff teams, from Elliott and Maple, together in the one building which will facilitate a better all-round service and lead to a reduction in service and building revenue running costs. It offers the opportunity to co-develop a new improved service in partnership with attendees and their families.

Creating a new site for this service presents opportunity for the development of a provision to support other people who require complex building-based services. The needs of future service users need to be considered along with some people who currently attend Addison therefore feeds into the My Front Door (MFD) programme

Financial Implications

By working with Asset Management; Adult Care, Housing & Public Health have devised a building specification for alternative premises that would meet the accommodation requirements for the two elements of the service, whilst also providing a degree of 'future-proofing' to ensure the new property continues to meet Service requirements long term.

Options for alternative premises are either (a) new build provision or (b) refurbishment of existing Council building. It should be noted that an extensive search of properties available on the open market has been undertaken but has not yielded any suitable options.

Please note that the information provided below is based on the specification provided by Adult Services and can only be considered 'broad brush' estimates at this stage, a detailed financial appraisal is yet to be undertaken.

Capital costs: -

- New build - Capital costs for a newly built facility are estimated at circa £2.1m. However, it should be noted that this relates to build costs only and does not factor in potential acquisition costs if there is a need to purchase a site or the foregoing of a potential capital receipt if a suitable Council site was identified.
- Refurbishment – Capital costs for a refurbishment are estimated at circa 1.5m based on the specified area required.

It should be noted that £500k capital funding has previously been allocated for the relocation of the service to another building and to cover costs to upgrade facilities

Capital Investment Proposals

and make them compliant with this type of specialist service. However, it is not now deemed possible to refit another building to meet the needs of this service and nothing suitable has come on the market in the last 2 years. This is now considered insufficient to address the need for a new build provision but can be 'deducted' from the total capital requirements identified above. Therefore, the new capital ask is for £1.6m (£2.1m - £500k).

Risks

The proposed new tenancy of the Elliot Centre contains a break clause for the council and landlord, which if triggered would mean that the Council would need to vacate the premises within 9-months.

The future of the wider Badsley Moor Lane site is uncertain, and several neighbouring properties have been sold or are vacant and falling into a state of disrepair. This combined with a large sell-off of bordering land is in turn causing anxiety amongst service users, their parents, and carers.

If suitable long-term accommodation cannot be identified there is a risk that services from outside the Borough would need to be considered, which would be hugely disruptive to service users and their families and place a significant financial burden on the Council.

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Current Year	2021/22	2022/23	2023/24	Total Project
	Budget £	Budget £	Budget £	Budget £	Budget £
Adult Care & Housing	4,824,617	6,611,393	12,652,824	6,129,512	30,218,346
Assistant Chief Executive	423,558	210,000	210,000	210,000	1,053,558
Children & Young Peoples Services	12,415,563	13,842,147	4,508,023	6,572,629	37,338,362
Finance & Customer Services	8,876,179	7,648,019	3,203,931	10,523,000	30,251,129
Regeneration & Environment	46,997,519	72,069,519	52,552,753	24,647,267	196,267,058
Total	73,537,436	100,381,078	73,127,531	48,082,408	295,128,453

Funding:

Funding Stream	Current Year	2021/22	2022/23	2023/24	Total Project
	Budget £	Budget £	Budget £	Budget £	Budget £
Grants And Contributions	29,105,708	50,237,788	31,892,768	13,838,400	125,074,664
Unsupported Borrowing	37,863,073	46,545,577	38,615,763	33,615,008	156,639,421
Revenue Contribution	178,000	173,000	176,000	179,000	706,000
Flexible Use of Capital Receipts	2,000,000	2,000,000	0	0	4,000,000
Usable Capital Receipts	4,390,655	1,424,713	2,443,000	450,000	8,708,368
Total	73,537,436	100,381,078	73,127,531	48,082,408	295,128,453

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project	
						Budget £	Budget £	Budget £	Budget £	Budget £	
Adult Care & Housing	Adult Services	Adult Services	Adults Grants Unallocated	CUZBUN	Adults Grants Unallocated	446,735	0	0	1,856,512	2,303,247	
			Sub-Service Total			446,735	0	0	1,856,512	2,303,247	
			Assistive Technology	CU0700	Assistive Technology Equipment	680,000	680,000	680,000	680,000	2,720,000	
			Sub-Service Total			680,000	680,000	680,000	680,000	2,720,000	
			REWS Equipment	CU0701	REWS Capital	190,000	190,000	190,000	190,000	760,000	
			Sub-Service Total			190,000	190,000	190,000	190,000	760,000	
			Specialist Equipment	CU0107	SALSE Provision	14,000	0	0	0	14,000	
				CU0108	Conway Crescent F&F	90,882	0	0	0	90,882	
				CU0503	Webroster & associated equipmt	0	16,593	17,091	0	33,684	
				Sub-Service Total			104,882	16,593	17,091	0	138,566
	Service AreaTotal			1,421,617	886,593	887,091	2,726,512	5,921,813			
	Service Total			1,421,617	886,593	887,091	2,726,512	5,921,813			
	Neighbourhood Capital Programm	Fair Access to All	Aids and Adaptations (Private)	CNF103	Adapts - OTHERS - Private Majr	1,028,000	0	0	0	1,028,000	
				CNF104	Adapts - LOT1 - Private Majr	384,500	0	0	0	384,500	
				CNF105	Adapts - LOT2 - Private Majr	351,500	0	0	0	351,500	
				CNF204	Adapts - LOT1 - Private Minr	200,000	0	0	0	200,000	
				CNF205	Adapts - LOT2 - Private Minr	233,000	0	0	0	233,000	
				CNFBUN	Private Adaps Bud Unall	0	2,197,000	2,197,000	2,197,000	6,591,000	
				Sub-Service Total			2,197,000	2,197,000	2,197,000	2,197,000	8,788,000
				Service AreaTotal			2,197,000	2,197,000	2,197,000	2,197,000	8,788,000
		Neighbourood Regeneration & Re	Affordable Housing	CPD001	Housing Delivery GF	0	250,000	250,000	0	500,000	
				Sub-Service Total			0	250,000	250,000	0	500,000
			Extra Care Housing	CPZBUN	Extra Care Housing Scheme	0	2,000,000	8,000,000	0	10,000,000	
				Sub-Service Total			0	2,000,000	8,000,000	0	10,000,000
			Monksbridge Demolition	CP0401	Monksbridge, Dinnington	0	71,800	0	0	71,800	
				Sub-Service Total			0	71,800	0	0	71,800
		Service AreaTotal			0	2,321,800	8,250,000	0	10,571,800		
		Service Total			2,197,000	4,518,800	10,447,000	2,197,000	19,359,800		
		Neighbourhood Improvements - N	Neighbourhood Improvements Non	Furnished Homes CPTL	CPA001	Furnished Homes New CPTL	1,134,000	1,134,000	1,134,000	1,134,000	4,536,000
	CPA002				Furnished Homes Replace CPTL	72,000	72,000	72,000	72,000	288,000	
	Sub-Service Total				1,206,000	1,206,000	1,206,000	1,206,000	4,824,000		
	N'bourhood Grants Unallocated		CPXBUN	N'Hoods Grants Unallocated	0	0	112,733	0	112,733		
			Sub-Service Total			0	0	112,733	0	112,733	
Service AreaTotal				1,206,000	1,206,000	1,318,733	1,206,000	4,936,733			
Service Total			1,206,000	1,206,000	1,318,733	1,206,000	4,936,733				
Directorate Total						4,824,617	6,611,393	12,652,824	6,129,512	30,218,346	
Assistant Chief Executive	Democratic Services	Democratic Services	Democratic Services	CPC008	Capt'l Inv't Ward Anst wdsetts	12,666	10,500	10,500	10,500	44,166	
				CPC009	Capt'l Inv't-Ward - Dinnington	7,886	10,500	10,500	10,500	39,386	
				CPC010	Capt'l Inv't-Ward - Wales	10,464	7,000	7,000	7,000	31,464	
				CPC011	Capt'l Inv't-Wd-Brinwth/catffe	12,023	0	0	0	12,023	
				CPC012	Capt'l Inv't-Ward - Holderness	10,552	0	0	0	10,552	
				CPC013	Capt'l Inv't-Ward - RotherVale	10,165	7,000	7,000	7,000	31,165	
				CPC014	Capt'l Inv't-Ward - Keppel	10,007	10,500	10,500	10,500	41,507	
				CPC015	Capt'l Inv't-Ward - Roth West	10,603	10,500	10,500	10,500	42,103	
				CPC016	Capt'l Inv't-Ward - Wingfield	14,906	0	0	0	14,906	

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project
						Budget £	Budget £	Budget £	Budget £	Budget £
				CPC017	Capt'l Inv't-Ward - Bostn Ctle	17,820	10,500	10,500	10,500	49,320
				CPC018	Capt'l Inv't-Ward - Roth East	2,220	10,500	10,500	10,500	33,720
				CPC019	Capt'l Inv't-Ward - Sitwell	10,082	10,500	10,500	10,500	41,582
				CPC020	Capt'l Inv't-Ward - Hooper	10,003	10,500	10,500	10,500	41,503
				CPC021	Capt'l Inv't-Ward - Swinton	14,940	0	0	0	14,940
				CPC022	Capt'l Inv't-Ward - Wath	11,105	7,000	7,000	7,000	32,105
				CPC023	Capt'l Inv't-Ward - Rawmarsh	10,478	0	0	0	10,478
				CPC024	Capt'l Inv't-Ward - Silverwood	15,738	0	0	0	15,738
				CPC025	Capt'l Inv't-Ward - Valley	13,406	0	0	0	13,406
				CPC026	Capt'l Inv't-Ward - Maltby	9,903	0	0	0	9,903
				CPC027	Capt'l Inv't-Ward - Hellaby	13,686	0	0	0	13,686
				CPC028	Capt'l Inv't-Ward - Wickersley	13,905	0	0	0	13,905
				CPC029	Hellaby & Maltby West	0	7,000	7,000	7,000	21,000
				CPC030	Maltby East	0	7,000	7,000	7,000	21,000
				CPC031	Thurcroft & Wickersley South	0	7,000	7,000	7,000	21,000
				CPC032	Aughton & Swallownest	0	7,000	7,000	7,000	21,000
				CPC033	Aston & Todwick	0	10,500	10,500	10,500	31,500
				CPC034	Brinsworth	0	7,000	7,000	7,000	21,000
				CPC035	Greasborough	0	7,000	7,000	7,000	21,000
				CPC036	Dalton & Thrybergh	0	7,000	7,000	7,000	21,000
				CPC037	Wickersley North	0	10,500	10,500	10,500	31,500
				CPC038	Bramley & Ravenfeild	0	7,000	7,000	7,000	21,000
				CPC039	Swinton Rockingham	0	7,000	7,000	7,000	21,000
				CPC040	Rawmarsh West	0	7,000	7,000	7,000	21,000
				CPC041	Kilnhurst & Swinton East	0	7,000	7,000	7,000	21,000
				CPC042	Rawmarsh East	0	7,000	7,000	7,000	21,000
				CXB101	Badsley More Lane Pr Comm Hub	181,000	0	0	0	181,000
				Sub-Service Total		423,558	210,000	210,000	210,000	1,053,558
			Service Area Total			423,558	210,000	210,000	210,000	1,053,558
		Service Total			423,558	210,000	210,000	210,000	1,053,558	
	Directorate Total					423,558	210,000	210,000	210,000	1,053,558
Children & Young Peoples Services	CYPS - RMBC	Other CYPS	Children & Families	CED900	Adaptations - Foster Care	661,835	640,000	640,000	1,640,000	3,581,835
				CEL900	Early Education Place Grant	103,491	0	0	0	103,491
				CER001	CYPS RESI PH I Pegasus Hse	59,712	0	0	0	59,712
				CER002	CYPS RESI PH I Phoenix Place	60,000	0	0	0	60,000
				CER003	CYPS RESI PH II Middle Lane	0	60,000	0	0	60,000
				CER004	CYPS RESI PH II Kimberworth	345,000	0	0	0	345,000
				CER005	CYPS RESI PH II Wath	345,000	0	0	0	345,000
				CER006	CYPS RESI PH III - TBC1	0	418,300	0	0	418,300
				CER007	CYPS RESI PH III - TBC2	0	418,300	0	0	418,300
				CER008	In House Chld's Resi-vehicles	0	140,000	0	0	140,000
				CERBUN	CYPS Resi Home Unallocated	0	293,400	0	0	293,400
				Sub-Service Total		1,575,038	1,970,000	640,000	1,640,000	5,825,038
			Service Area Total			1,575,038	1,970,000	640,000	1,640,000	5,825,038
		Schools	Schools - Capitalised Enh	C0093N	Bramley S'side I.S. H'ting Fea	102,894	0	0	0	102,894

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project
						Budget £				
				C0117N	Minor Works Less than £10,000	16,793	0	0	0	16,793
				C0119N	Badsley Moor PS-Cladding&roof	157,705	0	0	0	157,705
				C0121N	Bramley S'side-Heat&Roof	5,175	0	0	0	5,175
				C0124N	Broom Valley Com P-Window&Vent	22,567	0	0	0	22,567
				C0127N	Rawmarsh Ryecroft - Heating	33,207	0	0	0	33,207
				C0130N	Thorpe Hesley Primary -Floors	3,793	0	0	0	3,793
				C0137N	Todwick Primary - Ceiling etc	62,507	0	0	0	62,507
				C0138N	Aughton Early Years - Boiler	39,900	0	0	0	39,900
				C0139N	Anston Park Jnr - Hall roof	50,000	0	0	0	50,000
				C0146N	Brinsworth Man Inf - Heat, flo	87,343	0	0	0	87,343
				C0148N	Newman Sch - Old Nurse WC ref	10,000	0	0	0	10,000
				C0149N	Newman Sch - change room refur	7,500	0	0	0	7,500
				C0153N	Rawmarsh Ryecroft - Curtain wa	24,031	0	0	0	24,031
				C0155N	Sitwell Inf School - new fire	32,051	0	0	0	32,051
				C0157N	St Mary's PRU - ext classroom	5,800	0	0	0	5,800
				C0158N	St Mary's PRU - Roof Lights	7,890	0	0	0	7,890
				C0160N	Thrybergh Rainbow - re-roof	16,450	0	0	0	16,450
				C0161N	Wales Pr - Emerge Light & Ceil	42,446	0	0	0	42,446
				C0162N	Wales Pr - Heating	15,716	0	0	0	15,716
				C0163N	West Melton J&I - Roof	19,169	0	0	0	19,169
				C0166N	Aughton Early Years Fire Alarm	29,200	0	0	0	29,200
				C0168N	Aston Fence Pri - New windows	7,746	0	0	0	7,746
				C0169N	Broom Valley Com Pri - New Boi	90,332	0	0	0	90,332
				C0170N	Brinsworth Manor In Sch Canopy	85,283	0	0	0	85,283
				CENBUN	Capitalised Enhancements Unall	127,382	1,000,000	1,000,000	1,000,000	3,127,382
				CENF02	CEN FWT Remedials CNTL CPTL	60,000	0	0	0	60,000
				Sub-Service Total		1,162,880	1,000,000	1,000,000	1,000,000	4,162,880
			Schools - Prims - Major	CE1005	New Central Prim School	32,495	0	0	0	32,495
				CE1028	Waverley New Primary School	5,564,110	135,000	0	0	5,699,110
				Sub-Service Total		5,596,605	135,000	0	0	5,731,605
			Schools - PRUs	CE8902	Riverside (Catcliffe) PRU CPTL	79,835	0	0	0	79,835
				Sub-Service Total		79,835	0	0	0	79,835
			Schools - Secs - Major	CE5004	Aston Acad replace classrooms	593,441	3,691,175	0	0	4,284,616
				CE5006	Rawmarsh High School Contrib	200,000	700,000	0	0	900,000
				CE5BUN	Secondary Budget Unallocated	0	13,884	1,000,000	1,000,000	2,013,884
				Sub-Service Total		793,441	4,405,059	1,000,000	1,000,000	7,198,500
			Schools - Spcls - Major	CE7009	Hutton Park Pru	3,605	0	0	0	3,605
				CE7010	Milton School SEND	394,583	0	0	0	394,583
				CE7011	Wales High School SEND	429,371	0	0	0	429,371
				CE7012	Brinsworth School SEND	10,000	240,000	0	0	250,000
				CE7013	Thomes Rotherham College SEND	50,000	199,475	0	0	249,475
				CE7014	Thrybergh SEND	16,933	0	0	0	16,933
				CE7015	James Montgomery SEND	98,147	134,557	0	0	232,704
				CE7016	Kelford SEND	54,008	0	0	0	54,008
				CE7017	Hilltop SEND	137,157	0	0	0	137,157

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project			
						Budget £	Budget £	Budget £	Budget £	Budget £			
				CE7018	Willow Tree Academy SEND	70,000	0	0	0	70,000			
				CE7019	SEND PH III Dinnington College	771,000	0	0	0	771,000			
				CE7020	SEND PH III Dinnington Demolit	0	285,000	0	0	285,000			
				CE7021	SEND PH III Dinnington Adaptat	0	1,149,400	0	0	1,149,400			
				CE7022	SNED Ph III Newman Critical Ma	105,000	0	0	0	105,000			
				CE7023	SNED Ph III Newman Upper Schoo	0	2,975,092	0	0	2,975,092			
				CE7BUN	Special Budget Unallocated	77,996	0	0	0	77,996			
				Sub-Service Total		2,217,800	4,983,524	0	0	7,201,324			
				Schools PFI Life Cycle Program	CES900	Schools PFI Life Cycle Program	808,994	1,173,564	1,718,023	2,270,000	5,970,581		
				Sub-Service Total		808,994	1,173,564	1,718,023	2,270,000	5,970,581			
				Service AreaTotal		10,659,555	11,697,147	3,718,023	4,270,000	30,344,725			
				Service Total		12,234,593	13,667,147	4,358,023	5,910,000	36,169,763			
				DFC	DFC - RMBC	DFC - RMBC all	CEXBUN	DFCG Unallocated	180,970	175,000	150,000	662,629	1,168,599
							Sub-Service Total		180,970	175,000	150,000	662,629	1,168,599
							Service AreaTotal		180,970	175,000	150,000	662,629	1,168,599
Service Total		180,970	175,000				150,000	662,629	1,168,599				
Directorate Total		12,415,563	13,842,147	4,508,023	6,572,629	37,338,362							
Finance & Customer Services	F&CS	F&CS	F&CS - REFCUS	CTR805	Transformation Projects Capitalisation	2,000,000	2,000,000	0	0	4,000,000			
				Sub-Service Total		2,000,000	2,000,000	0	0	4,000,000			
				Service AreaTotal		2,000,000	2,000,000	0	0	4,000,000			
	Service Total		2,000,000	2,000,000	0	0	4,000,000						
	ICT	ICT 2	ICT 2	CTT208	Finl Systms Upgrdes-ICT2	232,224	100,000	80,000	0	412,224			
				CTT225	Fee Billing System Upgrade	0	0	40,000	0	40,000			
				CTT286	Iken Upgrade	1,250	0	0	0	1,250			
				CTT287	Planned print leased machines	2,660	0	0	0	2,660			
				CTT288	Fleet of MFD printers	226,600	409,268	198,931	0	834,799			
				CTT291	Social Care IT System - CNTL C	0	161,437	0	0	161,437			
CTT299				ControCC	75,000	0	0	0	75,000				
CTT300				Audit Management System	0	30,000	0	0	30,000				
CTT301				Legal Services - Ebundles	60,000	30,000	30,000	30,000	150,000				
CTT302				Capita Server Upgrade	0	15,000	0	0	15,000				
Sub-Service Total		597,734	745,705	348,931	30,000	1,722,370							
Service AreaTotal		597,734	745,705	348,931	30,000	1,722,370							
ICT Refresh		ICT Refresh	ICT Refresh	CTT109	EDRMS Roll Out	85,000	0	0	0	85,000			
				CTT218	ICT Digital Strategy	162,000	1,472,589	500,000	800,000	2,934,589			
				CTT219	Computer Refresh	1,025,584	1,022,000	1,025,000	1,278,000	4,350,584			
				CTT220	Network Equipment Refresh Proj	700,000	1,078,414	630,000	630,000	3,038,414			
				CTT221	Replacement of server equip	380,000	374,997	235,000	0	989,997			
	CTT222			Telephony System Replacement	94,209	0	465,000	1,900,000	2,459,209				
	CTT223			Hybrid Cloud Computing	74,354	120,666	0	1,750,000	1,945,020				
	CTT224			Microsoft 365 Implementation	2,920,000	636,047	0	4,000,000	7,556,047				
CTT296	SY superfast broadband	464,677	197,601	0	0	662,278							
CTT297	Libraries Network	372,621	0	0	135,000	507,621							
Sub-Service Total		6,278,445	4,902,314	2,855,000	10,493,000	24,528,759							
Service AreaTotal		6,278,445	4,902,314	2,855,000	10,493,000	24,528,759							

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project	
						Budget £	Budget £	Budget £	Budget £	Budget £	
		Service Total				6,876,179	5,648,019	3,203,931	10,523,000	26,251,129	
		Directorate Total				8,876,179	7,648,019	3,203,931	10,523,000	30,251,129	
Regeneration & Environment	Community Safety & Street Scene	Comm Safety Resilience & EP	Comm Safety Resilience & EP	CLC022	CCTV Upgrade&EnhanceCapability	350,000	0	0	0	350,000	
				CLU020	CCTV Investment	10,538	0	0	0	10,538	
				Sub-Service Total		360,538	0	0	0	360,538	
				Service Area Total		360,538	0	0	0	360,538	
		Network Management	Drainage	CGF005	Wath Flood Alleviation	14,883	0	0	0	14,883	
				CGF012	Rotherham to Kilnhurst FAS	135,886	0	0	0	135,886	
				CGF013	Maltby Surface Water FAS	11,274	0	0	0	11,274	
				CGF014	Eel Mires Dike FAS	11,972	0	0	0	11,972	
				CGF015	Flood Alleviation (ERDF)	1,319,439	1,430,800	0	0	2,750,239	
				CGF017	Flood Allev Sch pre con/de app	0	1,750,000	2,200,000	1,850,000	5,800,000	
				Sub-Service Total		1,493,454	3,180,800	2,200,000	1,850,000	8,724,254	
				Highways Delivery	CGR001	Carriageway Resurfacing	2,824,000	2,485,850	2,485,850	2,485,850	10,281,550
					CGR008	20-24 Roads Programme	5,618,376	6,000,000	6,000,000	6,000,000	23,618,376
					CGR010	Capitalisation Carriageways	233,257	500,000	500,000	500,000	1,733,257
					CGR011	Multi Hog Works	302,121	300,000	300,000	300,000	1,202,121
					CGR013	Cap Rights of way	33,888	34,000	34,000	34,000	135,888
					CGR017	A6178 Sheffield Road	800,000	0	0	0	800,000
			Sub-Service Total		9,811,642	9,319,850	9,319,850	9,319,850	37,771,192		
			Parking Services	CGP001	TownCentre CarPark Improvement	254,000	0	0	0	254,000	
				CGP002	TownCentreCarParks-Pay&DisMach	130,000	0	0	0	130,000	
				CGY016	Wellgate Cpark Ret. Wall	40,200	0	0	0	40,200	
				Sub-Service Total		424,200	0	0	0	424,200	
			Street Lighting	CGL005	St Lighting LTP	213,206	179,700	179,700	179,700	752,306	
				CGL007	Capitalisation Lighting	150,000	150,000	150,000	150,000	600,000	
				CGL008	Cap benches signs bollards	75,000	75,000	75,000	75,000	300,000	
				CGL009	Replace Obsolete Strt Lighting	40,000	40,000	40,000	40,000	160,000	
				CGL010	St Ligh Concrete col replace	0	740,000	0	0	740,000	
				CGY018	Safety Barriers Replacement	150,000	150,000	0	0	300,000	
				Sub-Service Total		628,206	1,334,700	444,700	444,700	2,852,306	
				Service Area Total		12,357,502	13,835,350	11,964,550	11,614,550	49,771,952	
			Regulation & Enforcement	Regulation & Enforcement	CN0100	Carhill Landfill Site	45,000	0	0	0	45,000
		CN0105			Wath Landfill Site	7,400	0	0	0	7,400	
		Sub-Service Total			52,400	0	0	0	52,400		
		Service Area Total		52,400	0	0	0	52,400			
		Street Scene Services	Community Delivery	CLC011	Cap damaged litter bins	8,000	8,000	8,000	8,000	32,000	
				CLC012	Equipment & Bins	395,562	0	0	0	395,562	
				CLC017	Litter Bin Strategic Review	726,000	342,000	100,000	42,000	1,210,000	
				CLC018	Street Scene Equip / Vehicles	90,000	305,000	0	0	395,000	
				CLC019	Street Scene - Zonal Working	0	118,000	0	0	118,000	
				CLC024	Handheld Equip Grounds M'ten	75,000	0	0	0	75,000	
				CLT001	BoroughWide Tree Planting Prog	0	150,000	200,000	0	350,000	
				Sub-Service Total		1,294,562	923,000	308,000	50,000	2,575,562	
			Corporate Transport	CGY013	Fleet Mgt System	18,631	0	0	0	18,631	

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project
						Budget £				
				CGY014	Fleet Mgt Vehicle Purchase	720,000	7,772,756	730,000	100,000	9,322,756
				Sub-Service Total		738,631	7,772,756	730,000	100,000	9,341,387
			Waste Management	CGY004	Bins	254,506	150,775	150,775	150,775	706,831
				CGY017	Route Optimisation - ITS	31,500	11,700	11,700	11,700	66,600
				CN0106	H'hold Waste Rec Cents-Valves	50,000	0	0	0	50,000
				Sub-Service Total		336,006	162,475	162,475	162,475	823,431
			Service AreaTotal			2,369,199	8,858,231	1,200,475	312,475	12,740,380
			Service Total			15,139,639	22,693,581	13,165,025	11,927,025	62,925,270
	Culture, Sport & Tourism	Creative Prog and Engagement	CST Events	CLE001	Events Equipment - ITS	15,000	0	0	0	15,000
				Sub-Service Total		15,000	0	0	0	15,000
			Green Spaces	CLA001	Allotments	50,000	50,000	0	0	100,000
				CLC014	Clifton Park Dalben Tower	53,000	0	0	0	53,000
				CLC015	RVCP Automated Parking	100,000	0	0	0	100,000
				CLC016	RVCP Safety Boats	34,000	50,000	0	0	84,000
				CLC020	GreenSpaces CarParks/Signs	50,000	0	0	0	50,000
				CLC021	GreenSpaces CarPark Surfaces	50,000	160,000	0	0	210,000
				CLC023	Ulley Country Park Bld Replace	0	350,000	0	0	350,000
				CLD001	Treeton St Helen Church Yard	50,000	400,000	0	0	450,000
				CLD002	Closed Church Yards	30,000	0	0	0	30,000
				CLU012	Sanctuary Fields s106	1,667	0	0	0	1,667
				CLU018	Barkers Park Changing Rooms Re	10,062	0	0	0	10,062
				CLU021	CliftonPark GardenBldg Bar-ITS	25,000	0	0	0	25,000
				CLU022	Barbers Ave Play Section106	1,905	0	0	0	1,905
				CLU023	West Melton Park Play Sec106	2,917	0	0	0	2,917
				CLU024	Manor Farm Rawsh Play Sec106	6,300	30,108	0	0	36,408
				CLU025	Tennis Courts Wales PC Sec106	40,000	0	0	0	40,000
				CLU026	Greasborough Rec MUGA	111,436	0	0	0	111,436
				CLU027	Play Equip Replacement Prog	0	50,000	50,000	0	100,000
				CLU028	RM&Casework-Parks & Green Sp	0	100,000	100,000	0	200,000
				Sub-Service Total		616,287	1,190,108	150,000	0	1,956,395
			Heritage Services	CLH004	Keppel's Column Preservation	51,140	410,270	0	0	461,410
				CLH005	Waterloo Kiln Preservation	0	35,000	0	0	35,000
				Sub-Service Total		51,140	445,270	0	0	496,410
			Service AreaTotal			682,427	1,635,378	150,000	0	2,467,805
		Ops and Business Transformation	Libraries	CLL001	Brinsworth Library	7,552	0	0	0	7,552
				CLL002	Strat Review of Libraries	0	298,000	2,682,000	0	2,980,000
				CLL009	Lib&NeighHub-Greasbrough Lib	25,000	0	0	0	25,000
				CLL010	Lib&NeighHub-Dinnington Lib	25,000	0	0	0	25,000
				CLL011	Lib&NeighHub-Kimberworth Lib	29,000	0	0	0	29,000
				CLL012	Lib&NeighHub-Wikersley Lib	46,000	0	0	0	46,000
				CLL013	Lib&NeighHub-Mowbray Lib	64,000	0	0	0	64,000
				CLL014	Lib&NeighHub-Wath Lib&NeighHub	104,000	0	0	0	104,000
				CLL015	Lib&NeighHub-Kiveton Park Lib	210,187	0	0	0	210,187
				CLL016	Lib&NeighHub-Swinton Lib	29,000	0	0	0	29,000
				CLL017	Lib&NeighHub-Thurcroft Lib	107,400	71,600	0	0	179,000

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project
						Budget £				
				CLL018	Lib&NeighHub-ThorpeHesley Lib	114,000	0	0	0	114,000
				CLL019	Lib&NeighHub- Digital Screens	52,000	0	0	0	52,000
				CLL020	Lib&NeighHub-Brinsworth Open	21,566	0	0	0	21,566
				CLL021	Lib&NeighHub- Signage	28,000	0	0	0	28,000
				Sub-Service Total		862,705	369,600	2,682,000	0	3,914,305
			Registrars	CLD003	EastH'thorpe-Crem&Cem Lighting	12,000	0	0	0	12,000
				Sub-Service Total		12,000	0	0	0	12,000
			Service AreaTotal		874,705	369,600	2,682,000	0	3,926,305	
		Projects and Partnerships	Leisure and Sport	CLS004	Leisure PFI lifecycle	415,402	848,000	461,000	500,000	2,224,402
				CLS005	Herringthorpe AthleticsStadium	254,000	0	0	0	254,000
				Sub-Service Total		669,402	848,000	461,000	500,000	2,478,402
			Service AreaTotal		669,402	848,000	461,000	500,000	2,478,402	
		Service Total		2,226,534	2,852,978	3,293,000	500,000	8,872,512		
	Planning, Regen & Transport	Corp Property Unit	Corporate Property Cap Proj	CGF007	Holmes Tail Goit Pumping Stn	3,794,593	0	0	0	3,794,593
				CGF016	GOIT - Highway Bridge	376,892	0	0	0	376,892
				CSB001	LA Energy Saving Measures-ITS	435,383	100,000	0	0	535,383
				CSB002	Customer Digitalisation - AM	120,000	0	0	0	120,000
				CSB003	PittHouseWest RothVal-Drainage	45,200	0	0	0	45,200
				CSB004	REACH Relocation	0	1,300,000	800,000	0	2,100,000
				CSB005	Corporate Decarbonisation	100,000	900,000	0	0	1,000,000
				CSR003	Bailey House Condition	59,028	0	0	0	59,028
				CSR041	Vic Park-Drainage	20,000	0	0	0	20,000
				CSR057	All Saints Square Fountain	5,269	0	0	0	5,269
				CSR058	Various Resurfacing Works	72,284	0	0	0	72,284
				CSR059	Bailey Hse Extnl Works &Lights	119,619	0	0	0	119,619
				CSR061	Miscellaneous Minor Works	250,000	0	0	0	250,000
				CSR062	Market Stalls Project Work	4,963	0	0	0	4,963
				CSR064	Grafton/Cranworth Contact Cent	102,933	0	0	0	102,933
				CSR066	Oaks Lane Depot Refurb	8,420	0	0	0	8,420
				CSR069	Cranworth Hse Structural Works	50,000	0	0	0	50,000
				CSR072	Liberty House Refurb	23,489	0	0	0	23,489
				CSR073	Winterhill Early Help	12,000	0	0	0	12,000
				CSR074	Dinnington Youth Club	71,985	0	0	0	71,985
				CSR075	Addison DC Lighting	1,889	0	0	0	1,889
				CSR076	Rowan Centre Access Rd & CP	150,000	0	0	0	150,000
				CSR077	CivicTheatre Emerg Lighting	36,603	0	0	0	36,603
				CSR078	Waleswood Elec Pitches Work	5,633	0	0	0	5,633
				CSR079	Markets Flue Installation	16,837	0	0	0	16,837
				CSR080	St Barnabus Toilets	23,000	0	0	0	23,000
				CSR081	Civic Theatre - Fire Stopping	50,102	0	0	0	50,102
				CSR082	Civic Theatre - Fire Alarm	40,423	0	0	0	40,423
				CSR083	Liberty House Car Park	49,833	0	0	0	49,833
				CSR084	LibertyHouseBiometSysUpgrade	13,146	0	0	0	13,146
				CSR085	Oaks Day Centre Demo	161,137	0	0	0	161,137
				CSR086	Brinsworth Library Demo	20,000	0	0	0	20,000

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project
						Budget £	Budget £	Budget £	Budget £	Budget £
				CSR087	Rawmarsh JSC - Re-roof Section	16,923	0	0	0	16,923
				CSR088	Waleswood - path to RVCP	150,000	0	0	0	150,000
				CSR089	CliffParkMus-RecepDesk&CaféFurn	15,000	0	0	0	15,000
				CSR090	Addison Day Centre - Fire Alar	25,300	0	0	0	25,300
				CSRBUN	Ops Buildings Cap Inv	1,548,990	2,010,000	2,010,000	2,010,000	7,578,990
				CSY001	Commercial Property Cap	393,839	75,000	75,000	75,000	618,839
				CSY002	RiversideHseRefurbishmentWorks	400,000	0	0	0	400,000
				CSY003	Demo of units 86-102 Wellgate	0	200,000	0	0	200,000
				CSY004	Strategic Acquisitions Fund	0	1,000,000	0	0	1,000,000
				Sub-Service Total		8,790,713	5,585,000	2,885,000	2,085,000	19,345,713
				Service AreaTotal		8,790,713	5,585,000	2,885,000	2,085,000	19,345,713
		RIDO	Business Growth	CSE001	M'gateBusCent - BMS Renewal	25,000	0	0	0	25,000
				CSE002	M'gateBusCent-Heat/CoolRenewal	180,000	185,000	0	0	365,000
				CSE003	M'gateBusCent-ExtClad'gRenewal	0	55,000	0	0	55,000
				CSE004	Bus Cents-Telephy/BbandRenewal	60,000	0	0	0	60,000
				CSE005	M'gateBusCent-OfficeLightRenew	30,000	30,000	0	0	60,000
				CSE006	CentBusCent-OfficeLightRenew	0	40,000	0	0	40,000
				CSS001	Private-Twn Ctr Business Vit	45,679	0	0	0	45,679
				CSS002	RMBC-Town Ctr Business Vit	12,768	0	0	0	12,768
				Sub-Service Total		353,447	310,000	0	0	663,447
			Inv & Economic Initiatives	CSA006	Acq. of Riverside Precinct	138,039	0	0	0	138,039
				CSA011	Land Aqu Millfold Hse&Henley G	13,000	0	0	0	13,000
				CSA012	Town Centre Masterplan Imp	125,638	0	0	0	125,638
				CSA013	Forge Island Flood Defence	2,620,097	294,350	0	0	2,914,447
				CSA014	Forge Island Fish Pass	238,000	0	0	0	238,000
				CSA015	Public Realm Phase 1	914,477	2,199,593	0	0	3,114,070
				CSA016	HE Hub Acquisition	390,000	0	0	0	390,000
				CSABUN	Town Centre Investment	3,308,878	204,478	4,188,043	0	7,701,399
				CSC006	Bassingthorpe Farm	334,381	0	0	0	334,381
				CSC007	Pithouse West Investigations	11,117	0	0	0	11,117
				CSC008	Beighton Link Proj Growth Fund	277,958	0	0	0	277,958
				CSC009	Century Phase II	500,000	2,570,670	0	0	3,070,670
				CSC010	Bassingthorpe Farm Land Acq	908,750	0	0	0	908,750
				CSHBUN	Future High Streets Fund	580,566	6,559,256	11,366,235	8,639,792	27,145,849
				CSP008	Towns and Villages Imp Fund	0	1,000,000	3,000,000	0	4,000,000
				CST001	9 - 13 High Street (Primark)	1,000,000	0	0	0	1,000,000
				Sub-Service Total		11,360,901	12,828,347	18,554,278	8,639,792	51,383,318
				Service AreaTotal		11,714,348	13,138,347	18,554,278	8,639,792	52,046,765
		Transportation & Highways	Bridges	CGB023	Crinoline Bridge Repairs	49,534	0	0	0	49,534
				CGB024	Manvers Way Footbridge	0	350,000	0	0	350,000
				CGB026	Steadfolds Lane Retaining Wall	0	225,000	0	0	225,000
				CGB027	West Bawtry Road Embankment	0	300,000	0	0	300,000
				CGBBUN	Bridges unallocated	300,199	329,450	329,450	329,450	1,288,549
				Sub-Service Total		349,733	1,204,450	329,450	329,450	2,213,083
			Connectivity	CGCBUN	Connectivity unallocated	200,000	341,000	341,000	341,000	1,223,000

Capital Programme General Fund 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	Total Project
						Budget £	Budget £	Budget £	Budget £	Budget £
				Sub-Service Total		200,000	341,000	341,000	341,000	1,223,000
			Local Safety Schemes	CGLBUN	Local Safety Schemes unallocated	678,000	375,000	375,000	375,000	1,803,000
				CGW062	Cont pedxings job3 A633 High S	120,000	0	0	0	120,000
				CGY015	Comm Aspects of Rd Sfty	300,000	150,000	0	0	450,000
				CGY026	P'trian Crossing Cont Funding	0	120,000	0	0	120,000
				Sub-Service Total		1,098,000	645,000	375,000	375,000	2,493,000
			LSTF & Smarter Choices	CGSBUN	Smarter Choices unallocated	65,000	0	0	0	65,000
				Sub-Service Total		65,000	0	0	0	65,000
			Major Schemes	CGA012	A618 Growth Corridor Phase 2	376,892	0	0	0	376,892
				CGA013	Parkway Widening ph2	4,000,000	23,000,000	13,160,000	0	40,160,000
				CGA015	College Road NPIF	1,130,878	300,000	0	0	1,430,878
				CGC047	A630 Pool Green Roundabout	58,833	0	0	0	58,833
				CGG001	GreasVillageCentreTrafficSigs	900,000	1,559,163	0	0	2,459,163
				CGN055	A630 Sheffield Parkway widenin	172,715	0	0	0	172,715
				CGS006	Traff Signal renewal Prog	422,913	300,000	0	0	722,913
				CGY012	Clean Air Zones Elec Chrg Pts	20,482	0	0	0	20,482
				CGY019	Broom Valley Rd Closure ATEF	30,000	0	0	0	30,000
				CGY020	Ped Xings Imps Package ATEF	125,000	0	0	0	125,000
				Sub-Service Total		7,237,713	25,159,163	13,160,000	0	45,556,876
			Network Management	CGN078	Bawtry Rd Bramley mor to ch In	89	0	0	0	89
				CGNBUN	Network Management unallocated	175,750	450,000	450,000	450,000	1,525,750
				Sub-Service Total		175,839	450,000	450,000	450,000	1,525,839
			Service Area Total			9,126,285	27,799,613	14,655,450	1,495,450	53,076,798
			Service Total			29,631,346	46,522,960	36,094,728	12,220,242	124,469,276
			Directorate Total			46,997,519	72,069,519	52,552,753	24,647,267	196,267,058
			General Fund Total			73,537,436	100,381,078	73,127,531	48,082,408	295,128,453

Capital Programme HRA 2020/21 to 2023/24

Directorate	Current Year	2021/22	2022/23	2023/24	Total Project
	Budget £				
HRA	51,748,631	62,324,127	44,811,260	42,963,823	201,847,841
Total	51,748,631	62,324,127	44,811,260	42,963,823	201,847,841

Funding:

Funding Stream	Current Year	2021/22	2022/23	2023/24	Total Project
	Budget £				
Grants And Contributions	9,378,486	2,843,356	222,158	0	12,444,000
Usable Capital Receipts	5,785,884	12,828,209	3,458,006	928,198	23,000,297
Revenue Contribution	13,387,468	6,518,680	2,725,975	9,977,660	32,609,783
Major Repairs Allowance	23,196,793	35,400,882	22,058,025	19,308,315	99,964,015
Unsupported Borrowing	0	4,733,000	16,347,096	12,749,650	33,829,746
Total	51,748,631	62,324,127	44,811,260	42,963,823	201,847,841

Capital Programme HRA 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	2024/25	Total Project			
						Budget £	Budget £	Budget £	Budget £	Budget £	Budget £			
HRA	Neighbourhood Capital Programme	Fair Access to All	Aids and Adaptations (Public)	CJF303	Adapts - OTHERS - Public Major	549,000	0	0	0	0	549,000			
				CJF304	Adapts - LOT1 - Public Major	766,500	0	0	0	0	766,500			
				CJF305	Adapts - LOT2 - Public Major	773,500	0	0	0	0	773,500			
				CJF404	Adapts - LOT1 - Public Minor	150,000	0	0	0	0	150,000			
				CJF405	Adapts - LOT2 - Public Minor	143,000	0	0	0	0	143,000			
				CJFBUN	Public Adapts Bud Unallocated	0	2,382,000	2,382,000	2,382,000	0	7,146,000			
				Sub-Service Total					2,382,000	2,382,000	2,382,000	2,382,000	0	9,528,000
			Service Area Total					2,382,000.00	2,382,000.00	2,382,000.00	2,382,000.00	0.00	9,528,000.00	
					Improving Council Housing	Asbestos	CJQ101	Asbestos-Testing & Removal	400,000	400,000	400,000	0	0	1,200,000
			Sub-Service Total					400,000	400,000	400,000	0	0	1,200,000	
						District Heating	CJ0602	District Heating Conversions	50,000	0	0	0	0	50,000
							CJTBUN	District Heating Bud Unallocated	0	50,000	50,000	0	0	100,000
			Sub-Service Total					50,000	50,000	50,000	0	0	150,000	
						Electrical Board & Bond	CJJ301	Lot 2 - Board and Bond	50,000	0	0	0	0	50,000
			Sub-Service Total					50,000	0	0	0	0	50,000	
				Environmental Programme		CJE214	Misc Enviro Projects (<£5k)	5,000	0	0	0	0	5,000	
						CJE236	Leverton Creation of parking	50,000	0	0	0	0	50,000	
						CJE238	Woodside Walk	2,858	0	0	0	0	2,858	
						CJE251	St Johns Green Precinct	84,427	0	0	0	0	84,427	
						CJE252	Woodland Drive	2,000	0	0	0	0	2,000	
						CJE255	Cedar Drive	7,503	0	0	0	0	7,503	
						CJE256	Plowmans Way	1,000	0	0	0	0	1,000	
						CJE261	Ochre Dike Environmental	35,345	0	0	0	0	35,345	
						CJE262	St Marys View, Munsbrough	7,685	0	0	0	0	7,685	
						CJE263	Glencairn Close Maltby	84,301	0	0	0	0	84,301	
						CJE264	Oak Close, Flanderwell Parking	15,060	0	0	0	0	15,060	
						CJE265	Fitzwilliam Street Swinton	116,211	0	0	0	0	116,211	
						CJE266	Ryton Close, Maltby Fencing	50,261	0	0	0	0	50,261	
						CJE267	Hilary Way Swallownest Parking	39,489	0	0	0	0	39,489	
						CJE268	St Marys Cres Swinton Parking	55,000	0	0	0	0	55,000	
						CJE269	Oaks Lane, Kimberworth Fencing	29,016	0	0	0	0	29,016	
						CJE270	Catherine Ave Swallownest	36,799	0	0	0	0	36,799	
						CJE271	Arcubus Avenue, Swallowest	80,000	0	0	0	0	80,000	
						CJE273	Brameld Road Rawmarsh	81,766	0	0	0	0	81,766	
						CJEBUN	Environmental Bud Unallocated	16,279	1,000,000	1,000,000	0	0	2,016,279	
		Sub-Service Total					800,000	1,000,000	1,000,000	0	0	2,800,000		
						External Insulation	CJN401	Thermal Improvements	500,000	1,000,000	1,000,000	0	0	2,500,000
		Sub-Service Total					500,000	1,000,000	1,000,000	0	0	2,500,000		
				Garage Site Investment		CJ0806	Garage Sites	0	250,000	250,000	0	0	500,000	
		Sub-Service Total					0	250,000	250,000	0	0	500,000		
				General Structures		CJM301	Capital Structural Work	750,000	750,000	750,000	0	0	2,250,000	
		Sub-Service Total					750,000	750,000	750,000	0	0	2,250,000		
				IHMS (IT System)		CJ1003	ICT Hardware & Software	804,000	1,696,000	0	0	0	2,500,000	
		Sub-Service Total					804,000	1,696,000	0	0	0	2,500,000		
				Improving Council Housing		CJZBUN	Improving Council Housing	0	3,250,000	4,500,000	21,566,848	0	29,316,848	
		Sub-Service Total					0	3,250,000	4,500,000	21,566,848	0	29,316,848		
				Major Voids Capital Prog		CJC101	Lot 2 - Major Voids	1,250,000	1,250,000	1,250,000	0	0	3,750,000	
		Sub-Service Total					1,250,000	1,250,000	1,250,000	0	0	3,750,000		

Capital Programme HRA 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	2024/25	Total Project
						Budget £	Budget £	Budget £	Budget £	Budget £	Budget £
				Sub-Service Total		2,500,000	2,500,000	2,500,000	0	0	7,500,000
			Refurbishments	CJA102	Site Prelims	450,000	0	0	0	0	450,000
				CJA119	Aston/Org/Swall Extnals Ph 1	1,650,000	0	0	0	0	1,650,000
				CJA120	Thrybergh Externals Phase 1	550,000	0	0	0	0	550,000
				CJA122	Soil Stacks	229,331	0	0	0	0	229,331
				CJA123	Beeversleigh Refurbishment	200,000	0	0	0	0	200,000
				CJA124	Manor Farm Externals	620,000	0	0	0	0	620,000
				CJA125	Kilnhurst Externals	1,145,000	0	0	0	0	1,145,000
				CJA126	Broom Valley Externals	700,000	0	0	0	0	700,000
				CJA127	Bramley Externals	270,000	0	0	0	0	270,000
				CJA128	Wickersley Externals	830,000	0	0	0	0	830,000
				CJA129	Rotherwood Cres Externals	269,136	0	0	0	0	269,136
				CJA130	Hurley Croft Externals	297,167	0	0	0	0	297,167
				CJA401	Mears - Internals	1,000,000	0	0	0	0	1,000,000
				CJA725	Sprinkler Systems	500,000	0	0	0	0	500,000
				CJA726	Communals	726,000	0	0	0	0	726,000
				CJA730	Dinnington FSB/RWG	207,000	0	0	0	0	207,000
				CJA731	The Lanes Roofing	1,000,000	0	0	0	0	1,000,000
				CJA732	Communal Walkways	200,000	0	0	0	0	200,000
				CJA733	Ridgeway maisonette/shops	150,000	0	0	0	0	150,000
				CJA734	FRA & Bin stores	500,000	0	0	0	0	500,000
				CJA735	Wingfid&Rockingham Communals	500,000	0	0	0	0	500,000
				CJA736	Green Lane Communals	400,000	0	0	0	0	400,000
				CJA801	Design & Appraisal	75,000	0	0	0	0	75,000
				CJABUN	Refurb Bud Unall	406,328	9,716,848	9,716,848	0	0	19,840,024
				CJB101	Windows/Doors & Fire Doors	300,000	0	0	0	0	300,000
				CJB102	Fire Doors Replacement	2,100,000	0	0	0	0	2,100,000
				CJR101	Community Centre Improvements	100,000	100,000	100,000	0	0	300,000
				Sub-Service Total		15,374,962	9,816,848	9,816,848	0	0	35,008,658
			Replacement of Central Heating	CJJ101	Lot 2 - Ad Hoc Boiler Rep'lts	1,300,000	1,300,000	1,300,000	0	0	3,900,000
				CJJ105	Lot 2 -Boilers Scheme 1	800,000	0	0	0	0	800,000
				Sub-Service Total		2,100,000	1,300,000	1,300,000	0	0	4,700,000
			Service Area Total		23,328,962.00	22,012,848.00	21,566,848.00	21,566,848.00	0.00	0.00	88,475,506.00
		New Housing Provision	MMC	CJP200	MMC Bungalows	1,952,014	0	0	0	0	1,952,014
				Sub-Service Total		1,952,014	0	0	0	0	1,952,014
			Site Clusters	CJP001	Site Cluster Braithwell	688,918	0	0	0	0	688,918
				CJP002	Site Cluster Rotherview Road 1	759,574	0	0	0	0	759,574
				CJP003	Site Cluster Rotherview Road 2	1,169,327	0	0	0	0	1,169,327
				Sub-Service Total		2,617,819	0	0	0	0	2,617,819
			SOAHP delivery	CJP008	Bellows Road SOAHP	838,085	0	0	0	0	838,085
				CJP009	Rothwell Grange SOAHP units	2,981,262	0	0	0	0	2,981,262
				CJP010	Braithwell Rd SOAHP Bungalows	816,893	0	0	0	0	816,893
				CJP012	SOAHP Bungalows - 4 units	210,000	0	0	0	0	210,000
				Sub-Service Total		4,846,240	0	0	0	0	4,846,240
			Strategic Acquisitions	CJ0124	St Acq Penny Piece Ln Nth Aton	440,212	0	0	0	0	440,212
				CJ0125	Highfield Farm 6 units	525,000	0	0	0	0	525,000
				CJG001	Phase 2 HRA Growth Programme	219,243	630,757	0	0	0	850,000
				CJG002	Phase 2 Eastwood	0	5,088,000	0	0	0	5,088,000

Capital Programme HRA 2020/21 to 2023/24

Directorate	Service	Service Area	Sub Service	Project Code	Project	Current Year	2021/22	2022/23	2023/24	2024/25	Total Project
						Budget £	Budget £	Budget £	Budget £	Budget £	Budget £
				CJG003	Phase 3 Housing Growth 22.23	0	2,290,000	2,290,000	0	0	4,580,000
				CJG004	Phase 3 Housing Growth 23.24	0	1,526,000	8,141,000	8,989,000	0	18,656,000
				CJH001	Phase 2 Acquisitions	1,118,000	4,928,000	0	0	0	6,046,000
				CJH002	Phase 3 Acquisitions	0	4,860,000	9,548,000	10,010,000	0	24,418,000
				Sub-Service Total		2,302,455	19,322,757	19,979,000	18,999,000	0	60,603,212
			Town Centre Development	CJP100	Millfold Site	4,193,292	5,888,553	495,642	4,019	0	10,581,506
				CJP101	Sheffield Road Site	6,234,751	8,257,112	343,519	6,971	0	14,842,353
				CJP102	Henleys Site	3,891,098	4,460,857	44,251	4,985	0	8,401,191
				Sub-Service Total		14,319,141	18,606,522	883,412	15,975	0	33,825,050
			Service Area Total			26,037,669.00	37,929,279.00	20,862,412.00	19,014,975.00	0.00	103,844,335.00
		Service Total				51,748,631.00	62,324,127.00	44,811,260.00	42,963,823.00	0.00	201,847,841.00
	Directorate Total					51,748,631.00	62,324,127.00	44,811,260.00	42,963,823.00	0.00	201,847,841.00
HRA Total						51,748,631.00	62,324,127.00	44,811,260.00	42,963,823.00	0.00	201,847,841.00

Prudential Indicators and Treasury Management and Investment Strategy 2021/22 – 2023/24

1. Purpose of the Report

To seek approval of the Treasury Management Strategy and the Investment Strategy.

2. Background

2.1 The Local Government Act 2003 and supporting regulations require the Council to 'have regard to' the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice and prepare, set and publish prudential indicators and treasury indicators that ensure the Council's capital expenditure plans are affordable, prudent and sustainable in the long-term.

The prudential indicators consider the affordability and impact of capital expenditure plans, and set out the Council's overall capital framework. Each prudential indicator either summarises the expected activity or introduces limits upon the activity, and reflects the underlying capital programme.

Within the overall prudential framework there is a clear impact on the Council's treasury management activity, either through borrowing or investment activity. As a consequence a Treasury Management Strategy is prepared which considers the effective funding of the capital expenditure decisions and complements the prudential indicators.

2.2 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return. The Council is required to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions.

This, therefore, means that increases in capital expenditure must be limited to a level whereby charges to revenue remain affordable within the projected income of the Council for the foreseeable future. These increased charges may arise from:

- increases in interest charges and debt repayment caused by increased borrowing to finance additional capital expenditure; and
- any increases in operational running costs from new capital projects.

2.3 Treasury management is, therefore, an important part of the overall financial management of the Council's affairs and is defined as:

“The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

Specific treasury indicators are prepared and included in the Treasury Management Strategy which requires Member approval.

The Council’s treasury activities are strictly regulated by statutory requirements and guidance, including;

- CIPFA Treasury Management Code
- CIPFA Prudential Code
- MHCLG Investment Guidance
- MHCLG Minimum Revenue Provision (MRP) Guidance

2.4 The Council’s Constitution (via Financial and Procurement Procedure Rules) requires the annual Treasury Management Strategy to be reported to Council outlining the expected treasury activity for the forthcoming 3 years. A key requirement of this report is to explain both the risks, and the management of the risks, associated with the treasury service. As a minimum a mid-year monitoring report is produced with a further report produced after the year-end to report on actual activity for the year.

Reports on Treasury matters are also required to be adequately scrutinised before being recommended to the Council and this role is undertaken by Audit Committee.

3. Key Issues

3.1 Overview

The Council’s 2020/21 Prudential Indicators and Treasury Management Strategy was approved by Council on 26th February 2020, whilst a Mid-Year report which updated the 2020/21 approved indicators was considered by Audit Committee on the 19th January 2021. This report provides an update for the period 2021/22 to 2023/24.

Section 3.2 of the report details the key elements of the Council’s Capital Expenditure Plans and associated Prudential Indicators. The Treasury Management Strategy (including the Investment Strategy) is detailed in Sections 3.3. Supporting detail is provided in the Appendices.

The Treasury Management Strategy has been drawn up taking account of advice from the Council’s treasury management advisors, Link Treasury Services Ltd.

This is a technical and complex report however the key messages are:

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

- Investments – the primary governing principle will remain security over return and the criteria for selecting counterparties reflect this. Cash available for investment will remain low and investment yields are presently at historic lows, resulting in low returns.
- Borrowing – overall, this is estimated to increase year on year over the period covered by this report as the Council plans to incrementally reduce its under-borrowing position as part of managing its daily and long term liquidity position. New borrowing will only be taken up as current portfolio debt matures and where approved capital investment is to be financed by borrowing. For the financial year 2021/22 the Council will continue to utilise short term borrowing only, to enable significant revenue savings on interest to support the revenue budget position. This strategy has continued to be successful during 2020/21.
- Governance – strategies and risk are reviewed by the Audit Committee with continuous monitoring which includes the Mid-Year and Year End reporting.
- The underlying economic and financial environment remains difficult for the Council, foremost being the improving, but still challenging, concerns over investment counterparty risk. This background encourages the Council to continue maintaining investments short term and with low risk counterparties. The downside of such a policy is that investment returns remain low. This situation has been further exacerbated by the economic impact of the Covid-19 pandemic, that has seen the Bank of England base rate fall to 0.1%.

As the Council continues to utilise the short term borrowing market to generate interest rate savings as part of approved budget plans, the level of short term borrowing will continue to rise. As a result of this the Council increased its prudential indicator for borrowing volumes with a maturity date less than 12 months, to 50% of total borrowing as part of the 2020/21 Treasury Management Strategy. Whilst the Covid-19 pandemic has seen severe impacts to the global economy, its reduction in the base rate has also lead to a significantly reduced cost of short-term borrowing, enabling the Council to generate greater savings from its strategy.

- On 26th November PWLB made a significant change to their long-term borrowing rates decreasing them all by 1%. The key features of this change were to allow local authorities to access cheaper long term borrowing but under a more restrictive borrowing arrangement that would allow the PWLB to prevent borrowing for commercial investments. The PWLB will no longer lend to any local authority that has any plans to buy investment assets primarily for yield anywhere in their capital programme. The immediate impact of this decision has seen PWLB 50 year borrowing levels fall to 1.5% and below but with that short-term borrow falling, to as little as 0.3% for 3 months, for example. The Council keeps interest rates under constant review within its borrowing strategies and decisions on the mix of long-term and short-term borrowing.

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

- The Chartered Institute of Public Finance and Accountancy has recommended to the Government that implementation of IFRS 16 – Leases, should be further delayed in the public sector and it will now be introduced in 2022/23. This will ensure that public sector accounts will be aligned to the Whole of Government Accounts.
- The CIPFA revised 2017 Prudential and Treasury Management Codes require, for 2021-22, all local authorities to prepare an additional report, a capital strategy report, which will provide the following:
 - a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
 - an overview of how the associated risk is managed
 - the implications for future financial sustainability

The aim of the capital strategy is to ensure that all elected members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite. The Council is currently working towards the implementation of a revised capital governance structure that will in turn enable the production of the required Capital Strategy.

3.2 **CAPITAL EXPENDITURE PLANS & PRUDENTIAL INDICATORS 2021/22 TO 2023/24**

3.2.1 **The Capital Expenditure Plans**

The Council's capital expenditure plans are summarised below and form the first of the prudential indicators. A certain level of capital expenditure is grant supported by the Government; any decisions by the Council to spend above this level will be considered unsupported capital expenditure. This unsupported capital expenditure needs to have regard to:

- Service objectives (e.g. strategic planning);
- Stewardship of assets (e.g. asset management planning);
- Value for money (e.g. option appraisal)
- Prudence and sustainability (e.g. implications for external borrowing and whole life costing);
- Affordability (e.g. implications for the council tax and rents)
- Practicality (e.g. the achievability of the Capital Programme).

The revenue consequences of capital expenditure, particularly the unsupported expenditure, will need to be paid for from the Council's own revenue resources.

This capital expenditure can be paid for immediately (by applying capital resources such as capital receipts, capital grants etc., or revenue resources), but if these resources are insufficient any residual expenditure will add to the Council's borrowing need.

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

3.2.2 The key risks to the plans are that the level of Government support has been estimated and is therefore subject to change. Similarly some of the estimates for other sources of funding, such as capital receipts, may also be subject to change over this timescale. For example, anticipated asset sales resulting from the Council's on-going asset rationalisation programme may be deferred due to the on-going impact of the current economic & financial conditions on the property market.

3.2.3 The revised capital expenditure plans in the updated Capital Strategy and Capital Programme being presented within this report, are summarised in the table below.

It should be noted, that these represent the capital investment forecasts under traditional forms of financing and excludes assets acquired under PFI and finance lease arrangements which are a type of borrowing but which are budgeted for separately outside of the capital financing budget.

	2020/21 Estimated £m	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
Children and Young People's Services	12.415	13.842	4.508	6.573
Assistant Chief Executive	0.424	0.210	0.210	0.210
Adult Care & Housing	4.824	6.611	12.653	6.130
Finance and Customer Services	6.876	5.648	3.204	10.523
Regeneration and Environment	46.998	72.070	52.553	24.646
Capitalisation Direction	2.000	2.000	0.000	0.000
Total Non HRA	73.537	100.381	73.128	48.082
HRA	51.749	62.324	44.811	42.964
Total HRA	51.749	62.324	44.811	42.964
Total expenditure	125.286	162.705	117.939	91.046
Capital receipts	12.177	16.253	5.901	1.378
Capital grants, capital contributions & sources other capital funding	75.246	95.174	57.075	43.303
Total financing	87.423	111.427	62.976	44.682
Unsupported borrowing requirement for the year	37.863	51.279	54.963	46.365

3.2.4 The Capital Financing Requirement (the Council's Borrowing Need)

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

The Council's Capital Financing Requirement (CFR) is the total outstanding capital expenditure which has not yet been financed from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need.

As can be seen in the table in 3.2.3 above, the latest revised estimated unsupported borrowing requirement over the period 2020/21 to 2022/23 based on the updated Capital Strategy and Capital Programme is £190.469m. This will be reflected in the year on year change to the CFR.

The CFR is then reduced by the amount the Council sets aside from revenue for the repayment of debt and other financing movements.

As explained in 3.2.3, in addition to the underlying borrowing need arising from the Council's capital investment programme, the overall CFR also includes other long term liabilities (OLTL) brought onto the Balance Sheet as a result of the recognition of Private Finance Initiative (PFI) and finance lease assets. This is a technical adjustment to recognise the underlying borrowing facility taken out by the PFI or finance lease provider and does not require the Council to take out any additional borrow in its own right.

The CFR projections for which approval is being sought are set out in the table below:

	2020/21 Estimated £m	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
CFR – General Fund	565.510	603.206	629.636	649.284
CFR – HRA	305.871	310.604	326.951	339.701
Total CFR	871.381	913.810	956.587	988.985
Movement in CFR	29.178	42.429	42.777	32.398
Of which:				
CFR – capital investment	747.891	793.307	839.704	876.181
OLTL	123.490	120.503	116.883	112.804
Movement in CFR represented by:				
Unsupported borrowing requirement for the year (table at 3.2.3 above)	37.863	51.279	54.963	46.365
Net financing need for the year for OLTL	-3.028	-2.987	-3.620	-4.079
Less Minimum Revenue Provision and other financing movements	-5.657	-5.863	-8.566	-9.888

Movement in CFR	29.178	42.429	42.777	32.398
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3.2.5 **Minimum Revenue Provision Policy Statement**

3.2.5.1 The Council is required to pay off an element of the accumulated General Fund CFR each year through a revenue charge (the Minimum Revenue Provision - MRP). In addition, it is also allowed to make additional voluntary payments (VRP) where it is prudent to do so. Repayments included in annual PFI charges or finance lease payments are also applied as MRP. No MRP charge is currently required for the HRA. The HRA charges depreciation on its assets, which is a revenue charge.

3.2.5.2 MHCLG Regulations require Council to approve an MRP Policy Statement in advance of each financial year setting out how it will discharge its duty to charge an amount of MRP which the Council considers 'prudent'.

The Strategic Director of Finance & Customer Services will, where it is prudent to do so, use discretion to review the overall financing of the capital programme and the opportunities afforded by the regulations to maximise the benefit to the Council whilst ensuring it meets its duty to charge a 'prudent' provision. To provide maximum flexibility the recommended MRP policy includes the use of the annuity method and the equal instalments method.

The wording of the proposed MRP Policy Statement for which Council approval is being sought is shown at Appendix A.

3.2.6 **Affordability Prudential Indicators**

Affordability prudential indicators are used to assess the affordability of the capital expenditure plans by reference to their impact on the Council's finances overall. Cabinet are asked to recommend that Council approve the following indicators.

3.2.6.1 **Actual and Estimates of the ratio of financing costs to net revenue stream**

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream of the Council.

The estimates of financing costs include all current commitments, the proposals contained in the proposed 2021/22 Revenue Budget and updated future years' capital expenditure plans.

Ratio of financing costs to Net Revenue Stream				
	2020/21 Estimated %	2021/22 Estimated %	2022/23 Estimated %	2023/24 Estimated %
Non-HRA	5.81	5.31	5.47	5.31

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

HRA	15.90	16.80	17.13	17.33
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3.2.6.2 Estimates of the incremental impact of capital expenditure plans on Council Tax

This indicator identifies the revenue costs associated with proposed changes to the capital programme compared to the Council's existing commitments and current plans.

Only schemes in the Council's approved capital programme are included in the indicators and there may be further schemes pending approval. Any additional approvals will normally have to be funded from unsupported borrowing as all identified available resources have been allocated. This would impact on the prudential indicators above.

The impact on Band D Council Tax, as shown in the table below, indicates the impact of the Council's capital expenditure plans as already budgeted for within the proposed Revenue Budget for 2021/22 and the Council's Medium Term Financial Strategy, and does not indicate additional requirements for Rotherham council tax payers.

Incremental impact of capital expenditure plans on the Band D Council Tax				
	Estimated 2020/21 £	Estimated 2021/22 £	Estimated 2022/23 £	Estimated 2023/24 £
Council Tax – Band D	11.31	41.68	90.76	119.68

3.2.6.3 Estimates of the incremental impact of capital expenditure plans on Housing Rent levels

Similar to the Council tax calculation, this indicator identifies the revenue cost of proposed changes in the housing capital programme compared to the Council's existing approved commitments and current plans expressed in terms of the impact on weekly rent levels. Given the latest HRA 30 Year Business Plan does forecast the use of new borrowing over the period due, there is an estimated impact on housing rent levels, as indicated in the table below.

Incremental impact of capital expenditure plans on Housing Rent levels				
	Estimated 2020/21 £	Estimated 2021/22 £	Estimated 2022/23 £	Estimated 2023/24 £

Weekly Housing Rent Levels	0.00	8.51	34.91	29.00

3.3 TREASURY MANAGEMENT STRATEGY 2021/22 – 2023/24

The Treasury Management Strategy covers:

- a) The Council's borrowing and investment projections (para. 3.3.1);
- b) The Council's estimates and limits to borrowing activity (para. 3.3.2 to 3.3.5);
- c) The expected movement in interest rates (para. 3.3.6);
- d) The Council's borrowing and debt strategy (para. 3.3.7);
- e) The Council's investment strategy (para. 3.3.8);
- f) Treasury Management prudential indicators and limits on activity (para. 3.3.9);
- g) Treasury performance indicators (para. 3.3.10); and
- h) Policy on the use of external service advisers (para. 3.3.12).

3.3.1 Borrowing and Investment Projections 2021/22 – 2023/24

The borrowing requirement comprises the expected movement in the CFR and any maturing debt which will need to be re-financed.

The effect on the treasury position over the next three years for the Council is shown in the table attached at Appendix B. The table also highlights the expected level of investment balances.

The ex-SYCC debt that the Council was administering on behalf of the other South Yorkshire authorities has been fully repaid in 2020/21 and therefore will no longer be included as part of the strategy.

3.3.2 Limits to Borrowing Activity

There are a number of key indicators to ensure the Council operates its activities within well-defined limits.

For the first of these, the Council needs to ensure that its total borrowing, does not, except in the short term, exceed the total of the CFR at the end of the previous year plus the estimated additional CFR for the current year (2020/21) and the following three financial years. This is designed to ensure that in the medium term, debt is only for a capital purpose. The purpose of including the estimated additional CFR for the following two financial years, is that it allows some flexibility for limited early borrowing for future years (para. 3.3.4).

The Strategic Director of Finance & Customer Services reports that the Council has complied with this indicator in the current year and does not envisage difficulties for the future (the table below refers). This view takes into account approved commitments and existing plans.

Whilst the forecast changes in the CFR assume significant reductions in the amount of under-borrowing by the Council, the actual change in the year-on-year level of under-borrowing will be determined by the Strategic Director – Finance and Customers Services, after consideration of all relevant factors in determining the appropriate strategy for borrowing levels within the Council's overall financial strategy.

	2020/21 Estimated £m	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
CFR – excl. OLTL	747.891	793.307	839.704	876.181
CFR – OLTL	123.490	120.503	116.883	112.804
Total CFR	871.381	913.810	956.587	988.985
Borrowing (loans outstanding)	714.930	765.881	820.779	867.144
Borrowing - OLTL	123.490	120.503	116.883	112.804
Total Borrowing	838.420	886.384	937.662	979.948
CFR less Borrowing (underborrowed)	32.961	27.426	18.925	9.037

3.3.3 The Overall Level of Borrowing

A further two prudential indicators control or anticipate the overall level of borrowing. These are:

- The Authorised Limit for External Debt
- The Operational Boundary for External Debt

3.3.3.1 The Authorised Limit for External Debt

The Authorised Limit represents the maximum amount an authority can borrow for capital and cash flow purposes. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Authorised Limit is set by the Council and any breach must be reported. The Government retains an option to control either the total of all councils plans, or those of a specific council, although no such Government control has yet been exercised.

Cabinet is asked to recommend to Council the approval of the following Authorised Limit for RMBC, set at £20m above the Council's CFR:

Authorised Limit for External Debt	2020/21	2021/22	2022/23	2023/24

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

	Estimated £m	Estimated £m	Estimated £m	Estimated £m
Borrowing	767.891	813.307	859.704	896.181
OLTL	125.960	122.913	119.221	115.060
Total	893.851	936.220	978.925	1,011.241

3.3.3.2 Separately, the Council was limited to a maximum HRA CFR through the HRA self-financing regime debt cap. This cap was removed in the Government's Autumn Budget 2018. The latest iteration of the HRA Business Plan requires additional borrowing to support the Growth Programme, and therefore there has been an increase in the HRA CFR. Therefore a prudent debt limit has been applied to the Council's HRA borrowing, allowing for their current need, plus £20m to enable a reaction to any significant development opportunity that arises.

HRA Debt Limit	2020/21 Estimated £m	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
HRA Debt Limit	335.871	340.604	356.951	369.701
HRA CFR	305.871	310.604	326.951	339.701
HRA Headroom (+)	30.000	30.000	30.000	30.000

3.3.3.3 The Operational Boundary for External Debt

This is the amount beyond which external borrowing (for capital and cash flow purposes) is not normally expected to exceed. Its purpose is to act as a tool for monitoring day to day treasury activity. Occasionally, for operational reasons it may be necessary to breach the limit. Temporary breaches are not a cause for concern but sustained breaches may be an indication that the Council is acting imprudently or experiencing major financial difficulty.

The Operational Boundary for which Council approval is being sought is set out in the table below.

Operational Boundary for External Debt	2020/21 Estimated £m	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
Borrowing	744.930	795.881	850.779	887.144
Other long term liabilities	123.490	120.503	116.883	112.804
Total	868.420	916.384	967.662	1,009.948

3.3.4 Policy on Borrowing in Advance of Need

The Council has some flexibility to borrow funds in advance for use in future years. The Strategic Director of Finance & Customer Services may do this under delegated powers where, for instance, a sharp rise in interest rates is expected, and so borrowing early at fixed interest rates will be economically beneficial or help meet budgetary constraints.

Whilst the Strategic Director of Finance & Customer Services will adopt a prudent approach to any such borrowing, where there is a clear business case for doing so, borrowing may be undertaken to fund the approved capital programme or to fund debt maturities.

Risks associated with any advance borrowing activity will be subject to appraisal in advance and subsequent reporting through the mid-year and annual reporting mechanism.

3.3.5 **Debt Rescheduling**

As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. These savings will need to be considered in the light of the current treasury position and the value of the cost of debt repayment (premiums incurred).

The reasons for any rescheduling to take place will include:

- The generation of cash savings and/or discounted cash flow savings;
- Helping to fulfil the treasury strategy; and,
- Enhancing the balance of the portfolio (amending the maturity profile and/or the balance of volatility).

3.3.6 **Expected Movement in Interest Rates**

The Base Rate, currently 0.1%, underpins investment returns and is currently the lowest level on record. There remains a great deal of economic uncertainty affecting growth forecasts for the UK economy and the rate of inflation both of which are key factors influencing the Base Rate.

The uncertainty began initially due to the UK leaving the EU and the on-going issues in areas of the world economy which could result in weak growth or recession in the UK's main trading partners.

However, these events have been taken over by the Covid 19 pandemic and the economic consequences this has brought. The bank rate was lowered to 0.1% in March with the onset of the pandemic.

On 26th November the Public Works Loan Board (PWLB) made a significant change to their long-term borrowing rates decreasing them all by 1%. The key features of this changes were to allow local authorities to access cheaper long term borrowing but under a more restrictive borrowing arrangement that would

allow the PWLB to prevent borrowing for commercial investments. The PWLB will no longer borrow to any local authority that has any plans to buy investment assets primarily for yield anywhere in their capital programme. The immediate impact of this decision has seen PWLB 50 year borrowing levels fall to 1.5% and below but with that short-term borrow falling, to as little as 0.3% for 6 months, for example

The Council is currently under-borrowed as shown in 3.3.2. The delay in borrowing long-term reduces the cost of carrying borrowed monies when yields on investments are low relative to the borrowing rates. The highest return from the Money Market Funds currently is 0.023% and the Debt Management Office is 0.01% (which is further reduced as there is a cost of transfer). This clearly results in little to nothing in return for any surplus cash invested throughout the year.

The Council is currently utilising a strategy of borrowing only in the short term at very low cost and as a result are generating savings against the anticipated cost of borrowing. The Council is however, remaining vigilant and prepared to act on any increases in the base rate where we may need to begin to enter into long-term borrowing.

3.3.7 **Borrowing and Debt Strategy 2020/21 – 2022/23**

As shown in the table in 3.3.2, the Council is currently maintaining an under-borrowed position. This means that the CFR has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk remains relatively high as outlined above.

The uncertainty over future interest rates increases the inherent risks associated with treasury activity. As a result the Council will continue to take a prudent approach to its treasury strategy.

The Strategic Director of Finance & Customer Services, under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into account the risks shown in the forecast above. It is likely shorter term fixed rates may provide lower cost opportunities in the short to medium term.

3.3.8 **Investment Strategy 2020/21 – 2022/23**

The primary objectives of the Council's investment strategy are:

- Firstly to safeguard the timely repayment of principal and interest (security);
- Secondly to ensure adequate liquidity; and
- Thirdly to produce an investment return (yield).

3.3.8.1 As part of this Strategy, Members need to consider and approve security and liquidity benchmarks in addition to yield benchmarks which are currently widely

Prudential Indicators and Treasury Management and Investment Strategy 2021/22- 2023/24

used to assess investment performance and have previously been reported to Members. The proposed benchmarks are set down in Appendix D.

3.3.8.2 The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle the Council will ensure:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the Specified and Non-Specified investment sections of Appendix C.
- It has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested as set out in Appendix D.

3.3.8.3 The Strategic Director of Finance & Customer Services will maintain a counterparty list in compliance with the criteria set out in 3.3.8.5 and will revise the criteria and submit them to Council for approval as necessary. These criteria are different to those which are used to select Specified and Non-Specified investments.

The rating criteria use the lowest common denominator method of selecting counterparties and applying limits. This means that the application of the Council's minimum criteria will apply to the lowest available rating for any institution. For instance, if an institution is rated by two agencies, one meets the Council's criteria, the other does not, the institution will fall outside the lending criteria. This is in compliance with the CIPFA Treasury Management Code of Practice.

3.3.8.4 Credit rating information is supplied by our treasury advisors on all active counterparties that comply with the criteria in section 3.3.8.5. Any counterparty failing to meet the criteria would be omitted from the counterparty list. Any rating changes, rating watches (notification of a likely change) and rating outlooks (notification of a possible long term change) are provided to officers almost immediately after they occur and this information is considered before any investment decision is taken.

3.3.8.5 The criteria for providing a portfolio of high quality investment counterparties (both Specified and Non-Specified investments) are:

- **Banks** – The Council will use banks which are rated by at least two rating agencies and have at least the following Fitch, Moody's and Standard and Poors' ratings (where rated):

	Fitch	Moody's	Standards & Poor's
Short-term	F1	P-1	A-1
Long-term	A-	A3	A-

To allow for the day to day management of the Council's cash flow the Council's bankers will also be retained on the list of counterparties if ratings fall below the above minimum criteria.

- **Building Societies** – the Council will use the top 20 Building Societies ranked by asset size but restricted to a maximum of 20% of the investment portfolio
- **Money Market Funds** – AAA (CNAV or LVNAV) – restricted to a maximum investment of £20m per fund. This has been increased from previous years in recognition that the Council is carrying greater levels of cash at any given period due to the extended short term borrowing strategy. The Council works with its specialist Treasury Advisors to review and select appropriate MMF's to ensure that those selected are AAA rated and therefore highly secure, with cash available for withdrawal each day, therefore these are very low risk accounts.
- **UK Government** – Debt Management Office
- **UK Single Tier & County Councils** – (i.e. Metropolitan Districts, London Boroughs, County Councils, Unitary Authorities)

A limit of 35% will be applied to the use of Non-Specified investments within the investment portfolio, excluding day to day cash management through the Council's own bank.

Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market and sovereign information will continue to be applied before making any specific investment decision from the agreed portfolio of counterparties.

3.3.8.6 The time and monetary limits for institutions on the Council's Counterparty List are as follows and they include a proposed increase in the level of investments possible with any single Money Market Fund to £20m (these will cover both Specified and Non-Specified Investments):

	Fitch	Moody's	Standard & Poor's	Money Limit	Time Limit
Upper Limit Category	F1+/AA-	P-1/Aa3	A-1+/AA-	£20m	5 years
Middle Limit Category	F1/A-	P-1/A3	A-1/A-	£10m	364 days
Lower Limit Category *	All Building Soc's ranked 1 to 10 All Building Soc's ranked 11 to 20			£5m £1m	6 mths 3 mths
Debt Management Office	-	-	-	Unlimited **	6 months
Money Market					

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Funds	-	-	-	£20m	n/a
UK Single Tier & County Councils	-	-	-	£20m	5 years
Council's Bankers	-	-	-	£10m*	364 days
<p>The above money limits are exclusive of bank balances held by schools * Based on maximum of 20% of the investment portfolio ** Provides maximum flexibility *** There may be occasions where the Council has to exceed this limit, where government issues out significant grant funding, such as Covid Business Grants and the Council is unable to invest those resources within the options available on the day. This risk is mitigated by daily review of the cashflow forecast, however, the volume of government funding issued during the pandemic has been significant.</p>					

3.3.8.7 The proposed criteria for Specified and Non-Specified investments and monitoring of counterparties are shown in Appendix C for Member approval.

In the normal course of the Council's cash flow operations it is expected that both Specified and Non-specified investments will be utilised for the control of liquidity as both categories allow for short term investments.

The use of longer-term instruments (greater than one year from inception to repayment) will fall in the non-specified investment category. These instruments will only be used where the Council's liquidity requirements are safeguarded. This will also be limited by the long-term investment limits.

3.3.9 **Treasury Management Prudential Indicators and Limits on Activity**

3.3.9.1 There are four further treasury activity limits the purpose of which are to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However if these are set to be too restrictive they will impair the opportunities to reduce costs. The limits are:

- Upper limits on fixed interest rate exposure – This identifies a maximum limit for fixed interest rates based upon the fixed debt position net of fixed interest rate investments.
- Upper limits on variable interest rate exposure – as above this limit covers a maximum limit on variable interest rates based upon the variable debt position net of variable interest rate investments.
- Maturity structures of borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.
- Total funds invested for greater than 364 days – These limits are set to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

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For the purposes of these indicators the Council's market debt with Financial Institutions is treated as variable where debt may be subject to variation on specific call dates each year. However, over the period covered by this Strategy it is considered very unlikely that any market debt will be called due to the prevailing historically low interest rates.

3.3.9.2 The activity limits (prudential indicators) for Member approval are as follows:

RMBC	2020/21	2021/22	2022/23	2023/24
Interest rate Exposures				
	Upper	Upper	Upper	Upper
Limits on fixed interest rate debt based on fixed net debt	100%	100%	100%	100%
Limits on variable interest rate debt based on variable net debt	50%	50%	50%	50%

RMBC Maturity Structure of fixed interest rate borrowing 2021/22		
	Lower	Upper
Under 12 months	0%	60%
12 months to 2 years	0%	35%
2 years to 5 years	0%	45%
5 years to 10 years	0%	45%
10 years to 20 years	0%	45%
20 years to 30 years	0%	50%
30 years to 40 years	0%	50%
40 years to 50 years	0%	55%
50 years and above	0%	60%

RMBC Maximum Funds invested > 364 days			
	1 to 2 years	2 to 3 years	3 to 5 years
Funds invested > 364 days	£m 10	£m 8	£m 6

3.3.10 Treasury Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the prudential indicators, which are predominantly forward looking. The results of the following two indicators will be reported in the Treasury Annual Report for 2020/21:

- Debt – Borrowing - Average rate of borrowing for the year compared to average available
- Investments – Internal returns above the 7 day London Interbank Bid rate (LIBID) which is the rate at which a bank is willing to borrow from other banks

3.3.11 **Training**

The CIPFA Code requires the responsible officer to ensure that Members with responsibility for treasury management receive adequate training in treasury management. This especially applies to Members responsible for scrutiny. Training has recently been undertaken by Members of the Audit Committee and further training will be arranged as required. The training needs of treasury management officers are periodically reviewed.

3.3.12 **Policy on the use of external service advisors**

The Council uses Link Asset Services as its treasury management advisors.

The company provides a range of services which include:

- Technical support on treasury matters, capital finance issues and the drafting of Member reports;
- Economic and interest rate analysis;
- Debt services which includes advice on the timing of borrowing;
- Debt rescheduling advice surrounding the existing portfolio;
- Generic investment advice on interest rates, timing and investment instruments; and,
- Credit rating/market information service comprising the three main credit rating agencies.

Whilst the advisers provide support to the internal treasury function, under current market rules and the CIPFA Code of Practice the Council recognises that responsibility for treasury management decisions remains with the Council at all times. The service is provided to the Council under a contractual agreement which is subject to regular review.

Appendix A**Proposed Wording of Minimum Revenue Provision Policy Statement**

It is being recommended Council approve the following MRP policy in relation to the charge for the 2021/22 financial year:

- (a) The MRP charge in relation to capital expenditure incurred prior to 2007/08 where the expenditure was funded by either supported or unsupported borrowing will be calculated using the expected useful life of the asset and the calculation of the provision will be by the annuity method;
- (b) The MRP charge in relation to capital expenditure incurred since 2007/08 where the expenditure is funded by either supported or unsupported borrowing will be calculated using the expected useful life of the asset at the point the asset is brought into use. The calculation of the provision will be either the annuity method or the equal instalments method depending on which is most appropriate; and
- (c) The MRP charge in relation to capital expenditure incurred since 2007/08 where the expenditure is funded by a 'capitalisation directive' (e.g. equal pay) will be calculated on the basis of the specified period(s) set down within the regulations. The calculation of the provision will be either the annuity method or the equal instalments method depending on which is most appropriate.
- (d) For the sake of clarity, where MRP has been overcharged in previous years, the recovery of the overcharge will be affected by taking an MRP holiday in full or in part against future years charges that would otherwise have been made. The MRP holiday adjustment to the future years charge will be done in such a way as to ensure that:
 - the total MRP after applying the adjustment will not be less than zero in any financial year
 - the cumulative amount adjusted for will never exceed the amount over-charged;
 - the extent of the adjustment will be reviewed on an annual basis

In order to meet the requirement to make an annual, prudent repayment of debt, the Council may use prior year capital receipts to pay down debt, reducing the level of MRP charged to revenue. This policy has been factored into the planned capital programme and management of capital programme resources.

Appendix B

Borrowing and Investment Projections 2020/21 to 2022/23

RMBC	2020/21 Estimated £m	2021/22 Estimated £m	2022/23 Estimated £m	2023/24 Estimated £m
External Debt				
Borrowing at 1 April - Short Term	262.309	329.861	406.140	474.109
Borrowing at 1 April - Long Term	397.389	385.069	359.741	346.670
Total Borrowing at 1 April	659.698	714.930	765.881	820.779
Expected change in debt	55.232	50.951	54.898	46.365
Borrowing at 31 March	714.930	765.881	820.779	867.144
Other long-term liabilities (OLTL) at 1 April	126.518	123.490	120.503	116.883
Expected change in OLTL	-3.028	-2.987	-3.620	-4.079
Other long-term liabilities (OLTL) at 31 March	123.490	120.503	116.883	112.804
Total Borrowing & OLTL at 31 March	838.420	886.384	937.662	979.948
Investments				
Total Investments at 1 April	27.530	53.825	50.000	50.000
Investment change	26.295	-3.825	0.000	0.000
Total Investments at 31 March	53.825	50.000	50.000	50.000
Net borrowing at 31 March	784.595	836.384	887.662	929.948

Appendix C**Treasury Management Practice (TMP) 1 (5) – Credit and Counterparty Risk Management****1. Overview**

1.1 The Council's investment policy has regard to the following: -

- MHCLG's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the Code")
- CIPFA Treasury Management Guidance Notes 2018

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield.

The Prudential Code has also expressed concern that local authorities should ensure that an authority's approach to commercial activities should be proportional to its overall resources. Any such commercial investments should be appropriately disclosed throughout the Treasury Management Strategy, clearly identifying the related debt, capital financing requirement and terms. However this Council does not plan on entering into any significant commercial investments.

1.2 In order to facilitate this objective the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council has adopted the Code and will apply its principles to all investment activity.

In accordance with the Code, the Strategic Director of Finance & Customer Services has reviewed and prepared its treasury management practices. This part, TMP 1(5), covering investment counterparty policy requires approval each year.

2. Annual Investment Strategy

2.1 The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual treasury strategy for the following year, covering the identification and approval of the following:

- The guidelines for investment decision making, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which investments can be made.
- The specified investments the Council may use.
- The non-specified investments the Council may use.

This strategy is to be approved by Council.

The investment policy proposed for the Council is detailed in the paragraphs below (sections 2.3 and 2.4).

2.2 **Strategy Guidelines**

The main strategy guidelines are contained in the body of the treasury strategy statement.

2.3 **Specified Investments**

2.3.1 These investments are sterling investments of not more than one-year maturity. If they are for a longer period then the Council must have the right to be repaid within 12 months if it wishes.

These are low risk assets where the possibility of loss of principal or investment income is small.

2.3.2 These would include the following investment categories:

1. The UK Government Debt Management Office.
2. UK Single Tier & County Councils – (i.e. Metropolitans District, London Boroughs, County Councils, Unitary Authorities)
3. Money Market Funds that have been awarded AAA credit ratings by Standard and Poor's, Moody's or Fitch rating agencies and restricted to £20m per fund.
4. A bank or a building society that has been awarded a minimum short-term rating of F1 by Fitch, P-1 by Moody's and A-1 by Standard and Poor's rating agencies. For Building Societies investments will be restricted to 20% of the overall investment portfolio and:
 - a maximum of £5m for a period not exceeding 6 months if the society is ranked in the top 10 by asset size; or
 - a maximum of £1m and a period not exceeding 3 months if the society is ranked 11 to 20 by asset size.

2.4 **Non-Specified Investments**

2.4.1 Non-specified investments are any other type of investment not defined as specified above.

The criteria supporting the selection of these investments and the maximum limits to be applied are set out below.

2.4.2 Non specified investments would include any sterling investments with:

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1. A bank that has been awarded a minimum long term credit rating of AA- by Fitch, Aa3 by Moody's and AA- by Standard & Poor's for deposits with a maturity of greater than 1 year.
2. The Council's own bank if ratings fall below the above minimum criteria.
3. A Building Society which is ranked in the top 20 by asset size. Investments will be restricted to 20% of the overall investment portfolio and:
 - a maximum of £5m for a period not exceeding 6 months if the Society is ranked in the top 10 by asset size; or
 - a maximum of £1m and a period not exceeding 3 months if the Society is ranked 11 to 20 by asset size.

3 The Monitoring of Investment Counterparties

- 3.1 The credit rating of counterparties will be monitored regularly. The Council receives credit rating information from the Council Treasury Management advisors on a daily basis, as and when ratings change, and counterparties are checked promptly.

On occasions ratings may be downgraded after the date on which an investment has been made. It would be expected that a minor downgrading would not affect the full receipt of the principal and interest.

- 3.2 Any counterparty failing to meet the minimum criteria will be removed from the list immediately by the Strategic Director of Finance & Customer Services, and new counterparties will be added to the list if and when they meet the minimum criteria.

Appendix D**Security, Liquidity and Yield Benchmarking**

These benchmarks are targets and so may be exceeded from time to time with any variation reported, with supporting reasons in Mid-Year & Annual Treasury Reports.

1. Security and liquidity

These benchmarks are already intrinsic to the approved treasury strategy through the counterparty selection criteria and some of the prudential indicators, e.g. the maximum funds which may be invested for more than 364 days, the limit on the use of non-specified investments, etc.

1.1 Security

1.1.1 Security is currently evidenced by the application of minimum criteria to investment counterparties, primarily through the use of credit ratings supplied by the three main credit rating agencies. Whilst this approach embodies security considerations, benchmarking the levels of risk is more subjective and therefore problematic.

1.1.2 One method to benchmark security risk is to assess the historic level of default against the minimum criteria used in the Council's investment strategy. The default rates are little changed from last year.

Credit Rating	1 year	2 years	3 years	4 years	5 years
AAA	0.04%	0.10%	0.19%	0.26%	0.36%
AA	0.02%	0.04%	0.09%	0.17%	0.24%
A	0.05%	0.14%	0.26%	0.40%	0.56%
BBB	0.17%	0.42%	0.73%	1.10%	1.47%

1.1.3 The Council's minimum long term rating criteria (over one year) is "AAA" meaning the average expectation of default for a three year investment in a counterparty with a "AAA" long term rating would be 0.19% of the total investment (e.g. for a £1m investment the average potential loss would be £1,900).

The Council's minimum long term rating criteria (up to one year) is "BBB" and the average expectation of default for such an investment would be 0.17% (e.g. for a £1m investment the average loss would be £1,700).

These are only averages but do act as a benchmark for risk across the investment portfolio.

The Council's maximum security risk benchmark for the estimated maximum portfolio during 2020/21 is 0.070% which means that for every £1m invested the

average potential loss would be £700. This position remains largely unchanged from 2019/20 (benchmark was 0.073% or £730).

1.1.4 The Council's Treasury advisers maintain a continuous review of the risk position by the inclusion of the Council's daily investment position within their online model.

1.2 **Liquidity**

1.2.1 This is defined as "having adequate, though not excessive cash resources, borrowing arrangements, overdrafts or standby facilities to enable the Council at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives" (CIPFA Treasury Management Code of Practice). The Council seeks to maintain:

- Bank overdraft – on a day-to-day basis the Council works to an agreed overdraft limit of £100,000 with the Council's bankers. Whilst a short-term increase could be negotiated less expensive short-term borrowing is accessed through the financial markets to remain within the agreed overdraft.
- Liquid, short term deposits of at least £6m available with a week's notice.

1.2.2 The availability of liquidity and the inherent risks arising from the investment periods within the portfolio is monitored using the Weighted Average Life (WAL) of the portfolio. This measures the time period over which half the investment portfolio would have matured and become liquid

A shorter WAL generally represents less risk and in this respect the benchmark to be used for 2020/21 is:

- 0.08 years which means that at any point in time half the investment portfolio would be available within 28 days.

2. **Yield**

These benchmarks are currently widely used to assess investment performance and the Council's local measure of yield is:

- Internal returns above the 7 day London Interbank Bid rate (LIBID) which is the rate at which a bank is willing to borrow from other banks

Flexible use of Capital Receipts Strategy 2021/22

1. Introduction

The proposals within this Flexible use of Capital Receipts Strategy have been prepared based on a capitalisation direction issued by the Secretary of State under Sections 16(2)(b) and 20 of the Local Government Act 2003: Treatment of Costs as Capital Expenditure.

2. The Direction

The Direction issued by the Secretary of State under Sections 16(2)(b) of the Local Government Act specifies that Local Authorities can treat as capital expenditure, expenditure which:

- “is incurred by the Authority that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners”.
- “is properly incurred by the Authority for the financial years that begin on 1 April 2016 to 1 April 2021”

It is a condition of the Secretary of State’s direction that the flexible use of capital receipts in accordance with the direction only applies to capital receipts which have been received in the years to which the direction applies.

When applying the direction, Authorities are required to have regard to Guidance on Flexible Use of Capital Receipts issued by the Secretary of state under Section 15(1)(a) of the Act.

In using the flexibility, the Council will have due regard to the requirements of the Prudential Code and to the CIPFA Local Authority Accounting Code of Practice.

The Council is also required to prepare a Flexible use of Capital Receipts Strategy before the start of the year to be approved by the Council – this is that Strategy.

3 The Council’s Proposals

The Guidance sets out examples of qualifying expenditure which includes “funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation” and it is for this purpose that the Council is proposing to use Capital Receipts in 2021/22.

4. 2021/22 Revenue Budget

To support the significant and continued reconfiguration of the Council's Services to deliver the improvement and efficiencies set out in the Council's budget for 2021/22, it proposed that the associated one-off costs are funded from capital receipts. The legitimacy of this use will be determined by the s151 Officer in order to ensure that it meets the requirements set out by the Secretary of State.

5. The Prudential Code

The Council has due regard to the requirements of the Prudential Code and the impact on its prudential indicators from the application of this Flexible Use of Capital Receipts Strategy. In line with this Strategy and the Council's overall Financial Strategies, the first call on capital receipts generated in the year will be utilised to meet the cost of voluntary severance. Any capital receipts which are received in excess of the amount required for this purpose will be used to fund revenue costs incurred to support the Council's service development and delivery of savings and efficiencies. These receipts have not been earmarked as funding for any other proposed capital expenditure and therefore there is no anticipated additional impact on the Council's prudential indicators as set out in the Council's Treasury Management Strategy.

The Council will also have due regard to the Local Authority Accounting Code of Practice when determining and including the entries required from undertaking and funding this scheme within the 2021/22 Statement of Accounts.

6. Monitoring the Strategy

Implementation of this Strategy will be monitored as part of regular financial reporting arrangements.

Statutory Resolution of Council Tax 2021/22

(This information is not available in time for the Cabinet Report but will be included in the Budget Report to Council on 3rd March 2021)

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Dog Warden	Retrieval of Stray Dogs Fees and Kennels Charge	First Night	58.00	59.00	1.7%
Dog Warden		Subsequent Night	11.00	11.00	0.0%
Pest Control	Treatment of Pests				
Pest Control	Rats Inside Property	Treatment upto 3 visits	70.00	71.00	1.4%
Pest Control	Rats Outside Property	Treatment upto 3 visits	70.00	71.00	1.4%
Pest Control	Mice	Treatment upto 4 visits	70.00	71.00	1.4%
Pest Control	Mice	Subsequent Visits	31.00	32.00	3.2%
Pest Control	Moles	Treatment upto 3 visits	91.00	93.00	2.2%
Pest Control	Squirrels	Treatment upto 3 visits	91.00	93.00	2.2%
Pest Control	Feral Pigeons	Quote			
Pest Control	Fleas	Per Visit	91.00	93.00	2.2%
Pest Control	Bed Bugs	Treatment upto 4 visits	207.00	211.00	1.9%
Pest Control	Cockroaches	Treatment upto 4 visits	207.00	211.00	1.9%
Pest Control	Wasps Nest	Per Visit	91.00	93.00	2.2%
Pest Control	Flies	Per Visit	91.00	93.00	2.2%
Pest Control	Wild Bees / Bumble Bees (Outside Property)	Per Visit	91.00	93.00	2.2%
Pest Control	Stored Product Insects (Beetles Etc.)	Per Visit	91.00	93.00	2.2%
Pest Control	Garden Ants	Per Visit	91.00	93.00	2.2%
	Out of Hours Fixed Fee				
	Weekdays and Saturday	Per Visit	136.00	139.00	2.2%
	Sunday and Bank Holiday	Per Visit	181.00	185.00	2.2%
Waste	Garden Waste				
Waste	Subscription Garden Waste 19 collections per annum	Annual	40.00	40.00	0.0%
Waste	Discounted for 2020/21 subscribers renewing in recognition of the service suspension during summer 2020 due to Covid 19.	2021/22 only		35.00	
Waste	Subscription Garden Waste per annum (Early Payment Discount)		37.00	N/A	0.0%
Waste	Subscription Garden Waste 19 collections per annum - additional bin	Annual	31.00	31.00	0.0%
Waste	Bulky Item Collection Service				
Waste	CAT A Waste Household Garden and Recreational Maximum 9 Items	1-3 items	29.00	30.00	3.4%
Waste		4-6 items	57.00	Additional Items - £12 per item	N/A
Waste		7-9 items	85.00	Additional Items - £12 per item	N/A
Waste	Revised Pricing Structure - Price per Additional Item	4 items +	N/A	12.00	
Waste	CAT A Waste Household Garden and Recreational Maximum 9 Items with Rothercard 50% Discount	1-3 items	14.50	15.00	3.4%
Waste		4-6 items	28.50	Additional Items - £6 per item	N/A
Waste		7-9 items	42.50	Additional Items - £6 per item	N/A
Waste	Revised Pricing Structure - Price per Additional Item	4 items +	N/A	6.00	
Waste	CAT B Waste DIY Items Maximum 9 items, No Rothercard Discount for this section	1-3 items	54.00	55.00	1.9%
Waste		4-6 items	107.00	109.00	1.9%
Waste		7-9 items	160.00	163.00	1.9%
Waste	Waste Containers Replacements (Costs applicable are bin plus delivery Charge)				
Waste	240L Black Bin (Recycling)	Bin	0.00	0.00	0.0%
Waste	240L Green Bin (Recycling)	Bin	0.00	0.00	0.0%
Waste	180L Pink Lid Black Bin	Bin	23.00	23.00	0.0%
Waste	140L Pink Lid Black Bin	Bin	22.00	22.00	0.0%
Waste	240L Brown Bin (Subscription Service)	Bin	24.00	24.00	0.0%
Waste	Delivery	Upto 4 Bins	9.00	9.00	0.0%
Waste	Waste Containers New Developments (Costs applicable are bin plus delivery Charge)				
Waste	240L Black Bin (Recycling)	Bin	25.00	26.00	4.0%

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Waste	240L Green Bin (Recycling)	Bin	25.00	26.00	4.0%
Waste	180L Pink Lid Black Bin	Bin	23.00	23.00	0.0%
Waste	140L Pink Lid Black Bin	Bin	22.00	22.00	0.0%
Waste	Delivery	Upto 4 Bins	9.00	9.00	0.0%
Waste	Waste Containers New Developments (Costs applicable are bin plus delivery Charge)				
Waste	1100L Black Lid Reverse Lock (Recycling)	Bin	297.00	303.00	2.0%
Waste	1100L Green Lid Reverse Lock (Recycling)	Bin	297.00	303.00	2.0%
Waste	1100L Pink Lid Standard Lock	Bin	297.00	303.00	2.0%
Waste	Delivery	Upto 3 Bins	32.00	33.00	3.1%
Waste	660I Black Lid Reverse Lock (Recycling)	Bin	279.00	285.00	2.2%
Waste	660I Green Lid Reverse Lock (Recycling)	Bin	284.00	290.00	2.1%
Waste	660L Pink Lid Standard Lock	Bin	272.00	277.00	1.8%
Waste	Delivery	Up to 3 bins	32.00	33.00	3.1%
Waste	Commercial Waste Collections Business Once per Week Collection				
Waste	A1 2 Black Sacks Kerbside	Annum	264.00	269.00	1.9%
Waste	240A First Bin Kerbside	Annum	389.00	397.00	2.1%
Waste	240A Additional Bin Kerbside	Annum	261.00	266.00	1.9%
Waste	240B First Bin Premise / Bin Store	Annum	447.00	456.00	2.0%
Waste	240B Additional Bin Premise / Bin Store	Annum	319.00	325.00	1.9%
Waste					
Waste	360A First Bin Kerbside	Annum	461.00	470.00	2.0%
Waste	360A Additional Bin Kerbside	Annum	333.00	340.00	2.1%
Waste	360B First Bin Premise / Bin Store	Annum	519.00	529.00	1.9%
Waste	360B Additional Bin Premise / Bin Store	Annum	391.00	399.00	2.0%
Waste					
Waste	660 First Bin Premise / Bin Store	Annum	1015.00	1,035.00	2.0%
Waste	660 Additional Bin Premise / Bin Store	Annum	887.00	905.00	2.0%
Waste					
Waste	1100 First Bin Premise / Bin Store	Annum	1156.00	1,179.00	2.0%
Waste	1100 Additional Bin Premise / Bin Store	Annum	1029.00	1,050.00	2.0%
Waste					
Waste	Commercial Waste Collections Charitable Once per Week Collection				
Waste					
Waste	A1 2 Black Sacks Kerbside	Annum	184.00	188.00	2.2%
Waste					
Waste	240A First Bin Kerbside	Annum	196.00	200.00	2.0%
Waste	240A Additional Bin Kerbside	Annum	79.00	81.00	2.5%
Waste	240B First Bin Premise / Bin Store	Annum	249.00	254.00	2.0%
Waste	240B Additional Bin Premise / Bin Store	Annum	133.00	136.00	2.3%
Waste					
Waste	360A First Bin Kerbside	Annum	217.00	221.00	1.8%
Waste	360A Additional Bin Kerbside	Annum	100.00	102.00	2.0%
Waste	360B First Bin Premise / Bin Store	Annum	270.00	275.00	1.9%
Waste	360B Additional Bin Premise / Bin Store	Annum	154.00	157.00	1.9%
Waste					
Waste	660 First Bin Premise / Bin Store	Annum	565.00	576.00	1.9%
Waste	660 Additional Bin Premise / Bin Store	Annum	448.00	457.00	2.0%
Waste					
Waste	1100 First Bin Premise / Bin Store	Annum	567.00	578.00	1.9%
Waste	1100 Additional Bin Premise / Bin Store	Annum	451.00	460.00	2.0%
Transport	Training Service				
Transport	Standard Mini Bus Driver Assessment	Per Person	55.00	56.00	1.8%
Transport	Accessible Mini Bus Driver Assessment	Per Person	105.00	107.00	1.9%
Transport	Driver Certificate of Professional Competence	Per Person	55.00	56.00	1.8%
Transport	Passenger Assistant Training	Per Person	55.00	56.00	1.8%
Transport	Taxi Driving Test	Per Person	90.00	92.00	2.2%
Transport					
Leisure, Tourism and Green Spaces					
Urban Parks	Room Hire (non-VAT unless hired for sporting activity)				
Urban Parks	Clifton Bowls Pavilion (per hour)	Per Hour	14.80	15.10	2.0%
Urban Parks	Clifton Bowls Pavilion outside normal building operating hours (per hour)	Per Hour	daytime rate (as above) + caretaking cost	daytime rate (as above) + caretaking cost	
Urban Parks	Clifton Garden Room (per hour) RMBC Internal bookings 9am to 5pm	Per Hour	23.00	23.50	2.2%
Urban Parks	Clifton Garden Room (per hour)	Per Hour	33.00	33.70	2.1%
Urban Parks	Clifton Garden Room and Sunspace (per hour)	Per Hour	38.00	38.70	1.8%
Urban Parks	Clifton Garden Room and Sunspace (per hour - bookings over 6 hours per day)	Per Hour	33.00	33.70	2.1%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Urban Parks	Clifton Garden Room outside normal operating hours (per hour)	Per Hour	daytime rate (as above) + caretaking cost	daytime rate (as above) + caretaking cost	
Urban Parks	Clifton Garden Room & Sunspace outside normal operating hours	Per Hour	daytime rate (as above) + caretaking cost	daytime rate (as above) + caretaking cost	
Urban Parks	Clifton Garden House Courtyard (per hour - when additional to room booking)	Per Hour	27.00	27.50	1.9%
Urban Parks	Clifton Garden House Courtyard (per hour - when hired without indoor space)	Per Hour	40.00	41.00	2.5%
Urban Parks	Children's Parties (under 14 years) (3 hour booking)	Three Hours	150.00	155.00	3.3%
Urban Parks	Pre-Wedding Henna Celebration (3 hour booking)	Three Hours	150.00	155.00	3.3%
Urban Parks	Excess charge for off-site catering	Per Event/Booking	35.00	36.00	2.9%
Urban Parks	Clifton Garden House Courtyard Marquee (per day)	Per Day	420.00	430.00	2.4%
Urban Parks	Clifton Garden House Courtyard Marquee (per day - extra consecutive days)	Per Day	60.00	61.50	2.5%
Urban Parks	Outdoor Electricity (per day)	Per Day	11.00	11.20	1.8%
Urban Parks	Caretaking costs outside normal building operation times (per hour)	Per Hour	18.00	18.50	2.8%
Urban Parks	Celebratory room hire excess (not Children's Parties) - Refundable Deposit	Per Event/Booking	255.00	300.00	17.6%
Urban Parks	Hire of outdoor chairs and tables (6 tables & 24 chairs) for courtyard (per day)	Per Day	50.00	51.00	2.0%
Urban Parks	Hire of 3m x 3m Gazebo (per day)	Per Day	30.00	30.60	2.0%
Urban Parks	Hire of 3m x 6m Gazebo (per day)	Per Day	50.00	51.00	2.0%
Urban Parks	Tea/Coffee per person (with room hire) (INTERNAL HIRE)	Per Person	0.85	0.87	2.4%
Urban Parks	Tea/Coffee per person (with room hire)	Per Person	1.50	1.55	3.3%
Urban Parks	Toddler Splash Sessions	Per Person	2.50	2.60	4.0%
Urban Parks	Outdoor Games				
Urban Parks	Giant Chess (per hour)* Full Adult Price	Per Person Per Hour	2.00	2.00	0.0%
Urban Parks	Giant Chess (per hour)* Concessionary Price	Per Person Per Hour	1.50	1.50	0.0%
Urban Parks	Giant Chess (per hour)* Junior Rothercard Price	Per Person Per Hour	1.00	1.00	0.0%
Urban Parks	Petanque/Bowls/Tennis Racquet/Chess Refundable Deposit (non-VAT)	Deposit	10.00	10.00	0.0%
Urban Parks	Water Play exclusive use outside normal operation (per hour)*	Per Hour	116.00	125.00	7.8%
Urban Parks	Bowls*				
Urban Parks	Season Ticket (April-September) Full Price	Per Person	79.00	80.60	2.0%
Urban Parks	Season Ticket (April-September) Concessionary Price	Per Person	51.00	52.00	2.0%
Urban Parks	Season Ticket (April-September) Junior Rothercard Price	Per Person	43.20	44.00	1.9%
Urban Parks	Opponents fee - matches (per match)	Per Team Per Match	14.30	14.60	2.1%
Urban Parks	Day ticket / Match ticket Full Price	Per Person Day Ticket	5.80	5.90	1.7%
Urban Parks	Day ticket / Match ticket Concessionary Price	Per Person Day Ticket	3.80	3.90	2.6%
Urban Parks	Day ticket / Match ticket Junior Rothercard Price	Per Person Day Ticket	3.20	3.30	3.1%
Clifton Park	Car Parking* (1st April to 14th July and 9th September to 31st March)				
Clifton Park	Up to 1 hour	Per Vehicle	N/A	N/A	N/A
Clifton Park	Up to 2 hours	Per Vehicle	2.00	2.10	5.0%
Clifton Park	Up to 3 hours	Per Vehicle	3.00	3.10	3.3%
Clifton Park	Up to 4 hours	Per Vehicle	4.00	4.10	2.5%
Clifton Park	Up to 5 hours	Per Vehicle	5.00	5.10	2.0%
Clifton Park	All Day	Per Vehicle	6.00	6.10	1.7%
Clifton Park	Car Parking* (15th July to 8th September)				
Clifton Park	Up to 1 hour	Per Vehicle	N/A	N/A	N/A
Clifton Park	Up to 2 hours	Per Vehicle	2.20	2.40	9.1%
Clifton Park	Up to 3 hours	Per Vehicle	3.30	3.40	3.0%
Clifton Park	Up to 4 hours	Per Vehicle	4.60	4.70	2.2%
Clifton Park	Up to 5 hours	Per Vehicle	5.70	5.80	1.8%
Clifton Park	All Day	Per Vehicle	7.00	7.10	1.4%
	Blue Badge Holders	Per Vehicle	Free	Free	
	Mini Buses (Charged as Car)	Per Vehicle			
	Term Time Only Season Ticket (Charged Monthly)	Per Vehicle	277.50	277.50	0.0%
Urban Parks	Rosehill Park - Novelty Golf				

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Urban Parks	Novelty Golf	Per Person	2.50	2.60	4.0%
Urban Parks	Pavilion Hire				
Urban Parks	Commercial Hire	Per Booking	POA	POA	
Urban Parks	Canklow/Greenlands Park/Barkers Park/Wath Pavilion Room (community groups) per hour	Per Hour	14.35	14.65	2.1%
Urban Parks	Playing Pitches				
Urban Parks	Regular bookings that meet criteria - exempt VAT				
Urban Parks	Class "A"				
Urban Parks	Football/Rugby/Cricket (incl. Changing & Showering facilities) Senior	Per Team Per Fixture	73.20	74.70	2.0%
Urban Parks	Official "Under 18 Leagues"	Per Team Per Fixture	48.25	49.20	2.0%
Urban Parks	Class "B"				
Urban Parks	Football/Rugby (incl. Changing Facilities but no services) Senior	Per Team Per Fixture	62.35	63.60	2.0%
Urban Parks	Official "Under 18 Leagues"	Per Team Per Fixture	41.15	42.00	2.1%
Urban Parks	Class "C"				
Urban Parks	Football/Rugby/Cricket Wicket (without Changing & Showering facilities) Senior	Per Team Per Fixture	55.90	57.00	2.0%
Urban Parks	Official "Under 18 Leagues"	Per Team Per Fixture	36.70	37.40	1.9%
Urban Parks	Administration Fee (Use of unbooked pitch)	Per Team Per Fixture	Pitch+ £70	Pitch+ £75	7.10%
Urban Parks	Administration Fee (Use of unbooked pitch) Under 18's	Per Team Per Fixture	Pitch + £50	Pitch + £55	10.0%
Urban Parks	Urban Parks Outdoor Events				
Urban Parks	Clifton Park Hire-Community/Voluntary Grps per hour (per 0.5 Ha or part thereof)	Per Hour	30.00	30.60	2.0%
Urban Parks	Park Hire-Community/Voluntary Grps per hour (per 0.5 Ha or part thereof) (Excluding Clifton Park)	Per Hour	11.30	11.60	2.7%
Urban Parks	Park Hire - Commercial Events	Per Event	POA	POA	
Urban Parks	Urban Parks School Visits				
Urban Parks	Guided school visits (per pupil per half day)	Per Pupil Per Half Day	POA	POA	
Urban Parks	Ranger/Officer educational visits to schools (per half day)	Per Half Day	84.00	85.60	1.9%
Urban Parks	Miscellaneous				
Urban Parks	Organised Outdoor Fitness Classes (per class)	Per Class	11.50	11.75	2.2%
Urban Parks	Scattering of Ashes	Per Unit	48.00	49.00	2.1%
Urban Parks	Memorial Benches	Per Unit	965.00	984.30	2.0%
Urban Parks	Memorial Trees	Per Unit	215.00	219.30	2.0%
Urban Parks	Film Location Fee (Commercial)		POA		
Urban Parks	Lighting rig (per day/eve)	Per Day/Evening	21.00	21.40	1.9%
Urban Parks	PA System (per day/eve)	Per Day/Evening	31.90	32.55	2.0%
Clifton Park Wedding Packages	Garden Room, Sun Space & Courtyard (9am to 12.30am)				
Clifton Park Wedding Packages	<u>April - October</u>				
Clifton Park Wedding Packages	Friday to Sunday room hire	Per Booking	1,360.00	1,390.00	2.2%
Clifton Park Wedding Packages	Monday to Thursday room hire	Per Booking	1,240.00	1,265.00	2.0%
Clifton Park Wedding Packages	Day before set up	Per Booking	475.00	485.00	2.1%
Clifton Park Wedding Packages	<u>November - March</u>				
Clifton Park Wedding Packages	Friday to Sunday room hire	Per Booking	1,050.00	1,070.00	1.9%
Clifton Park Wedding Packages	Monday to Thursday room hire	Per Booking	1,050.00	1,070.00	1.9%
Clifton Park Wedding Packages	Day before set up	Per Booking	415.00	425.00	2.4%
Clifton Park Wedding Packages	Christmas Eve & New Years Eve	Per Booking	3,150.00	3,215.00	2.1%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Wedding Packages	Day before set up	Per Booking	540.00	550.00	1.9%
Herringthorpe Athletics Stadium	Arena Hire full day (7 hours)	Per booking	386.50	394.00	1.9%
Herringthorpe Athletics Stadium	Arena hire half day (3.5 hours)	Per booking	193.80	198.00	2.2%
Herringthorpe Athletics Stadium	Arena Hire (per hour)	Per booking	66.80	68.00	1.8%
Herringthorpe Athletics Stadium	Athletics Full Price	Per person	4.20	4.30	2.4%
Herringthorpe Athletics Stadium	Athletics Concessionary Price	Per person	3.40	3.50	2.9%
Herringthorpe Athletics Stadium	Athletics - Junior Rothercard Price	Per person	2.70	2.80	3.7%
Herringthorpe Athletics Stadium	Season Ticket - Monthly (Full Price)	Per person	24.00	24.50	2.1%
Herringthorpe Athletics Stadium	Season Ticket - Monthly Concessionary Price)	Per person	18.40	18.80	2.2%
Herringthorpe Athletics Stadium	Season Ticket - Monthly (Junior Rothercard Price)	Per person	12.00	12.20	1.7%
Herringthorpe Athletics Stadium	Season Ticket - Family Monthly Full	Per person	39.80	40.60	2.0%
Herringthorpe Athletics Stadium	Season Ticket - Family Monthly - Concessionary/Rothercard	Per person	29.60	30.20	2.0%
Herringthorpe Athletics Stadium	Regular bookings that meet criteria - exempt VAT:				
Herringthorpe Athletics Stadium	Track Centre Pitch with changing, toilets and showers	Per match	97.50	99.50	2.1%
Herringthorpe Athletics Stadium	Track Centre Pitch and toilets only - New	Per match		80.00	N/A
Herringthorpe Athletics Stadium	Track Centre Pitch with lights	Per match	124.00	126.50	2.0%
Herringthorpe Athletics Stadium	Single 5-a-side Pitch	Per booking	39.80	40.60	2.0%
Herringthorpe Athletics Stadium	1/4 Pitch without lights (training)	Per booking	25.00	25.50	2.0%
Herringthorpe Athletics Stadium	1/4 Pitch with lights (training)	booking	30.00	30.60	2.0%
Herringthorpe Athletics Stadium	Single 5-a-side Pitch with lights	Per booking	51.20	52.20	2.0%
Herringthorpe Athletics Stadium	Multi-sports - Full Price	Per person	4.20	4.30	2.4%
Herringthorpe Athletics Stadium	Multi-sports - Concessionary/Rothercard Price	Per person	3.40	3.50	2.9%
Herringthorpe Athletics Stadium	Multi-sports - Junior Rothercard Price	Per person	2.65	2.70	1.9%
Herringthorpe Athletics Stadium	In2Athletics - Concessionary/Rothercard Price	Per person	3.70	3.80	2.7%
Herringthorpe Athletics Stadium	In2Athletics - Junior Rothercard Price	Per person	3.20	3.30	3.1%
Herringthorpe Athletics Stadium	School Visits (per pupil)	Per person	3.40	3.50	2.9%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Herringthorpe Athletics Stadium	Birthday Party (max. 15 kids, 1.5 hours)	Per party	62.00	63.00	1.6%
Herringthorpe Athletics Stadium	One to one Athletics coaching (max. 3 people, per 45 minutes) Full Price	Per person	25.50	26.00	2.0%
Herringthorpe Athletics Stadium	Training/Meeting Room (per hour)	Per booking	15.30	16.00	4.6%
Herringthorpe Athletics Stadium	Training/Meeting Room (per hour) with refreshments	Per booking	28.50	29.00	1.8%
Herringthorpe Athletics Stadium	Training/Meeting Room (per hour) commercial rate	Per booking	28.50	29.00	1.8%
Herringthorpe Athletics Stadium	Training/Meeting Room (per hour) commercial rate with refreshments	Per booking	34.70	35.00	0.9%
Herringthorpe Athletics Stadium	Cancellation of Room/Hall bookings:				
Herringthorpe Athletics Stadium	Charge for room booking cancelled on day		100.00%	100.00%	N/A
Herringthorpe Athletics Stadium	Charge for booking cancelled within the week		80.00%	80.00%	N/A
Herringthorpe Athletics Stadium	Charge for booking cancelled within the month		50.00%	50.00%	N/A
Herringthorpe Athletics Stadium	Cancellation of Track and centre pitch bookings:				
Herringthorpe Athletics Stadium	Charge for booking cancelled on day		100%	100%	N/A
Herringthorpe Athletics Stadium	Charge for booking cancelled within the week		50%	50%	N/A
Thrybergh Country Park	Fly Fishing* (includes car parking fee)				
Thrybergh Country Park	4 hours (2 fish) Full Price	Half day	14.30	8.00	-44.1%
Thrybergh Country Park	4 hours (2 fish) Concessionary/Rothercard Price	Half day	12.25	6.00	-51.0%
Thrybergh Country Park	Full day (2 fish) Full Price	Half day ticket	15.80	8.50	-46.2%
Thrybergh Country Park	Full day (2 fish) Concessionary/Rothercard Price	Half day ticket	13.80	7.00	-49.3%
Thrybergh Country Park	Season Permit unlimited visits 2 fish per visit	Season ticket	215.00	100.00	-53.5%
Thrybergh Country Park	Float Tubing*				
Thrybergh Country Park	Season Permit Float Tube Launch	Permit	44.00	45.00	2.3%
Thrybergh Country Park	Day Ticket Float Tube Launch	Day ticket	5.10	5.20	2.0%
Thrybergh Country Park	Boat Day	Day ticket	11.25	11.50	2.2%
Thrybergh Country Park	Boat 5 visits	Day ticket	45.00	46.00	2.2%
Thrybergh Country Park	Caravan/Camping*				
Thrybergh Country Park	Family Tent (per night)	Pitch	17.85	18.20	2.0%
Thrybergh Country Park	Caravans, trailer tents & motorhomes (per unit per night)	Pitch	21.50	22.00	2.3%
Thrybergh Country Park	Awning	Pitch	3.60	3.70	2.8%
Thrybergh Country Park	Rally Rate (per night)	Pitch	17.00	17.50	2.9%
Thrybergh Country Park	Seasonal Pitch (rate per night for six months)	Pitch	18.50	19.00	2.7%
Thrybergh Country Park	Other Activities				
Thrybergh Country Park	School Visits (per pupil - Rotherham schools)	Day visit	4.50	4.10	-8.9%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Thrybergh Country Park	School Visits (per pupil - Out of area)	Day visit		4.60	N/A
Thrybergh Country Park	Soft Play* (per child)	Visit	2.50	2.50	0.0%
Thrybergh Country Park	Car Parking - Thrybergh Country Park				
Thrybergh Country Park	All Year Round (per day)	Ticket	1.80	1.90	5.6%
Thrybergh Country Park	Disabled Parking	Ticket	Free	Free	Free
Thrybergh Country Park	Minibus Day Rate	Ticket	3.50	As Car	As Car
Thrybergh Country Park	Car Parking - Season Ticket	Ticket	70.00	80.00	14.3%
Thrybergh Country Park	car parking season ticket disabled	Ticket	Free	Free	Free
Thrybergh Country Park	Scooter hire (2hrs)	2 hr hire	2.55	2.60	2.0%
Ulley Country Park	Coarse Fishing*				
Ulley Country Park	Season Ticket Full Price	Ticket	74.50	76.00	2.0%
Ulley Country Park	Season Ticket Concessionary/Rothercard Price	Ticket	52.00	53.00	1.9%
Ulley Country Park	Day Ticket Full Price		6.20	6.30	1.6%
Ulley Country Park	Day Ticket Concessionary/Rothercard Price		4.60	4.70	2.2%
Ulley Country Park	Other Activities				
Ulley Country Park	Hire of Multi-purpose Room (1 Hour) (non-VAT unless hired for a sporting activity)	Per Hour	20.40	20.80	2.0%
Ulley Country Park	Car Parking*				
Ulley Country Park	Car Parking - per day	Per Day	1.80	1.90	5.6%
Ulley Country Park	Car Parking - Season Ticket (per car)	Per Car	70.00	80.00	14.3%
	Minibus Day Rate	Per Vehicle	Free	As Car	As Car
	Blue Badge Holders	Per Vehicle	Free	Free	Free
Rother Valley Country Park	Watersports Includes VAT unless used for education/training				
Rother Valley Country Park	Double Handed Dinghies (per 90 minutes) Full Price	Per 90 minutes	18.00	18.00	0.0%
Rother Valley Country Park	Double Handed Dinghies (per 90 minutes) Concessionary/Rothercard Price	Per 90 minutes	12.50	12.50	0.0%
Rother Valley Country Park	Double Handed Dinghies (per 90 minutes) Junior Rothercard Price	Per 90 minutes	10.50	10.50	0.0%
Rother Valley Country Park	Single Handed Dinghies (per 90 minutes) Full Price	Per 90 minutes	14.00	14.00	0.0%
Rother Valley Country Park	Single Handed Dinghies (per 90 minutes) Concessionary/ Rothercard Price	Per 90 minutes	10.00	10.00	0.0%
Rother Valley Country Park	Single Handed Dinghies (per 90 minutes) Junior Rothercard Price	Per 90 minutes	7.50	7.50	0.0%
Rother Valley Country Park	Windsurfer (per 90 minutes) Full Price	Per 90 minutes	13.00	13.00	0.0%
Rother Valley Country Park	Windsurfer (per 90 minutes) Concessionary/Rothercard Price	Per 90 minutes	9.00	9.00	0.0%
Rother Valley Country Park	Windsurfer (per 90 minutes) Junior Rothercard Price	Per 90 minutes	6.50	6.50	0.0%
Rother Valley Country Park	Canadian Canoe (per 60 minutes) Full Price	Per Hour	13.50	13.50	0.0%
Rother Valley Country Park	Canadian Canoe (per 60 minutes) Concessionary/Rothercard Price	Per Hour	11.00	11.00	0.0%
Rother Valley Country Park	Canadian Canoe (per 60 minutes) Junior Rothercard Price	Per Hour	8.50	8.50	0.0%
Rother Valley Country Park	Kayak Canoe (per 60 minutes) Full Price	Per Hour	11.50	11.50	0.0%
Rother Valley Country Park	Kayak Canoe (per 60 minutes) Concessionary/Rothercard Price	Per Hour	9.00	9.00	0.0%
Rother Valley Country Park	Kayak Canoe (per 60 minutes) Junior Rothercard Price	Per Hour	7.00	7.00	0.0%
Rother Valley Country Park	Open Canoe (per 60 minutes) Full Price	Per Hour	11.50	11.50	0.0%
Rother Valley Country Park	Open Canoe (per 60 minutes) Concessionary/Rothercard Price	Per Hour	9.00	9.00	0.0%
Rother Valley Country Park	Open Canoe (per 60 minutes) Junior Rothercard Price	Per Hour	7.00	7.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Rother Valley Country Park	Topo Due Canoe (per 60 minutes) Full Price	Per Hour	12.50	12.50	0.0%
Rother Valley Country Park	Topo Due Canoe (per 60 minutes) Concessionary/Rothercard Price	Per Hour	10.50	10.50	0.0%
Rother Valley Country Park	Topo Due Canoe (per 60 minutes) Junior Rothercard Price	Per Hour	7.50	7.50	0.0%
Rother Valley Country Park	Rowing Boat (per 30 minutes)	Per 30 minutes	13.00	13.00	0.0%
Rother Valley Country Park	Pedal Boat (per 30 minutes)	Per 30 minutes	13.00	13.00	0.0%
Rother Valley Country Park	Electric Boats		16.00	16.00	0.0%
Rother Valley Country Park	Wet Suit (session) Full Price	Per Person	7.00	7.00	0.0%
Rother Valley Country Park	Wet Suit (session) Concessionary/Rothercard Price	Per Person	5.00	5.00	0.0%
Rother Valley Country Park	Wet Suit (per day) Full Price	Per Person	14.50	14.50	0.0%
Rother Valley Country Park	Wet Suit (per day) Concessionary/Rothercard Price	Per Person	7.50	7.50	0.0%
Rother Valley Country Park	Buoyancy Aid (per day) Full Price	Per Person	10.50	10.50	0.0%
Rother Valley Country Park	Buoyancy Aid (per day) Concessionary/Rothercard Price	Per Person	7.00	7.00	0.0%
Rother Valley Country Park	Instructor /Supervisor (1:1 90 min lesson in any activity, cost now includes equipment) VAT exempt	Per Person	82.00	82.00	0.0%
Rother Valley Country Park	Locker Tokens	Per Locker	0.50	0.50	0.0%
Rother Valley Country Park	Powerboat Hire *				
Rother Valley Country Park	Powerboat including Driver 0 - 4 hours	Per Boat	575.00	590.00	2.6%
Rother Valley Country Park	Powerboat including Driver 0 - 8 hours	Per Boat	710.00	725.00	2.1%
Rother Valley Country Park	Launch Fees				
Rother Valley Country Park	Private Launch - (Per Day) Full Price	Per Unit Per Day	10.50	10.50	0.0%
Rother Valley Country Park	Private Launch - (Per Day) Concessionary/Rothercard Price	Per Unit Per Day	7.50	7.50	0.0%
Rother Valley Country Park	Private Launch (within 3 hours of closure) Full Price	Per Unit	7.00	7.00	0.0%
Rother Valley Country Park	Private Launch (within 3 hours of closure) Concessionary/Rothercard Price	Per Unit	5.50	5.50	0.0%
Rother Valley Country Park	6 Month Private Launch Saver - Incl. Car Parking Fee Full Price	Per Unit	198.00	198.00	0.0%
Rother Valley Country Park	6 Month Private Launch Saver - Incl. Car Parking Fee Concessionary/Rothercard Price	Per Unit	153.00	153.00	0.0%
Rother Valley Country Park	Storage & Launch Saver (launch1/3/10 to 19/12/10, 12 month storage)inc C/P	Per Unit	367.00	367.00	0.0%
Rother Valley Country Park	6 Months Jet Ski Launch Pass	Per Person Per Unit	219.30	219.30	0.0%
Rother Valley Country Park	1 Month Jet Ski Launch Pass (min. of 6 months to be purchased first)	Per Person Per Unit	65.00	65.00	0.0%
Rother Valley Country Park	Craft Storage				
Rother Valley Country Park	Boats per year - to include car parking fee	Per Boat	240.00	240.00	0.0%
Rother Valley Country Park	Cycle Hire				
Rother Valley Country Park	Cycle Hire Refundable Deposit (per cycle)	Per Cycle	5.00	10.00	100.0%
Rother Valley Country Park	Cycle Hire Refundable Deposit (per group of over 6 people)	Per Cycle	30.00	30.00	0.0%
Rother Valley Country Park	Cycle Hire (per hour)	Per Cycle Per Hour	7.50	8.00	6.7%
Rother Valley Country Park	Cycle Hire 2 hour	Per Cycle Per 2 Hours	13.00	14.50	11.5%
Rother Valley Country Park	Cycle Trailers (per hour)	Per Trailer Per Hour	6.00	6.00	0.0%
Rother Valley Country Park	Cycle Trailers 2 hours	Per Trailer Per 2 Hours	10.00	10.00	0.0%
Rother Valley Country Park	Dino Cycle	Per Cycle	19.00	20.00	5.3%
Rother Valley Country Park	Dino Cycle Trailer	Per Cycle Trailer	13.00	13.50	3.8%
Rother Valley Country Park	Electric 4 seat cycle	Per Cycle Per Hour		£23.00	New

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Rother Valley Country Park	Single Chopper	Per Cycle Per Hour		£9.00	New
Rother Valley Country Park	Single Chopper (Concession)	Per Cycle Per Hour		£8.00	New
Rother Valley Country Park	Duo Chopper (2 seat cycle)	Per cycle Per Hour		£13.00	New
Rother Valley Country Park	Duo Chopper (2 seat cycle) (Concession)	Per cycle Per Hour		£9.50	New
Rother Valley Country Park	Single seat go cart	Per Hour		£9.00	New
Rother Valley Country Park	Single seat go cart (Concession)	Per Hour		£8.00	New
Rother Valley Country Park	Lake Hire				
Rother Valley Country Park	Summer (March - Sept) - All Day Lake Hire *				
Rother Valley Country Park	Sole use of Main Lake	Per Day	3,978.00	4,060.00	2.1%
Rother Valley Country Park	Partial use of Main Lake	Per Day	1,887.00	1,925.00	2.0%
Rother Valley Country Park	Hire of Northern Lake	Per Day	1,224.00	1,250.00	2.1%
Rother Valley Country Park	<u>Lake charges do not include equipment</u>				
Rother Valley Country Park	Winter (October - February) - All Day Lake Hire *				
Rother Valley Country Park	Sole use of Main Lake	Per Day	1,820.00	1,860.00	2.2%
Rother Valley Country Park	Partial use of Main Lake	Per Day	910.00	930.00	2.2%
Rother Valley Country Park	Hire of Northern Lake	Per Day	612.00	625.00	2.1%
Rother Valley Country Park	<u>Lake charges do not include equipment</u>				
Rother Valley Country Park	Model Boating *				
Rother Valley Country Park	Model Boating (per craft per day) * Full Price	Per Craft Per Day	5.00	5.10	2.0%
Rother Valley Country Park	Model Boating (per craft per day) * Concessionary/Rothercard Price	Per Craft Per Day	3.50	3.60	2.9%
Rother Valley Country Park	Miscellaneous				
Rother Valley Country Park	Powercraft Engine Test	Per Craft	46.00	47.00	2.2%
Rother Valley Country Park	Windsurf Harness Hire	Per Person	8.50	8.70	2.4%
Rother Valley Country Park	Spraydeck hire	Per Unit	8.50	8.70	2.4%
Rother Valley Country Park	Locker Tokens	Per Locker	0.50	0.50	0.0%
Rother Valley Country Park	Small meeting room hire (half day)	Per Half Day	63.00	64.30	2.1%
Rother Valley Country Park	Small meeting room hire (full day)	Per Day	105.00	107.00	1.9%
Rother Valley Country Park	Large meeting room hire (full day)	Per Day	210.00	215.00	2.4%
Rother Valley Country Park	Flip Chart Hire (on site only) per day*	Per Day	26.00	26.50	1.9%
Rother Valley Country Park	P.A. Caravan (per day (on site only))*	Per Day	76.50	0.00	-100.0%
Rother Valley Country Park	Rotherham School Visits	Per Pupil	4.00	4.10	2.5%
Rother Valley Country Park	School Visits (per pupil)	Per Pupil	4.50	4.60	2.2%
Rother Valley Country Park	Lecture (by Ranger Staff on site) per hour (non-vat)	Per Hour	102.00	104.00	2.0%
Rother Valley Country Park	Events Fee *	Per Event	500.00	POA - Minimum £500	
Rother Valley Country Park	Orienteering Maps *	Per Unit	3.00	3.00	0.0%
Rother Valley Country Park	Caravan and Camping *(not Caravan Site - event operator only)				
Rother Valley Country Park	Caravan - Overnight (Organised events only)	Per Unit	11.00	11.50	4.5%
Rother Valley Country Park	Tents - Overnight (Organised events only)	Per Unit	9.50	10.00	5.3%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Rother Valley Country Park	Caravans (Daytime only)	Per Unit	5.00	5.00	0.0%
Rother Valley Country Park	Coarse Fishing				
Rother Valley Country Park	Season ticket (ticket to expire at end of March)	Per Person	75.00	75.00	0.0%
Rother Valley Country Park	Per Day	Per Person	5.00	5.00	0.0%
Rother Valley Country Park					
Rother Valley Country Park	Car Parking (over 3 hours)	Per Car	5.00	5.00	0.0%
Rother Valley Country Park	Car Parking (within 3 hours of closure)	Per Car	3.50	3.50	0.0%
Rother Valley Country Park	Car Parking - Orange / Blue Disabled Badge Holders	Per Car	2.50	Free	Free
Rother Valley Country Park	New automated system -				
Rother Valley Country Park	Up to 1 hour parking	Per Car	N/A	1.00	N/A
Rother Valley Country Park	Up to 2 hours parking	Per Car	2.00	2.00	0.0%
Rother Valley Country Park	Up to 3 hours parking	Per Car	3.00	3.00	0.0%
Rother Valley Country Park	Up to 4 hours parking	Per Car	4.00	4.00	0.0%
Rother Valley Country Park	Up to 5 hours parking	Per Car	5.00	5.00	0.0%
	All Day	Per Car	6.00	6.00	0.0%
	Blue Badge Holders	per Car	Free	Free	Free
	Mini Buses (Charged as Car)	per Car	Charged as Car	Charged as Car	Charged as Car
			N/A	One rate to apply throughout year, as above	One rate to apply throughout year, as above
	Up to 1 hour parking - Peak	Per Car		One rate to apply throughout year, as above	One rate to apply throughout year, as above
	Up to 2 hours parking - Peak	Per Car	2.20	One rate to apply throughout year, as above	One rate to apply throughout year, as above
	Up to 3 hours parking - Peak	Per Car	3.30	One rate to apply throughout year, as above	One rate to apply throughout year, as above
	Up to 4 hours parking - Peak	Per Car	4.60	One rate to apply throughout year, as above	One rate to apply throughout year, as above
	Up to 5 hours parking - Peak	Per Car	5.70	One rate to apply throughout year, as above	One rate to apply throughout year, as above
	All Day - Peak	Per Car	7.00	One rate to apply throughout year, as above	One rate to apply throughout year, as above
Rother Valley Country Park	<u>Car Parking - Season Ticket (April to March)*</u>				
Rother Valley Country Park	Purchased in April to June	Per Car	90.00 reduced by 1/12th per calendar month	£80 reduced by 1/12th per calendar month	-11.11%
Rother Valley Country Park	Purchased in July to September	Per Car		N/A	N/A
Rother Valley Country Park	Purchased in October to December	Per Car		N/A	N/A
Waleswood Caravan and Camping Site	Note that this is a new business, and all rates may be subject to amendment as dictated by demand and business efficiency.		Charges for 2020/21 shown below	Charges for 2021 shown below	N/A
Waleswood Caravan and Camping Site	Standard hard-standing and Grass 8m x 8m, with shared electric hook-up point - High Season (School Holiday and bank Holiday's summer months) Pitch includes Awning, 2 people and 1 Car and caravan or motorhome	Per pitch. Incl 2 people and electricity, per night	28.00	29.00	3.6%
Waleswood Caravan and Camping Site	Standard hard-standing 8m x 8m, with shared electric hook-up point - Mid Season (Term time summer Months) Pitch includes Awning, 2 people and 1 Car and caravan or motorhome	Per pitch. Incl 2 people and electricity, per night	25.00	26.00	4.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Waleswood Caravan and Camping Site	Standard hard-standing and Grass 8m x 8m, with shared electric hook-up point -Low Season (Winter months) Pitch includes Awning, 2 people and 1 Car and caravan or motorhome	Per pitch. Incl 2 people and electricity, per night	20.00	21.00	5.0%
Waleswood Caravan and Camping Site	Super Pitch 10m x 10m, with own static waste and tap water -High Season (School Holidays and bank Holidays summer) Pitch includes Awning, 2 people and 1 Car and caravan or motorhome	Per pitch. Incl 2 people and electricity, per night	30.00	31.00	3.3%
Waleswood Caravan and Camping Site	Super Pitch 10m x 10m, with own static waste and tap water - Mid Season (Term Time) Pitch includes Awning, 2 people and 1 Car and caravan or motorhome	Per pitch. Incl 2 people and electricity, per night	27.00	28.00	3.7%
Waleswood Caravan and Camping Site	Super Pitch 10m x 10m, with own static waste and tap water - low Season (Term time winter) Pitch includes Awning, 2 people and 1 Car and caravan or motorhome	Per pitch. Incl 2 people and electricity, per night	22.00	23.00	4.5%
Waleswood Caravan and Camping Site	Large Motorhome / caravan pitch - Peak Season Super Pitch with own waste, water, and electric point High season	Per pitch. Incl 2 people and electricity, per night	33.00	34.00	3.0%
Waleswood Caravan and Camping Site	Large Motorhome / Caravan pitch - Off Peak Season Super Pitch with own waste, water, and electric point Mid season	Per pitch. Incl 2 people and electricity, per night	30.00	31.00	3.3%
Waleswood Caravan and Camping Site	Large Motorhome / Caravan pitch - Off Peak Season Super Pitch with own waste, water, and electric point low season	Per pitch. Incl 2 people and electricity, per night	25.00	26.00	4.0%
Waleswood Caravan and Camping Site	Extra Large Motorhome / caravan pitch - High Season	Per pitch. Incl 2 people and electricity, per night	36.00	37.00	2.8%
Waleswood Caravan and Camping Site	Extra Large Motorhome / Caravan pitch - Mid Season	Per pitch. Incl 2 people and electricity, per night	33.00	34.00	3.0%
Waleswood Caravan and Camping Site	Extra Large Motorhome / Caravan pitch - low Season	Per pitch. Incl 2 people and electricity, per night	28.00	29.00	3.6%
Waleswood Caravan and Camping Site	Tent Pitch 7.5m x 8m (shared electric hook up point)	Per pitch. Incl 2 people and electricity, per night	25.00	26.00	4.0%
Waleswood Caravan and Camping Site	Large Tent Pitch 10m x 10m (shared electric hook up point)	Per pitch. Incl 2 people and electricity, per night	27.00	28.00	3.7%
Waleswood Caravan and Camping Site	Infant aged 0 - 2 years, as part of a larger booking including adults	Per person per night	0.00	0	0.00%
Waleswood Caravan and Camping Site	Extra Awning or Pup Tent (only on caravan and motorhome pitches, max one per pitch)	per night	3.00	3.00	0.0%
Waleswood Caravan and Camping Site	Pet as part of a larger boeing including adults	per night	3.00	3.00	0.0%
Waleswood Caravan and Camping Site	Child aged 3 to 16 years old as part of a larger booking including adults	per person per night	3.00	3.00	0.0%
Waleswood Caravan and Camping Site	Additional person over 16 years old	per person per night	3.00	3.00	0.0%
Waleswood Caravan and Camping Site	Additional car (note one car allowed free of charge on motorhome pitches, motorhome classed as a caravan)	per car per day	5.00	5.00	0.0%
Waleswood Caravan and Camping Site	Visitor car (must be pre-booked)	per day/part day	5.00	5.00	0.0%
Waleswood Caravan and Camping Site					
Events Team	Car Parking fee at Herringthorpe Playing Fields for Rotherham Show	Per Car Per Day	3.00	3.00	0.0%
Events Team	Event Application Form Administration Charge	Per Event	25.00	25.00	0.0%
Events Team	Event Application Form Administration Charge (Registered Charity Rate)	Per Event	17.50	17.50	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Music Service	CPD and other offers to schools	Per Hour	100.00	103.00	3.0%
Music Service	Group lessons of 3 or more pupils	Per Pupil Per Term	55.00	55.00	0.0%
Music Service	Shared lesson (2 pupils in the lesson)	Per Pupil Per Term	92.40	95.20	3.0%
Music Service	Individual 15 minute lesson (only available if a suitable share cannot be found)	Per Pupil Per Term	92.40	95.20	3.0%
Music Service	Individual 1:1 20 minutes	Per Term	132.00	136.00	3.0%
Music Service	Individual 1:1 30 minutes grade 5+	Per Term	165.00	169.95	3.0%
Music Service	Hourly charge for instrument lessons. Whole class teaching, after school clubs	Per Hour	40.00	41.20	3.0%
Library Service	Library Service Books (non-VAT)				
Library Service	Overdue Charges per day open (Under 18s and over 60s exempt)	Per Day	0.00	0.00	0.00%
Library Service	Overdue Charges maximum (Under 18s and over 60s exempt)	N/A	0.00	0.00	0.00%
Library Service	Talking Books (non-VAT)				
Library Service	Overdue Charges per day per title (Under 18s and over 60s exempt)	Per Day	0.00	0.00	0.00%
Library Service	Overdue Charges maximum (Under 18s and over 60s exempt)	Per Day	0.00	0.00	0.00%
Library Service	Compact Discs				
Library Service	Hire Charges per week or part	Per Week/Part	1.20	Remove	N/A Service no longer provided
Library Service	Overdue Charges per day open	Per Day	0.90	Remove	N/A Service no longer provided
Library Service	Overdue Charges maximum	N/A	7.50	Remove	N/A Service no longer provided
Library Service	Video & DVDs:				
Library Service	Feature Films hire per week	Per Week	3.00	Remove	N/A Service no longer provided
Library Service	Feature Films Overdue per day	Per Day	1.50	Remove	N/A Service no longer provided
Library Service	Overdue Charges maximum	N/A	15.00	Remove	N/A Service no longer provided
Library Service	Riverside Library Intermediate Band hire per week	Per Week	1.85	Remove	N/A Service no longer provided
Library Service	Community Lib. Intermediate Band hire per week	Per Week	1.85	Remove	N/A Service no longer provided
Library Service	Intermediate Band Overdue per day	Per Day	0.65	Remove	N/A Service no longer provided
Library Service	Overdue Charges maximum	N/A	12.00	Remove	N/A Service no longer provided
Library Service	Reservations				
Library Service	Book per item (in stock within Rotherham Libraries)	Per Item	0.00	0	0.0%
Library Service	Book per item (not in stock within Rotherham Libraries)	Per Item	0.00	0	0.0%
Library Service	Non-books per item	Per Item	0.60	0.60	0.0%
Library Service	Inter-Library Loans	Per Item	7.50	Remove	N/A Service no longer provided
Library Service	Lost & Irreparably Damaged Books, etc.				
Library Service	Lost books/non-books - a suitable replacement copy provided by the borrower may be accepted as a replacement, If no replacement following charges apply	Per Item	0.00	0	0.0%
Library Service	Adult Fiction Paperback	Per Item	7.20	7.30	1.4%
Library Service	Adult Fiction Hardback	Per Item	7.20	7.30	1.4%
Library Service	Adult Non-Fiction	Per Item	7.20	7.30	1.4%
Library Service	Children's Fiction	Per Item	5.10	5.20	2.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Library Service	Children's Non-Fiction	Per Item	5.10	5.20	2.0%
Library Service	Microbit kit	Per Item	15.30	15.60	2.0%
Library Service	Lost/Irreparably Damaged Talking Books (non-VAT)				
Library Service	Abridged Version	Per Item	7.20	7.30	1.4%
Library Service	Unabridged Version	Per Item	21.50	21.90	1.9%
Library Service	Lost/Irreparably Damaged CD-Roms & Compact Discs:				
Library Service	Compact Discs	Per Item	6.00	Remove	N/A Service no longer provided
Library Service	DVDs	Per Item	12.00	Remove	N/A Service no longer provided
Library Service	Library Tickets				
Library Service	Lost Library Tickets: (non-VAT)	Per Item	1.50	1.50	0.0%
Library Service	Discarded Library Books/CDs/Videos				
Library Service	Children's Hardback & Paperback (or 15% original price whichever is greatest)	Per Item	0.50	0.50	0.0%
Library Service	Adult Fiction hardback (or 15% original price whichever is greatest)	Per Item	1.00	1.00	0.0%
Library Service	Adult non-fiction hardback & paperback (or 15% original price whichever is greatest)	Per Item	1.10	1.10	0.0%
Library Service	Adult Fiction paperbacks	Per Item	0.50	0.50	0.0%
Library Service	Discarded Compact Discs	Per Item	1.00	1.00	0.0%
Library Service	Discarded DVD's	Per Item	2.50	2.50	0.0%
Library Service	Photocopying Black & White				
Library Service	A4	Per Page	0.20	0.20	0.0%
Library Service	A3	Per Page	1.10	1.10	0.0%
Library Service	Photocopying Colour				
Library Service	A4	Per Page	0.65	0.65	0.0%
Library Service	A3	Per Page	2.10	2.10	0.0%
Library Service	Hire of Rooms (Greasbrough, Maltby, Mowbray, Swinton, Wath)				
Library Service	In opening hours per hour	Per Hour	10.20	10.40	2.0%
Library Service	Outside opening hours per hour + Caretaking Costs	Per Hour			
Library Service	Promotional Displays per month (insurance)	Per Month	12.50	12.80	2.4%
Library Service	Promotional Displays per week	Per Week	4.50	4.60	2.2%
Library Service	Commercial	N/A	Negotiable	Negotiable	Negotiable
Library Service	IT Facilities				
Library Service	Printing Black & White per copy A4	Per Page	0.20	0.20	0.0%
Library Service	Printing Colour per copy A4	Per Page	0.65	0.70	7.7%
Library Service	Printing Black & White per copy A3	Per Page	1.10	1.10	0.0%
Library Service	Printing Colour per copy A3	Per Page	2.10	2.10	0.0%
Library Service	Internet user Library Member	Per Hour	0.00	0	0.00%
Library Service	Internet User Non-Library member	Per Hour	0.00	0	0.00%
Library Service	Use of ICT Centres				
Library Service	Band A (libraries that can accommodate 12+ learners)	Various	26.50	27.00	1.9%
Library Service	Band B (libraries that can accommodate 6-11 learners)	Various	13.80	14.10	2.2%
Library Service	Band C libraries that can accommodate up to 6 learners)	Various	7.65	7.80	2.0%
Library Service	Commission on sales				
Library Service		% of sales	25.00%	25.00%	0.0%
Library Service	Workshops/Holiday Activities (other than Summer Reading Challenge)				
Library Service	Storystop/Activities/Events/Author Events	Per Child	Variable	Variable	Variable
Library Service	Riverside House Library, Heritage and Arts Space				

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Library Service	Gallery Hire (minimum 3 week hire for approved exhibitions)	Various	Negotiable	Negotiable	Negotiable
Library Service	Publicity & Promotion of Booked Events at request of hirer per advert minimum (Inc. design, advert space)	Various	Negotiable	Negotiable	Negotiable
Library Service	Projector	Various	Negotiable	Negotiable	Negotiable
Library Service	Display cases	Various	Negotiable	Negotiable	Negotiable
Library Service	Hire of Steinway piano (on site)	Various	Negotiable	Negotiable	Negotiable
Library Service	Commission on sales	Various	25.00%	25.00%	0.0%
Library Service	ICT Equipment Hire				
Library Service	Micro-Bits kits	Per Unit	0.00	0	0.00%
Library Service	Overdue Charges per day per microbit kit (Under 18s and over 60s exempt)	Per Day	0.25	0.30	20.0%
Library Service	Overdue Charges maximum per microbit kit (Under 18s and over 60s exempt)	N/A	6.00	6.10	1.7%
Library Service	Visa and Immigration Services				
Library Service	We Are Digital Online Visa Support (fee minus 2% SCL levy for administration and support)	Per Hour	40.00	40.00	0.0%
Library Service	Visa Biometric Support	Per Transaction	15.68	15.68	0.0%
Registration Service	Ceremony Booking Fee		30.00	35.00	16.7%
Registration Service	Ceremony Administration Fee		30.00	35.00	16.7%
Registration Service	Statutory Marriage Civil Partnership Clifton Park Museum		57.00	57.00	0.0%
Registration Service	Enhanced Marriage Civil Partnership Clifton Park Museum	Mon - Thurs	245.00	250.00	2.0%
Registration Service	Premium Marriage Civil Partnership Ceremony Clifton Park Museum	Friday	290.00	290.00	0.0%
Registration Service	Premium Marriage Civil Partnership Ceremony Clifton Park Museum	Saturday	290.00	290.00	0.0%
Registration Service	Naming Renewal of Vows Clifton Park Museum	Mon - Thurs	265.00	270.00	1.9%
Registration Service	Naming Renewal of Vows Clifton Park Museum	Friday	320.00	320.00	0.0%
Registration Service	Naming Renewal of Vows Clifton Park Museum	Saturday	325.00	325.00	0.0%
Registration Service	Private Citizenship Clifton Park Museum	Mon - Fri	155.00	155.00	0.0%
Registration Service	Marriage Civil Partnership Approved Venue	Mon - Fri	325.00	325.00	0.0%
Registration Service	Marriage Civil Partnership Approved Venue	Saturday	355.00	360.00	1.4%
Registration Service	Marriage Civil Partnership Approved Venue	Sunday	375.00	380.00	1.3%
Registration Service	Marriage Civil Partnership Approved Venue	Bank Hol / 6pm - 8pm	475.00	485.00	2.1%
Registration Service	Naming Renewal of Vows Approved Venue	Mon - Fri	295.00	295.00	0.0%
Registration Service	Naming Renewal of Vows Approved Venue	Saturday	345.00	350.00	1.4%
Registration Service	Naming Renewal of Vows Approved Venue	Sunday	375.00	380.00	1.3%
Registration Service	Naming Renewal of Vows Approved Venue	Bank Hol / 6pm - 8pm	500.00	505.00	1.0%
Registration Service	Priority Certificate		35.00	35.00	0.0%
Registration Service	Closed register certificate		11.00	11.00	0.0%
Registration Service	Open register certificate		11.00	11.00	0.0%
Registration Service	Time of registration certificate		11.00	11.00	0.0%
Registration Service	Request for correction to register entry to Local Registration Service		75.00	75.00	0.0%
Registration Service	Request for correction to register entry to General Register Office		90.00	90.00	0.0%
Registration Service	Request for approval of foreign divorce documents as evidence for notice of marriage to Local Registration Service		50.00	50.00	0.0%
Registration Service	Request for approval of foreign divorce or dissolution documents as evidence for notice of marriage to General Register Office		75.00	75.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Registration Service	Request to change of forename within 12 months of birth registration		40.00	40.00	0.0%
Registration Service	Request to waive statutory marriage or civil partnership notice period		60.00	60.00	0.0%
Registration Service	Application to register a building for worship		29.00	29.00	0.0%
Registration Service	Application to register a place of religious worship for marriage		123.00	123.00	0.0%
Registration Service	Notice of marriage or civil partnership		35.00	35.00	0.0%
Registration Service	Attending to take notice of marriage or civil partnership for a housebound person		47.00	47.00	0.0%
Registration Service	Attending to take notice of marriage or civil partnership for a detained person		68.00	68.00	0.0%
Registration Service	Marriage or civil partnership by Registrar Generals Licence		15.00	15.00	0.0%
Registration Service	Attending the marriage or civil partnership of a housebound person		84.00	84.00	0.0%
Registration Service	Attending the marriage or civil partnership of a detained person		94.00	94.00	0.0%
Registration Service	Conversion of a civil partnership to marriage one stage procedure		45.00	45.00	0.0%
Registration Service	Conversion of a civil partnership to marriage two stage procedure		118.00	118.00	0.0%
Registration Service	Conversion of a civil partnership to marriage for a housebound person		99.00	99.00	0.0%
Registration Service	Conversion of a civil partnership to marriage for a detained person		117.00	117.00	0.0%
Registration Service	Conversion of a civil partnership to marriage by special procedure		15.00	15.00	0.0%
Registration Service	Attending to register a marriage at a place of religious worship		86.00	86.00	0.0%
Registration Service	Attending to register the religious marriage or civil partnership of a housebound person		81.00	81.00	0.0%
Registration Service	Attending to register the religious marriage or civil partnership of a detained person		88.00	88.00	0.0%
Registration Service	Certificate of no impediment to marriage or civil partnership		35.00	35.00	0.0%
Registration Service	Signed for postage		1.81	1.85	2.2%
Heritage Services:	Room Bookings				
Clifton Park Museum, York	Hire of Museum (Special Conditions apply)	Each	on application	on application	on application
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour	Each	31.00	31.60	1.9%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour over 6 hours	Each	26.00	26.50	1.9%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Ceremony Room for ceremonies to include photos in the room and maintenance	Each	32.00	32.60	1.9%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Gallery Hire Saturday and Sunday	Each	on application	on application	on application

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Caretaking cost per hour CPM/BC	Each	16.00	16.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use of Gallery in Museum for background wedding/ceremony photos	Each	56.00	Remove - Duplicate	
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Hire of Boston Castle (Special Conditions apply)	Each	on application	on application	
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Boston Castle Earl's Room during normal opening hours	Each	26.00	26.50	1.9%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Boston Castle Earl's Room Saturday and Sunday and outside normal opening hours	Each	31.00	31.60	1.9%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use of Gallery/roof at Boston Castle for background wedding/ceremony photos	Each	56.00	58.00	3.6%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Note room hire/photography outside normal opening hours incur a caretaking charge on top of the rates listed above - per hour			16	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Cancellation of Room Bookings at Clifton Park Museum or Boston Castle				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Charge for room booking cancelled on day	Each	100%	Remove	N/A

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Charge for room booking cancelled within the week	Each	80%	Remove	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Charge for room booking cancelled within the month	Each	50%	Remove	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Hospitality/Refreshments	Each	on application	on application	on application
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Overhead Projector per hour	Each	10.00	10.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Overhead Projector full day (9 a.m.-5 p.m.)	Each	10.00	10.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Flip Chart Stand (including pad) per session	Each	12.00	12.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Powerpoint Projector full day 9 am - 5 pm	Each	10.00	10.50	5.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Laptop full day 9 am - 5 pm	Each	10.00	10.50	5.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Display Cases	Each	Price on application	Price on application	Price on application

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Transport of Display Cases	Each	cover costs + min. of 20%	cover costs + min. of 20%	cover costs + min. of 20%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Installation of Display Cases	Each	cover costs + min. of 20%	cover costs + min. of 20%	cover costs + min. of 20%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Display Boards	Each	cover costs + min. of 20%	cover costs + min. of 20%	cover costs + min. of 20%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	School/Learning Sessions/Workshops/Adult Sessions/Tours/Talks				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA ** Each session is a maximum of 2 hours. The maximum class size is 30. Prices are the same for all schools, with VAT being charged for schools outside Rotherham LEA and academies				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	**School Sessions delivered at the Museum venues for a full day visit (this includes all materials and resources)	Each	£6.50 per child	£6.50 per child	0.00%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	**School Sessions delivered at the Museum venues for a half day (this includes all materials and resources)	Each	£4.25 per child	4.25 per child	0.00%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	**School Sessions delivered at the Heritage Service venues for a half day using the kitchen Range (this includes all materials and resources)	Each	£5.50 per child	Remove	N/A Service no longer provide service
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	**School based sessions inclusive of travel expenses	Each	£4.75 per child	5.50 per child	15.79%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Minimum charge for school session at Heritage Service venues for 27 pupils or less for full day	Each	175.00	175.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Minimum charge for school session at Heritage Service venues including the Kitchen Range for 27 pupils or less for half day sessions	Each	148.50	Remove	N/A Service no longer provide service
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Up to one hour online session for schools	Each		50.00	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Minimum for standard school sessions at Heritage Service Venues for Half day for 27 pupils or less	Each	115.00	60.00	-47.83%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Minimum charge for SEN school session (max. 12 pupils)	Each	60.00	66.00	10.00%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Minimum charge for school in School/Outreach venue for 27 pupils or less	Each	150.00	148.50	-1.00%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Activity Box hire for self guided sessions (Museum or Park use only)	Each	20.00	Price on application	
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Activity Cart (resources for schools)	Each	Price on application	Remove	N/A Service no longer provide service
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Adult Workshops/event tours/courses	Each	Variable at least to cover all delivery costs + min of 20%	Variable at least to cover all delivery costs + min of 20%	Variable at least to cover all delivery costs + min of 20%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Childrens activities (family fun days, craft activities, toddler sessions etc.)	Each	Variable at least to cover all delivery costs + min of 20%	Pay what you can	Pay what you can
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Adult Reminiscence Sessions (max of 10 adults)	Each	Minimum charge of £55	Minimum charge of £60	9.09%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Adult Care Home sessions (outreach venues)	Each	Minimum charge of £60	£20 per for two weeks	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Hire of memory boxes for Care Homes (to be collected and returned by hirer)	Each	£20 per for two weeks	£21 per for two weeks	5.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	General Museum and Gallery Tour (minimum of 10 adults)	Each	Min. charge of £4.75 per person	Min. charge of £4.80 per person	1.05%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Talk by staff (non-VAT) (up to 2 hours including preparation) at Heritage Service Venue	Each	Minimum of £55	56.00	1.82%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Talk by staff (non-VAT) (up to 2 hours including preparation) at outreach Venue	Each	Minimum of £55 + travel at RMBC rates	Minimum of £56 + travel at RMBC rates	1.82%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives	Object Identification/Research Enquiries*:				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Archives research charge	Each	£7.65 per 15 minutes, minimum charge 30 minutes	£7.65 per 15 minutes, minimum charge 30 minutes	N/A

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Research enquiries by post, e-mail or fax per 1/2 hour	Each		Free	Free
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A&LS Enquiries and research service*				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Basic initial enquiry and advice	Each	Free	Free	Free
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use of computers, internet and microfilm readers in searchroom	Each	Free	Free	Free
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Staff time for carrying out research service enquiries (research, transcription, photocopying, printing, digital image retrieval, scanning) per 15 mins	Each	£7.65 per 15 minutes, minimum charge 30 minutes	£7.65 per 15 minutes, minimum charge 30 minutes	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Staff time for Electoral Register search and providing a letter confirming addresses if required (customer must be present for Registers under 10 years old) per 15 mins	Each	7.65 per 15 minutes, minimum charge 30 minutes	7.65 per 15 minutes, minimum charge 30 minutes	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A&LS Packing and postage charges (based on Royal Mail) *				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	UK Standard				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Small letter up to 100g 1st class	Each	0.90	0.90	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Small letter up to 100g 2nd class	Each	0.80	0.80	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 100g, max thickness 2.5cm 2nd class	Each	1.25	1.25	1.3%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 250g, max thickness 2.5cm 2nd class	Each	1.80	1.80	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 500g, max thickness 2.5cm 2nd class	Each	2.05	2.05	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 750g, max thickness 2.5cm 2nd class	Each	2.85	2.85	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	International Standard - Europe				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Small letter up to 100g	Each	2.00	2.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 100g, max thickness 2.5cm	Each	2.95	3.10	5.1%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 250g, max thickness 2.5cm	Each	4.30	4.40	2.3%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Parcels	Each	Cost on request	Cost on request	Cost on request
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	International Standard - World zone 1				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Small letter up to 100g	Each	2.95	2.95	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 100g, max thickness 2.5cm	Each	3.80	3.90	2.6%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 250g, max thickness 2.5cm	Each	5.45	5.75	5.5%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Parcels	Each	Cost on Request	Cost on Request	Cost on Request
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	International Standard - World zone 2				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Small letter up to 100g	Each	2.95	2.95	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 100g, max thickness 2.5cm	Each	4.00	4.40	10.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Large letter (A4 sheets) up to 250g, max thickness 2.5cm	Each	5.90	6.80	15.3%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Parcels	Each	Cost on request	Cost on request	Cost on request
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A&LS Photocopying per page*				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	(add on staff time and postage costs for orders placed via distance enquiry service)				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A4 black and white	Each	0.45	0.45	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A4 colour	Each	2.00	2.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A3 black and white	Each	0.65	0.65	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A3 colour	Each	2.90	2.90	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A&LS Printing per page*				

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	(add on staff time and postage costs for orders placed via distance enquiry service)				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From microfilm/fiche A4 black and white print	Each	0.65	0.65	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From microfilm/fiche A3 black and white print	Each	1.05	1.05	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From RLN computers A4 black and white print	Each	0.20	0.20	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From RLN computers A4 colour print	Each	0.65	0.65	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From Viewfinder A4 black and white print	Each	0.65	Remove	N/A Service not provided
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From Viewfinder A4 colour print	Each	2.10	Remove	N/A Service not provided
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	From Mapper A4 black and white print	Each	0.65	Remove	N/A Service not provided
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Digital image (A&LS/Collections)*				

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	(add on staff time costs, plus CD-Rom and postage if applicable)				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Supply of single digital image	Each	2.00	1.00	-50.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Supply of single digital image (where original image needs to be copied) includes staff time	Each		£1.00 + min of 15 minutes staff time £7.65	N/A
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	One CD-Rom	Each	1.60	1.60	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A&LS Photography by customer*				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Digital photograph using own camera, per image taken	Each	0.50	0.50	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Permit to take a larger quantity of photographs on a single day (conditions apply)	Each	11.00	11.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Advanced permit, as above but with photographer bringing in own additional equipment e.g. tripod (conditions apply; pre-booking essential)	Each	31.00	32.00	3.2%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	A&LS/Collections reproduction fee per image (not including cost of obtaining the image)*				

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	<i>NB: an acknowledgement must be made to Rotherham Archives and Local Studies where the images are used.</i>				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Uses by educational or non-profit making institution or person:				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	Each	13.00	13.00	0.0%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	Each	26.00	28.00	7.7%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use on a website	Each	31.00	Remove	N/A Service not provided
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Uses by a commercial or profit-making institution or person:				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Single use in one book, e-book, journal, CD-Rom, film, exhibition or display	Each	26.00	27.00	3.8%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Unlimited use in one book, e-book, journal, CD-Rom, film, exhibition or display	Each	52.00	55.00	5.8%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use on a website (non-VAT)	Each	62.00	Remove	N/A Service not provided

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Commission:				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Conservation Lab hire	Each	Min of £50 per full day/£25 per half day	Price on application	
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Hired Equipment	Each	Price on application	Price on application	
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use of Hired Van	Each	Price on application	Price on application	
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Commission on Sales (Art/Craft/Exhibits)	Each	minimum 10% prof/amateur	minimum 20% prof/amateur	100%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Use of Gallery in Museum for background photos	Each	30.60	31.00	1.3%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Fees for Consultancy Work*:				
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Unskilled staff per day	Each	Min £90	120.00	33.3%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Skilled staff per day	Each	Min £210	265.00	26.2%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Professional staff per day	Each	Min £450	500.00	11.1%
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Conservation - fee per hour	Each	min. of £35 (£210 per day)	Remove	N/A Service not provided
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Publicity & Promotion of Booked Events at request of hirer per advert minimum (Inc. design, advert space and handling charge)	Each	Price on application	Price on application	Price on application
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m ²	Each	Price on application	Price on application	Price on application
Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	Box fees for deposition of Archaeological Archives at Clifton Park Museum	Each	Price on application	Price on application	Price on application
Civic Theatre	Theatre Hire				
Civic Theatre	Performance for Professional Company - one day hire for one performance for 8 hours total (2 tech staff, 1 duty Manager and box office for performance)(Additional performances negotiable with Theatre Manager)	per performance	1,150.00	1,150.00	0.0%
Civic Theatre	Per hour daytime	per hour	205.00	205.00	0.0%
Civic Theatre	All professional performances incur per ticket booking fee	per ticket	1.50	1.50	0.0%
Civic Theatre	Local Businesses and Dance Schools				
Civic Theatre	Off Peak Weekday Performance Evenings - (6pm - 10.30pm Mon-Thurs)(2 crew, 1 duty Manager, 1 box office)	per performance	675.00	675.00	0.0%
Civic Theatre	On Peak Weekend Performance Evenings - Where % occupancy exceeds 70% - (6pm -10.30pm Fri - Sun)(2 crew, 1 duty Manager, 1 box office)	per performance	675.00	675.00	0.0%
Civic Theatre	On Peak Weekend Performance Evenings - Where % occupancy is less than 70% - (6pm -10.30pm Fri - Sun)(2 crew, 1 duty Manager, 1 box office)	per performance	725.00	725.00	0.0%
Civic Theatre	Matinee Performances - Underplaying an Evening (2 crew, 1 duty Manager, 1 box office)(access 1.5 hrs prior to curtain up)	per performance	600.00	600.00	0.0%
Civic Theatre	Bank Holiday performance - (6pm -10.30pm)(2 crew, 1 duty Manager, 1 box office)	per performance	800.00	800.00	0.0%
Civic Theatre	10% commission of ticket sales on all tickets (an average of 6 complimentary tickets per performance are exempt from commission)	% total sales	0.10	10%	0.0%
Civic Theatre	Pre Production				
Civic Theatre	Pre- production Technical Meetings - To discuss all technical elements of production		FOC	FOC	FOC
Civic Theatre	Saturday / Sunday Get In and Rehearsal - First eight hours or part thereof -	per session	675.00	675.00	0.0%
Civic Theatre	Saturday / Sunday Get In and Rehearsal - Hour and part hour after the first eight hours - Price Per Hour	per hour	75.00	75.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Civic Theatre	Weekday Get In and Rehearsal - First eight hours or part thereof	per session	675.00	675.00	0.0%
Civic Theatre	Weekday Get In and Rehearsal - Hour and part hour after the first eight hours - Price Per Hour	per hour	70.00	70.00	0.0%
Civic Theatre	Rehearsal Evenings - When part of a longer hire - Maximum 5 hours	per session	675.00	675.00	0.0%
Civic Theatre	Bank Holiday Rehearsal - When part of a longer hire - Maximum 5 hours	per session	800.00	800.00	0.0%
Civic Theatre	Blank Night Retainer - When theatre is unoperational due to hirer occupancy	per session	675.00	675.00	0.0%
Civic Theatre	Amateur and Charitable Organisations				
Civic Theatre	Off Peak Weekday Performance Evenings - (6pm - 10.30pm Mon-Thurs)(2 crew, 1 duty Manager, 1 box office)	per performance	472.50	472.50	0.0%
Civic Theatre	On Peak Weekend Performance Evenings - Where % occupancy exceeds 70% - (6pm -10.30pm Fri - Sun)(2 crew, 1 duty Manager, 1 box office)	per performance	472.50	472.50	0.0%
Civic Theatre	On Peak Weekend Performance Evenings - Where % occupancy is less than 70% - (6pm -10.30pm Fri - Sun)(2 crew, 1 duty Manager, 1 box office)	per performance	507.50	507.50	0.0%
Civic Theatre	Matinee Performances - Underplaying an Evening (2 crew, 1 duty Manager, 1 box office)	per performance	420.00	420.00	0.0%
Civic Theatre	Bank Holiday performance - (6pm -10.30pm)(2 crew, 1 duty Manager, 1 box office)	per performance	560.00	560.00	0.0%
Civic Theatre	6% Commission of ticket sales (an average of 6 complimentary tickets per performance are exempt from commission)	% total sales	6%	6%	0.0%
Civic Theatre	Pre Production				
Civic Theatre	Pre- production Technical Meetings - To discuss all technical elements of production		FOC	FOC	FOC
Civic Theatre	Saturday / Sunday Get In and Rehearsal - First eight hours or part thereof -	per session	472.50	472.50	0.0%
Civic Theatre	Saturday / Sunday Get In and Rehearsal - Hour and part hour after the first eight hours - Price Per Hour	per hour	75.00	75.00	0.0%
Civic Theatre	Weekday Get In and Rehearsal - First eight hours or part thereof	per session	472.50	472.50	0.0%
Civic Theatre	Weekday Get In and Rehearsal - Hour and part hour after the first eight hours - Price Per Hour	per hour	70.00	70.00	0.0%
Civic Theatre	Rehearsal Evenings - When part of a longer hire - Maximum 5 hours	per session	472.50	472.50	0.0%
Civic Theatre	Bank Holiday Rehearsal - When part of a longer hire - Maximum 5 hours	per session	560.00	560.00	0.0%
Civic Theatre	Blank Night Retainer - When theatre is unoperational due to hirer occupancy	per session	472.50	472.50	0.0%
Civic Theatre	Additional Staffing				
Civic Theatre	Follow Spot Operator / Additional Stage Hand	per hour	20.00	20.00	0.0%
Civic Theatre	Additional Specialist Technician / Staff Member <i>Sound Operator/ AV tech (Subject to availability)</i>	per hour	POA	POA	POA
Civic Theatre	Theatre staff as Specialist Speakers	per hour	POA	POA	POA
Civic Theatre	Additional Rooms				
Civic Theatre	Annexe Lister Hall <i>External hire none show related</i>	per session	POA	POA	POA
Civic Theatre	The Lister Hall <i>Subject to availability price per hour or part of</i>	per hour	17.00	17.00	0.0%
Civic Theatre	The White Room	per hour	12.50	12.50	0.0%
Civic Theatre	Equipment/Extras subject to availability				
Civic Theatre	The Orchestra Pit (<i>when installed prior to hire</i>)	per use	56.50	56.50	0.0%
Civic Theatre	Projector Hire (Single Performance) (<i>Includes rigging and de-rigging</i>)	per day	36.00	36.00	0.0%
Civic Theatre	Projector Hire (Week long run of performances)(<i>Includes rigging and de-rigging</i>)	per week	98.50	98.50	0.0%
Civic Theatre	Yamaha Baby Grand Concert Piano	per use	61.50	61.50	0.0%
Civic Theatre	Piano Tuning	per use	Cost + 25%	Cost + 25%	N/A
Civic Theatre	Follow spot <i>Operator costs see above(per day)</i>	per day	20.50	20.50	0.0%
Civic Theatre	Follow spot <i>Operator costs see above(per week)</i>	per week	50.00	50.00	0.0%
Civic Theatre	Mirror Ball	per use	20.50	20.50	0.0%

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Civic Theatre	UV Lamps	per day	20.50	20.50	0.0%
Civic Theatre	UV Lamps	per week	35.00	35.00	0.0%
Civic Theatre	Strobe	per day	25.75	25.75	0.0%
Civic Theatre	Strobe	per week	65.00	65.00	0.0%
Civic Theatre	Hire of Intelligent Lighting system x 4 intelligent lights (subject to availability)	per day	130.00	130.00	0.0%
Civic Theatre	Hire of Intelligent Lighting system x 4 intelligent lights (subject to availability)	per week	310.00	310.00	0.0%
Civic Theatre	Drape Hire When not as part of standard black box set up.	per day	20.50	20.50	0.0%
Civic Theatre	Drape Hire When not as part of standard black box set up.	per week	50.00	50.00	0.0%
Civic Theatre	Repair of Drapes (when repairable)		cost + 25%	cost + 25%	N/A
Civic Theatre	Replacement Drapes (when irreparable)		cost + 25%	cost + 25%	N/A
Civic Theatre	Star Cloth	per day	25.75	25.75	0.0%
Civic Theatre	Star Cloth	per week	65.00	65.00	0.0%
Civic Theatre	Smoke Machine	per day	15.50	15.50	0.0%
Civic Theatre	Smoke Machine	per week	41.00	41.00	0.0%
Civic Theatre	Smoke Fluid per 0.5ml (consumption monitored)	per 0.5ml	12.50	12.50	0.0%
Civic Theatre	Haze Machine	per day	20.50	20.50	0.0%
Civic Theatre	Haze Machine	per week	51.50	51.50	0.0%
Civic Theatre	Haze Fluid per 0.5ml (consumption monitored)	per 0.5ml	12.50	12.50	0.0%
Civic Theatre	Mini Mist smoke machine	per day	15.00	15.00	0.0%
Civic Theatre	Mini Mist smoke machine	per week	40.00	40.00	0.0%
Civic Theatre	Mini mist canister	per canister	Cost + 25%	Cost + 25%	N/A
Civic Theatre	Radio Mic	per use	36.00	36.00	0.0%
Civic Theatre	Generic mic	per use	7.50	7.50	0.0%
Civic Theatre	Pyrotechnic Detonation System	per day	15.50	15.50	0.0%
Civic Theatre	Pyrotechnic Detonation System	per week	41.00	41.00	0.0%
Civic Theatre	Gaffer Tape	per roll	cost + 25%	cost + 25%	N/A
Civic Theatre	PAT test	per item	5.00	5.00	0.0%
Civic Theatre	Miscellaneous				
Civic Theatre	set up costs for external events	per event	POA	POA	POA
Civic Theatre	Ticket printing (For non theatre events)	per ticket	0.30	0.30	0.0%
Civic Theatre	External Advertising	per event	cost + 25%	cost + 25%	N/A
Civic Theatre	Commissions				
Civic Theatre	Programme Sales	per item	15%	15%	0.0%
Civic Theatre	Merchandise	per item	15%	15%	0.0%
Civic Theatre	Deposits / Cancellations FOR HIRERS				
Civic Theatre	Deposit for Hirers (Payable on confirmation of dates)	Per booking	20%	20%	0.0%
Civic Theatre	Cancellation Fee within 4 months (of core charges)	Per booking	50%	50%	0.0%
Civic Theatre	Cancellation Fee within a month (of core charges)	Per booking	80%	80%	0.0%
Civic Theatre	Cancellation Fee within a week (of core charges)	Per booking	100%	100%	0.0%
Highways (Inspection and Street Works)	License for placement of a builder's skip /container on the highway	1 license	23.00	23.00	0.0%
Highways (Inspection and Street Works)	Retrospective license for skip /container if placed without permission following site investigation / inspection	1 license	71.00	72.00	1.4%
Highways (Inspection and Street Works)	License for the making of an excavation in the highway for the installation and maintenance of apparatus	1 license	585.00	597.00	2.1%
Highways (Inspection and Street Works)	Licence for a trial hole in the highway	1 license	481.00	491.00	2.1%
Highways (Inspection and Street Works)	License for the construction of permanent vehicle access crossings in the highway	1 license	118.00	120.00	1.7%
Highways (Inspection and Street Works)	License for the construction of temporary vehicle access crossings in the highway	1 license	192.00	196.00	2.1%
Highways (Inspection and Street Works)	License for the installation of scaffolding and hoarding in the highway	1 license	188.00	192.00	2.1%

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Highways (Inspection and Street Works)	The making of a temporary traffic regulation order to lawfully regulate traffic during planned activities on or near the highway	1 order	1003.00	1,023.00	2.0%
Highways (Inspection and Street Works)	The making of an emergency traffic regulation order to lawfully regulate traffic during unplanned activities on or near the highway	1 order	774.00	789.00	1.9%
Highways (Inspection and Street Works)	Street Works Permit Scheme				
Highways (Inspection and Street Works)					
Highways (Inspection and Street Works)	Road Category 0, 1, 2 and 3 and 4 Designated Traffic Sensitive				
Highways (Inspection and Street Works)					
Highways (Inspection and Street Works)	Provisional Advance Authorisation	1 Permit	95.00	95.00	0.0%
Highways (Inspection and Street Works)	Major Activity Permit (1 to 3 days duration)	1 Permit	58.00	58.00	0.0%
Highways (Inspection and Street Works)	Major Activity Permit (4 to 10 days duration)	1 Permit	118.00	118.00	0.0%
Highways (Inspection and Street Works)	Major Activity Permit (11 days or more duration) and all major activities requiring a traffic regulation order	1 Permit	213.00	213.00	0.0%
Highways (Inspection and Street Works)	Standard Activity Permit	1 Permit	118.00	118.00	0.0%
Highways (Inspection and Street Works)	Minor Activity Permit	1 Permit	58.00	58.00	0.0%
Highways (Inspection and Street Works)	Immediate Activity Permit	1 Permit	54.00	54.00	0.0%
Highways (Inspection and Street Works)					
Highways (Inspection and Street Works)	Road Category 3 and 4 Designated Non-Traffic Sensitive				
Highways (Inspection and Street Works)					
Highways (Inspection and Street Works)	Provisional Advance Authorisation	1 Permit	63.00	63.00	0.0%
Highways (Inspection and Street Works)	Major Activity Permit (1 to 3 days duration)	1 Permit	41.00	41.00	0.0%
Highways (Inspection and Street Works)	Major Activity Permit (4 to 10 days duration)	1 Permit	66.00	66.00	0.0%
Highways (Inspection and Street Works)	Major Activity Permit (11 days or more duration) and all major activities requiring a traffic regulation order	1 Permit	118.00	118.00	0.0%
Highways (Inspection and Street Works)	Standard Activity Permit	1 Permit	66.00	66.00	0.0%
Highways (Inspection and Street Works)	Minor Activity Permit	1 Permit	41.00	41.00	0.0%
Highways (Inspection and Street Works)	Immediate Activity Permit	1 Permit	37.00	37.00	0.0%
Highway Asset & Drainage - Adoptions	Charges are for Highways act 1980 s38 agreements and adoptions done under section 220	1 order	Variable	Variable	Variable
Highway Asset & Drainage - Adoptions	Charges are for Highways act 1980 s38 agreements and adoptions done under section 228	1 order	Variable	Variable	Variable

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Highway Asset & Drainage - Adoptions	Adoption Searches	1 order	42.00	43.00	2.4%
Highway Asset & Drainage - Drainage	Charges for emptying Cesspool & Septic Tanks	1 order	Variable	Variable	Variable
Highway Asset & Drainage - Drainage	Charges for cleansing works	1 order	Variable	Variable	Variable
Highway Asset & Drainage - Public Rights of Way	The making of a temporary traffic regulation order to lawfully regulate traffic during planned activities on or near the highway	1 order	1003.00	1,023.00	2.0%
	The making of an emergency traffic regulation order to lawfully regulate traffic during unplanned activities on or near the highway	1 order	774.00	789.00	1.9%
Highway Network Management - Street Lighting	Design of street lighting for external developers	per design	262.00	267.00	1.9%
	Admin and supervision of street lighting installation on developments	% on cost of quotation	23%	23%	0.0%
Parking Services	Release fee for untaxed/abandoned vehicle within 24 hrs	£	100.00	100.00	0.0%
Parking Services	Release fee for untaxed/abandoned vehicle after 24 hrs	£	200.00	200.00	0.0%
Parking Services	Penalty Charge Notices (higher level)	£	70.00	70.00	0.0%
Parking Services	Penalty Charge Notices (lower level)	£	50.00	50.00	0.0%
Parking Services	Off street parking charges	£	various		
Parking Services	Free parking at all Council Off-Street car parks on Saturdays				
Parking Services	DRUMMOND STREET				
Parking Services					
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day	£	3.50	3.50	0.0%
Parking Services	WELLGATE NORTH				
Parking Services					
Parking Services	Up to 30 minutes	p	50p	50p	0.0%
Parking Services	Up to 1 hour	£	1.00	1.00	0.0%
Parking Services	CLIFTON HALL				
Parking Services					
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day	£	3.50	3.50	0.0%
Parking Services	DOUGLAS STREET				
Parking Services					
Parking Services	Up to 30 minutes	p	50p	50p	0.0%
Parking Services	Up to 1 hour	£	1.00	1.00	0.0%
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	UNITY PLACE				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 1 hour	p	50p	50p	0.0%
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	SHEFFIELD ROAD				
Parking Services					
Parking Services	All day	£	1.80	1.80	0.0%
Parking Services	RIVERSIDE				
Parking Services					
Parking Services	Up to 1 hour	p	50p	50p	0.0%
Parking Services	Up to 2 hours	£	1.00	1.00	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services					

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Parking Services	SCALA				
Parking Services					
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services					
Parking Services	RIVERSIDE HOUSE				
Parking Services					
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day	£	3.50	3.50	0.0%
Parking Services					
Parking Services	YORK ROAD				
Parking Services					
Parking Services	Up to 4 hours	£	1.00	1.00	0.0%
Parking Services	All day	£	2.00	2.00	0.0%
Parking Services					
Parking Services	BAILEY HOUSE				
Parking Services					
Parking Services	Up to 4 hours	£	1.00	1.00	0.0%
Parking Services	All day	£	2.00	2.00	0.0%
Parking Services					
Parking Services	WELLGATE MSCP				
Parking Services					
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day	£	3.50	3.50	0.0%
Parking Services					
Parking Services	FORGE ISLAND				
Parking Services					
Parking Services	Red Zone - Up to 2 hours	£	Free	Free	
Parking Services	Up to 2 hours	£	1.00	1.00	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day	£	3.50	3.50	0.0%
Parking Services					
Parking Services	THE STATUTES				
Parking Services					
Parking Services	Up to 2 hours	£	1.00	1.00	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day (Monday - Friday)	£	3.50	3.50	0.0%
Parking Services	All day (Saturday)	£	2.00	2.00	0.0%
Parking Services					
Parking Services	On street parking charges				
Parking Services	MAIN STREET				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	MOORGATE STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	MANSFIELD ROAD				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	STANLEY STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	MOORGATE				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services	Up to 3 hours	£	3.50	3.50	0.0%
Parking Services	Up to 4 hours	£	4.00	4.00	0.0%
Parking Services					
Parking Services	CROFTS TOWN HALL				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%

FEES AND CHARGES PROPOSALS 2021/22

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services	Up to 3 hours	£	3.50	3.50	0.0%
Parking Services	Up to 4 hours	£	4.00	4.00	0.0%
Parking Services					
Parking Services	SHIP HILL				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services	Up to 3 hours	£	3.50	3.50	0.0%
Parking Services	Up to 4 hours	£	4.00	4.00	0.0%
Parking Services					
Parking Services	WELLGATE				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services					
Parking Services	DONCASTER GATE				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	WESTGATE				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	WHARNCLIFFE STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	PERCY STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	HOWARD STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services					
Parking Services	EASTWOOD LANE				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services					
Parking Services	WELLGATE MASONS				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	WESTGATE (Short Stay)				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	WESTGATE (Long Stay)				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 1 hour	£	1.00	1.00	0.0%
Parking Services	Up to 2 hours	£	2.00	2.00	0.0%
Parking Services	Up to 4 hours	£	3.00	3.00	0.0%
Parking Services	All day	£	4.00	4.00	0.0%
Parking Services					
Parking Services	SHEFFIELD ROAD				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 1 hour	£	1.00	1.00	0.0%
Parking Services	Up to 2 hours	£	2.00	2.00	0.0%
Parking Services	Up to 4 hours	£	3.00	3.00	0.0%
Parking Services	All day	£	4.00	4.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Parking Services					
Parking Services	MAIN STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	MASBROUGH STREET				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 1 hour	p	50p	50p	0.0%
Parking Services	Up to 2 hours	£	1.00	1.00	0.0%
Parking Services	All day	£	2.00	2.00	0.0%
Parking Services					
Parking Services	DOMINE LANE				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	MARKET STREET				
Parking Services					
Parking Services	Up to 30 minutes	£	1.00	1.00	0.0%
Parking Services	Up to 1 hour	£	1.50	1.50	0.0%
Parking Services	Up to 2 hours	£	3.00	3.00	0.0%
Parking Services					
Parking Services	COKE HILL				
Parking Services					
Parking Services	Up to 30 minutes	p	20p	20p	0.0%
Parking Services	Up to 4 hours	£	1.00	1.00	0.0%
Parking Services	All day	£	2.00	2.00	0.0%
Parking Services					
Parking Services	PARKFIELD ROAD				
Parking Services					
Parking Services	Up to 30 minutes	p	50p	50p	0.0%
Parking Services	Up to 1 hour	£	1.00	1.00	0.0%
Parking Services	Up to 2 hours	£	1.50	1.50	0.0%
Parking Services	Up to 4 hours	£	2.00	2.00	0.0%
Parking Services	All day	£	3.50	3.50	0.0%
			35.00	35.00	0.0%
Parking Services	Staff parking permits (All car parks)	£			
Parking Services	Parking dispensations and suspension fee - on street	£	17.00	17.00	0.0%
Parking Services	Parking dispensations and suspension fee - off street	£	17.00	17.00	0.0%
Catering & Facilities Services	The price of the meal to the child is set by the school				
School meals					
	The price charges by the school meals service are commercially confidential however it should be noted that the service is unable to increase the PFI contract charge due to the terms of the contract. The service needs to remain price competitive to compete with other external providers				
Catering & Facilities Services					
Cleaning	The price charges by the cleaning service are commercially confidential. The service needs to remain price competitive to compete with other external providers				
Transportation Infrastructure Service	Provision of Traffic survey data	each	156.70		a. Request for information at a single location = £200 + VAT; b. Requests for information at 2 or more locations =
Transportation Infrastructure Service	Provision of Road Safety - Collision Data	each	156.70		a. Request for information at a single location = £200 + VAT; b. Requests for information at 2 or more locations = £200 for the first site + multiples of £100; c. Additional analysis relating to the initial request are charged at an hourly rate.

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Transportation Infrastructure Service	Switch off / Switch on traffic signals or similar	each	365.60	373.00	2.0%
Transportation Infrastructure Service	Provision of Traffic Signal drawings	each	156.70	160.00	2.1%
Transportation Infrastructure Service	Temporary Direction Signs (Assessment only)	<10 events	100.00	102.00	2.0%
Transportation Infrastructure Service	Temporary Direction Signs (Assessment only)	>10 events	200.00	204.00	2.0%
Transportation Infrastructure Service	Temporary Direction Signs (Assessment only)	New development	450.00	459.00	2.0%
Transportation Infrastructure Service	Temporary Direction Signs (Assessment only)	Re-application	450.00	459.00	2.0%
Regulation and Enforcement	Animal Health				
Regulation and Enforcement	Providing boarding in kennels for dogs, and providing boarding for cats		306.00	312.00	2.0%
Regulation and Enforcement	Providing home boarding		306.00	312.00	2.0%
Regulation and Enforcement	Hiring out of horses		306.00	312.00	2.0%
Regulation and Enforcement	Breeding of dogs		306.00	312.00	2.0%
Regulation and Enforcement	Selling of pets		306.00	312.00	2.0%
Regulation and Enforcement	Keeping or training animals for exhibition		306.00	312.00	2.0%
Regulation and Enforcement	Variation of a licence under the Animal Welfare (Licensing of Animals) (England) Regulations 2018			31.00	N/A
Regulation and Enforcement	Re-rating visit under the Animal Welfare (Licensing of Animals) (England) Regulations 2018			166.00	N/A
Regulation and Enforcement	Dangerous Wild Animals		161.00	164.00	1.9%
Regulation and Enforcement	Zoos First Licence		1142.00	1,165.00	2.0%
Regulation and Enforcement	Zoos Renewal		1689.00	1,723.00	2.0%
Regulation and Enforcement	Copy of Zoo or Dangerous Wild Animal Licence			31.00	N/A
Regulation and Enforcement	Health and Safety				
Regulation and Enforcement	Ear-piercing – PREMISES		135.00	138.00	2.2%
Regulation and Enforcement	Ear piercing - person carrying on the business		30.00	31.00	3.3%
Regulation and Enforcement	Total for ear-piercing with one applicant		165.00	168.00	1.8%
Regulation and Enforcement	Tattooing – PREMISES		226.00	231.00	2.2%
Regulation and Enforcement	Tattooing - person carrying on the business		30.00	31.00	3.3%
Regulation and Enforcement	Total for tattooing with one applicant		255.00	260.00	2.0%
Regulation and Enforcement	Acupuncture – PREMISES		167.00	170.00	1.8%
Regulation and Enforcement	Acupuncture – person carrying on the practice		30.00	31.00	3.3%
Regulation and Enforcement	Electrolysis – PREMISES		167.00	170.00	1.8%
Regulation and Enforcement	Electrolysis – person carrying on the business		30.00	31.00	3.3%
Regulation and Enforcement	Reissuing a registration certificate due to a change of Business Name or Applicant Name for any of the above skin piercing activities.			31.00	N/A
Regulation and Enforcement	Food Hygiene				
Regulation and Enforcement	Food Hygiene Revisit		164.00	167.00	1.8%
Regulation and Enforcement	Provide pre-inspection advice to food businesses		199.00	203.00	2.0%
Licensing	Taxi and Private Hire - subject to consultation				
Licensing	Private Hire Operator (1-3 vehicles)	subject to consultation	142.00	145.00	2.1%
Licensing	Private Hire Operator (4-20 vehicles)		190.00	194.00	2.1%

FEES AND CHARGES PROPOSALS 2021/22

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Licensing	Private Hire Operator (21-40 vehicles)		449.00	458.00	2.0%
Licensing	Private Hire Operator (over 40 vehicles)		661.00	674.00	2.0%
Licensing	Licensed vehicle application fee		112.00	114.00	1.8%
Licensing	Licensed vehicle compliance test		45.00	46.00	2.2%
Licensing	Licence vehicle compliance test (retest)		25.00	26.00	4.0%
Licensing	Licensed vehicle compliance test missed appointment fee		45.00	46.00	2.2%
Licensing	Licensed vehicle licence plate		19.00	19.00	0.0%
Licensing	Licensed vehicle licence plate bracket		16.00	16.00	0.0%
Licensing	Licensed vehicle licence transfer fee		42.00	43.00	2.4%
Licensing	Driver Licence new grant (1 year)				
Licensing	Application fee		84.00	86.00	2.4%
Licensing	Knowledge test		17.00	18.00	5.9%
Licensing	Safeguarding awareness training		10.00	11.00	10.0%
Licensing	DBS enhanced check		44.00	40.00	-9.1%
Licensing	Driving licence check		10.50	0.00	-100.0%
Licensing	Total Fee		165.50	155.00	-6.3%
Licensing	Driver Licence new grant (3 years)				
Licensing	Application fee		154.00	157.00	1.9%
Licensing	Knowledge test		17.00	18.00	5.9%
Licensing	Safeguarding awareness training		10.00	11.00	10.0%
Licensing	DBS enhanced check		44.00	40.00	-9.1%
Licensing	Driving licence check		10.50	0.00	-100.0%
Licensing	Total Fee		235.50	226.00	-4.0%
Licensing	Driver Licence renewal (1 year)				
Licensing	application fee		84.00	86.00	2.4%
Licensing	Driving licence check		10.50	0.00	-100.0%
Licensing	Total Fee		94.50	86.00	-9.0%
Licensing	Driver Licence renewal (3 year)				
Licensing	application fee		154.00	157.00	1.9%
Licensing	Driving licence check		10.50	0.00	-100.0%
Licensing	Total Fee		164.50	157.00	-4.6%
Licensing	Disclosure and Barring Service Enhanced check		44.00	40.00	-9.1%
Licensing	Replacement licence		18.50	19.00	2.7%
Licensing	Replacement ID badge		19.00	19.00	0.0%
Licensing	Approval of advertisement		38.00	39.00	2.6%
Licensing	Approval of trailer for attachment to licensed vehicle		37.00	38.00	2.7%
Licensing	Replacement Hackney Carriage door signs (each)		7.00	7.00	0.0%
Licensing	Licensing Act 2003				
Licensing	Premises Licence and Club Premises Certificate Application Fee:				
Licensing	Band A		100.00	100.00	0.0%
Licensing	Band B		190.00	190.00	0.0%
Licensing	Band C		315.00	315.00	0.0%
Licensing	Band D		450.00	450.00	0.0%
Licensing	Band E		635.00	635.00	0.0%
Licensing	Premises Licence and Club Premises Certificate Application additional fee based on capacity:				
Licensing	5000 - 9999		1,000.00	1,000.00	0.0%
Licensing	10000 - 14999		2,000.00	2,000.00	0.0%
Licensing	15000 - 19999		4,000.00	4,000.00	0.0%
Licensing	20000 - 29999		8,000.00	8,000.00	0.0%
Licensing	30000 - 39999		16,000.00	16,000.00	0.0%
Licensing	40000 - 49999		24,000.00	24,000.00	0.0%
Licensing	50000 - 59999		32,000.00	32,000.00	0.0%
Licensing	60000 - 69999		40,000.00	40,000.00	0.0%
Licensing	70000 - 79999		48,000.00	48,000.00	0.0%
Licensing	80000 - 89999		56,000.00	56,000.00	0.0%
Licensing	90000 and over		64,000.00	64,000.00	0.0%
Licensing	Variation fee in transition:				
Licensing	Band A		20.00	20.00	0.0%
Licensing	Band B		60.00	60.00	0.0%
Licensing	Band C		80.00	80.00	0.0%
Licensing	Band D		100.00	100.00	0.0%
Licensing	Band E		120.00	120.00	0.0%
Licensing	Premise Licence and Club Premises Certificate Annual Fee				
Licensing	Band A		70.00	70.00	0.0%
Licensing	Band B		180.00	180.00	0.0%
Licensing	Band C		295.00	295.00	0.0%
Licensing	Band D		320.00	320.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Licensing	Band E		350.00	350.00	0.0%
Licensing	Premises Licence and Club Premises Certificate annual fee additional fee based on capacity:				
Licensing	5000 - 9999		500.00	500.00	0.0%
Licensing	10000 - 14999		1,000.00	1,000.00	0.0%
Licensing	15000 - 19999		2,000.00	2,000.00	0.0%
Licensing	20000 - 29999		4,000.00	4,000.00	0.0%
Licensing	30000 - 39999		8,000.00	8,000.00	0.0%
Licensing	40000 - 49999		12,000.00	12,000.00	0.0%
Licensing	50000 - 59999		16,000.00	16,000.00	0.0%
Licensing	60000 - 69999		20,000.00	20,000.00	0.0%
Licensing	70000 - 79999		24,000.00	24,000.00	0.0%
Licensing	80000 - 89999		28,000.00	28,000.00	0.0%
Licensing	90000 and over		32,000.00	32,000.00	0.0%
Licensing	Miscellaneous fees:				
Licensing	Replacement licence		10.50	10.50	0.0%
Licensing	Application for provisional statement		315.00	315.00	0.0%
Licensing	Notification of change		10.50	10.50	0.0%
Licensing	Application to vary DPS		23.00	23.00	0.0%
Licensing	Application to transfer premises licence		23.00	23.00	0.0%
Licensing	Interim authority notice		23.00	23.00	0.0%
Licensing	Temporary Event Notice		21.00	21.00	0.0%
Licensing	Grant of personal licence		37.00	37.00	0.0%
Licensing	Fee for right to be notified		21.00	21.00	0.0%
Licensing	Gambling Act 2005				
Licensing	Premises Licence Application Fee:				
Licensing	New Small Casinos		6,637.00	6,770.00	2.0%
Licensing	New Large Casino		8,296.00	8,462.00	2.0%
Licensing	Regional Casino		12,443.00	12,692.00	2.0%
Licensing	Bingo Club		2,766.00	2,821.00	2.0%
Licensing	Betting premises (excluding Tracks)		2,212.00	2,256.00	2.0%
Licensing	Tracks		2,212.00	2,256.00	2.0%
Licensing	Family Entertainment Centres		1,660.00	1,693.00	2.0%
Licensing	Adult Gaming Centre		1,660.00	1,693.00	2.0%
Licensing	Premises Licence Annual Fee:				
Licensing	New Small Casinos		8,296.00	8,462.00	2.0%
Licensing	New Large Casino		8,132.00	8,295.00	2.0%
Licensing	Regional Casino		12,443.00	12,692.00	2.0%
Licensing	Bingo Club		821.00	837.00	1.9%
Licensing	Betting premises (excluding Tracks)		499.00	509.00	2.0%
Licensing	Tracks		831.00	848.00	2.0%
Licensing	Family Entertainment Centres		554.00	565.00	2.0%
Licensing	Adult Gaming Centre		831.00	848.00	2.0%
Licensing	Application to vary:				
Licensing	New Small Casinos		3,318.00	3,384.00	2.0%
Licensing	New Large Casino		4,148.00	4,231.00	2.0%
Licensing	Bingo Club		1,440.00	1,469.00	2.0%
Licensing	Betting premises (excluding Tracks)		1,232.00	1,257.00	2.0%
Licensing	Tracks		1,031.00	1,052.00	2.0%
Licensing	Family Entertainment Centres		831.00	848.00	2.0%
Licensing	Adult Gaming Centre		831.00	848.00	2.0%
Licensing	Application to transfer:				
Licensing	New Small Casinos		1,492.00	1,522.00	2.0%
Licensing	New Large Casino		1,770.00	1,805.00	2.0%
Licensing	Bingo Club		997.00	1,017.00	2.0%
Licensing	Betting premises (excluding Tracks)		997.00	1,017.00	2.0%
Licensing	Tracks		788.00	804.00	2.0%
Licensing	Family Entertainment Centres		777.00	793.00	2.1%
Licensing	Adult Gaming Centre		997.00	1,017.00	2.0%
Licensing	Application for Reinstatement				
Licensing	New Small Casinos		1,492.00	1,522.00	2.0%
Licensing	New Large Casino		1,770.00	1,805.00	2.0%
Licensing	Bingo Club		997.00	1,017.00	2.0%
Licensing	Betting premises (excluding Tracks)		997.00	1,017.00	2.0%
Licensing	Tracks		788.00	804.00	2.0%
Licensing	Family Entertainment Centres		777.00	793.00	2.1%
Licensing	Adult Gaming Centre		997.00	1,017.00	2.0%
Licensing	Application for Provisional Statement				
Licensing	New Small Casinos		6,636.00	6,769.00	2.0%
Licensing	New Large Casino		8,296.00	8,462.00	2.0%
Licensing	Bingo Club		2,877.00	2,935.00	2.0%
Licensing	Betting premises (excluding Tracks)		2,877.00	2,935.00	2.0%
Licensing	Tracks		2,059.00	2,100.00	2.0%
Licensing	Family Entertainment Centres		1,660.00	1,693.00	2.0%
Licensing	Adult Gaming Centre		1,660.00	1,693.00	2.0%
Licensing	Licence Application (Provisional Statement Holders):				

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Licensing	New Small Casinos		2,490.00	2,540.00	2.0%
Licensing	New Large Casino		4,148.00	4,231.00	2.0%
Licensing	Bingo Club		997.00	1,017.00	2.0%
Licensing	Betting premises (excluding Tracks)		997.00	1,017.00	2.0%
Licensing	Tracks		788.00	804.00	2.0%
Licensing	Family Entertainment Centres		777.00	793.00	2.1%
Licensing	Adult Gaming Centre		997.00	1,017.00	2.0%
Licensing	Copy Licence		25.00	26.00	4.0%
Licensing	Notification of Change		50.00	51.00	2.0%
Licensing	Unlicensed Family Entertainment Centre Gaming Machine Permit:				
Licensing	Application fee		300.00	306.00	2.0%
Licensing	Renewal fee		300.00	306.00	2.0%
Licensing	Change of name		25.00	26.00	4.0%
Licensing	Copy of document		12.00	12.00	0.0%
Licensing	Prize Gaming Permit:				
Licensing	Application fee		300.00	306.00	2.0%
Licensing	Renewal fee		300.00	306.00	2.0%
Licensing	Change of name		25.00	26.00	4.0%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Alcohol licensed premises gaming machine notification (less than 3 machines):				
Licensing	Application fee		50.00	51.00	2.0%
Licensing	Alcohol licensed premises gaming machine notification (more than 2 machines):				
Licensing	Application fee		150.00	153.00	2.0%
Licensing	Renewal fee		50.00	51.00	2.0%
Licensing	Variation fee		100.00	102.00	2.0%
Licensing	Transfer fee		25.00	26.00	4.0%
Licensing	Annual fee		50.00	51.00	2.0%
Licensing	Change of name		25.00	26.00	4.0%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Club Gaming Machine Permit:				
Licensing	Application fee		200.00	204.00	2.0%
Licensing	Renewal fee		200.00	204.00	2.0%
Licensing	Variation fee		100.00	102.00	2.0%
Licensing	Annual fee		50.00	51.00	2.0%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Club Gaming Machine Permit (club premises certificate holder)				
Licensing	Application fee		100.00	102.00	2.0%
Licensing	Renewal fee		100.00	102.00	2.0%
Licensing	Variation fee		100.00	102.00	2.0%
Licensing	Annual fee		50.00	51.00	2.0%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Club Gaming Permit:				
Licensing	Application fee		200.00	204.00	2.0%
Licensing	Renewal fee		200.00	204.00	2.0%
Licensing	Variation fee		100.00	102.00	2.0%
Licensing	Annual fee		50.00	51.00	2.0%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Club Gaming Permit (club premises certificate holder)				
Licensing	Application fee		100.00	102.00	2.0%
Licensing	Renewal fee		100.00	102.00	2.0%
Licensing	Variation fee		100.00	102.00	2.0%
Licensing	Annual fee		50.00	51.00	2.0%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Registration of Small Lotteries:				
Licensing	Application fee		40.00	41.00	2.5%
Licensing	Renewal fee		20.00	20.00	0.0%
Licensing	Temporary Use Notice				
Licensing	Application fee		375.00	383.00	2.1%
Licensing	Copy of document		15.00	15.00	0.0%
Licensing	Miscellaneous Licence Fees				
Licensing	Sex establishment licence		7,635.00	7,788.00	2.0%
Licensing	Scrap Metal Dealer Collectors Licence (3 years)		200.00	204.00	2.0%
Licensing	Scrap Metal Dealer Site Licence (3 years)		400.00	408.00	2.0%
Licensing	Marriage Act Approved Premises Application Fee		1,539.00	1,570.00	2.0%
Licensing	Marriage Act Approved Premises Transfer Fee		31.00	32.00	3.2%
Licensing	Marriage Act Approved Premises Variation Fee		286.00	292.00	2.1%
Regulation and Enforcement	Water Samples				
Regulation and Enforcement	Private Water Supply Samples		500.00	500.00	0.0%
Regulation and Enforcement	Risk assessment (for each assessment)		100.00	100.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Regulation and Enforcement	Sampling (for each visit) Investigation (for each		100.00	100.00	0.0%
Regulation and Enforcement	investigation)				
Regulation and Enforcement	Granting an authorisation (for each authorisation)		100.00	100.00	0.0%
Regulation and Enforcement	Analysing a sample				
Regulation and Enforcement	taken under reg 10		25.00	25.00	0.0%
Regulation and Enforcement	taken during check monitoring		100.00	100.00	0.0%
Regulation and Enforcement	taken during audit monitoring		500.00	500.00	0.0%
Regulation and Enforcement	Water Samples:				
Regulation and Enforcement	Standard Microbiological sample		93.00	95.00	2.2%
Regulation and Enforcement	Legionella water sample		123.00	125.00	1.6%
Regulation and Enforcement	Export Certificates				
Regulation and Enforcement	Export Certificates		93.00	95.00	2.2%
Regulation and Enforcement	Trading Standards				
Regulation and Enforcement	Weights and Measures Inspector (hourly rate)		66.00	67.00	1.5%
Regulation and Enforcement	Weights and Measures Technical Assistant (hourly rate)		40.00	41.00	2.5%
Regulation and Enforcement	Administration of second hand dealer registration			20.00	N/A
Regulation and Enforcement	Environmental Health General				
Regulation and Enforcement	Works in default	n/a	variable	Variable	Variable
Regulation and Enforcement	Consultation or business advice Enquiry	Hr	22.00	22.00	0.0%
Regulation and Enforcement	High Hedges investigation	Investigation	431.00	440.00	2.1%
Regulation and Enforcement	Seizure and Storage of vehicles involved in waste crimes			Variable	Variable
Regulation and Enforcement	Private Sector Housing Enforcement Trading Account fees				
Regulation and Enforcement	House in Multiple Occupation (HMO) - Application	House	256.02	261.00	1.9%
Regulation and Enforcement	House in Multiple Occupation (HMO) Licence maintenance fee	House	637.50	650.00	2.0%
Regulation and Enforcement	HMO License renewal application fee (available for renewing applications which have not expired)	House	227.46	232.00	2.0%
Regulation and Enforcement	HMO License renewal Licence maintenance fee (available for renewing applications which have not expired)		545.70	557.00	2.1%
Regulation and Enforcement	HMO Late application fee (Operating 12 weeks unlicensed)		394.74	403.00	2.1%
Regulation and Enforcement	Selective Licence of other houses in designated areas - application fee	Letting Unit	68.00	68.00	0.0%
Regulation and Enforcement	Selective Licence of other houses in designated areas - Licence maintenance fee	Letting Unit	453.00	453.00	0.0%
Regulation and Enforcement	Rebate for early applications with fully compliant property	Letting Unit	-127.00	-127.00	0.0%
Regulation and Enforcement	Selective Licence late application fee (operating unlicensed for 12 weeks)		136.00	136.00	0.0%
Regulation and Enforcement	Additional Unit Maintenance Fee	Letting Unit	132.00	135.00	2.3%
Regulation and Enforcement	Housing enforcement - General				
Regulation and Enforcement	Charge for the service of Enforcement Notices under the Housing Act 2004	Notice	410.00	418.00	2.0%
Regulation and Enforcement	Fixed Penalty Notices				
Regulation and Enforcement	Leaving Litter	Offence	150 (reduced to £100 if paid early)	150 (reduced to £100 if paid early)	N/A

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Regulation and Enforcement	Failing to Comply with a Public Space Protection Order (Including the Dog Control Order)	Offence	100.00	100.00	0.0%
Regulation and Enforcement	Graffiti and Fly Posting	Offence	80.00	80.00	0.0%
Regulation and Enforcement	Failure to comply with a Community Protection Notice	Offence	100.00	100.00	0.0%
Regulation and Enforcement	Failure to comply with non--domestic waste receptacles notice	Offence	100.00	100.00	0.0%
Regulation and Enforcement	Failure to produce authority to transport controlled waste	Offence	300.00	300.00	0.0%
Regulation and Enforcement	Failure to produce waste disposal documentation	Offence	300.00	300.00	0.0%
Regulation and Enforcement	Illegal disposal of waste (Fly Tipping)	Offence	400 (reduced to £300 if paid early)	400 (reduced to £300 if paid early)	N/A
Regulation and Enforcement	Housing Monetary/Civil penalties				
Regulation and Enforcement	Non-compliance with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015				
Regulation and Enforcement	First Offence		1,500.00	1,500.00	0.0%
Regulation and Enforcement	Second Offence		3,000.00	3,000.00	0.0%
Regulation and Enforcement	Further Offences PER OFFENCE		5,000.00	5,000.00	0.0%
Regulation and Enforcement	Non-compliance with section 46 Environmental Protection Act 1990 (domestic waste receptacles)		5,000.00	5,000.00	0.0%
Regulation and Enforcement	Civil Penalty for Housing offences under the Housing and Planning Act 2016		30,000.00	30,000.00	0.0%
Regulation and Enforcement	Pollution Control - Permitted Processes				
Regulation and Enforcement	Application Fee				
Regulation and Enforcement	Standard process		1,650.00	1,650.00	0.0%
Regulation and Enforcement	Additional fee for operating without a permit		1,188.00	1,188.00	0.0%
Regulation and Enforcement	PVR I, Dry Cleaners and Reduced fee activities (1)		155.00	155.00	0.0%
Regulation and Enforcement	PVR I & II Combined		257.00	257.00	0.0%
Regulation and Enforcement	Vehicle Refinishers (VRs) and other Reduced Fee activities (2)		362.00	362.00	0.0%
Regulation and Enforcement	Reduced fee activities additional fee for operating without a permit		71.00	71.00	0.0%
Regulation and Enforcement	Mobile screening and crushing plant		1,650.00	1,650.00	0.0%
Regulation and Enforcement	for the third to seventh applications		985.00	985.00	0.0%
Regulation and Enforcement	for the eighth and subsequent applications		498.00	498.00	0.0%
Regulation and Enforcement	Annual Subsistence Charge				
Regulation and Enforcement	Standard process LOW		£772 (+104)*	£772 (+104)*	0.00%
Regulation and Enforcement	Standard process MEDIUM		£1,161(+156)*	£1,161(+156)*	0.00%
Regulation and Enforcement	Standard process HIGH		£1,747 (+207)*	£1,747 (+207)*	0.00%
Regulation and Enforcement	Reduced fee activities Low/Medium/High		£79 £158 £237	£79 £158 £237	0.00%
Regulation and Enforcement	PVR I & II Combined Medium Component		£113 £226 £341	£113 £226 £341	0.00%
Regulation and Enforcement	Vehicle Refinishers Low/Medium/High		£288 £365 £548	£288 £365 £548	0.00%
Regulation and Enforcement	Odourising of natural gas Low/Medium/High		£79 £158 £237	£79 £158 £237	0.00%
Regulation and Enforcement	Mobile screening and crushing plant Low/Medium/High		£626 £1034 £1,551	£626 £1034 £1,551	0.00%
Regulation and Enforcement	for the third to seventh authorisations Low/Medium/High		£385 £617 £924	£385 £617 £924	0.00%
Regulation and Enforcement	for the eighth and subsequent authorisations Low/Medium/High		£198 £316 £473	£198 £316 £473	0.00%
Regulation and Enforcement	Late Payment Fee		52.00	52.00	0.0%
Regulation and Enforcement	Transfer and Surrender				
Regulation and Enforcement	Standard process transfer		169.00	169.00	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Regulation and Enforcement	Standard process partial transfer		497.00	497.00	0.0%
Regulation and Enforcement	New operator at low risk reduced fee activity		78.00	78.00	0.0%
Regulation and Enforcement	Surrender: all Part B activities		0.00	0.00	0.0%
Regulation and Enforcement	Reduced fee activities*: transfer		0.00	0.00	0.0%
Regulation and Enforcement	Reduced fee activities*: partial transfer		47.00	47.00	0.0%
Regulation and Enforcement	Temporary Transfer for Mobiles				
Regulation and Enforcement	First Transfer		53.00	53.00	0.0%
Regulation and Enforcement	Repeat Transfer		10.00	10.00	0.0%
Regulation and Enforcement	Repeat Following enforcement or warning		53.00	53.00	0.0%
Regulation and Enforcement	Substantial change s10 and s11				
Regulation and Enforcement	Standard process		1,050.00	1,050.00	0.0%
Regulation and Enforcement	Standard process where the substantial change results in a new PPC activity		1,650.00	1,650.00	0.0%
Regulation and Enforcement	Reduced fee activities*		102.00	102.00	0.0%
Regulation and Enforcement	Part A2				
Regulation and Enforcement	Application		3,363.00	3,363.00	0.0%
Regulation and Enforcement	Additional fee for operating without a permit		1,188.00	1,188.00	0.0%
Regulation and Enforcement	Annual Subsistence LOW		1,447.00	1,447.00	0.0%
Regulation and Enforcement	Annual Subsistence MEDIUM		1,611.00	1,611.00	0.0%
Regulation and Enforcement	Annual Subsistence HIGH		2,334.00	2,334.00	0.0%
Regulation and Enforcement	Late Payment Fee		52.00	52.00	0.0%
Regulation and Enforcement	Substantial Variation		1,368.00	1,368.00	0.0%
Regulation and Enforcement	Transfer		235.00	235.00	0.0%
Regulation and Enforcement	Partial Transfer		698.00	698.00	0.0%
Regulation and Enforcement	Surrender		698.00	698.00	0.0%
Planning Service	Charge relates to carrying out responses to Environmental Information Regulations (EIR requests) - specifically relating to CON29 enquiries only		£30 per hour inc VAT	£30 per hour inc VAT	N/A
Planning Service	Provide listed building advice		£100 per hour as per statute	£100 per hour as per statute	N/A
Planning Service	Statutory planning application fees - set nationally cannot be changed locally	per application			N/A
Planning Service	https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf				
Planning Service	Complete Local Authority Search (LLC1 & Con29)	per application	115.60	118.00	2.1%
Planning Service	Compiled, covering all required property enquiries)				
Planning Service	Con29 Compiled Search	per application	93.60	95.00	1.5%
Planning Service	Local Land Charges Register Search (LLC1 only)	per application	22.00	22.00	0.0%
Planning Service					
Planning Service	New street naming	per application	79.00	81.00	2.5%
Planning Service	New properties on new street or new	1	63.00	64.00	1.6%
Planning Service	property addresses on an existing street	2 to 5	94.00	96.00	2.1%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Planning Service	and	6 to 10	126.00	129.00	2.4%
Planning Service	Readdressing after notification (i.e. change	more than 10	262.00	267.00	1.9%
Planning Service	subsequent to initial application)		5.30	5.40	1.9%
Planning Service					
Planning Service	Change to house name	per request	53.00	54.00	1.9%
Planning Service	and				
Planning Service	Letter of confirmation of address				
	Additional Fee: Where a Completion Cert is requested, where works have been completed historically and no completion inspection has been undertaken		£90-£180	£90-£180	
Building Control					0.00%
Building Control	Re-issue of Completion Certificates		60.00	61.00	1.7%
	Standard fee's for Domestic Work. Category 1 - Erection or extension of a detached/attached domestic garage or car port up to 50m2		360.00	367.00	1.9%
Building Control					
	Standard fee's for Domestic Work. Category 1 - REGULARISATION Erection or extension of a detached/attached domestic garage or car port up to 50m2		600.00	612.00	2.0%
Building Control					
	Standard fee's for Domestic Work. Category 2 - Any extension with a total floor area which does not exceed 40m2		570.00	581.00	1.9%
Building Control					
	Standard fee's for Domestic Work. Category 2 - REGULARISATION Any extension with a total floor area which does not exceed 40m2		950.00	969.00	2.0%
Building Control					
	Standard fee's for Domestic Work. Category 3 - Any extension with a total floor area exceeding 40m ² but not exceeding 60m ²		660.00	673.00	2.0%
Building Control					
	Standard fee's for Domestic Work. Category 3 - REGULARISATION Any extension with a total floor area exceeding 40m2 but not exceeding 60m2		1100.00	1,122.00	2.0%
Building Control					
	Standard fee's for Domestic Work. Category 4 - Any extension with a total floor area exceeding 60m ² but not exceeding 100m ²		870.00	887.00	2.0%
Building Control					
	Standard fee's for Domestic Work. Category 4 - REGULARISATION Any extension with a total floor area exceeding 60m ² but not exceeding 100m ²		1450.00	1,479.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 5 - The provision of one or more rooms in a roof space		570.00	581.00	1.9%
Building Control					
	Standard fee's for Other Domestic Work. Category 5 - REGULARISATION The provision of one or more rooms in a roof space		950.00	969.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 6 - Conversion of a garage to a habitable room		360.00	367.00	1.9%
Building Control					
	Standard fee's for Other Domestic Work. Category 6 - REGULARISATION - Conversion of a garage to a habitable room		600.00	612.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 7 -The replacement of windows, roof lights, roof windows and external doors in an existing dwelling.		150.00	153.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 7 - REGULARISATION The replacement of windows, roof lights, roof windows and external doors in an existing dwelling.		250.00	255.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 8 - Re-roof of a domestic dwelling or external wall insulation cladding		180.00	184.00	2.2%
Building Control					
	Standard fee's for Other Domestic Work. Category 8 - REGULARISATION Re-roof of a domestic dwelling or external wall insulation cladding		300.00	306.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 9 - Installation of Solid Fuel Burning appliance		360.00	367.00	1.9%
Building Control					
	Standard fee's for Other Domestic Work. Category 9 - REGULARISATION Installation of Solid Fuel Burning appliance		650.00	663.00	2.0%
Building Control					
	Standard fee's for Other Domestic Work. Category 10 -Installation of controlled domestic electrical installation (by non-competent person scheme)		POA	POA	POA
Building Control					

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Building Control	Standard Charge for new dwellings for Other Category 1 - Number of dwellings-1		840.00	857.00	2.0%
Building Control	Standard Charge for new dwellings for Other Category 1 - REGULARISATION - Number of dwellings-1		1400.00	1,428.00	2.0%
Building Control	Standard Charges for all other work Category 1 - Charge based on estimated cost of work £0 - £1000		180.00	184.00	2.2%
Building Control	Standard Charges for all other work Category 1 - REGULARISATION Charge based on estimated cost of work £0 - £1000		300.00	306.00	2.0%
Building Control	Standard Charges for all other work Category 2 -Charge based on estimated cost of work £1001 - £10 000		390.00	398.00	2.1%
Building Control	Standard Charges for all other work Category 2 - REGULARISATION Charge based on estimated cost of work £1001 - £10 000		650.00	663.00	2.0%
Building Control	Standard Charges for all other work Category 3 - Charge based on estimated cost of work £10 001 - £25 000		660.00	673.00	2.0%
Building Control	Standard Charges for all other work Category 3 - REGULARISATION Charge based on estimated cost of work £10 001 - £25 000		1000.00	1,020.00	2.0%
Building Control	Standard Charges for all other work Category 4 - Charge based on estimated cost of work £25 001 - £50 000		840.00	857.00	2.0%
Building Control	Standard Charges for all other work Category 4 - REGULARISATION Charge based on estimated cost of work £25 001 - £50 000		1400.00	1,428.00	2.0%
Market Service	Perimeter Stall (10% Reduction 2018/2019)				
Market Service	1 - 5	Monthly	446.76	446.76	0.0%
Market Service	6 & 10	Monthly	284.13	284.13	0.0%
Market Service	7 - 9, 12 - 14, 16 - 18, 68 - 76	Monthly	446.76	446.76	0.0%
Market Service	11	Monthly	365.45	365.45	0.0%
Market Service	15	Monthly	290.97	290.97	0.0%
Market Service	19	Monthly	405.54	405.54	0.0%
Market Service	88 + Electricity Standing Charges	Monthly	534.36	534.36	0.0%
Market Service	Island stall				
Market Service	20 & 21	Monthly	446.76	446.76	0.0%
Market Service	22 - 67, 78, 80 - 87	Monthly	386.06	386.06	0.0%
Market Service	77 & 79	Monthly	405.54	405.54	0.0%
Market Service	Stock Room				
Market Service	A1	Monthly	57.50	57.50	0.0%
Market Service	A2, A3, C2,E2,F2, G2, J2, M2, P1, Q2, Q3	Monthly	70.00	70.00	0.0%
Market Service	A4, B5	Monthly	36.00	36.00	0.0%
Market Service	B1	Monthly	21.00	21.00	0.0%
Market Service	B2, B3	Monthly	23.50	23.50	0.0%
Market Service	B4	Monthly	31.50	31.50	0.0%
Market Service	C1, E1, F1, J1, K1,	Monthly	47.00	47.00	0.0%
Market Service	G1,H1, H2A, H2B, K2A, K2B, L1, L2A, M1	Monthly	35.00	35.00	0.0%
Market Service	Q1A, Q1B	Monthly	35.00	35.00	0.0%
Market Service	Stock Room Lights Per Quarter	Quarter	10.00	10.00	0.0%
Market Service	Car Parking - Per Quarter				
Market Service	(Inc CCTV Upgrades & Additional Security)	Quarter	133.00	136.00	2.3%
Market Service	Outdoor Daily Charges inc. VAT				
Market Service	(10% Reduction 2018/2019)				
Market Service	Monday				
Market Service	Small Stall 1 & 2	Daily	10.00	10.00	0.0%
Market Service	Standard Stall 8 - 85 & 129 - 131	Daily	10.00	10.00	0.0%
Market Service	Large Stall 3 - 7 & 86 - 128	Daily	10.00	10.00	0.0%
Market Service	Tuesday to Saturday (10% Reduction 2018/2019)				
Market Service	Standard Stall	Daily	9.60	9.60	0.0%
Market Service	Wednesday				
Market Service	Standard Stall	Daily	12.95	12.95	0.0%
Market Service	Friday & Saturday				
Market Service	Small Stall 1 & 2	Daily	12.25	12.25	0.0%
Market Service	Standard Stall 8 - 85 & 129 - 131	Daily	14.35	14.35	0.0%
Market Service	Large Stall 3 - 7 & 86 - 128	Daily	16.05	16.05	0.0%
Market Service	Storage Charges				
Market Service	Storage Boxes	Daily	4.00	4.00	0.0%
Market Service	OMT Large	Weekly	23.00	23.00	0.0%
Market Service	OMT Small	Weekly	19.00	19.00	0.0%
Market Service	Fruiters Storage	Weekly	9.00	9.00	0.0%
Market Service	Outdoor Daily Charges exc. VAT				
Market Service	Street Market				
Market Service	RMBC Casual Traders/ Multiple Trading Days	Daily	23.50	23.50	0.0%
Market Service	Regular Traders	Daily	33.75	33.75	0.0%
Market Service	Town Centre Farmers Market	Daily	£15/£20/£25	£15/£20/£25	0.0%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Market Service	Wath District (Per foot)	Daily	1.30	1.30	0.0%
Market Service	Miscellaneous Charges				
Market Service	Rotherham Crafters Inc Vat	Daily	7.00	7.00	0.0%
Market Service	Car Boot Charity Admin Fee Plus Vat	Each Document	22.00	22.00	0.0%
Market Service	Farmers Market Licence Fee Plus Vat	Daily	33.00	33.00	0.0%
Market Service	Document Completion Fee Plus Vat	Each Document	10.50	10.50	0.0%
Market Service	Out of Hours access charge plus Vat	Each Access	20.50	20.50	0.0%
Market Service	Lease Assignment Fee Plus Vat	Each Assignment	£105.00/£260.00	£105.00/£260.00	0.0%
Market Service	Lease Renewal Fee Plus Vat	Each Lease	205.00	205.00	0.0%
Market Service	Town Centre Pitch Stall Hire inc Vat	Each Hire	30.00	30.00	0.0%
Market Service	Rotherham Advertiser Pitch inc Vat	Weekly	25.00	25.00	0.0%
Market Service	Water Admin. Charge Plus Vat	Monthly	20.00	20.00	0.0%
Market Service	Concession Management Pitch Inc Vat	Each pitch	10.00	10.00	0.0%
Market Service	Rival Market Licence Fee	Each Document	£130.00/ £235.00/ £285.00	£130.00/ £235.00/ £285.00	0.0%
Market Service	New Trader Incentive Exe Vat	Three months rent free incentive	Three months	Three months	N/A
Market Service	Equipment Hire Concession Rate (Per Gazebo)	Each Gazebo	10.50	10.50	0.0%
Market Service	Equipment Hire Normal Rate (Per Gazebo)	Each Gazebo	32.00	32.00	0.0%
Market Service	Late Open/Early Close Fee - Market Hall Plus Vat	Each Offence	10.00	10.00	0.0%
Market Service	Borough Fairs				
Market Service	Bonfire Ground Wath	Annually	1,030.00	1,030.00	0.0%
Market Service	Victoria Park	Annually	865.00	865.00	0.0%
Market Service	Spring Fair Herringthorpe	Annually	2,155.00	2,155.00	0.0%
Market Service	St Pauls Kimberworth	Annually	510.00	510.00	0.0%
Market Service	Clifton Park	Annually	1,800.00	1,800.00	0.0%
Market Service	Clifton Park	Annually	1,800.00	1,800.00	0.0%
Market Service	Greasborough RC	Annually	885.00	885.00	0.0%
Market Service	Wood Lea Common	Annually	550.00	550.00	0.0%
Visa and Immigration Services	We Are Digital Online Visa Support (fee minus 2% SCL levy for administration and support)	Per Hour	40.80	40.80	0.0%
Visa and Immigration Services	Visa Biometric Support	Per Transaction	15.99	15.99	0.0%
Asset Management	All Commercial Fees, Leases and Time charges	Negotiated	Varies	Varies	Varies
Asset Management - Estates Team	Assignments (under £10k p.a)		615.00	627.00	2.0%
Asset Management - Estates Team	Assignments (over £10k p.a)		825.00	842.00	2.1%
Asset Management - Estates Team	Underlettings		335.00	342.00	2.1%
Asset Management - Estates Team	Compound Licence		510.00	520.00	2.0%
Asset Management - Estates Team	Retrospective Consents (Commercial)		820.00	836.00	2.0%
Asset Management - Estates Team	Retrospective Consents (Residential)		410.00	418.00	2.0%
Asset Management - Estates Team	Negotiation of early termination		410.00	418.00	2.0%
Asset Management - Estates Team	Enfranchisement		820.00	836.00	2.0%
Asset Management - Estates Team	Landlords Consent		565.00	576.00	1.9%
Asset Management - Estates Team	Landlords Consent (Short Notice)		820.00	836.00	2.0%
Asset Management - Estates Team	Restrictive Covenants		615.00	627.00	2.0%
Asset Management - Estates Team	External Asset Valuation - Minimum Fee		565.00	576.00	1.9%

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Service	Description of Fee or Charge	Unit of Charge
Asset Management - Estates Team	Asset Transfer Lease (Surveyors Fees)	
Asset Management - Estates Team	School Caretakers Properties - Rents	

Charge 2020/21 £
1125.00
Various

Proposed Charge 2021/22	%age increase
1,148.00	2.0%
Various	1.50%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
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ADULT

			Fees & Charges £	Fees & Charges £	%
Adult Services	Domiciliary Care	hourly	16.60	16.93	2.0%
	Day Care	session	31.33	31.96	2.0%
	Day Care Meal	meal	5.06	5.16	2.0%
	Transport to day centre	return journey	5.38	5.49	2.0%
	Community Alarms (Rothercare)	weekly	2.98	3.04	2.0%
	Residential Care - Older People	weekly	605.88	618.00	2.0%
	Residential Care - Learning Disabilities	weekly	680.34	693.95	2.0%
	Respite Care - Learning Disabilities	weekly	1,428.00	1,456.56	2.0%
	Extra Care Housing	weekly	30.18	30.78	2.0%
	Deferred Payments - Set up fee	one -off	122.21	124.65	2.0%
	Deferred Payments - Property Valuation (initial)	one -off	208.90	213.08	2.0%
	Deferred Payments - Property Valuation (Full)	one -off	522.24	532.68	2.0%
	Deferred Payments - Annual Management fee	annual	26.11	26.63	2.0%
	Deferred Payments - Closure Fee	one -off	62.67	63.92	2.0%
Housing	HRA Standard Rent (average)	weekly	74.21	75.33	1.5%
	Furnished Homes: Carpets only	weekly	9.50	9.64	1.5%
	Furnished Homes: Washer only	weekly	2.71	2.75	1.5%
	Furnished Homes: Bronze only	weekly	8.81	8.94	1.5%
	Furnished Homes: Bronze + carpets	weekly	18.32	18.59	1.5%
	Furnished Homes: Silver only	weekly	13.92	14.13	1.5%
	Furnished Homes: Silver + carpets	weekly	23.43	23.78	1.5%
	Furnished Homes: Gold only	weekly	22.53	22.87	1.5%
	Furnished Homes: Gold + carpets	weekly	32.03	32.51	1.5%
	Furnished Homes: Platinum only	weekly	31.79	32.27	1.5%
	Furnished Homes: Platinum + carpets	weekly	41.30	41.92	1.5%
	Garage Rent - Council tenant	weekly	5.10	5.20	2.0%
	Garage Rent - Non Council tenant	weekly	6.12	6.24	2.0%
	Surface Garage plot	annual fee	61.47	62.70	2.0%
	Non-surface garage plot	annual fee	55.32	56.43	2.0%
	Warncliffe Flats car park space	weekly	6.70	6.83	1.9%
	Cooking Gas	weekly	0.87	0.89	2.3%
	Community Facility	weekly	4.85	4.95	2.1%
	Laundry Facility	weekly	1.63	1.66	1.7%
	District Heating Unit Charge	unit of heat	0.06	0.06	0.00
	District Heating - Bedsit	weekly	9.66	9.66	0.00
District Heating - 1 bed	weekly	11.25	11.25	0.00	
District Heating - 2 bed	weekly	12.90	12.90	0.00	
District Heating - 3-4 bed	weekly	14.93	14.93	0.00	

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
CHILDREN & YOUNG PEOPLE - PROPOSED FEES & CHARGES FOR 2021/22					
Educational Psychology					
Education Psychology	Option 1 Annual Contract (5 days -10 sessions per year)	Per option	1,882.00	1,920.00	2.02%
Education Psychology	Option 2 Annual Contract (7.5 days -15 sessions per year)	Per option	2,821.00	2,878.00	2.02%
Education Psychology	Option 3 Annual Contract (10 days -20 sessions per year)	Per option	3,764.00	3,840.00	2.02%
Education Psychology	Option 4 Annual Contract (20 days -40 sessions per year)	Per option	7,406.00	7,555.00	2.01%
Education Psychology	Option 5 Annual Contract (40 days -80 sessions per year)	Per option	14,607.00	14,900.00	2.01%
Education Psychology	Option 6 Annual Contract (60 days -120 sessions per year)	Per option	21,910.00	22,348.00	2.00%
Education Psychology	Option 7 Sessional costs per day (2 sessions) for requests received after 31st March 2019.	per day (2 sessions)	459.00	469.00	2.18%
Moving and Handling					
Moving and Handling	Annual Contract 1 - Consultancy, Advisory, Guidance and Support (1 Day per Year)	Annual	368.00	376.00	2.17%
Moving and Handling	Annual Contract 2 - Consultancy, Advisory, Guidance and Support (6 Days per Year £355 per Day)	Annual	2,173.00	2,217.00	2.02%
Moving and Handling	Annual Contract 3 - Consultancy, Advisory, Guidance and Support (9 Days per Year £350 per Day)	Annual	3,213.00	3,278.00	2.02%
Moving and Handling	Bespoke Package - Consultancy Service - Special Schools Newman, Hilltop and Kelford and settings with Ongoing Complex Needs (Consultancy and Training 0.5 days per week per term)	Annual	4,896.00	4,994.00	2.00%
Moving and Handling	Training - Induction Course (Full Day (Minimum Charge £360)	Per delegate	61.20	63.00	2.94%
Moving and Handling	Training - Induction Course (Half Day) Training (Minimum Charge £252)	Per delegate	43.00	44.00	2.33%
School Admissions & Appeals					
School Admissions & Appeals	£33.90 X PAN (the Published Admission Number of the school / academy)	PAN	33.20	33.90	2.11%
Learning Support Service					
The charges to schools under this service are to be increased to ensure recovery of operational costs.					
Learning Support Service	Option 1 - Platinum Package A - 120 Hours (Half Day Support per week for 37 weeks of the Year)	Per package	6,896.00	7,977.00	15.68%
Learning Support Service	Option 2 - Gold Package B - 62 Hours (Half Day Support per fortnight for 37 weeks of the Year)	Per package	3,565.00	4,132.00	15.90%
Learning Support Service	Option 3 - Silver Package C - 36 hours (11 Half Days Support - 1 visit per month)	Per package	2,071.00	2,497.00	20.57%
Learning Support Service	Option 4 -Bronze Package D - 20 Hours (6 Half Day Visits per Year)	Per package	1,153.00	1,362.00	18.13%
Learning Support Service	Option 5 - Package E - Hourly Rate (for specially arranged package)	Per hour	59.00	68.00	15.25%
Learning Support Service	Option 5 - Package E - Hourly Rate (Further hours through the school year in addition to options 1 to 5 above, these will be charged at the higher hourly rate.	Per hour	64.00	75.00	17.19%
Risk Management and CLEAPSS Service					
Risk Management and CLEAPSS Service	Children Centres, Special Schools and Primary schools up to a PAN of 30	Per package	470.00	480.00	2.13%
Risk Management and CLEAPSS Service	Primary Schools up to a PAN of 45	Per package	645.00	660.00	2.33%
Risk Management and CLEAPSS Service	Primary Schools up to a PAN of 60	Per package	735.00	750.00	2.04%
Risk Management and CLEAPSS Service	Primary Schools up to a PAN of 90	Per package	840.00	860.00	2.38%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Risk Management and CLEAPSS Services including Radiation Protection Advisory Service	Secondary Schools up to a PAN of 140 (incl. £300 CLEAPSS)	Per package	1,575.00	1,610.00	2.22%
Risk Management and CLEAPSS Services including Radiation Protection Advisory Service	Secondary Schools up to a PAN of 210 (incl. £300 CLEAPSS)	Per package	1,990.00	2,030.00	2.01%
Risk Management and CLEAPSS Services including Radiation Protection Advisory Service	Secondary Schools up to a PAN of 260 (incl. £300 CLEAPSS)	Per package	2,620.00	2,675.00	2.10%
Risk Management and CLEAPSS Services including Radiation Protection Advisory Service	Secondary Schools with a PAN above 261 (incl. £300 CLEAPSS)	Per package	2,930.00	2,990.00	2.05%
Rockingham PDC					
Rockingham PDC	Rockingham Hall (Capacity 107) per day (Monday to Friday)	Per session	262.00	267.00	1.91%
Rockingham PDC	Rockingham Hall (Capacity 107) per day (Saturday to Sunday)	Per session	287.00	293.00	2.09%
Rockingham PDC	Rockingham Hall (Capacity 107) per Half day/Twilight Session (Monday to Friday)	Per session	125.00	128.00	2.40%
Rockingham PDC	Rockingham Hall (Capacity 107) Evening Session (Monday to Friday)	Per session	131.00	134.00	2.29%
Rockingham PDC	Meeting rooms (Fitzwilliam, Wharnccliffe, Wentworth, Fullerton) (capacity 30- 36) per day (Monday to Friday)	Per session	193.00	197.00	2.07%
Rockingham PDC	Meeting rooms (Fitzwilliam, Wharnccliffe, Wentworth, Fullerton) (capacity 30-36) per day (Saturday to Sunday)	Per session	209.00	213.00	1.91%
Rockingham PDC	Meeting rooms (Fitzwilliam, Wharnccliffe, Wentworth, Fullerton) (capacity 30-36) per Half day /Twilight Session	Per session	94.00	96.00	2.13%
Rockingham PDC	Meeting rooms (Fitzwilliam, Wharnccliffe, Wentworth, Fullerton) (capacity 30-36) per Evening Session	Per session	99.00	101.00	2.02%
Rockingham PDC	Meeting rooms (Sitwell and Keppel) per day (Monday to Friday)	Per session	157.00	160.00	1.91%
Rockingham PDC	Meeting rooms (Sitwell and Keppel) per day (Saturday to Sunday)	Per session	209.00	213.00	1.91%
Rockingham PDC	Meeting rooms (Sitwell and Keppel) per Half day/Twilight Session	Per session	83.00	85.00	2.41%
Rockingham PDC	Meeting rooms (Sitwell and Keppel) per evening Session	Per session	89.00	91.00	2.25%
Rockingham PDC	Meeting room (Milton) per day (Monday to Friday)	Per session	94.00	96.00	2.13%
Rockingham PDC	Meeting room (Milton) per day (Saturday to Sunday)	Per session	210.00	214.00	1.90%
Rockingham PDC	Meeting room (Milton) per Half day/Twilight Session	Per session	53.00	54.00	1.89%
Rockingham PDC	Meeting room (Milton) per Hour	Per session	16.00	16.50	3.13%
Rockingham PDC	Meeting rooms per hour (Fitzwilliam, Wharnccliffe, Wentworth, Fullerton, Sitwell and Keppel)	Per session	27.00	28.00	3.70%
Rockingham PDC	Additional cost of Buffet per person	Per person	7.25	7.40	2.07%
Rotherham School Improvement Service					
Rotherham School Improvement Service	Subscription service	Per pupil	25.50	26.00	1.96%

FEES AND CHARGES PROPOSALS 2021/22

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Rotherham School Improvement Service	Anti bullying in subscription 2 days, additional days	Per day	175.00	175.00	0.00
Rotherham School Improvement Service	Anti bullying non-subscription	Per day	225.00	225.00	0.00
Rotherham School Improvement Service	Outstanding Teaching Assistant Programme (non subscription)	Per delegate	435.00	435.00	0.00
Rotherham School Improvement Service	Power of coaching - non subscription	Per delegate	522.00	522.00	0.00
Rotherham School Improvement Service	South Yorkshire School Business Leaders Group (SYSBL)	Per school	51.00	52.00	1.96%
Rotherham School Improvement Service	Assessment Matters and Data Support Service	Per school	1,785.00	1,821.00	2.02%
Rotherham School Improvement Service	Assessment leader network non subscribers	Per delegate	306.00	312.00	1.96%
Rotherham School Improvement Service	Basic skills quality mark - non subscribers	Per assessment	306.00	312.00	1.96%
Rotherham School Improvement Service	Early Years Foundation Stage Leaders in Schools	Per day	357.00	364.00	1.96%
Rotherham School Improvement Service	Leadership Events - for subscribers	Per delegate	51.00	52.00	1.96%
Rotherham School Improvement Service	Leadership Events - non subscribers	Per delegate	132.60	135.00	1.81%
Rotherham School Improvement Service	Leadership matters	Per delegate	306.00	312.00	1.96%
Rotherham School Improvement Service	Newly qualified teacher - non subscriber	Per NQT per term	102.00	104.00	1.96%
Rotherham School Improvement Service	Outstanding Teacher Programme (OTP) Cohorts 3 and 4	Per delegate	585.00	585.00	0.00
Rotherham School Improvement Service	Picture this - non subscriber	Per school	306.00	312.00	1.96%
Rotherham School Improvement Service	Primary Science - non subscriber	Per day	357.00	364.00	1.96%
Rotherham School Improvement Service	Primary Teaching & Learning - non subscriber	Per day	357.00	364.00	1.96%
Rotherham School Improvement Service	Rotherham Children's Festival - non subscriber	Per project	306.00	312.00	1.96%
Rotherham School Improvement Service	Rotherham Children's Festival - non subscriber	Per event	153.00	156.00	1.96%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Rotherham School Improvement Service	RQT Development Programme – Leading Learning in your own Classroom (6 x half day) non subscriber	Per delegate	540.00	540.00	0.00%
Rotherham School Improvement Service	Services for governors - Governance package, Option 1		1,275.00	1,301.00	2.04%
Rotherham School Improvement Service	Services for governors - Head teacher recruitment - subscribers	Per school	2,040.00	2,081.00	2.01%
Rotherham School Improvement Service	Services for governors - Head teacher recruitment - non subscribers	Per school	3,060.00	3,121.00	1.99%
Rotherham School Improvement Service	Services for governors - Head teacher appraisal - subscribers	Per school	204.00	208.00	1.96%
Rotherham School Improvement Service	Services for governors - Head teacher appraisal - non subscribers	Per school	459.00	468.00	1.96%
Rotherham School Improvement Service	Services for teachers - Termly 1:1 sessions focussing on school improvement - non subscribers	Per school	2,040.00	2,081.00	2.01%
Rotherham School Improvement Service	Services for teachers - Preparation for Ofsted - non subscribers	Per school	612.00	624.00	1.96%
Rotherham School Improvement Service	Services for teachers - Testing the Rotherham Mission – Getting to Good/Outstanding days - non subscribers	Per school	1,836.00	1,873.00	2.02%
Rotherham School Improvement Service	Statutory assessment - non subscribing academies	Per academy	510.00	520.00	1.96%
Rotherham School Improvement Service	Education Support Partnership - Headspace & Yourspace	Per delegate	650.00	650.00	0.00%
Rotherham School Improvement Service	Healthy School Accreditation - non subscribers	per school	306.00	312.00	1.96%
Rotherham School Improvement Service	Primary Teaching and Learning - non subscribers	per day for in school support	357.00	364.00	1.96%
Rotherham School Improvement Service	Pupil Premium Reviews	per school	2040-4080	2080-4160	1.96%
Rotherham School Improvement Service	SEND Reviews - non subscribers	per school	2040-4080	2080-4160	1.96%
Rotherham School Improvement Service	Artsmark - Support a broad and balanced curriculum (non subscribing)	Per school	500.00	500.00	0.00%
Rotherham School Improvement Service	Artsmark - Support a broad and balanced curriculum (fully subscribing schools)	Per school	150.00	150.00	0.00%
Rotherham School Improvement Service	Bedrock Learning - Vocabulary Matters Cohort 2 **£3 per pupil for licence costs**	Per school	500.00	500.00	0.00%
Rotherham School Improvement Service	Children University - non subscribers	Per school	306.00	312.00	1.96%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Rotherham School Improvement Service	Emotional Health and Wellbeing - Developing a whole school Mental Health Approach Workshop	Per delegate	195.00	195.00	0.00
Rotherham School Improvement Service	Emotional Health and Wellbeing - School Mental Health Award	per school	350.00	350.00	0.00
Rotherham School Improvement Service	Emotional Health and Wellbeing - Development programme for school Mental Health Lead	Per delegate	1,200.00	1,200.00	0.00
Rotherham School Improvement Service	Emotional Health and Wellbeing - Essential Mental Health Support Skills	Per delegate	500.00	500.00	0.00
Rotherham School Improvement Service	Emotional Health and Wellbeing - Accredited Mental Health and Wellbeing Lead Governor E-module	Per delegate	50.00	50.00	0.00
Rotherham School Improvement Service	Emotional Health and Wellbeing - Support for schools working with LGBTQ children and students and the LGBTQ + inclusion in Education Awards	Per day for bespoke support	500.00	500.00	0.00
Rotherham School Improvement Service	Emotional Health and Wellbeing - Support for schools working with LGBTQ children and students and the LGBTQ + inclusion in Education Awards	Per school	300.00	300.00	0.00
Rotherham School Improvement Service	Meeting the Millennial Need - Cohort 2	Per school	500.00	500.00	0.00
Rotherham School Improvement Service	Outstanding Leadership in Education (OLE)	Per delegate	435.00	435.00	0.00
Rotherham School Improvement Service	Outstanding Teacher Programme PLUS (OTP PLUS)	Per delegate	650.00	650.00	0.00
Rotherham School Improvement Service	The Inspiring Teacher Programme (ITP)	Per delegate	575.00	575.00	0.00
Rotherham School Improvement Service	Personal Social & Health Education (PSHE) - non subscribing	Per delegate	306.00	312.00	1.96%
Rotherham School Improvement Service	Relationship & Sex Education (RSE) - non subscribing	for CPD Programme	433.50	442.00	1.96%
Rotherham School Improvement Service	Teacher Research Status with Carnegie School of Education	Per delegate	300.00	300.00	0.00
Rotherham School Improvement Service	Understanding Childhood Trauma and Mental Health in Schools	per delegate	delegate rates apply	delegate rates apply	N/A
Rotherham School Improvement Service	English as an Additional Language EAL - Support for pupils	per delegate	delegate rates apply	delegate rates apply	N/A
Rotherham School Improvement Service	Hub 4 Leaders The school Bus & Compliance Manager ***£100 to add compliance Manager		delegate rates apply	delegate rates apply	N/A
Rotherham School Improvement Service	Services for teachers - Teacher & Support Staff Appraisal and Pay Progression - non subscribers	Per day	delegate rates apply	delegate rates apply	N/A
Autism Communication					
Autism Communication	Autism Communication team - option 1 Platinum package A (120 hours)	Per package	6,896.00	7,977.00	15.68%
Autism Communication	Autism Communication team - option 2 Gold package B (62 hours)	Per package	3,565.00	4,132.00	15.90%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Autism Communication	Autism Communication team - option 3 Silver package C (36 hours)	Per package	2,071.00	2,497.00	20.57%
Autism Communication	Autism Communication team - option 4 Bronze package D (20 hours)	Per package	1,153.00	1,362.00	18.13%
Autism Communication	Autism Communication team - option 5 package E (5 hours)	Per package	291.00	340.00	16.84%
Autism Communication	Autism Communication team - option 6 package F (arranged hours if support packages A-E do not match School needs)	Per hour	59.00	68.00	15.25%
Autism Communication	Autism Communication team - option 6 package F (additional hours requested through the School Year)	Per hour	64.00	75.00	17.19%
Outdoor Education					
Outdoor Education	Outdoor Learning and Educational Visits Service	Per pupil	1.61	1.64	1.86%
Outdoor Education	Duke of Edinburgh Award - Secondary school/college		403.00	411.00	1.99%
Outdoor Education	Duke of Edinburgh Award - Special school		62.00	63.00	1.61%
Outdoor Education	Outdoor Learning Facilities (Crowden Outdoor Educational Centre) - Rotherham Schools and Groups	Bespoke Package	73.50	75.00	2.04%
Outdoor Education	Outdoor Learning Facilities (Crowden Outdoor Educational Centre) - Non Rotherham Schools and Groups	Bespoke Package	76.00	78.00	2.63%
Early Help Services					
Early Help Services	School Absence Notices (Fixed Penalty Notices)	Per FPN	60.00	60.00	0.00%
Early Help Services	Early Help Plus	Bespoke Packages per School (Based on £306 per day)	306.00	312.00	1.96%
Early Years Services					
Early Years Services	Childcare workforce	Per person (Half Day)	33.00	34.00	3.03%
Early Years Services	Childcare workforce	Per person (Full Day)	54.50	56.00	2.75%
Leaving Care					
Leaving Care	Hollowgate - 1 Bed Flat	Per week	188.93	192.71	2.00%
Leaving Care	Hollowgate - 2 Bed Flat	Per Week	176.38	179.91	2.00%
Leaving Care	Disbursed Property	Per Week	67.74	69.09	1.99%

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Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Democratic Service	Room Hire - Town Hall - before 5.30	Per hour	76.50	78.00	2.0%
Democratic Service	Room Hire - Town Hall - after 5.30	Per hour	76.50	78.00	2.0%
Democratic Service	Catering - various rates ranging from £1.25 - £3.70	Per person	1.35-3.90	1.40 - 4.00	2.0%
Democratic Service	Schools Appeals	SLA for provision of service	26,000.00	27,000.00	3.8%
HR&Payroll	HR & Payroll SLA Fee charged to Academies and External Companies	Annual	407.50 - 2,188.50	416.00 - 2,232.50	2.0%
HR&Payroll	HR & Payroll SLA Fee charged to LA maintained schools	Annual	136.00 -14,048.00	139.00 - 14,329.00	2.0%
HR&Payroll	Fees charged for External Recruitment Adverts on RMBC website	Per advert	110.00	112.25	2.0%
HR&Payroll	Fee's charged for Elections payroll (DMBC, SCC)	Annual	4,534.00	4,625.00	2.0%
HR&Payroll	Fee charged for HR Consultancy Service SLA to schools and academies	Annual	570.00-22,279.00	581.50 - 22,725.00	2.0%
HR&Payroll	DBS Checks	Per check	10.00	10.20	2.0%

ASSISTANT CHIEF EXECUTIVE DIRECTORATE - PROPOSED FEES & CHARGES FOR 2021/22

FEES AND CHARGES PROPOSALS 2021/22

Appendix 7

Service	Description of Fee or Charge	Unit of Charge	Charge 2020/21 £	Proposed Charge 2021/22	%age increase
Electoral Services	Open and full electoral register	per 1000 entries	1.50 - 5.00	1.50 - 5.00	0.00%
Electoral Services	Overseas electors	per 100 entries	1.50 - 5.00	1.50 - 5.00	0.00%
Internal Audit	Internal Audit work for academies	Daily rate	270.00	276.00	2.2%
Revenues & Benefits	Free school meals administration	Per child	5.35	5.45	1.9%
Customer Services	Blue Badge applications (this to be confirmed when new provider contract agreed)	Per badge	10.00	10.00	0.0%
Legal Services	External legal work	Hourly rate	66.00	67.50	2.3%
Legal Services	Work for academies	Hourly rate	66.00	67.50	2.3%
Legal Services	Advice to Primary and Special Schools	Per annum	220.00	224.50	2.0%
Legal Services	Advice to Secondary Schools	Per annum	385.00	393.00	2.1%
Legal Services	Pay as Used advice to schools	Hourly rate	40.00, 45.00 or 65.00 plus 19.00 admin charge	41.00, 46.00 or 66.00 plus 19.50 admin charge	2.0%
Legal Services	Section 106	a minimum amount of £969 for a straightforward agreement or higher (subject to negotiation), dependant on level of complexity	950.00	969.00	2.0%
Legal Services	Section 38 & 278 Highway Improvement	Per application	525.00 or 790.00	535.50 or 810.00	2.0%
Information Governance	Freedom of Information	Hourly rate	25.00	26.00	4.0%
Schools Finance	Finance Support - Early Years				
	L.A.	Annual	3,208.00	3,272.00	2.0%
	Termly	Annual	3,394.00	3,462.00	2.0%
	1/2 Termly	Annual	3,574.00	3,645.00	2.0%
	Monthly	Annual	3,846.00	3,923.00	2.0%
	Fortnightly	Annual	4,668.00	4,761.00	2.0%
	Weekly	Annual	6,302.00	6,428.00	2.0%
Schools Finance	Finance Support - Primary				
	L.A.	Annual	1,699.00-2,573.00	1,733.00 - 2,625.00	2.0%
	Termly	Annual	1,880.00-2,754.00	1,920.00 - 2,810.00	2.0%
	1/2 Termly	Annual	2,060.00-2,935.00	2,100.00 - 2,995.00	2.0%
	Monthly	Annual	2,333.00-3,208.00	2,380.00 - 3,275.00	2.0%
	Fortnightly	Annual	3,153.00-4,028.00	3,220.00 - 4,110.00	2.0%
	Weekly	Annual	4,793.00-5,667.00	4,890.00 - 5,785.00	2.0%
Schools Finance	Finance Support - Special				
	L.A.	Annual	2,323.00-3,950.00	2,370.00 - 4,030.00	2.0%
	Termly	Annual	2,503.00-3,050.00	2,555.00 - 3,111.00	2.0%
	1/2 Termly	Annual	2,689.00-4,313.00	2,750.00 - 4,400.00	2.0%
	Monthly	Annual	2,962.00-4,585.00	3,025.00 - 4,680.00	2.0%
	Fortnightly	Annual	3,777.00-5,405.00	3,855.00 - 5,515.00	2.0%
	Weekly	Annual	5,416.00-7,043.00	5,525.00 - 7,185.00	2.0%
Schools Finance	Finance Support - Secondary				
	Core	Annual	2,513.00	2,563.00	2.0%
	Core + Visits (6)	Annual	2,842.00	2,899.00	2.0%
	Additional Visit - Early Years/Primary/Special	Per visit	104.00	106.00	1.9%
	Sickness Cover - Early Years/Primary/Special	Per visit	208.00	212.00	1.9%
	Additional Visit - Secondary	Per visit	125.00	128.00	2.4%
	Sickness Cover -Secondary	Per visit	208.00	212.00	1.9%
Schools Finance	Finance Support - Academies				
	Service retainer - including Helpdesk and Online support	Annual	1,408.00	1,436.00	2.0%
	FMS chart of accounts/coding structure set up	Per Set-up	714.00	728.00	2.0%
	Financial Support onsite visit - ad hoc	Per Visit	205.00	209.00	2.0%
	Financial Support onsite visit - termly	For 3 visits	420.00	428.00	1.9%
	Financial Support onsite visit - half termly	For 6 visits	840.00	857.00	2.0%
	Financial Support onsite visit - monthly	For 10 visits	1,392.00	1,420.00	2.0%
	Provision of financial management training session	Per 1/2 day	205.00	209.00	2.0%
	Assistance with recruitment of finance staff	Per 1/2 day	205.00	209.00	2.0%
	Attendance at Governing Body meetings	Per 1/2 day	205.00	209.00	2.0%
	Provision of cover in the event of staff absence	Per 1/2 day	205.00	209.00	2.0%
Schools ICT Connect	Filtered Broadband connectivity	Annual	1,020.00-10,750.00		
	Dedicated ICT support	Annual	715.00-6,655.00		
	ICT SLA	Annual	1,040.00-3,280.00		

Background to the Budget and Financial Strategy

1.	Budget Challenges
1.1	The particular challenges which the Council has to take account of within its budget and financial strategy are set out in a strategic context that provides for resources to be aligned to key priorities.
1.1.1	<p>The overarching challenge is to provide ongoing support to residents, communities and businesses affected by the Covid-19 pandemic, whilst also continuing to drive ambitious plans for Rotherham. This challenge is central to the Council's Year Ahead Plan, which sets out key actions through to May 2021 across the following priority themes:</p> <ul style="list-style-type: none"> • Thriving Neighbourhoods • Better Health and Wellbeing • Economic Recovery • New Ways of Working • Hope and Confidence in Rotherham <p>The plan also includes two cross-cutting strands: Equalities and Social Justice and Climate Impact. These are integral to each theme and should be seen as long-term considerations for budget planning.</p>
1.1.2	Health in Rotherham is generally poorer than average. Life expectancy is below the English average and has stalled recently after rising over the last decade. Inequalities are widening between the most and least deprived communities within Rotherham, particularly for women. Rates of coronary heart disease have reduced significantly over the last 10 years but the borough still has high rates of disability and long term sickness. Work is ongoing to understand the health impact of Covid-19 and anticipate future service demand.
1.1.3	Adult qualification levels are below average, notably degree level skills, but these have improved greatly in recent years and Rotherham College, as part of RNN Group, has established a university centre in the town centre. The provisional data for 2019 also shows that Rotherham is 2.8% below the national average at Foundation Stage; 5.8% below the national average at KS2 and 2.3 points below the national average for Attainment 8 scores at KS4.
1.1.4	Covid-19 continues to have a significant impact on the economy, though the government's job retention scheme (furlough), which has been extended to 30 April 21, has reduced or at least deferred redundancies. There will be major challenges for sectors that have been particularly hard hit (e.g. retail and hospitality), whilst young people (including graduates), people from ethnic minorities, women and those with special educational needs and disabilities, are expected to be even further away from the employment market than prior to Covid-19. Working with

	partners both locally and via Sheffield City Region will be critical to supporting the recovery and renewal of the local economy.
1.1.5	Despite the challenges, the Council is committed to progressing major regeneration schemes and projects. This includes Forge Island, town centre housing sites, the Future High Streets Fund bid, and the development of Towns Fund proposals aiming to secure a £25-50m Town Deal. It will be vital for the Council to use its social value policy to ensure opportunities for local people, particularly those hardest hit, are maximised as part of these and other significant local investments.
1.1.6	Rotherham offers a good quality of life combined with a relatively low cost of living. House prices have risen over the years and the average house in Rotherham costs £140,000 but this is far below the English average of £249,000. Rotherham people are very proud of their local parks and country parks, particularly Clifton Park which has won national awards.
1.1.7	There are numerous visitor attractions, notably the stately home of Wentworth Woodhouse which is now being restored. The Magna Science Adventure Centre is a well-established visitor attraction and a major new development is the £37 million Gulliver's Valley family resort in the south of the Borough, which opened in 2020. There are also the ruins of Roche Abbey and the award-winning Clifton Park Museum which has recently been refurbished. The Borough has a Civic Theatre, a thriving sports scene and four leisure centres. These are all important to economic and social life of the area.
1.1.8	There is a steadily growing population which reached a record total of 264,700 in 2018. The population is growing as a result of natural increase (more births than deaths), net inward migration and increased life expectancy. Rotherham has 161,600 people of working age (61%), which is slightly lower than the English average.
1.1.9	Rotherham has an ageing population whereby the number of older people is increasing fastest, and their health and social care needs place increasing pressure on social care budgets at a time of prolonged financial constraint. There are 51,700 people aged 65 or over including 6,100 people aged 85 or over, and these numbers are projected to increase by a third over the next 10 years. Rates of disability place further pressures on social care budgets, with 11.4% of the population (30,000 people) claiming disability benefits compared with 7.8% nationally. Working with partners is critical to meeting the needs of the elderly population, especially during recovery from the Covid-19 pandemic with support for testing and commencement of vaccinations.
1.1.10	There are 51,340 children aged 0-15 in Rotherham and 25,930 young people aged 16-24. Whilst most children get a good start in life, child poverty is polarised across the Borough and life chances vary. Rotherham has a lower proportion of young people aged 18-24 than the

	national average due to people moving elsewhere to study or work. The number of Looked after Children increased from 380 in 2012 to a peak of 662 in 2018 but has now reduced to 611 by January 2021. The number of Children in Need (CIN only) has seen a decrease from 1,430 in March 2016 to 1,146 in January 2021. Meanwhile, the number of Children subject to a Child Protection Plan at the end of December 2016 was 335 rising to 445 in January 2021.
1.1.11	Health inequalities remain a significant issue for Rotherham. Nationally, the Covid-19 pandemic has also been shown to worsen health inequalities with elderly and some minority communities worst affected. A refreshed Joint Strategic Needs Assessment, to be launched in 2021, will assist in prioritising greatest need to tackle inequalities.
1.2	The Council remains committed to working with Sheffield City Region to implement the devolution deal, which was agreed in 2020. The deal will bring benefits including control of a new, flexible single pot of funding for economic growth, which incorporates an additional £30 million annual allocation over the next 30 years.
1.2.1	It also secures devolved transport powers and funding; full devolution of the Adult Education Budget of around £35m a year; increased planning capacity and powers to deliver housing and economic growth; and greater control over how and where funds are directed.
1.2.2	Stronger city region working, and collaboration may offer further opportunities for efficiency gains where services are duplicated or where centres of excellence can be established.
1.3	Rotherham's robust partnership arrangements have underpinned the response to the Covid-19 pandemic. Links with the local voluntary and community sector have been a central part of the Community Hub and wider humanitarian efforts. Strategically, Rotherham Together Partnership's chief executive officer group has met regularly to share key information and maintain an overview. Joint working with health partners in various forums has, of course, been crucial, whilst Barnsley and Rotherham Chamber have provided vital advice and support in articulating and responding to business needs. These multi-faceted partnership arrangements remain crucial in supporting the borough's recovery and renewal.
1.4	Social Value is becoming embedded in the way the Council commissions and procures goods and services, including capital projects, through the Social Value Portal. This approach is being enhanced through engagement of partners and will be developed further through a community wealth building approach and co-design. Changes to procurement practices interrelate with budget strategy.
1.5	The Council has committed to achieving net zero carbon by 2030. Achieving the zero-carbon target will require significant changes to the

	way the Council operates, delivers services, and implements capital projects and improvements. A new action plan is being developed with key targets that move the Council toward achieving this key commitment.
1.6	The Council is seeking to achieve “Excellent” accreditation under the Local Government Equality Framework by 2022. This requires the Council to examine the way that it works both internally and with communities to achieve improved equality outcomes. Achieving “Excellent” will require attention to the use of resources aligned to equality outcomes as an integral part of budget and service planning processes.
2.	Key Issues – Budget Proposals
2.1	This section incorporates the financial matters related to the Budget and Medium Term Financial Strategy which need to be considered by Cabinet for recommendation to Council.
2.2	<p>In 2018 a set of 6 budget principles were developed to guide decision making and ensure the budget and associated investment/savings options are focused, coherent and reflect the wider priorities of the Borough. The principles are outlined below, ensuring that Rotherham’s public services are sustainable, affordable and fit for the future.</p> <ol style="list-style-type: none"> 1) <i>Keep residents, particularly vulnerable children and adults, safe from harm and enable more people to live independently</i> 2) <i>Drive inclusive growth and ensure Rotherham’s residents are connected to local good quality job opportunities</i> 3) <i>Protect Rotherham’s green spaces and improve the quality of the public realm, ensuring our streets are clean and safe</i> 4) <i>Become a smaller, more efficient, more connected organisation, working as one Council with a stronger leadership and influencing role</i> 5) <i>Adopt a more commercial, outward facing approach to doing business, generating income and leveraging the resources and assets of our partners in Rotherham</i> 6) <i>Work with communities and local neighbourhoods to develop independence, wellbeing and resilience</i>
2.3	Taken together, the above principles and the priorities outlined below give a strong sense of the strategic direction of the budget and the associated investment/saving requirements to both deliver the Council’s priorities and achieve a balanced budget, including delivering agreed

	savings plans that are a key part of proposed balanced budget and MTFs for 2021/22 to 2022/23.
2.4	<p>The Budget outlined in this report will:</p> <ul style="list-style-type: none"> • continue focus on protecting and supporting Rotherham’s most vulnerable children and adults whilst trying to ensure that a wide range of services continue to be provided to all residents; • further progress the ongoing transformation of the Council’s Adult Social Care Services to provide better services enabling more vulnerable adults to live independently, safely and improve their quality of life; • continue focus on corporate and service transformation, ensuring services continue to be equipped to deliver a high standard of service for the citizens, businesses and stakeholders of the Borough that is fully aligned to the Borough’s Community Strategy and the Council Plan priorities; and • continue to reduce management, administration and support costs as far as is sensible to do so. <p>All of which contribute to the achievement of the Council Plan priorities.</p>
2.5	The key impact of the proposed budget on each Directorate is shown below:
2.5.1	Adult Care, Housing and Public Health
	Adult Care
2.5.1.1	Adult Care is responsible for the provision of social care support and services for vulnerable groups of adults in the borough, including older people and adults with mental ill-health problems, learning disabilities and physical and/or sensory impairments. The Directorate also supports people with housing and support requirements outside of the Care Act duties through housing related support and this includes, for example, people with complex lives and people who have experienced domestic abuse. The Directorate has been and continues to be at the forefront of the Councils response to the Covid-19 pandemic supporting hospital discharges, testing and vaccination programmes as well as ensuring continuation of service delivery. The Directorate also has a key role in supporting the wider health and care system and externally commissioned providers such as care homes, home care and supported living and voluntary sector partners including micro-enterprises to continue to deliver critical services to customers.
2.5.1.2	Adult Care has statutory responsibility under the Care Act 2014 for managing and delivering:

	<ul style="list-style-type: none"> • Information, advice and advocacy • Prevention and recovery • Safeguarding • Assessment and care planning • Care, at home and in residential settings
2.5.1.3	<p>In addition to the pressures and new demand created by the impacts of Covid-19, the Directorate continues to face a number of significant demand challenges as a result of changes in population demographics. There is a sustained budget pressure as a result of an aging population; a rising population of working age adults with long term health and care support needs; increasing acuity and complexity of need for those residents who need support; and increased cost pressures for externally commissioned adult care providers driven by the pandemic .The associated costs and increased risk faced by externally commissioned providers as a result of Covid-19 has highlighted the need for the Directorate to respond through a cost of care exercise with providers and aligned budget strategy to support sustainable fee increases.</p>
2.5.1.4	<p>These demand and budget pressures have resulted in an over-spend in 2020/21, though significant activity has been carried out to reduce the level of overspend during the financial year. The focus for 2021/22 is to continue to support activity to combat the adverse impacts of Covid-19, specifically the roll out of the vaccination programme led by Rotherham CCG and to further implement the complex set of changes needed to reduce demand, working with health and social care partners in the Borough, alongside making significant changes to the way care services are delivered to make care more personalised, responsive and cost effective.</p>
2.5.1.5	<p>Quality of care will continue to be developed and improved through further integration between health and care partners in the borough. Partnership working across the health and care system in the Borough has always been strong but has been positively further driven by the collaborative spirit built up during the response to the pandemic. The Council will continue to support wider system integration and respond proactively to proposed reforms of the NHS to ensure place priorities, population health management and tackling health inequalities remain at the heart of the local offer.</p>
2.5.1.6	<p>Supporting people to live well at home, for as long as possible, remains a key focus, despite the pandemic and will improve quality of life for residents, while reducing cost. This will be achieved through continued investment in preventative care and increased use of emerging technology, to reduce acute and long-term interventions; access to appropriate, coordinated support including more effective support to carers; and personalised care delivered by skilled care workers, family and through new technology.</p>

2.5.1.7	Though much of the focus during 2020/21 has understandably been responding to Covid-19 and ensuring critical service delivery, the Directorate remains committed to delivering long-standing transformation programmes. Care for adults with complex support needs will be transformed to enable people to access both high quality primary care and a broader range of care pathways, and stronger connections to family and community support. Similarly, with health partners, the Council will continue with the remodelling of mental health services, with a greater focus on early intervention, improved accessibility and more responsive, personalised service.
2.5.1.8	<p>The priorities, as outlined, can only be achieved if there is a high quality, motivated social care workforce in place. Further implementation of the operating model put in place during 2020/21 will take place, applying the learning from the initial period of operation to refine the approach and engender continuous improvement. This was a whole system change in the way services and resources are organised and additional evidential changes will assist Adult Care to manage and deliver the services it provides. This continues to be assisted by a comprehensive workforce development plan, building skills and confidence in assessments and delivery of cost-effective strength-based outcomes.</p> <p>Recognising the impacts of Covid-19 on the workforce will also be a key facet of 2021/22 with processes in place to support staff and to ensure that staff working remotely as well as those in front facing delivery roles have access to the resources, equipment and managerial support they need to effectively and safely discharge their duties.</p>
2.5.1.9	These priorities are designed to deliver a long term, sustainable reduction in demand pressures facing the directorate, and thus better able to manage to deliver services within budget.
	Public Health
2.5.1.10	Public health has led the Council's response to Covid-19 throughout 2020/21 from a health protection perspective and this has been and continues to be the primary focus of activity. Nevertheless, Public Health is an integral element of the Borough's health and social care system, promoting wellbeing and independence. Tackling health inequalities resulting from the pandemic will be a key aspect of activity during 2021/22 alongside the statutory functions that Public Health is responsible for. These include the commissioning of public health services, including: sexual health; drug and alcohol; 0-19; and a holistic wellbeing service which encompasses NHS Health Checks, weight management, alcohol brief interventions and stop smoking treatment.
2.5.1.11	Alongside commissioning services, Public Health has a pivotal role in providing intelligence, evidence-based advice, advocacy and challenge to ensure that the health of residents is safeguarded. This has been crucial in supporting activity to understand the impacts and trends of the

	Covid-19 pandemic. Public health advice has been provided not just to the NHS and across the Council Directorates, but across the whole Borough to include schools, work places and social care providers to support continuation of critical activity and responses to emerging infection control and public health requirements.
2.5.1.12	Life expectancy at birth in Rotherham for males is 1.9 years below the England average and for females is 1.7 years below the England average, which is indicative of a range of health inequalities in the Borough. This is further demonstrated by a difference in life expectancy of more than nine years for both men and women between the Borough's most and least deprived wards. The Borough has higher smoking prevalence and lower levels of physical activity than the national average which also correspond with local patterns of deprivation. These along with the associated health gap contribute to lower levels of economic productivity in the borough demonstrating the strong links between prosperity and health.
2.5.1.13	Public Health is working with colleagues across the Council and with partners, to ensure that health is considered in all policies, contributing to a wider impact on health, wellbeing and prosperity for residents. Public Health have continued to lead the implementation of the Better Mental Health for All strategy, adapting this to meet the changing Mental Health demands of Covid including the addition of a bereavement support offer. Public Health have also continued delivery of the Be the One campaign and to focus on needs during the pandemic including through the loneliness plan for the Borough.
2.5.1.14	Public Health have met all budget expectations for 2020/21 and are preparing to deliver a level budget in 2021/22 whilst ensuring best value is achieved through a number of procurement programmes that will be taken forward.
	Housing Services
2.5.1.15	Housing Services hold overall landlord responsibility for the management and maintenance of the borough's 20,200 council homes. They provide information advice and guidance on the housing options available to residents and oversee any adaptation to homes required by residents, e.g. for accessibility/health reasons. Housing services are also responsible for building new, affordable, high quality homes in the borough.
2.5.1.16	The service will continue to ensure that a robust, sustainable Housing Revenue Account 30-year Business Plan is in place. The effective delivery of this plan will ensure that the borough's 20,200 council homes are maintained effectively, meet the decent homes standard and continue to develop an ambitious programme of new homes in the Borough to meet future demands and replace those lost through the right to buy scheme. This will be achieved by building on council owned

	sites and acquiring new homes from private developers through Section 106 agreements.
2.5.1.17	The General Fund budget will continue to be used to address homelessness and deliver aids and adaptations to homes.
2.5.1.18	Efficiencies will continue to be delivered by sustaining tenancies and specific support for tenants on Universal Credit, high performance on void turnaround times; rent recovery and leasehold income collection. Alongside this, savings will be made in the repairs and maintenance service via a new contract that started in April 2020. These measures will both increase income and deliver efficiencies, with no detrimental impact on residents in the borough.
2.5.1.19	Covid -19 has had an impact on the service in 2020/21 and will continue to affect how the business operates going forward. Generally, services have adapted well to comply with social distancing and are able to deliver services effectively. The homelessness service has seen demand increased significantly due to Covid-19, however successful grant funding applications have enabled a new rough sleeper team to be established and further resources deployed to meet local housing needs.
2.5.2	Children and Young People's Services
2.5.2.1	The Directorate for Children and Young People's Services (CYPS) is responsible for social care services, education and skills, early help and family engagement. It has a statutory responsibility for the safeguarding of children and young people and is supported by a dedicated performance, quality, commissioning and business support team.
2.5.2.2	Nationally, children's social care services are operating in a tough budget and demand context. There has been an unprecedented surge in demand for children's social care support in recent years - a trend that shows no signs of abating.
2.5.2.3	Compounding the national trend, Rotherham's improvements have impacted on the increased number of children in care. This increase in care demand occurred despite the significant improvements made to early help and investment in programmes including Edge of Care, PAUSE and Family Group Conferencing.
2.5.2.4	The 2020/21 & 2021/22 Directorate priorities are to sustain improvements in children's social work, through the development and implementation of a new early help and social care pathway; to focus on building in-borough capacity for both Looked After Children and additional provision for children with learning difficulties and disabilities; and to further develop interventions and services designed to better manage demand earlier. To build capacity in Rotherham to better meet the needs of looked after children, our strategy will incorporate a renewed approach to foster care recruitment and establishing new

	contractual arrangements with providers to create additional residential capacity.
2.5.2.5	These proposed changes to service delivery will build on the success of the improvement and on the early successes of the more preventative based approaches. The agreed new early help arrangements have now been implemented, focusing on ensuring early help interventions are targeted at the root causes of children entering the care system, as well as alternatives to care that have a strong evidence base.
2.5.2.6	The new education and skills service operating model is now embedded including the Rotherham Education Strategic Partnership. Our school facing services will be reviewed to ensure that they are as efficient and effective as possible, while continuing to improve educational outcomes, particularly at Key Stage 4 and for children with SEND.
2.5.2.7	In 2019/20 & 2020/21 the first elements of the Early Help & Social Care (EH & SC) pathway have now been implemented with the second phase to be implemented over the next two financial years. The implementation is linked to a reduction of overall caseloads (CIN/CP/LAC) with LAC numbers reducing from a high of 662 (October 2018) to 616 at the time of the December 2020 financial forecast. They are projected to continue to reduce in 2021/22.
2.5.2.8	The LAC numbers reducing is linked to the impact of the Demand and Market Management Strategies.
2.5.2.9	The main focus of Market Management continues to be increasing the number / capacity of in-house foster carers and therefore reducing demand for independent sector fostering placements, which is now showing improvements through the work of Bright Sparks and the Fostering Team. Residential Block Contracting is now all open and the plan is now to bring on line Rotherham's in-house residential homes, with Pegasus now open and the other homes planned to open over the next 16 months. The creation of additional capacity in Rotherham will enable more young people to be supported locally at a cost effective price.
2.5.2.10	The Right Child Right Care initiative (RCRC) continues in 2021/22, with discharge plans that will be managed through the RCRC Performance Meetings. The House Project will also continue in 2021/22 which enables a number of young people to move from their current residential and fostering into their "forever" homes.
2.5.2.11	Alongside these savings, the Directorate is also reviewing the wider CYPS budget to determine if there are any other opportunities for efficiency savings.
2.5.3	Regeneration and Environment

2.5.3.1	The Regeneration and Environment Directorate's focus is to develop and promote Rotherham as a good place to live, work and visit through supporting sustained economic and housing growth across the borough and ensuring that the Town Centre is thriving, attractive and vibrant.
2.5.3.2	The Regeneration and Environment Directorate's focus is on delivering against the Year Ahead priorities and actions.
2.5.3.3	<p>A particular emphasis is to develop and promote Rotherham as a good place to live, work and visit through supporting sustained economic and housing growth across the borough and ensuring that the Town Centre is thriving, attractive and vibrant.</p> <p>The Directorate has a broad portfolio of responsibilities including:</p> <ul style="list-style-type: none"> • Community safety • Environmental protection • Licensing • Schools' catering and cleaning • Waste collection, management and disposal • Street cleaning and grounds maintenance • Parks, countryside and green spaces • Leisure, sport and physical activity • Tourism and events • Heritage, museums and archives • Libraries and neighbourhood Hubs • Registration and bereavement services • Planning and Building Control • Regeneration (including business support) • Transport and highways • Asset Management and Property • Emergency Planning, Business Continuity and Health and Safety
2.5.3.4	The Directorate's budget is focussed on the delivery of frontline services to ensure the Borough's neighbourhoods are clean, safe and inclusive, to create an environment where people want to live, work and play. In addition, it is a priority to grow the economy for Rotherham. Many frontline services overcame significant challenges in 2020/21 as a result of Covid-19, examples such as school catering, cleaning, registrars, health and safety, building services, environmental health, waste services. In contrast a number ceased to operate or developed alternative ways of operating such as the theatre, museum, events and libraries.
2.5.3.5	The adopted Town Centre Masterplan is being implemented including the proposal for a vibrant leisure quarter at Forge Island, which has recently finished the flood prevention and wider enabling works. 2019 saw the further need to diversify the town centre and the Government has made an "in principle" offer of £12.6m of funding to the Council from the Future High Streets Fund. The Council has submitted detailed

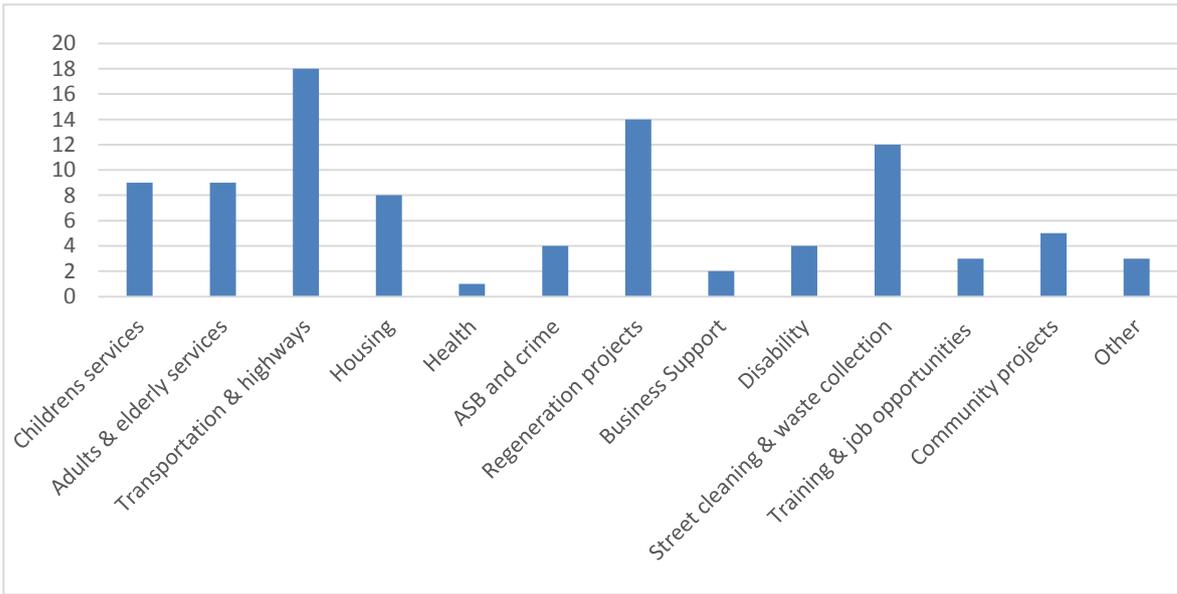
	proposals to Government as to how that funding would be utilised and awaits confirmation of the offer. Confirmation is expected by the end of February 2021.
2.5.3.6	Rotherham's economy, like most others has been severely affected by Covid-19 and attention is focussed on the economic recovery, especially through the SCR Economic Recovery Plan. A key part of this is leveraging in external funding for economic development and regeneration priorities. An example of this is the Town Deal, where the Council and partners will submit proposals to Government by the end of January 2021.
2.5.3.7	The investment into the Council's roads continued as part of the new investment into Highways following on from the 2020 Roads Programme, which sees an additional £6m per year invested. The major scheme at College Road Roundabout Scheme was completed in 2020 as well as agreement from Government to fund the A630 Parkway Widening scheme.
2.5.3.8	The Directorate has a key role in creating and maintaining a rich cultural and leisure offer and delivering a cleaner, greener Rotherham. 2020 saw huge challenges for frontline services such as the household waste service which continued to operate through Covid 19 with the exception of a short period of non-collection of green/garden waste.
2.5.3.9	In 2020 the Council approved a new library strategy along with investments into libraries. New Zonal Working arrangements for street cleansing, fly tipping and bulky waste services commenced with a focus on neighbourhood working.
2.5.3.10	The Directorate played a lead role in responding to Covid-19, especially through the Emergency Planning, Business Continuity and Health and Safety services. In addition, frontline enforcement services such as enforcement adapted to new Covid-19 work in order to help protect the public.
2.5.3.11	Some other notable achievements in 2020/21 includes: <ul style="list-style-type: none"> - September 2020 the opening of a new 420 place primary school at the Waverley new community. - Adoption of six Supplementary Planning Documents to form part of the Local Plan and planning policy. - 7 days opening for the Household Waste Recycling Centres - Fleet maintenance brought in house - A start on site for public realm improvements in the Town Centre.
2.5.4	Corporate Support Services
2.5.4.1	Two directorates make up the Council's corporate services - Finance & Customer Services and Assistant Chief Executives. Their role is to

	support the delivery of front line Council services by promoting the most effective use of resources whilst ensuring services are compliant with council regulation and national legislation. These services provide leadership, influence, advice and a cross-cutting perspective to enable the Council to operate effectively. They are responsible for providing effective support and advice to all Council services to help ensure they function efficiently; and to support elected members in making informed and lawful decisions.
	Finance and Customer Services
2.5.4.2	<p>The Directorate provides services in the following four areas:</p> <ul style="list-style-type: none"> • Financial Services <ul style="list-style-type: none"> ▪ Finance, Accounting, Insurance ▪ Local Taxation, Housing Benefit, Income Collection and Financial Assessments for care services ▪ Procurement • Legal Services <ul style="list-style-type: none"> ▪ Legal ▪ Elections • Customer, Information and Digital Services <ul style="list-style-type: none"> ▪ ICT ▪ Customer Services ▪ Information Management • Internal Audit
2.5.4.3	The Directorate is committed to providing outstanding, high quality professional support services that are valued by its customers, both internal and external. Over the last year the directorate has been critical to supporting the Council in service continuity during the Covid-19 pandemic, ensuring remote access to Council systems for staff and ensuring continuity of the democratic process through technology, enabling elected members to continue to hold formal decision making meetings via remote/virtual meetings whilst Covid restrictions have prevented those meetings being held physically.
2.5.4.4	Customer access to services has been maintained with the development of many online processes and a new Customer Relation Management system was implemented to enable this. A number of services have been developed online to improve efficiency and ease of access such as taxi licensing and a bulky waste booking system.
2.5.4.5	Over the last year the finance service has continued to identify and realise substantial savings, particularly in relation to treasury management activity and this will continue to directly support the funding for front line services. A significant resource has been redirected over the last year to deliver Covid business support grants, Council Tax hardship support and Covid-19 self-isolation payments and this will continue into 2021/22.

2.5.4.6	The Internal Audit team remains an effective, low cost service and continues to work across all areas in the Council to provide assurance of governance, risk management and the control framework. The pandemic has impacted the audit plan as some resources have been required to support the grants processes and the plan has been revised to take account of this. The service has subjected itself to an external assessment of performance against the Public Sector Internal Audit Standards and it has been confirmed that the standards are met evidencing the improvements achieved over the last few years.
2.5.4.7	Over the coming year there will be further focus on the delivery of improved customer service across the Council and investment into further improvements to customer response times in the Customer Contact Centre. The implementation of a new customer service model will take place once Covid restrictions allow and a refreshed Digital Strategy has been developed.
	Assistant Chief Executive's Directorate
2.5.4.8	The Directorate has six distinct areas of responsibility: <ul style="list-style-type: none"> • Human Resources • Neighbourhoods • Communications • Democratic & Scrutiny Services • Policy, Performance and Intelligence • Change and Innovation
2.5.4.9	The Directorate has continued to provide support services across council directorates, assisting with the council's response to the pandemic and facilitating the development, delivery and monitoring of council priorities as set out in the year ahead plan.
2.5.4.10	During 2020, the ACEX directorate has played a pivotal role in assisting the Council's response to the pandemic. This has included providing advice and information both to the workforce and to the public, helping them to adapt to rapidly changing situations. Key deliverables include: <ul style="list-style-type: none"> • Providing a reliable source of information to the public and the workforce through a variety of formats and including daily neighbourhood e- bulletins. • Creating high quality data reporting on a daily and weekly basis, providing essential information to inform decision making throughout the pandemic. • The establishment of the Council's community hub to support vulnerable residents during the pandemic, including practical support, emergency food provision and befriending. • Supporting members to act as community leaders so they can initiate and fund activity to support local vulnerable people. • Continuation of effective and accountable democratic decision

	<p>making.</p> <ul style="list-style-type: none"> • Advice and support to the workforce to enable them to deliver essential services and support to residents.
2.5.4.11	<p>The directorate has also continued to deliver its core provisions including internal and external communications and HR support functions. Work has continued as part of the Thriving Neighbourhoods strategy and key Voluntary and Community Sector (VCS) service level agreements have been co-designed and enhanced to provide humanitarian support to vulnerable residents. The Directorate has continued to facilitate partnership working and development of key policy areas including social value, climate change and equalities.</p>
2.5.4.12	<p>The directorate has also worked closely with all directorates to develop the year ahead plan ensuring that the council's priorities around thriving neighbourhoods, health and wellbeing and economic recovery continue to be delivered in collaboration with partners. In addition, the plan reflects the Council's commitment to continue to develop new ways of working particularly through staff development and activity designed to build hope and confidence in Rotherham.</p>
2.5.4.13	<p>In the coming 12 months, the directorate aims to continue to provide excellent support services across the Council. Key areas of focus for 2021 will be to;</p> <ul style="list-style-type: none"> • Maintain high quality communication and information to the public and the workforce. • Provide oversight and quality assurance on delivery against The Year Ahead Plan priorities. • Development of the new Council plan. • Facilitate the delivery of additional social value in Council procurement and commissioning processes together with pursuing community wealth building models. • Further embed equalities and climate change policy commitments into Council activity. • Enhance partnership working including the role of VCS organisations in economic and social renewal post Covid-19. • Continue to work with members to deliver the Thriving Neighbourhoods Strategy building community resilience and supporting volunteer development. • Continue to develop and support the workforce, enhancing skills and knowledge across the organisation, and ensuring interventions are in place to address health and wellbeing issues amongst our staff. • Make preparation for the elections in May 2021 including the introduction of the new wards. • Implement the new member development programme, providing high quality advice and support to enable effective leadership. • Continue to support Members in delivering the expectations of the electorate, ensuring the robust and efficient management of Council business and maintaining an open and transparent

	scrutiny function.
	In the coming twelve months, the Directorate will continue to challenge itself and review its practices and develop and modernise its service offer. Continuous improvement will be founded on the principles of best value and sustainable change.

TITLE:	Budget Consultation 2021-22																												
Background																													
1.	<p>As the Councils proposed budget for 2021-22 required no new savings to be identified, consultation on the 2021-22 Council Budget has been conducted via an online form, with feedback also invited via social media. The online form went live on the 05 January 2021 allowing for responses to be issued up until the 26 January 2021. In order to raise awareness of the consultation taking place the Council issued a press release and a series of social media alerts to invite response.</p> <p>In addition, a letter has been distributed to key partners seeking their views.</p>																												
Online Consultation																													
2.	<p>The online consultation was open from 05 January to 26 January and the online form had three questions, which allowed for “free text” responses:</p> <ul style="list-style-type: none"> • What would be your spending and saving priorities? • Do you have any concerns about the Council’s current budget? • Do you have any other thoughts on the budget? <p>A total of 56 people completed the online consultation. A summary of responses is set out below.</p> <p>What would be your spending priorities?</p> <p>All respondents answered question 1, which was concerned with spending and saving priorities; of these, all but five gave spending priorities. Many gave more than one priority. The responses are summarised by subject in the graph below.</p>  <table border="1"> <thead> <tr> <th>Subject</th> <th>Number of Responses</th> </tr> </thead> <tbody> <tr> <td>Childrens services</td> <td>9</td> </tr> <tr> <td>Adults & elderly services</td> <td>9</td> </tr> <tr> <td>Transportation & highways</td> <td>18</td> </tr> <tr> <td>Housing</td> <td>8</td> </tr> <tr> <td>Health</td> <td>1</td> </tr> <tr> <td>ASB and crime</td> <td>4</td> </tr> <tr> <td>Regeneration projects</td> <td>14</td> </tr> <tr> <td>Business Support</td> <td>2</td> </tr> <tr> <td>Disability</td> <td>4</td> </tr> <tr> <td>Street cleaning & waste collection</td> <td>12</td> </tr> <tr> <td>Training & job opportunities</td> <td>3</td> </tr> <tr> <td>Community projects</td> <td>5</td> </tr> <tr> <td>Other</td> <td>3</td> </tr> </tbody> </table>	Subject	Number of Responses	Childrens services	9	Adults & elderly services	9	Transportation & highways	18	Housing	8	Health	1	ASB and crime	4	Regeneration projects	14	Business Support	2	Disability	4	Street cleaning & waste collection	12	Training & job opportunities	3	Community projects	5	Other	3
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- Transportation and highways were most frequently mentioned (18 mentions by respondents). Of these mentions, nine focussed on road maintenance/repairing potholes/resurfacing specifically and other mentions included traffic management and improved cycling infrastructure/walking pathways.
- Regeneration projects were also mentioned relatively frequently (14 mentions). This topic generated mixed responses – some respondents suggested more regeneration, with others against existing regeneration plans (Primark redevelopment). Nine respondents mentioned improvements to local areas – specifically parks/green spaces, and two mentioned the town centre.
- Of the 12 prioritisations of street cleaning and waste collection, four responses specifically mentioned fly-tipping, seven referenced general litter and more availability of bins, with two specific mentions of dog fouling.
- Services for children and adults were each prioritised nine times by respondents. Most respondents mentioned prioritising services for the most vulnerable and safeguarding. There were specific mentions of more support to care homes, improving primary school resources and the provision of safe places for vulnerable families.
- Eight respondents prioritised housing, with most mentioning new builds and affordable/environmentally-friendly homes. Three respondents mentioned homelessness as an issue they would like to see addressed.
- Community projects was mentioned by five respondents. These included specific responses around bringing diverse communities together and ensuring that BME communities feel safe.

What would be your saving priorities?

Whilst all respondents answered the first part of the question, only 31% (17 respondents) included a savings priority. These priorities broke down as follows:

Category	Cutting salaries/expenses	Operational efficiency	Changes to services	Other
Frequency	4	5	6	2

The majority of responses relating to cutting salaries/expenses and operational efficiency suggested scaling back the Council's organisational structure to varying degrees. There were three mentions of reducing the number of councillors, and two mentions of freezing/reducing Council Tax. Others mentioned less waste, not printing documents, squandering money on failed projects, and cutting red tape and meeting expenses.

Only six respondents suggested changing a specific service in order to make savings. These suggestions included:

- Cutting back on events/less use of slogans

- Cutting back on house building (not giving permission for any further developments on council-owned land)
- Fewer new or widened roads
- Scrapping free bus passes and introducing a concessionary fare
- Not buying new gritters (hiring them as and when required)

“Other” saving priorities were as follows:

- Outsourcing to the private sector
- Stop HS2

Do you have any concerns about the Council’s current budget?

25 respondents (45%) raised a concern in response to question 2; others either left no response or indicated that they had no concerns. Concerns were raised in the following categories:

Category	Efficiency /wasted money	Salaries/ expenses	Consultation process/ budget clarity	Specific services	Overall spending priorities	General issues/ comments
Frequency	12	3	3	4	5	9

Comments on (lack of) efficiency or perceptions that money was being wasted focused on capital projects (e.g. Primark site development, bus station refurbishment) or unspecified “vanity projects”, as well as referencing poorly targeted road resurfacing, too many councillors, and not fully utilising Government Covid funding to support businesses (it was suggested that some of this money was sent back to the Treasury).

The “specific services” category included suggestions to prioritise children’s parks/centres, invest more in adult social care (via public sector provision), spend less on the town centre, and provide brown bins for free.

“Overall spending priorities” included broad concerns about there not being enough money available to support vulnerable people and the need to spend money in a particular place (Maltby).

General issues included:

- Not enough money available (e.g. due to lack of Government funding)
- People can’t afford a Council Tax increase
- Outlying towns forgotten
- More services should be “sold” to the private sector
- Various things are in a mess (e.g. roads, streets, security) and it’s hard to see where the money is spent

Do you have any other thoughts on the budget?

Question 3 received a slightly higher response rate than question 2, probably due to respondents wanting to elaborate on comments made on previous spending/saving priority questions.

Q3 Response rate	
Response	No response
37 66%	19 34%

“No response” includes indications given by respondents that they have no further thoughts/comments. Responses received were separated into the following categories:

Category	Queries	Service comments	Budget priorities	Organisational comments	Other
Frequency	2	3	21	8	4

One query question focused on how the Government can reinstate pre-financial crisis council budgets of 2008; the other query asking how the Council can increase residents' involvement in the budget process.

Of the three comments regarding services, two aired concerns/priorities about street and pavement repairs. The other comment mentioned a dissatisfaction with the Primark development in the town centre.

“Budget priorities” refers to occasions where individuals restated their key spending/savings priorities, as broken down in earlier questions.

In the eight responses relating to organisational comments, the following themes were mentioned:

- Using more digital resources and reducing paper waste
- Tackling institutional racism within the Council
- Greater clarity on auditing practices
- Increasing income generating work

Comments in the “other” category were placed here due to not conforming to other discrete categories. They included:

- Increasing councillor engagement with local communities
- Suggestions that pay freezes for “essential workers” were disgusting
- Praise for the Council/Budget

Social Media Engagement

3. A series of posts on Twitter and Facebook alerted people to the budget consultation. The total audience reach (as at 26 January) was 27,016, with 45 comments, 37 shares and 16 likes.
- Comments focused on the following issues:
- The importance of flood defences
 - A suggestion that the Council is making profits from household recycling and a wider point about how Council Tax is being spent

	<ul style="list-style-type: none"> • A suggestion that rents should be subsidised in the town centre to broaden the retail offer • Specific issues with missed bin collections and a general comment about fly tipping and bins • A specific request for investment in Coronation Park (Maltby) and a comment about investing in local football pitches/facilities • A request for the return of community grit bins • A comment about dealing with potholes
Other responses	
<p>4.</p>	<p>Partners</p> <p>Three responses have been received to the letter sent to key partners. These were from Rotherham Clinical Commissioning Group, Voluntary Action Rotherham and Barnsley and Rotherham Chamber of Commerce, and all were broadly supportive.</p> <p>In addition, a letter has been received from Alexander Stafford, the Member of Parliament for Rother Valley. Mr Stafford drew attention to a range of issues in his Rother Valley constituency relating to:</p> <ul style="list-style-type: none"> • Local parks • Fly-tipping • Crime prevention • Investment in local high streets • Investment in public transport • Planning • Social care • Road maintenance
Recommendations	
<p>5.</p>	<ul style="list-style-type: none"> • To note and consider the findings as part of the overall budget discussions.

Initial Equality Screening Assessment (Part A)

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

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

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an equality analysis.

Directorate: Finance and Customer Services	Service area: Finance
Lead person: Rob Mahon	Contact number: 01709 254518

1. Title:

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

The Council is required to set a balanced budget for 2021/22, and intends to present that balanced budget at Cabinet and Council in February 2021. The budget report will outline the Council's available resources from core government funding, grants and those resources generated through local taxation, and how those resources will be utilised across the Council's services. In 2019/20 the Council approved a two year budget plan, with a two year savings programme, whilst there have been delays in the achievement of savings due in a large way to Covid-19, the Council has been able to offset that delay with additional government resources and savings within the treasury management function, as such there are no additional savings built into the budget for 2021/22 that require their own EIA.

The budget report provides an indication of the key challenges that the Council faces, and the specific challenges faced by each directorate along with an indication

of the aims and objectives of those directorates.

In addition to the revenue budget the Council's revised capital programme will be approved as part of the budget report. The Council's capital programme will be approved as part of the Capital Strategy section of the budget report. This section of the report will seek approval for a series of new investment proposals that officers, Cabinet Budget Working Group and Labour Group have prioritised following a process of review and scrutiny of options. The linked financial revenue implications of the capital programme have been factored into the Council's revenue budget.

Budget consultation has taken place on the Councils proposed budget via social media and letters to key partners. This took place between the 7th January and 26th January 2021.

Finally, the budget report will approve the Council's Treasury Management Strategy, and prudential indicators. This report covers how the Council intends to manage its debt, borrowing for new investments, cashflow and banking procedures and risk. The prudential indicators provide the key framework for how that strategy will be managed.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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

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

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

4. Considering the impact on equality and diversity	
<p>If you have not already done so, the impact on equality and diversity should be considered within your proposals prior to carrying out an Equality Analysis.</p> <p>Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.</p> <p>Please provide specific details for all three areas below and use the prompts for guidance.</p>	
<ul style="list-style-type: none"> • How have you considered equality and diversity? n/a 	
<ul style="list-style-type: none"> • Key findings n/a 	
<ul style="list-style-type: none"> • Actions n/a 	
Date to scope and plan your Equality Analysis:	n/a
Date to complete your Equality Analysis:	n/a

Lead person for your Equality Analysis (Include name and job title):	n/a
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5. Governance, ownership and approval

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

Name	Job title	Date
Judith Badger	Strategic Director – Finance and Customer Services	28 January 2021

6. Publishing

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

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

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

Date screening completed	28 January 2021
If relates to a Key Delegated Decision, Executive Board, Council or a Significant Operational Decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Committee Name and Date of Committee Meeting

Cabinet – 15 February 2021

Report Title

Digital Strategy

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

No, but it has been included on the Forward Plan

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Steve Langrick, Head of Digital Services
01709 822277 steve.langrick@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The report outlines the Council's Digital Strategy. It highlights the work undertaken already and illustrates how the Council plans to exploit digital technologies to help change the way the Council works to become modern and efficient, provide self-service access to and delivery of Council services and contribute to improving outcomes for local residents and the wider Borough.

Recommendations

1. To approve the Council's Digital Strategy.
2. To note the investment already approved towards its delivery.
3. To endorse the management and governance arrangements.

List of Appendices Included

Appendix 1 Digital Strategy
Appendix 2 Digital Strategy – Initial Equality Screening Assessment

Background Papers

None

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Council Approval Required

No

Exempt from the Press and Public

No

Digital Strategy

1.	Background
1.1	The previous Digital Strategy covered the period 2016-2019 and is therefore overdue a refresh.
1.2	<p>Below is a summary of some of the significant achievements realised through the Digital Strategy and associated investment:</p> <ul style="list-style-type: none"> • The implementation of a single case management system to support the operations of both Children’s and Adult services, helping to improve consistency in professional practice. • The development, in conjunction with health colleagues, of the Rotherham Health record – a single source of data available to practitioners to support the delivery of health and care services to patients, resulting in more co-ordinated support and delivery of services and therefore improved outcomes for patients. • A refreshed website and ‘Your Account’ providing an increasing range and depth of transactional services and information through self-service means, at a reduced access cost. This has proved invaluable as part of the response to Covid-19. • Free wi-fi within a large number of Council buildings to support resident access to address some of the financial barriers to internet access. • Provision of increased internet speed, through Super-Fast South Yorkshire, in areas that would not have been reached by the commercial market without support. So far, over 23,300 premises are enjoying speeds in excess of 24mbs and over 430 with gigabit speed. • Deployment of ‘GovRoam’ to facilitate reciprocal access to Council and other public sector systems, regardless of location. Allowing staff to work from any public sector building where this is available. • Implementation of initially Skype for Business and now Microsoft Teams to facilitate unified communications, leading to new remote working and collaboration capabilities. The way the Council has been able to work through Covid-19 has been transformed as a result.
1.3	<p>The existing Digital Strategy is still largely relevant today and therefore this is more a refresh and refocus. Consequently, the key aims of the strategy are:</p> <ul style="list-style-type: none"> • Maximise the use of digital technology and continuously innovate to transform the way we work and improve outcomes and services for residents, business and visitors. • Working with partners, suppliers and other organisations the Council will exploit technology to join-up and integrate services and harness new opportunities to work collaboratively. • Strive towards becoming a ‘smart city’ and adopt emerging technologies to improve the quality of life and experiences of

	<p>residents, visitors and business.</p> <ul style="list-style-type: none"> • To design our digital services to be accessible, regardless of age, disability, ethnicity or level of skills and involve people in the design and testing of digital services to ensure they meet their expressed needs. • To promote and increase digital inclusion, working with partners and communities to secure the skills, confidence and motivation to get online and reap the benefits of doing so. 										
2.	Key Issues										
2.1	<p>The Digital Strategy is based around four inter-connected themes:</p> <ul style="list-style-type: none"> • Digital Collaboration • Digital Customer Services • Digital Borough • Digital Workforce <p>The strategy outlines the key focus and activities that will help to deliver against these themes.</p>										
2.2	<p>The Council has already earmarked capital investment towards realising the strategy aims, as set out below. However, the impact and prioritisation of resources in response to Covid-19 has stalled the development of the strategy and subsequent investment in the current financial year (20/21). This funding is assumed to roll-forward.</p> <table> <tr> <td>Financial Year</td> <td>20/21</td> <td>21/22</td> <td>22/23</td> <td>23/24</td> </tr> <tr> <td>Capital Budget (£m)</td> <td>0.650</td> <td>0.500</td> <td>0.500</td> <td>0.500</td> </tr> </table>	Financial Year	20/21	21/22	22/23	23/24	Capital Budget (£m)	0.650	0.500	0.500	0.500
Financial Year	20/21	21/22	22/23	23/24							
Capital Budget (£m)	0.650	0.500	0.500	0.500							
2.3	<p>The Covid-19 pandemic has highlighted how essential technology has been in supporting the Council's response and ensuring the continued delivery of Council services, remotely. More than that, it has also ensured citizens have been able to continue to access services through non face-to-face channels, utilising a range of methods.</p> <p>Staff have had to rapidly adapt to and adopt new technology at a significantly increased pace, which in-turn has increased the dependency on and expectations of technology, with a renewed importance and appetite.</p> <p>The delivery of the strategy, new ways of working and realisation of the benefits to individual residents will significantly depend on this new energy and confidence and therefore it is important that it is maintained, through strong digital leadership.</p>										
2.4	<p>The Digital Strategy underpins much of the work to deliver the Council's Customer Access Strategy, providing the infrastructure, software and technology capabilities necessary to realise its aims and objectives, as well</p>										

	as exploring new and emerging technologies to improve the efficiency and effectiveness of the access channels used.
2.5	Management and Governance arrangements
2.5.1	The Digital Strategy is seen as an evolving document, reviewed and adjusted annually, to take account of changes in priority, emphasis and the emerging technology landscape.
2.5.2	Should it be considered necessary to make significant changes to the ambition and/or direction of travel then this will return to Cabinet for consideration and decision, otherwise it will not be required to return to Cabinet for a period of five years.
2.5.3	It is proposed that the delivery of the strategy is delegated to Officers and overseen by the Digital Council Board, made-up of senior representatives from across the Council.
3.	Options considered and recommended proposal
3.1	That Cabinet: <ul style="list-style-type: none"> a) Approve the Council's Digital Strategy. b) Note the investment already approved towards its delivery. c) Endorse the suggested management and governance arrangements.
4.	Consultation on proposal
4.1	An earlier draft of the strategy has been shared with Assistant Directors and health partners. Feedback received has been incorporated into the current version.
4.2	As part of the delivery of the strategy, engagement with service areas, partners and the public, where such changes are public facing, will inform the technologies chosen, approaches taken and the solution design.
5.	Timetable and Accountability for Implementing this Decision
5.1	An annual delivery plan will be drawn-up which will outline the projects, initiatives and area of focus to be delivered across the strategy themes. It is envisaged that this plan will be approved by the Digital Council Board as part of the governance arrangements.
5.2	The Head of Digital Services, through the Digital Council Board, will be responsible for implementing the strategy.
6.	Financial and Procurement Advice and Implications
6.1	The recommendations of the report do not specifically have a financial impact attached to them, however, the improvements that the Digital Strategy will

	deliver or enable will be covered via the existing approved capital budget, £2.150m. If the costs of any proposed improvement are deemed to be revenue, the financial implications of those improvements must be covered within the existing revenue budget provision, with a review of those financial implications taken at the time of the decision.
6.2	There are no direct procurement implications associated with the recommendations detailed in this report. Any procurement requirements needed to assist the delivery of the strategy must be undertaken in accordance with the Public Contracts Regulations 2015 (as amended) and the Council's own Financial and Procurement Procedure Rules.
7.	Legal Advice and Implications
7.1	There are no legal implications arising directly from the recommendations within this report. The legal implications associated with each project and Workstream set out within the Digital Strategy will be considered in the context of those projects.
8.	Human Resources Advice and Implications
8.1	The human resource implications will be considered as part of the implementation of the individual projects and actions that will form the delivery plan for the strategy. In general terms this will lead to increases in productivity, improved efficiency and will support the 'New Ways of Working' theme outlined in the Year Ahead Plan 2020/21.
9.	Implications for Children and Young People and Vulnerable Adults
9.1	The strategy recognises both the beneficial and consequential impacts associated with being online. Not only are there convenience and financial benefits, but it is also recognised that investing in tackling the 'digital-divide' can contribute to reducing health inequalities and lead to increases in educational attainment.
9.2	In addition to the work on digital inclusion, there is also a strand of work on increasing our collaboration with Health and continuing to invest in assistive technologies to support residents to live more independently and/or supported in new ways with technology playing a wider part.
10.	Equalities and Human Rights Advice and Implications
10.1	It is widely understood that there remains a 'digital-divide' and this is much more apparent amongst those residents that are: <ul style="list-style-type: none"> a) over 75 years of age b) disabled c) from BAME communities d) living in more socially deprived communities
10.2	The strategy sets-out a clear aim and ambition of reducing this digital-divide

	in the borough and to help those residents that might struggle, due to skills, motivation and access, to overcome these barriers and to therefore enjoy the benefits that can be derived from being online and able to use digital technologies.
10.3	<p>Many of the implications are already represented and actively being worked-on through the 'customer and digital' programme which underpins the 'Access to Services' strategy. Tackling digital inclusion is a key theme for both strategies and therefore, the actions to be taken are fully aligned.</p> <p>Equally, it remains important to ensure alternative methods exist for those people who will continue to be digitally excluded, whether by choice or their personal circumstance.</p>
11.	Implications for Ward Priorities
11.1	The Digital Strategy is borough-wide and therefore has implications for all wards.
11.2	There will be a particular focus on work to support local residents and communities to gain the necessary skills, confidence and motivation to gain the benefits from using the internet and digital technologies through the programme of digital inclusion work and also in extending the availability of super-fast broadband and fibre connectivity to premises across the borough.
11.3	One of the themes – 'Digital Borough' – is focussed on ensuring Rotherham is able to leverage the investments that are available from government and the commercial sector, to extend super-fast broadband and fibre connectivity to many more premises across the borough.
12.	Implications for Partners
12.1	The strategy has been consulted-on with health partners and aligns with the Rotherham Integrated Care Partnership Digital Strategy, which supports tighter integration of health and social care and the facilitation of improved collaboration.
12.2	A programme of partnership activity is being developed to support digital inclusion across the borough with funding coming from the 'Aspirant' programme and matched through the Digital Strategy. The programme includes voluntary sector, health, customer services and the neighbourhoods team.
13.	Risks and Mitigation
13.1.	There are no specific risks relating to the strategy itself, however, the underlying projects and initiatives will each be assessed for risk and appropriate mitigation actions taken to limit the impact and likelihood in accordance with expected project management practices.

14.	Accountable Officers
	Steve Langrick, Head of Digital Services
	Luke Sayers, Assistant Director, Customer, Information & Digital Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/02/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/01/21
Head of Legal Services (Monitoring Officer)	Bal Nahal	27/01/21

Report Author: Steve Langrick, Head of Digital Services
 Steve Langrick,
 Head of Digital Services
 01709 822277 steve.langrick@rotherham.gov.uk
 This report is published on the Council's [website](#).

DIGITAL STRATEGY



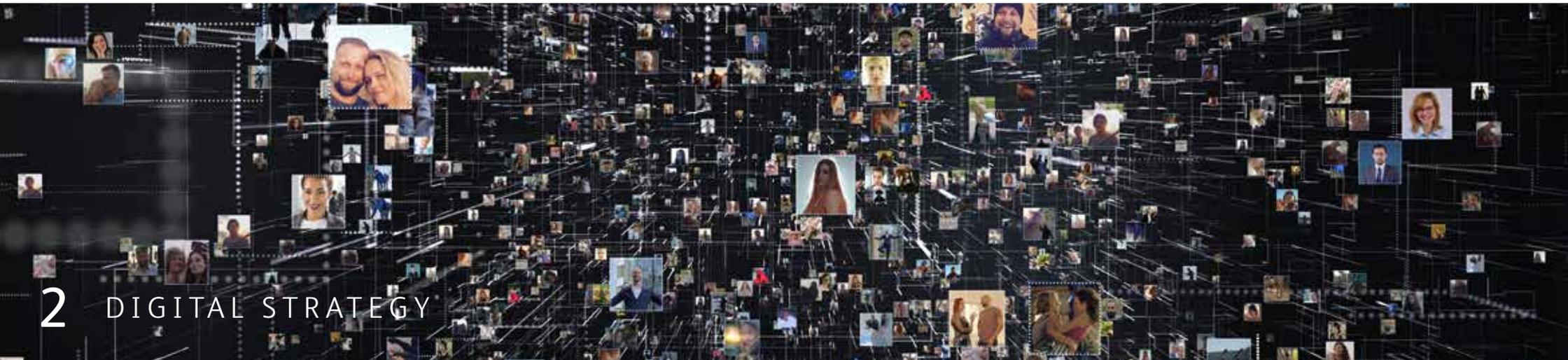
OUR AMBITION

Our Digital Strategy sets out the ambition and plans we have for putting technology and information at the forefront of our journey to become a modern, efficient council.

It explains how we will develop and harness new approaches that foster partnership working and excellent customer service, support organisation-wide change and deliver **enabling** technology services to our workforce. The strategy recognises what digital can do for Rotherham; bringing communities together, strengthening relationships between the Council and its customers and, through improved efficiency and customer intelligence, ensuring more money is **focused on front-line services**, in the areas that need it most.

Our strategy also highlights the continuing importance of digital in Rotherham – connectivity, online services, access and skills and describes the opportunities along with our approach to ensure everyone who wants to, is afforded the chance to benefit from what digital has to offer.

- We will maximise the use of digital technology and continuously innovate to transform the way we work and **improve outcomes and services** for residents, business and visitors.
- Working with our partners and other organisations we will exploit technology to join-up and integrate services and exploit new opportunities to **work collaboratively**.
- We will **increase efficiency** and **improve quality** for everyone through the innovative use of new and emerging technologies.
- We will strive towards becoming a **‘smart city’** to improve the quality of life and experiences of residents, visitors and business.
- We will design our digital services to be **accessible**, regardless of age, disability, ethnicity or level of skills and **involve** people in the design and testing of digital services to ensure they meet their expressed needs.



WHERE ARE WE NOW?

We are not starting afresh; we've been developing our digital services and capabilities over several years and have already made good and sustainable progress in several areas, through targeted investment.

- Replacing our core **telephony and contact centre systems**, with an integrated 'cloud-based' system to provide increased capability, flexibility and added resilience.
 - We are helping Council and wider public sector workers to **gain access to systems from anywhere**, through the introduction of the reciprocal GovRoam network.
 - By modernising our office productivity tools through the roll out of Microsoft 365, refresh of devices and upgrade to Windows 10, we are **facilitating staff to work more efficiently** and providing new ways to communicate and collaborate.
 - We have a refreshed, **more accessible website**, which makes it easier for residents to do business with the council, online.
 - Implemented a new **customer experience management system**, to provide a single view of customer contact and an online **citizens portal** for self-service.
 - We are helping to promote **digital inclusion** by providing **free citizen Wi-Fi** in all libraries, customer services centres, the Town Hall and museum.
- We have implemented a single **Social Care** case management system for Adult's and Children's social care
 - Working with health partners we have launched the **Rotherham Health Record**, providing access for health and care professionals to patient data, supporting better co-ordinated outcomes for residents.
 - Streamlined the process for **hospital discharge**, helping to free-up hospital bed spaces in a timely manner.
 - In partnership with other South Yorkshire councils we have delivered **Superfast South Yorkshire**, increasing broadband speed and availability to more areas of Rotherham.



RESPONDING IN CHALLENGING TIMES

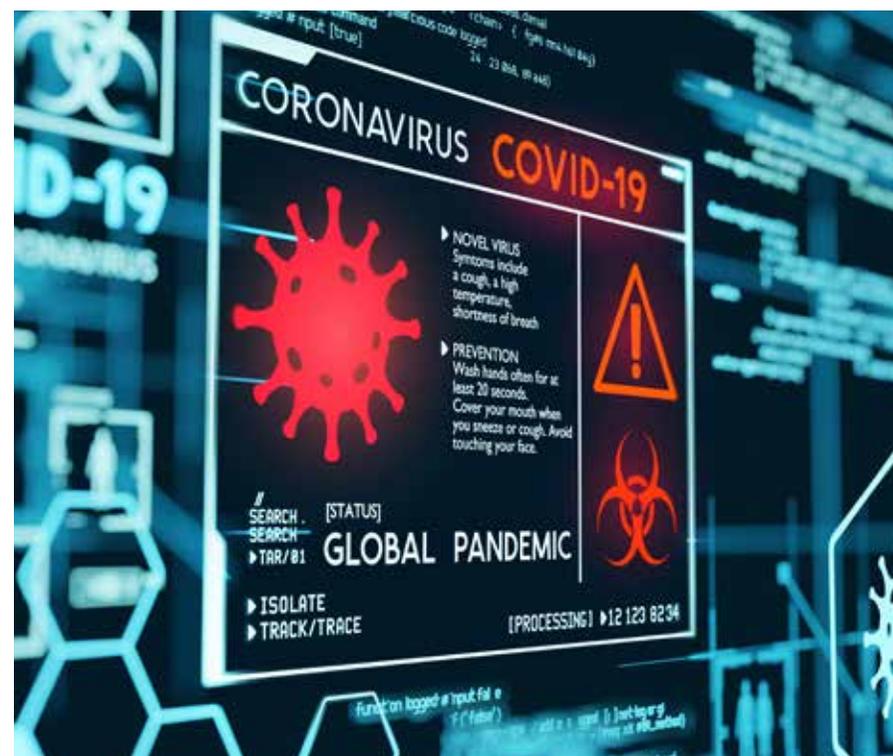
Technology has proved essential in our response to the Coronavirus pandemic and in maintaining service delivery and providing support. Imaginative use and rapid adoption of digital capabilities has really illustrated how, at a time of difficulty, we can still improve services and operate effectively.

- Over 4,000 staff were enabled to work from home and using Microsoft Teams continued to **communicate and collaborate effectively** – over a six month period more than 37,000 meetings took place online.
- Children’s services staff have used video calling and WhatsApp to keep in touch with families and **ensure essential support is maintained.**
- **Democratic decision making went virtual**, supporting Cabinet, Council and other committee meetings to take place, including Overview and Scrutiny.
- The taxi driver vehicle licencing process moved from a paper-based and face to face interaction, to website self-service, supported by ‘how to’ videos, taxi drivers submit their license application and arrange an appointment for a council MOT test from the comfort of their home (or vehicle). **Over 470 applications have been handled.**
- Numerous government support grants have been administered by the council, to support businesses and sole traders impacted by the pandemic. Our fully online and end-to-end process has facilitated **payments in excess of £61m for over 5,000 businesses.**

We utilised our new telephony capability to set-up:

- the Rotherham Community Hub to provide **help and support for vulnerable residents** and those required to shield.
- local track and trace, to support the national effort.

The benefits from this flexibility will continue and serve us well in other times of crisis in the future.



OUR DIGITAL PRIORITIES

A FOUNDATION FOR TRANSFORMATION

We will build upon the things we've already achieved to deliver an excellent ICT infrastructure which is designed to support our **transformation aspirations**.

Continued investment in our hardware and software is essential to ensure we have a strong foundation for delivering better outcomes for residents and to support and re-design the way we deliver services.

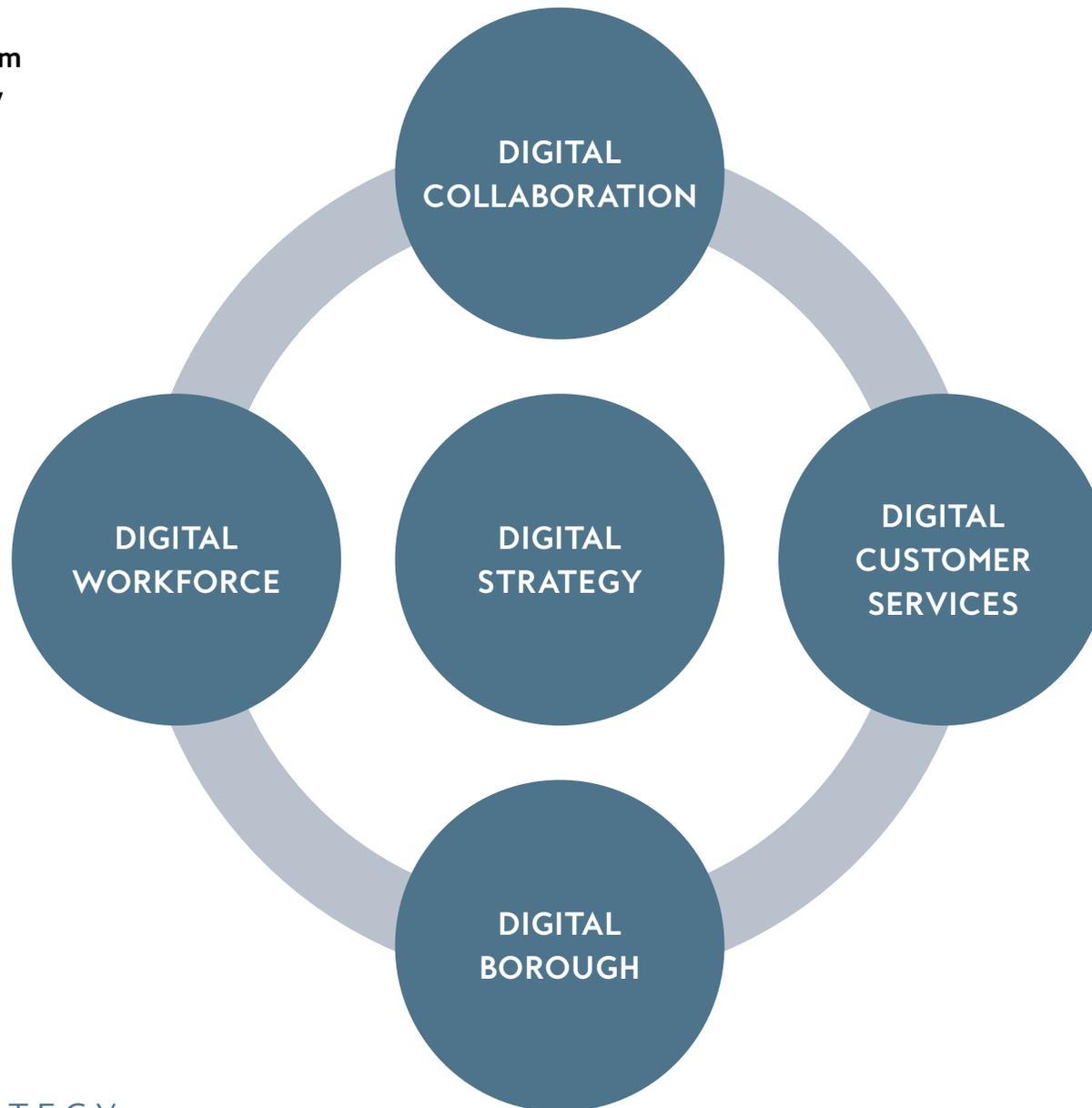


Projects that are scheduled for the early part of this strategy include:

- Introduce automated and speech enabled services to **increase efficient handling of customer contact**.
- Complete the **migration to cloud-based office productivity tools** – for email, word-processing, spreadsheets etc. This will bring efficiency benefits, enable better collaboration and make it easier for staff to work from any device – including those not owned by the Council.
- Delivery of our **‘Customer and Digital’ programme** – re-designing services to create a single digital and end-to-end process that is consistent across all access channels.
- Upgrade our computing platform and wide area network to further strengthen our security compliance and introduce **new approaches** to the management of our infrastructure.
- Upgrade the **‘people’s network’** within our libraries, including new public access computers, library management system and self-lending kiosks.
- **Device Refresh** – we will provide staff and elected members with the appropriate, fit for purpose equipment and tools they need to do their jobs – increasing flexibility and mobility.

OUR DIGITAL PRIORITIES FOR THE YEARS AHEAD

To deliver our longer-term aspirations, the strategy is focussed around four interlinking themes:



DIGITAL COLLABORATION

“Digital technology will enable the Council and its partners to tackle complex issues and work together seamlessly”.

Austerity, shrinking funding, fewer resources and the rising demands of social care, demand an increased focus on partnership working and sharing resources – aiming to **allow citizens to be more self-reliant**, reduce costs, jointly procure services and share expertise.

It is the integration of Health and Social Care which more than any other area will define and shape the future of digital public services. The key challenges do not lie in technology, but in truly placing the individual service user at the heart of service design, dealing with the cultural and governance implications of this.

Integration of health and social care is one of the Government’s major programmes of reform. At its heart, it is about ensuring that everyone can get the right care and support, whatever their needs, at every point in their care journey. It is also about efficient, joined-up and digital services. The demand for a closer integration of health and social care is providing an opportunity for a radical redesign of services.

One important way in which we will collaborate and work in partnership is through our participation and pivotal role in the delivery of the **Rotherham Integrated Care Partnership Digital Strategy** – developed by Health in conjunction with Rotherham Council. It sets out how the partnership will harness digital tools and information to enable the very best health and care for our local people and their families.



The following represents a selection of the initiatives that we will work on together:

- An **infrastructure optimisation** programme to ensure all staff can work in an agile manner across our joint estate.
- Joining up and enhancing our data networks across the Place, ensuring **greater coverage** for our health and care services.
- Development, adoption and expansion of the **Rotherham Health Record**, including the capability to support shared cared plans.
- Implementation of a specialist portal for **recording and sharing** the Education, Health and Care Plan for a child or young person with Special Educational Needs and Disability (SEND).
- Aggregating citizen-level data (including health, social care, economic and environmental data) and ongoing development of these linked data sets, to support interventions and services to **improve outcomes** for citizens.
- Taking a **partnership-wide** approach to digital inclusion.

In addition to using technology to foster closer working between Health and Social care we will also exploit technology to enhance the provision of care services and related support:

- We will continue to promote **Assistive Technology** to support self-care in the home as part of our agenda to encourage independence and early prevention of health problems.
- Use of speech enabled devices, such as Alexa and Google Assistant, to provide reminders, service information and develop 'smart controls' around the home, for example, lighting, climate and appliances.
- Explore the opportunity for virtual support systems, networks and care circles to help tackle social isolation and loneliness and extend the number of people who can be supported at any one time.
- We will ensure the **engagement of children and young people** through digital solutions to improve a child's involvement in their assessment, reviews, case conferences and have their wishes and feelings heard.

DIGITAL CUSTOMER SERVICES

“Enabling Rotherham’s citizens to get the services and the information they need online”.

Following the revision of our **Customer Access Strategy** in 2018, we have developed a cross-cutting programme of work to extend and improve the range and depth of online and other self-service transactions.

We will promote and encourage **channel shift**, whilst ensuring those who need extra help to access services in this way, receive it through our **assisted digital** arrangements.

Developing and promoting digital access channels will reduce transactional costs and improve service availability.

We will achieve this by:

- Taking a ‘**digital first**’ approach to delivering more **transactional services** available online.
- Develop and promote the take-up of **Your Account** to make it easy for customers to go to one secure place to view their information online 24/7 and with minimum fuss.
- Introduce **voice enabled** services, to help direct calls more cost efficiently.

- Promote customer **self-service** as the preferred channel of choice.
- Explore the opportunity to utilise **artificial intelligence and automation capability** to handle low-level and frequent customer enquiries, across a range of access channels.
- Expand **assisted digital** arrangements for those that need a little more help, for example, offering web chat on our website
- Develop our use of **social media** and other broadcast channels to cascade real-time alerts and notifications, particularly during times of service disruption and inclement weather.
- Optimise our services to be accessed **mobile first** and utilise inbuilt ‘location aware’ capability to improve reporting of and access to, information and services.
- Utilise **customer data**, allowing us to transform it into business intelligence and use it to inform service planning and policy development.

DIGITAL BOROUGH

“Equipping Rotherham’s residents and businesses with the digital skills and technology they need to enhance their lives”.

While we wish to maximise take-up of all self-service access channels, we cannot leave behind those who are unable or choose not to make the change.

We need to help our residents and local businesses to maximise the opportunities that ‘digital’ can bring and help them to gain the skills and confidence needed to do so.

Equally, we need to ensure Rotherham is well placed to access changes in the technology landscape that will facilitate growth in our economy and create new job opportunities. We will achieve this by:

- Strong **Digital Leadership** within the Council to advocate and promote the wider adoption of digital throughout our services and the borough.
- Working with education, our partners and voluntary sectors to facilitate, support and develop a programme of **digital inclusion** initiatives to encourage citizen to gain **digital skills, confidence and motivation** to unlock the benefits of being online and digitally connected.

- Facilitating private sector investment in **fibre and Wi-Fi connectivity** in Rotherham.
- Encouraging small and medium enterprises (SMEs) to make good use of **regional funding** and training opportunities around broadband infrastructure/connectivity and digital skills, which will help further our economic objectives.
- Evaluating the opportunities that **5G** and other emerging technologies will provide, engaging with the commercial sector to help realise these opportunities.
- Taking a ‘smart cities’ approach to the intelligent management and maintenance of our assets, infrastructure and resources to **improve the quality of life** and convenience of residents and visitors.
- Working with the City Region and other local authorities on joint initiatives to leverage **infrastructure funding and investment**, including collaborative procurement activities.



DIGITAL WORKFORCE

“Staff will have the digital tools and skills required to deliver services effectively and efficiently”.

The Council uses a range of technology (infrastructure, hardware and software) to support its wide range of business requirements. We need to ensure these meet our immediate and future needs, as far as possible. Our staff and elected members need appropriate tools and equipment which are reliable and enable them to do their jobs in an efficient and effective way – anytime and anywhere.

- The technology we provide will more closely reflect what is currently being used successfully in private sector organisations and by **consumers**.
- We will maintain a programme of **device refresh** with the aim of ensuring no device is more than three years old.
- We will encourage **piloting of new technologies** at small cost and scale to test new ideas, working with our public sector partners and private sector companies.
- Exploit Software as a Service (SaaS) and cloud options where they can be shown to **enhance resilience and flexibility**, with an aim of ensuring the most cost-effective and secure solution that will also support the principles of maximising availability.

- Develop innovative, lean and efficient **ICT infrastructure** capable of delivering Council and customer requirements.
- We will continue our journey towards becoming a **paper-lite organisation**.
- Continue to support the **Public Sector Network (PSN)** initiative as part of promoting shared infrastructures and networks and sharing information/accessing systems securely.
- Digital technology and the opportunities it provides will become a key consideration in **service planning and policy development** across the Council.
- Exploit our investment in Microsoft 365 and other complementary technologies to change the way we work, facilitating staff to be more **agile and flexible**.
- Take advantage of the emerging **‘Internet of Things’** to redesign smarter public services around Rotherham’s citizens and businesses.
- Ensure our systems are appropriately resilient and that robust arrangements and procedures are in place to ensure **service continuity** in the event of a failure.
- Design and develop the ‘intranet of the future’ to improve staff communication and engagement, facilitate collaboration and support staff to **work smarter**.

- We will engage with council colleagues and Elected Members on digital solutions to best meet their needs and to ensure they have the **digital skills** they need to work effectively.
- We will invest in and deepen our use of data (including spatial) and intelligence to improve services for residents and **better inform decisions** on a local level.
- Increase the range of methods to engage and communicate with the public, each other and our partners in **efficient and modern ways**.
- Enhance **cyber security** within the Authority, including developing wider awareness amongst the workforce.



OUR DIGITAL PRINCIPLES

This Strategy is based upon several key principles which will provide a framework within which the Council will work:

- **Secure by design:** The security of our systems and data is of paramount importance. Security will be designed into our processes, procurements and developments at all levels.
- **Meet user needs:** We will understand and validate user needs and ensure these drive the decisions that we make and the services we provide.
- **Share and reuse:** Most Local Authorities do the same things in very similar ways. We will always seek to join up with others and share. We will learn from others and reuse existing software, processes and ideas.
- **Adopt, not adapt:** Large scale or complex customisations to exactly meet business requirements will be avoided wherever possible, instead business processes will be modified to meet the procured software's approach to a process.
- **Agile:** Regardless of whether we are buying a product or building something ourselves we will adhere to an agile way of working to ensure we prioritise the most important things first, for delivery in the shortest possible time.



CONCLUSION

The ambition we have laid out requires a step-change in approach and culture within the Council and how we exploit digital technology.

It provides enormous potential to transform the way we work and deliver services in Rotherham, but in order to realise this potential, we need to embed a digital way of thinking across the Council.

In the current financial climate this represents a significant challenge, but it is one that we need to overcome in order to deliver a high level of service for Rotherham's residents over the coming years and to ensure we and therefore they are not left behind.



PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Digital Strategy	
Directorate: Finance & Customer Services	Service area: Customer, Information & Digital Services
Lead person: Steve Langrick, Head of Digital Services	Contact number: 01709 822277
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input type="checkbox"/> Other
If other, please specify	

2. Please provide a brief description of what you are screening
This is the Digital Strategy for the Council. This strategy sets-out the ambition and direction of travel for the Council and the borough, in respect of its use and investment in digital technology and related capabilities to support the council to achieve its priorities and improve services and outcomes for local residents and business.

APPENDIX 2

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

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

If you have answered no to all the questions above, please explain the reason

--

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

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

4. Considering the impact on equality and diversity

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

Considering equality and diversity will help to eliminate unlawful discrimination,

APPENDIX 2

harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

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

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

The exploitation of technology is not new - it plays a key role in helping the council to deliver and provide efficient and effective access to council services. However, for some, the take-up and use of technology presents barriers. This is more evident amongst those groups who are more elderly, disabled, from BAME and more socially deprived communities. The strategy acknowledges these challenges and highlights the need to focus specific work and investment in this area to reduce these digital inequalities.

- **Key findings**

Digital exclusion findings, whilst not specifically related to Rotherham, do illustrate a continuing improving trend towards inclusion. However, digital exclusion still remains, as can highlighted from these key findings, based on 2018 ONS data:

- Internet non-users amongst adults in Yorkshire and Humber equates to 12% ("Internet non-users" refers to those who have never used the internet or last used it more than 3 months ago.)
- Those that don't possess the 5 basic digital skills is slightly below the national average at 19%.
- Over half of all adult internet non-users are over 75 years old
- A little over 22% of the working age economically inactive population is an internet non-user.

The most common reasons for not having internet are:

- a perceived lack of need (64%),
- lack of skills (20%),
- access to (12%),
- cost barrier (8%)
- privacy or security concerns (7%)

In contrast, the recognised benefits from being digitally enabled include:

1. earnings benefits: these relate to increased earnings of between 3% and 10% through acquiring digital skills.
2. employability benefits: this reflects the improved chances of finding work for someone who is unemployed and an increased likelihood that someone who is inactive will look for work.
3. retail transaction benefits: shopping online has been found to be 13% cheaper on average than shopping in-store.
4. communication benefits: basic digital skills can enable people to connect and communicate with family, friends and the community 14% more frequently.
5. time savings: these relate to the time saved by accessing government services and banking online rather than in person, estimated to be about 30 minutes per transaction.

APPENDIX 2

<ul style="list-style-type: none"> • Actions 1. Equality considerations will form part of our development and implementation of new digital technologies, particularly where these are public facing. 2. Residents will be involved in the design and testing of solutions designed to meet their needs. 3. A focussed piece of work will be undertaken looking at the levels of digital exclusion in Rotherham and a programme of work developed to increase digital inclusion. 	
Date to scope and plan your Equality Analysis:	This will be identified as part of setting out the action plan which will be developed to deliver the strategy
Date to complete your Equality Analysis:	As noted above
Lead person for your Equality Analysis (Include name and job title):	Phil Rushton, Customer Services Manager

5. Governance, ownership and approval

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

Name	Job title	Date
Steve Langrick	Head of Digital Services	7 th December 2020

6. Publishing

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

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

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

Date screening completed

7th December 2020

APPENDIX 2

Report title and date	Digital Strategy – 15 th February 2021
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	15 th Feb 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	22 nd Dec 2020

Committee Name and Date of Committee Meeting

Cabinet – 15 February 2021

Report Title

Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023:
Vehicle licence plate consultation

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Ben Mitchell, Projects, Initiatives and Improvement Officer

ben.mitchell@rotherham.gov.uk

Alan Pogorzelec, Licensing Manager

alan.pogorzelec@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

In March 2020, the Council approved a new Hackney Carriage and Private Hire Licensing Policy. Within that report, the Council also endorsed a recommendation to carry out an additional public consultation regarding the issue of vehicle licence plates, which was specifically raised by members of the licensed trade and the Council's Licensing Board. Consultation has now been completed and this report summarises the outcome, recommending that an amendment is made to the policy.

Recommendations

1. That Cabinet agrees to the amendment of the Hackney Carriage and Private Hire Licensing Policy 2020-2023 by reducing the frequency of issuing vehicle licence plates to yearly.

List of Appendices Included

Appendix 1a *Initial Equality Screening Assessment (Part A)*

Appendix 1b *Equality Impact Assessment (Part B)*

Appendix 2 *Hackney Carriage and Private Hire Licensing Policy 2020-23 (revised)*

Appendix 3 *Appendix H – Vehicle Licence Application Process (revised)*

Appendix 4 *Consultation summary*

Background Papers

Hackney Carriage and Private Hire Licensing Policy 2020-2023

<https://www.rotherham.gov.uk/downloads/download/264/licensing-policies>

Cabinet Report (23rd March 2020) – Hackney Carriage and Private Hire Licensing Policy Review

<http://modgov-p-db/ieListDocuments.aspx?CId=1103&MIId=14814&Ver=4>

Cabinet Report (23rd December 2019) – Review of Hackney Carriage and Private Hire Licensing Policy

<https://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=1103&MIId=14812>

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Council Approval Required

No

Exempt from the Press and Public

No

Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023: Vehicle licence plate consultation

1.	Background
1.1	Cabinet adopted the Hackney Carriage and Private Hire Policy 2020-23 on 23 rd March 2020. This was the culmination of a comprehensive consultation process, which sought to further improve the Council's already comprehensive policy.
1.2	Alongside the seven key themes of the consultation, an additional change was requested by licensed drivers, trade representatives and the Council's Licensing Board, which proposed that vehicle licence plates were issued for the duration of the licence, rather than for the duration of a vehicle compliance check. However, this was not something that was discussed through the consultation process with members of the public.
1.3	Therefore, a second recommendation approved a further public consultation regarding the issuing of vehicle licence plates. This would be reported back to Cabinet with a proposal for agreement later in 2020, with a proposed implementation date of 1 st January 2021.
1.4	On the same day that Cabinet approved the policy, the Government announced the first set of national restrictions due to coronavirus. This initial 'lockdown' led to the Council declaring a major incident; altering priorities to respond effectively to a global public health crisis.
1.5	Since March, national guidance has determined the level of service that could be provided. Closure of Council buildings, working from home arrangements, social distancing and the restrictions on running events have meant that only some of the functions of the service have been able to continue. This has been regularly reported through the Council's incident management structure.
1.6	The service is also responsible for the licensing of pubs, bars and restaurants. Officers have been required to advise on and enforce several time-limited pieces of legislation alongside colleagues in Environmental Health, Trading Standards and South Yorkshire Police. This reactive work could not have been planned for and had to be prioritised.
1.7	Therefore, the second recommendation for a public consultation regarding the issuing of vehicle licence plates was delayed until a time when there were sufficient resources within the service to carry out this activity and face-to-face activities could recommence.
1.8	In November 2020, it became clear that face-to-face consultation would still not be possible for the foreseeable future, so a decision was taken to commence with online consultation, ensuring that this was carried out as inclusively as possible. Representative groups involved in the previous consultation on the policy were contacted with the offer of virtual attendance

	at meetings, paper versions of the consultation documents and the opportunity to submit a written response to the consultation. The response to the consultation that was carried out can be seen in Section 4 of this report.
2.	Key Issues
2.1	Under the current policy, all licensed vehicles must undergo regular compliance checks, the number of which are determined by the age of the vehicle, with a maximum of three compliance checks per year for a vehicle over five years of age. Currently, licence plates are issued for the duration of a compliance check, meaning that 237 vehicles are issued two licence plates per year and 639 vehicles are issued three licence plates per year. This decision was taken to ensure that all vehicles attended their compliance checks and gave a visible reminder to drivers that their test was due.
2.2	Respondents to the consultation believe that this requirement may no longer be necessary due to changes in the administration of the Licensing service. The Council is now able to send out automatic reminders to drivers that their compliance check is due, and to report on whether a vehicle has attended their compliance check. With these safeguards in place, it is possible to issue just one plate a year.
2.3	This proposal would create a more efficient process for drivers, but would also create significant efficiencies within the Licensing service, reducing the number of face-to-face interactions in Riverside House per year by 1,515, reducing the cost and time of printing plates which is undertaken by the Licensing service, and reducing the cost to the trade by £28,785 per annum. Furthermore, the Council are required to dispose of all expired plates which are non-recyclable, putting the equivalent of 112 square metres of plastic into landfill annually.
2.4	The Council's Licensing Board also raised this issue, as the board responsible for determining and issuing licenses, and stated that "...the board were sympathetic to this [vehicle plate issue] and felt there were no advantages of issuing plates more frequently. There would be a cost saving for both drivers and the Council in terms of administration".
2.5	The previous report stated that there was a small risk of non-compliance if only one plate was issued per year. The service has worked to ensure that automatic checks and flags have been built into the new system which has been created to allow for booking of these tests and vehicle licence renewals. Drivers will be reminded by automatic email six weeks before a compliance check is due. If a booking is not made, then a further reminder will be sent a fortnight before the expiration of the current compliance check. If a compliance check is not booked by the date of expiration, an automatic flag is placed upon that vehicle which will trigger an enforcement action by the service. This system will ensure that there is not a risk of non-compliance and provides further assurance that the Council's high standards are being upheld.

3.	Options considered and recommended proposal
3.1	In March 2020, Cabinet agreed for officers to undertake a further consultation regarding vehicle licence plates. This consultation has now taken place and Cabinet now have two options to consider:
3.2	Option 1: The Council could decide to not make any further changes to the Hackney Carriage and Private Hire Licensing Policy 2020-2023.
3.3	Option 2: The Council could reduce the issuing frequency of vehicle licence plates to yearly, in line with the outcomes of both the initial consultation with the trade and Licensing Board, and the subsequent public consultation carried out between December 2020 and January 2021.
3.4	The recommended option is Option 2. This option would reduce the number of licence plates issued every year, reducing the complexity of the process for both the licensed trade and the service, whilst delivering cost savings and reducing the Council's impact on the environment. The proposal reflects the support of the Licensing Board, the licensed trade and the views of the public. Improvements to the administrative processes of the licensing service significantly reduce the risk of non-compliance which will be automatically monitored and reported upon.
4.	Consultation on proposal
4.1	The Council carried out a further consultation on this specific issue between December 2020 and January 2021. This consultation focused on the views of the public, as the views of trade representatives, licensed drivers and Elected Members had already been captured.
4.2	The consultation received 149 responses, 72 of which were from members of the public. These were focused upon as the views of the licensed trade had already been captured in the previous consultation. A summary of these responses can be found in Appendix 4.
4.3	As well as a consultation which was available online, the Council also wrote to the following representative groups and boards which were involved in the previous consultation: <ul style="list-style-type: none"> • Rotherham Adult Safeguarding Board • Rotherham Children's Safeguarding Board • Youth Cabinet • Older People's Forum • Taxi Trade Liaison Committee • Community Reference Group <p>Officers offered to attend virtual meetings where these existed, receive written consultation responses, or disseminate virtual or paper versions of the consultation to groups. Of the groups that did reply, all responses were included through the online consultation form.</p>

4.4	Overall, 81% of the public agreed with the proposal outlined in Section 3.3.
5.	Timetable and Accountability for Implementing this Decision
5.1	Should Cabinet approve this amendment to the policy, it will be implemented following the standard call-in period. It is expected that the new policy will take effect on Monday 1 st March 2021. Any plate distributed after this date will be issued until the date of expiry on the vehicle licence.
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	There are no direct procurement implications arising from the recommendations detailed in this report.
6.2	Following the outcome of the consultation on the issuing of licence plates the recommendation is that the issuing frequency of vehicle licence plates be reduced to yearly within the Hackney Carriage and Private Hire Licensing Policy 2020-2023. This will result in a saving of approximately £28k by enabling efficiencies.
7.	Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)
7.1	Given that the recommendation is supported by the consultation responses and the positive factors associated with the change to the policy, the risks of any legal challenge are low.
7.2	The service needs to ensure that the application process and any process around reminders and renewals are as robust as possible to ensure that licence plates remain valid. Due to the changes made within the service already, it would appear that any risks in this area have been minimised. In any event, it remains the responsibility of the driver to ensure that they hold valid licence plates.
8.	Human Resources Advice and Implications
8.1	There are no direct Human Resource implications arising from this report.
9.	Implications for Children and Young People and Vulnerable Adults
9.1	Both the Jay report into Child Sexual Exploitation (CSE) in Rotherham and the subsequent Corporate Governance Inspection led by Louise Casey CB identified issues, amongst which was the importance of having an effective taxi licensing service.
9.2	At the heart of the policy lies a commitment to the protection of the public, safeguarding children and the vulnerable and the prevention of crime and

	disorder. The effective implementation of the licensing policy and the standards that it contains plays an important part in the protection of children and vulnerable people in Rotherham.
9.3	Since the publication of the report, the licensing service have been working with colleagues in Children's Services to ensure that those involved in the care and support of looked after children are aware of the key contacts within licensing, the nature of information that can be passed on to the licensing team and the action that the team can take as a result. This has been achieved by identifying single points of contact within the Licensing Service and Children's Services and an agreed protocol for the sharing of information between services (making use of the formal, documented Local Authority Designated Officer procedures within Children's Services).
9.4	In addition, action has been taken to repair and formalise the information sharing processes within the Council and between its partners. This includes the regular attendance of a senior manager from the Council's Licensing Service at the weekly CSE / CCE Intelligence Sharing Meetings that are chaired by South Yorkshire Police. Information that is discussed at the weekly meetings includes detail on offenders, victims and locations of concern. These meetings also provide a forum where a multi-agency approach to a problem can be discussed; if need be with formation of a separate task and finish group consisting of the various Council services and partner agencies.
9.5	The Council's Hackney Carriage and Private Hire Licensing Policy makes it clear that non-conviction information can be taken into consideration when making decisions regarding licensing matters (there had previously been a criticism that officers acted only when a licence holder had actually been convicted of an offence). The policy confirms that the safety of the travelling public must be the paramount concern.
10.	Equalities and Human Rights Advice and Implications
10.1	In undertaking its licensing function, the Council comply with relevant legislative requirements including the Human Rights Act 1998.
10.2	The policy (along with the Council's General Enforcement Policy) will ensure the consistent and fair determination of licences; recognising that every individual is entitled to dignity and respect.
10.3	When making licensing decisions, the Council and its officers ensure that all decisions are equally applied on the grounds of culture, ethnic or national origins, gender, disability, age, sexual orientation, political or religious beliefs, socio-economic status, or previous criminal conviction or caution which is not relevant to the current issue.
10.4	Adherence to these requirements are assured by means of officer awareness, observation, case reviews and both customer satisfaction and complaints received into the service. In addition, those affected by licensing

	decisions have the legal right to challenge that decision in the Magistrates Court.
10.5	A full Equalities Impact Assessment has been completed and is attached as Appendix 1 to this report.
11.	Implications for Ward Priorities
11.1	This policy will be applied directly and equally to all wards within the borough.
12.	Implications for Partners
12.1	It is recognised that enforcement and compliance activity often cannot be carried out in isolation by the Council. Its key partnerships with other agencies e.g. South Yorkshire Police, HM Revenue and Customs and the Driver and Vehicle Standards Agency are critical to ensure a comprehensive approach to regulation.
13.	Risks and Mitigation
13.1.	The Hackney Carriage and Private Hire Licensing Policy must give confidence to licence holders and the public of the effective performance management of Council processes and the transparency and fairness of the Council's approach to enforcement.
13.2	Responsibility for ensuring compliance with the policy rests with team and service management, with appropriate overview and scrutiny by the Cabinet Member for Waste, Roads and Community Safety and members of the Licensing Board.
13.3	Failure of the Council to effectively discharge its licensing enforcement functions may compromise public safety.
13.4	Compliance with the General Enforcement Policy gives confidence to business and individuals of the transparency and fairness of the Council's approach to enforcement, without which the Council's reputation might be at risk.
14.	Accountable Officers
	Tom Smith, Assistant Director of Community Safety and Street Scene
	Alan Pogorzelec, Licensing Manager

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	01/02/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	26/01/21

Head of Legal Services (Monitoring Officer)	Bal Nahal	26/01/21
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Report Author: Ben Mitchell, Projects, Initiatives and Improvement Officer

ben.mitchell@rotherham.gov.uk

Ben Mitchell, Projects, Initiatives and Improvement Officer

ben.mitchell@rotherham.gov.uk

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

PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023: Vehicle licence plate consultation	
Directorate: Regeneration and Environment	Service area: Community Safety and Streetscene
Lead person: Tom Smith	Contact number: 07557 313221
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input type="checkbox"/> Other
If other, please specify	

2. Please provide a brief description of what you are screening
In March 2020, the Council approved a new Hackney Carriage and Private Hire Licensing Policy. Within that report, the Council also endorsed a recommendation to carry out an additional public consultation regarding the issue of vehicle licence plates, which was specifically raised by members of the licensed trade and the Council's Licensing Board. Consultation has now been completed and this screening

relates to the implementation of the proposed changes to the policy in relation to taxi licence plates.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>		X
Could the proposal affect service users? <i>(Be mindful that this is not just about numbers. A potential to affect a small number of people in a significant way is as important)</i>	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? <i>(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)</i>		X
Have there been or likely to be any public concerns regarding the proposal? <i>(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)</i>		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? <i>(If the answer is yes you may wish to seek advice from commissioning or procurement)</i>		X
Could the proposal affect the Council's workforce or employment practices? <i>(If the answer is yes you may wish to seek advice from your HR business partner)</i>		X

If you have answered no to all the questions above, please explain the reason

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

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

4. Considering the impact on equality and diversity

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

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

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

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

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

A full Equality Impact Analysis was undertaken to support the changes to policy in March 2020. This has been reviewed in the light of the proposed changes to taxi licence plates.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The full Equality Impact Analysis has been reviewed and any impacts have been addressed.

- **Actions**

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

Date to scope and plan your Equality Analysis:	25th January 2021 (review of previous)
Date to complete your Equality Analysis:	25 th January 2021
Lead person for your Equality Analysis (Include name and job title):	Tom Smith

5. Governance, ownership and approval

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

Name	Job title	Date
Tom Smith	Assistant Director	25 th January 2021

6. Publishing

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

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

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

Date screening completed	25 th January 2021
Report title and date	Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023: Vehicle licence plate consultation
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	15 th February 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	26 th January 2021



PART B – Equality Analysis Form

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

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023: Vehicle licence plate consultation	
Date of Equality Analysis (EA): Original assessment carried out 27 th February 2020 and reviewed on 25 th January 2021.	
Directorate: Regeneration and Environment	Service area: Community Safety and Street Scene
Lead Manager: Tom Smith	Contact number: 01709 822025
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input type="checkbox"/> Other

If other, please specify		
2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance		
Name	Organisation	Role (eg service user, managers, service specialist)
Ben Mitchell	RMBC	Projects, Initiatives and Improvement Officer
Tom Smith	RMBC	Assistant Director
Alan Pogorzelec	RMBC	Licensing Manager
Jackie Mould (original assessment only)	RMBC	Head of Policy, Performance and Intelligence

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance
<p>Aim/Scope (who the Policy/Service affects and intended outcomes if known) This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)</p> <p>The aim of the Hackney Carriage and Private Hire Licensing Policy (the policy) is to protect the public and promote public safety. The Council will carry out its functions under the policy to promote the following:</p> <ul style="list-style-type: none"> • Protection of the public, safeguarding children and the vulnerable, and the prevention of crime and disorder • The safety and health of the public and drivers • Vehicle safety comfort and access • Encouraging environmental sustainability • Promoting the vision of Rotherham. <p>The Council has an overall responsibility to licence holders and to the safety and well-being of service users and the wider public.</p> <p>To promote these objectives, the Council expects that licence holders and applicants demonstrate that they meet or exceed the standards set by the Council in the policy.</p> <p>A full Equality Analysis was completed in February 2020 as part of the wider review of the licensing policy. The proposed amendment to the policy is relatively minor, and will have no impact on the above objectives and minimal impact on those that are affected by the policy. It is therefore considered appropriate to refresh the previous EA and include details of the specific actions that have been taken in relation to the specific policy amendment.</p> <p>The Council currently licence approximately 1,200 Hackney Carriage and/or Private Hire drivers. As part of the application process, the Council request the ethnicity and/or country of birth of an individual. As with all equality screening data, this is not a compulsory question. 82% of drivers have disclosed their ethnicity to the Council, which is detailed</p>

below:

Disclosed ethnicity	Number of drivers	Percentage
White UK	166	15.1%
White Other	5	0.5%
Black African	5	0.5%
Indian	5	0.5%
Pakistani	559	50.7%
Kashmiri	98	8.9%
Bangladeshi	3	0.3%
Other	66	6.0%
Not disclosed	195	17.7%
Total	1102	100.0%

The Council must have due regard to race, religion and belief when implementing this policy, ensuring that the policy ensures equality amongst different groups once implemented.

Although the proposed amendment relates vehicle licensing, there is the potential for all drivers to fall within the scope of the policy at some point. Consequently, the above data is relevant to this policy amendment and will be considered as part of this analysis.

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

As shown above, there is a diverse range of drivers who are licensed in Rotherham. The majority of drivers come from BAME backgrounds, with the majority of these drivers having Pakistani or Kashmiri heritage.

The original consultation was designed to be as accessible and as engaging as possible. This included meeting various informal groups, as well as representative forums. Drop-in sessions were arranged across the borough at various times and days. One of these sessions took place in Boston Castle ward, which has the highest BAME population in the borough.

It was agreed that the majority of the consultation should be conducted face-to-face, with officers attending as many groups and forums as possible. The Council attended the following sessions to engage with a wide range of communities:

Community Reference Group

This group is representative of all communities in Rotherham and can be used as a platform to disseminate information to communities. The proposed changes to the policy were well received by this group who understood the Council's role in the protecting the public.

Women's Forum

Two officers attended a women's forum at the Unity Centre, Eastwood to consult directly with family members of licensed drivers from BAME backgrounds. This session was well attended and a number of concerns were raised, which formed part of the consultation

and was considered when writing the final policy.

Madrasa Session at Jamia Masjid, Masbrough

Two officers also attended an educational class to consult directly with children from BAME backgrounds. 26 children were in attendance at this session and gave some very good suggestions as to how the drafted policy could be improved. The group were very supportive of setting conditions on operators to follow the Public Sector Equality Duty, but also gave constructive comments regarding vehicle signage and driver identification.

Rotherham East Ward surgery

Officers attended a ward surgery on request of two ward councillors in Rotherham East. This ward has the second highest BAME population in the borough. Two drivers attended this session to raise their concerns regarding the policy, and officers noted these concerns which were fed into the final policy. Both drivers were also encouraged to complete the online consultation.

Taxi Trade Liaison Committee

The Council has a formal committee where representatives of the taxi trade are invited to present the views and opinions of those drivers that they represent. This also gives the Council the opportunity to disseminate messages to a large number of drivers who decide to be represented in this way.

Overall, officers spent over 50 hours in face-to-face sessions during the consultation.

Online consultation

A total of 963 responses were received to the online consultation. This included 651 members of the taxi trade, alongside 312 members of the public. A large number of the public responses came from family members of drivers and some of these responses stated that they were responding based on a session that they have attended. This shows that the way in which the Council consulted did reach a large cross-section of the borough.

Letters

Finally, a letter was sent to all licensed drivers, vehicle owners and operators in the borough to inform them of the consultation and encourage them to take part in the consultation, either through the drop-in sessions and online consultation, through a trade representative, or to directly contact the Licensing Service. Over 1400 letters were sent out through this process.

During the consultation, many of the respondents (particularly those connected with the trade) made reference to the frequency for which plates were issued. The Council carried out a further consultation on this specific matter between December 2020 and January 2021. This consultation focused on the views of the public, as the views of trade representatives, licensed drivers and Elected Members had already been captured.

The consultation received 213 responses, 84 of which were from members of the public. These were focused upon as the views of the licensed trade had already been captured in the previous consultation.

As well as a consultation which was available online, the Council also wrote to the following representative groups and boards which were involved in the previous

consultation:

- Rotherham Adult Safeguarding Board
- Rotherham Children's Safeguarding Board
- Youth Cabinet
- Older People's Forum
- Taxi Trade Liaison Committee
- Community Reference Group

Officers offered to attend virtual meetings where these existed, receive written consultation responses, or disseminate virtual or paper versions of the consultation to groups. Of the groups that did reply, all responses were included through the online consultation form.

Overall, 83% of the public agreed with the proposal to make amendments to the issuing of plates.

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

The Council was unable to provide translation services throughout both sets of consultation, and the online consultation on the Council's website was only available in English, although the Council recognise that those who prefer to access the internet in different languages often do this through software packages, rather than translating individual webpages. Furthermore, all drivers licensed by Rotherham must have an assessed level of English competency, meaning that their verbal English should be of a required standard. Although this does not take into account members of the public, drivers would have been able to understand the consultation and disseminate this to their family members, friends and wider communities.

The Council did endeavour to engage with as many communities and groups as possible, and where potential barriers to those groups were identified, the Council strived to engage with community representatives through various forums to request that these representatives distribute this information to members of the community.

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

Currently, the Council monitor equality through the decision making powers of the policy, which are delegated functions of the Licensing Board. This information can be reported upon at request. The preceding three years of revocations, split by ethnicity, is provided below:

White UK	6	9.1%
Black African	1	1.5%
Pakistani	43	65.2%
Kashmiri	3	4.5%
Other	7	10.6%
Not disclosed	6	9.1%
Total	66	

<p>The Council recognises that this monitoring could be improved and reported more frequently, and this has been incorporated into the Equality Impact Action Plan.</p>	
<p>Engagement undertaken with customers. (date and group(s) consulted and key findings)</p>	<p>Online consultation. There is no requirement to consult under the Local Government (Miscellaneous Provision) Act 1976, although the Council recognise the importance of a wide-reaching consultation and actively wanted the views of customers and those impacted by the policy, to ensure that the Council are driving standards and protecting the public and drivers in the most appropriate way.</p> <p>Specific customer groups such as older people and young adults have been consulted with through representative forums, as well as through the online consultation which was available to all.</p>
<p>Engagement undertaken with staff (date and group(s) consulted and key findings)</p>	<p>Staff and partner agencies were consulted with to ensure that their views were also heard. Members of the Safer Rotherham Partnership were requested to respond to the consultation. Licensing Board, which is responsible for determining licence applications, also provided a formal response. The borough's adult's and children's safeguarding boards also provided a response to the consultation after officers presented to these independently chaired panels.</p>

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

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

The overall aim of this policy is to protect the public and apply the conditions within the policy in a fair and transparent way, to ensure that the public have equal access to services.

The Council recognises that many users of licensed vehicles will have protected characteristics. Within the policy, certain protected characteristics are addressed, such as disability. All drivers must complete training about protecting vulnerable passengers, which includes a module on disability awareness. The Council are recommending that drivers should refresh this training every three years, to ensure that drivers have the most up-to-date information available. Furthermore, the Council have recently added a module to this course on hate crime awareness, at the request of members of the trade. This shows the Council's commitment to reducing hate crime, and protecting drivers and service users based on their race, religion or beliefs.

Through consultation, many service users and members of the trade have commented on the added protection that taxi camera systems give. Although this part of the policy has not changed through the policy review, many groups commented on the importance of these cameras to protect the public, as well as drivers, from all forms of discrimination and abuse. The Council are clear in the policy that footage from these cameras can be provided to the police in all instances of crime, discrimination and abuse. Specifically, the Women's Forum at the Unity Centre, Youth Cabinet and the Older People's Forum were extremely supportive of the protection that these systems give to potentially vulnerable groups.

Furthermore, the Council have also recognised through the consultation that a number of groups would benefit from improved signage on licensed vehicles. Although the Council are not proposing to change the amount of signage, this will be redesigned to better identify a licensed vehicle to potentially vulnerable groups. This was a recommendation that came from the Older People's Forum and Youth Cabinet. As well as improved exterior signage, interior signage will also be redesigned to mark the audio activation button more clearly. This will help to protect vulnerable passengers who may not have been aware of this button, giving them added security when using a taxi.

These changes ensure that the policy will enable all groups, communities and those with protected characteristics to have equal access to licensed vehicles and will feel safe and confident when using them.

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

All drivers will be subject to the same changes that are proposed to be included in the revised policy. The higher prevalence of taxi drivers of Pakistani and Kashmiri origin than in the general Rotherham population does mean that residents from these communities are more likely than the general population to be affected by the policy.

The only proposal that has been identified as a potential problem for a protected group is the requirement for vehicle signage to be present on the vehicle at all times, unless the vehicle is parked outside the driver's permanently registered home address. Through the consultation, a number of drivers and trade representatives raised concerns about the need for vehicle signage when the car is being used for family purposes. Concerns were raised that drivers of certain groups were being targeted because of the signage on the vehicle, which reduces the safety of drivers and their families. The Council have had confirmation from the police of stone throwing in some areas of the borough.

The Council recognise this issue and have an important role to play in protecting drivers and reducing the impact of hate crime on residents in the borough. However, the Council must also balance this issue with the requirements of the legislation that it must adhere to, as well as the main objective of the policy which is to protect the public. Under legislation, a vehicle is always licensed, and therefore, must be identifiable as a licensed vehicle at all times, in order to maintain public safety.

If signage was not required on the vehicle except for when being used for hire and reward, it would be much more difficult for a member of the public, as well as enforcement authorities, to identify a licensed vehicle, which could undermine the Council's policy and

put the public at risk. This position is consistent with neighbouring authorities. However, in acknowledgment of the issues that some drivers in Rotherham have faced, the Council have sought to be as flexible as possible, whilst still ensuring compliance with the law. This is detailed in the 'Vehicle Signage' section below.

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

A number of changes to the policy will have positive impacts on protected groups and equality.

Public Sector Equality Duty

A key change within the policy is that the Council are proposing that all operators should have due regard to the Public Sector Equality Duty. Those businesses licensed by the Council should be seen to act in accordance with this duty. Those who fail to comply could be seen to no longer be 'fit and proper' and have their licence reviewed.

This duty could also be applied to drivers who discriminate against protected groups, or do not foster or encourage good relation between those who share a protected characteristic and those who do not. Furthermore, the Council have a duty to protect drivers where they are being discriminated against and can use this duty to deal with any incidents which may occur between a driver with a protected characteristic, and a user who does not share this.

Improved signage

Through the consultation, a number of groups, including the Women's Forum, discussed the need for signage within a vehicle which states that abuse towards drivers is not tolerated. The Council agree with this view, and through a redesign process, signage will be updated to ensure that this statement is visible in every licensed vehicle in the borough.

Vehicle Signage

Although exterior vehicle signage may not be removed when not working, as outlined in the section above, the Council have tried to strike a balance in order to protect drivers from hate crimes and incidents that have been expressed. Therefore, the Council will allow vehicle signage to be removed outside of the driver's registered home address, to ensure the safety of a driver, their family and their home. The Council hope that this addresses some of the most serious concerns that drivers have raised.

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

The Council strive to implement the revised policy in a fair and transparent way, with further and ongoing engagement from trade representatives. The Council believe that a robust and effective Hackney Carriage and Private Hire Licensing Policy will help to further rebuild the trust between residents of the borough and the licensed trade, indirectly building relations between diverse communities.

The Council hope that by implementing this policy in the way described, communities will trust and engage with the Council in a more meaningful way, around issues relating to vehicle licences but also other priorities for those communities and the Council, such as

incidents of hate crime.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

APPENDIX 1

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023: Vehicle licence plate consultation
Directorate and service area: Regeneration and Environment, Community Safety and Street Scene
Lead Manager: Tom Smith, Assistant Director, Community Safety and Street Scene
Summary of findings:
<p>This Equality Impact Assessment shows the in-depth and wide ranging consultation that has been undertaken by the Council in relation to the revised Hackney Carriage and Private Hire Licensing Policy. The Council's main aim must be to protect the public, but the changes introduced will help to foster good relations between those who share a protected characteristic, and those who do not. Although the Council have learned lessons from the consultation process, the engagement received has surpassed expectation which is due to the wide-ranging design of the consultation, along with full engagement from trade representatives, forums and committees.</p> <p>The Council do understand that this policy may present challenges for some drivers, but the Council have attempted to mitigate this in the most appropriate way, under the existing legislation. The Council will continue to work with the trade, it's representatives and the wider community to ensure that the policy is implemented in the best way possible.</p>

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
To regularly monitor and report on the protected characteristics of drivers licensed by the Council	All	
To regularly monitor and report on the protected characteristics of drivers where	All	

APPENDIX 1

disciplinary measures (e.g. suspensions/ revocations) are taken		
To improve the way in which protected characteristics are stored in the application process for a licensed driver.	All	

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

6. Governance, ownership and approval

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

Name	Job title	Date
Tom Smith	Assistant Director, Community Safety and Street Scene	
Paul Woodcock	Strategic Director, Regeneration and Environment	
Cllr Emma Hoddinott	Cabinet Member for Waste, Roads and Community Safety	3 rd March 2020 (original assessment)

7. Publishing

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

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

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

Date Equality Analysis completed	27/02/20 reviewed 25/01/21
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APPENDIX 1

Report title and date	Amendment to the Hackney Carriage and Private Hire Licensing Policy 2020-2023: Vehicle licence plate consultation
Date report sent for publication	25/01/21
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	25/01/21



**Rotherham Metropolitan Borough Council
Hackney Carriage & Private Hire Licensing
Policy**

2020 – 2023

**Rotherham Metropolitan Borough Council
Hackney Carriage & Private Hire Licensing Policy**

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1. Introduction

Rotherham Council is responsible for the regulation of the Hackney Carriage and Private Hire trades within the boundaries of the borough of Rotherham.

This policy and related procedures will guide the work of the Council in the way in which it carries out its functions. The policy has immediate effect and will be applied to existing licences and new applications received after the date that the policy is adopted by the Council. The Council reserves the right to overturn a decision that has previously been made, or refuse a renewal of a licence, where clear errors are discovered. In addition, the Council will undertake periodic auditing of currently licensed drivers and vehicles to ensure that the policy is adhered to and is being followed in its entirety. Such audits will be conducted using this policy as the required standard.

The policy has been developed by the Council after consulting with both the public at large and the trade in particular. In developing this policy, we have also taken into consideration:

- The Council's licensing aims and objectives (see section 3 of this policy)
- Current legislation
- Other Rotherham Council policies
- The Office of Fair Trading "The Regulation of Licensed Taxi and PHV Services in the UK" 2003
- Taxi and PHV Licensing Criminal Convictions; Policy, Local Government Regulation, Sept 2010
- Guidance on the Rehabilitation of Offenders Act 1974 – March 2014
- Disclosure & Barring Service Information Note on Rehabilitation of Offenders Act 1974 and Police Act 1997 Orders - 2013
- Regulators' Code 2014
- The Department for Transport "Taxi and Private Hire Vehicle Licensing: Protecting Users (consultation version).
- Taxi and private hire vehicle licensing: recommendations for a safer and more robust system

This policy sets out the requirements and standards that must be met. In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy document. However, each application or enforcement action will be considered on its own merits.

The Council will formally review the policy statement at least every three years and informally re-evaluate it from time to time. Where revisions are made, the Council will publish a statement of such revisions, along with a revised policy.

2. Definitions

The Local Government (Miscellaneous Provisions) Act 1976, as amended, (“the 1976 Act”) and the Town Police Clauses Act 1847 provides the regulatory framework for Rotherham Council (the “Council”) as the Local authority (the “Authority”) to carry out its licensing functions in respect of Hackney Carriage and Private Hire Licensing.

This document sets out the policy that the Council will apply when making decisions about new applications and licences currently in force. This policy applies to:

- Hackney Carriages; being a vehicle available to transport the public with no more than 8 passenger seats, which is licensed to ply for hire. This means that it may stand at ranks hailed in the street by members of the public, or undertake pre-booked work
- Private Hire vehicles: licensed to carry no more than 8 passengers but must be booked in advance by customers through an operator and cannot ply for hire in the street.
- Private Hire operators
- Hackney Carriage and Private Hire drivers

In undertaking its licensing function, the Council will comply with relevant legislative requirements including:

- Town Police Clauses Act 1847 and 1889
- Local Government (Miscellaneous Provisions) Act 1976
- Transport Act 1985 and 2000
- Crime and Disorder Act 1998
- Environmental Protection Act 1990
- Equality Act 2010
- Road Traffic Acts 1988/ 1991.
- Health Act 2006
- Human Rights Act 1998

The Council will also have regard to other strategies, policies and guidance in its decision making. The Council will also have regard to wider considerations affecting visitors, employers and residents. These include, but will not be limited to: the availability of Hackney Carriage and Private Hire transport at all times; public nuisance; pollution; crime; and the capacity of the trade to cope with customer demand, particularly at night. The Council will also follow the principles laid out in the statutory Regulator’s Code and any recommendations from the Office for Product Safety and Standards.

When considering the Equality Act 2010, the Council also have regard for the Public Sector Equality Duty, which places a duty on the Council to have due regard to:

- Eliminate unlawful discrimination
- Advance equality of opportunity between people who share a protected characteristic and those who do not.

- Foster or encourage good relations between people who share a protected characteristic and those who do not.

Through the Policy, the Council seeks to deliver on the duties placed upon it through the Equality Act. The Council will have regard for the above measures in dealing with the licensing objectives, by protecting the public and licensed drivers from discrimination and ensuring that any unlawful discrimination is dealt with appropriately, working with representatives of the trade and the Police.

3. Aims and Objectives of the Hackney Carriage & Private Hire Licensing Policy

The principal purpose of Hackney Carriage and Private Hire licensing is to protect the public and promote public safety. The Council will adopt and carry out its Hackney Carriage and Private Hire licensing functions with a view to promoting the following:

- **The protection of the public, safeguarding children and the vulnerable and the prevention of crime and disorder,**
- **The safety and health of the public and drivers,**
- **Vehicle safety, comfort and access,**
- **Encouraging environmental sustainability,**
- **Promoting the vision of Rotherham**

In promoting these licensing aims and objectives, the Council will expect to see licence holders and applicants continuously demonstrate that they meet or exceed the standards set by the Council.

A. The protection of the public, safeguarding children and the vulnerable and the prevention of crime and disorder,

- Raising awareness amongst the licensed trade, and the general public, of issues of safeguarding children and vulnerable adults.
- Operating rules, conditions and disciplinary processes.
- Vetting, qualification, training and monitoring licensees.
- Measures to prevent noise, odour and light nuisance from Hackney Carriage and Private Hire activities.
- Commitment to work with the police and licensing authorities.
- An expectation that licence holders will treat all customers, passengers, the general public and Council officers with respect and courtesy at all times.

B. The safety and health of the public and drivers

- The establishment of professional and respected Hackney Carriage and Private Hire trades
- Consideration of history of convictions and cautions.
- Driver training, qualification and performance.
- Knowledge of the Rotherham Borough area.
- Health and fitness to fulfil the role of a licensed driver.
- Crime prevention measures.
- Vehicle specifications.
- Safety at ranks including protection of drivers.
- Regular driver health checks.
- Public education campaign.

C. Vehicle safety, comfort and access

- Standards of vehicle comfort and appearance.
- Space standards for vehicles.
- Location of ranks.
- Use of ranks.
- Provision of disabled facilities.
- Number of vehicles available.
- Provision for the aged and the young.
- Provision of safe and comfortable premises for customers to use.

D. Encouraging environmental sustainability

- The Council will work with stakeholders in the trade, elected members and partners to find the most appropriate methods of further reducing vehicle emissions.

E. Promoting the vision of Rotherham

- Protecting our most vulnerable people and families, enabling them to maximise their independence
- Ensuring all areas of Rotherham are safe, clean and well maintained
- Helping people to improve their health and wellbeing and reducing inequalities within the borough
- Stimulating the local economy and helping local people into work

These aims and objectives will be taken into account by the Council when making decisions. It is recognised that the licensing function is only one means of securing the delivery of the above objectives.

Cross-border hiring

The issue of cross-border hiring is currently the largest concern surrounding licensing that the Council has. This policy sets a high standard for those who are licensed by this authority, and aims to implement a fair but robust process. However, if an application is refused by this Council, any other authority in the country may licence a driver, based on the same information, but assessed against a less robust criteria. Once this driver is granted a licence, they will then be able to lawfully operate across Rotherham and other areas of the country, despite being refused a licence by this authority.

The Council believe that this poses a significant risk to this policy, and undermines the licensing objectives that this authority has set. This national issue poses risks to the protection of the public, the safeguarding of children and the vulnerable, the prevention of crime and disorder, and the safety and health of the public.

The Council recognises its responsibility and will use all opportunities to protect the public, particularly children and the vulnerable, against this issue. The Council will continue to lobby Government to prioritise this issue and apply national minimum

standards to licensed drivers.

The Council will continue to work in partnership with the locally licensed trade, its neighbouring authorities, South Yorkshire Police, local businesses and local people towards the promotion of the aims and objectives of this policy.

4. Delegations

Under the Council's Constitution, the Licensing Board has the authority, amongst other licensing matters, to discharge non-executive regulatory board functions with respect to Hackney Carriage and Private Hire licensing. This function is further delegated to the Licensing Board Sub Committee comprising of 5 elected members drawn from the Licensing Board who determine applications, contraventions, suspensions and revocations. References regarding the Licensing Board (the Board) shall, in this policy, also be inclusive of the Licensing Board Sub Committee.

The Assistant Director of Community Safety and Street Scene (the "Director") has been delegated by the Council to grant, suspend and refuse licences. In practice this power is restricted to the immediate suspension / revocation of licences in the interests of public safety, and the granting of licenses where there are no criminal or other concerns that give rise to doubts over the applicant's suitability to hold a licence.

In addition, the Director is delegated to appoint and authorised inspectors and officers to investigate and discharge statutory duties. These officers include the Council's, Licensing Manager, Community Safety Manager and Licensing Enforcement Officers. Such authorised powers include the issuing of warnings, suspension notices, and any other enforcement related sanction approved by the Council.

5. Driver Requirements

All drivers must satisfy the Council that they are fit and proper people to be granted a drivers' licence, and must then remain a fit and proper person for the duration of that licence. The fitness and propriety of a driver will be monitored / assessed throughout the period that the licence is held.

Applicants are expected to act with honesty and integrity throughout the application process, and must therefore fully and accurately disclose any information that is requested. This includes information regarding previous convictions, warnings and reprimands, current investigations and pending criminal proceedings.

The Council aims to ensure that Private Hire and Hackney Carriage services delivered within the Borough are of a good standard. The application and compliance procedures are designed to ensure these standards are maintained, monitored for compliance and appropriately enforced.

The sections below, therefore, apply equally to Private Hire and Hackney Carriage drivers unless indicated and the application procedure is set out in Appendix A.

5.1 Fit & Proper Person Test

The Council considers that licensed drivers are in a position of trust, and therefore the council must ensure that applicants / licence holders are and remain fit and proper to hold a licence. This requirement is contained within Sections 51 and 59 of the Local Government (Miscellaneous Provisions) Act 1976 (Part II).

The term "Fit and Proper Person" for the purposes of taxi and Private Hire licensing is not legally defined. However, in determining whether a person is fit and proper to hold a licence, those tasked with determining licences / applications are effectively asking the following question of themselves:

Without any prejudice, and based on the information before you, would you allow a person for whom you care, regardless of their condition, to travel alone in a vehicle driven by this person at any time of day or night?

All decisions on the suitability of an applicant or licensee should be made on the balance of probability. This means that an applicant or licensee should not be 'given the benefit of doubt'. If the board or delegated officer is only 50/50 as to whether the applicant or licensee is 'fit and proper', they should not hold a licence. The threshold used here is lower than for a criminal conviction (that being beyond reasonable doubt) and can therefore include information that goes beyond criminal convictions.

In order to assess the suitability of an applicant (and to inform decision makers when answering the question above), the Licensing Authority will undertake whatever checks and apply whatever processes it considers necessary to ensure that licences are not issued to, or used by, unsuitable people. In assessing the suitability of an applicant or licence holder, the Council will take into consideration

the following factors:

- Criminality
- Period of holding a driver's licence
- Number of endorsed driving licence penalty points
- Right to work in the UK
- Medical fitness
- Standard of driving / driving ability
- General conduct / standards of behaviour (including social media)
- The conduct of the applicant in making the application (e.g. whether they have acted with honesty and integrity during the application process).
- The previous licensing history of existing / former licence holders (including honesty and integrity).
- Theoretical knowledge of issues and matters related to the work of a licensed driver.
- The Public Sector Equality Duty

In addition, the Council will also consider further information sources such as the Police (including abduction notices); Children and Adult Safeguarding Boards; other licensing authorities; and statutory agencies.

5.2 Application process

This Council issue licences that enable the driving of both Hackney Carriages and Private Hire Vehicles. Licences shall be issued for a maximum period of 3 years but the Council can grant licences for a lesser period if deemed appropriate.

Applicants shall have a minimum of 2 years of holding either a full driving licence issued in the UK, the European Community (EC) or one of the other countries in the European Economic Area (EEA). In addition to the above, licensed drivers who hold an EC/EEA driving licence shall obtain a GB counterpart document. If this document is required, it shall be produced before the initial licence is issued

The Council may directly access the DVLA records of applicants, or alternatively will employ the services of a third party to do this.

In addition, a third party service may be used to assess the suitability of applicants based on their general behaviour whilst using the internet (in particular social media sites).

Applicants shall provide proof that they have a statutory right to work in the UK and any applicant that has a limited right to work shall not be issued a driver licence for a period longer than that limited period.

The information submitted as part of the application process will be shared, when applicable, with other Council Departments and external statutory bodies e.g. Police and HM Customs & Excise.

An individual will not be considered fit and proper to hold a licence if there is any evidence of dishonesty, and/or it can be shown that an applicant or existing licence

holder has misled, or attempted to mislead, the Council (either officers or members of the Licensing Board) as part of any process associated with the administration or determination of a licence.

5.3 Disclosure and Barring Service (DBS)

A criminal record check on a driver is seen as an important safety measure. Enhanced Disclosure through the Disclosure and Barring Service is required as these disclosures include details of live and spent convictions, police cautions and other relevant information that indicates that a person poses a risk to public safety. The DBS application procedures are detailed in Appendix B of this policy.

Both Hackney Carriage and Private Hire drivers are included as “exceptions” within the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the “Exceptions Order”). Accordingly, all drivers will be asked to disclose on their application form any caution or conviction even if it is spent for other purposes and those will be revealed on the DBS certificate. Advice will be provided in relation to certain old and minor cautions and convictions which are referred to as “protected”. These do not have to be revealed and will not appear on the DBS certificate. This advisory clause is intended as general guidance only and anyone in doubt should seek their own legal advice.

All applicants for the grant or renewal of a licence requiring a DBS check shall be responsible for the costs of obtaining the DBS certificate. The Council will only accept DBS certificates which are applied for through Rotherham Council’s Licensing Unit.

All new applicants must declare on the application form any convictions, cautions or fixed penalty notices they have received. All licence holders shall notify the Council of any convictions or cautions received during their licence period. Failure to inform the Council of any convictions, cautions and fixed penalty notices during the licensing period may result suspension or revocation of the licence.

A licence will not be granted or renewed in the absence of a current Enhanced DBS Disclosure Certificate.

All licence holders must subscribe to the Disclosure and Barring Service Online Update Service; this will be required by a condition placed on the licence. Any costs associated with maintaining this subscription must be met by the licence holder. The licence holder must give permission for the council to undertake checks of their DBS status should the council consider it necessary to do so. The council will use the update service to monitor the criminal record of licence holders. The update service can be used when a licence is renewed – if there are no changes recorded on the DBS certificate then a full DBS check will not be required. In all other cases a full Enhanced DBS check will be required before a licence is renewed.

5.4 Applicants with periods of residency outside of the UK

If an applicant has spent six continuous months or more overseas the Council will need to see evidence of a criminal record check from the country / countries visited

covering the period that the applicant was overseas.

Because of the potential lifetime relevance for some of the most serious offences mentioned in this policy, the Council will need to ensure that sufficient background checks are conducted for those applicants that have lived overseas. For EU nationals (including UK citizens) suitable checks should be available. For those countries for which checks are not available, the Council will require a certificate of good conduct authenticated by the relevant embassy.

5.5 Relevance of Convictions and Cautions etc.

The Council is committed to ensuring that the licensed trade are fit and proper, this will entail periodic audits of licensed drivers to ensure that any errors or material changes are identified and acted upon.

In relation to the consideration of convictions, cautions, warning and reprimands etc., the Council has adopted the policy set out in Appendix C.

In assessing whether the applicant is a fit and proper person to hold or retain a licence, the Council will consider each case on its merits. It will take account of cautions and convictions, whether spent or unspent, but only in so far as they are relevant to an application for a licence.

Those applications or renewals with information indicating a past criminal record or, any other concern, will be referred to the Licensing Board who will make the assessment of whether or not the applicant is a fit and proper person to hold a licence in line with the policy at Appendix C.

The policy at Appendix C will also be used to determine the suitability of an existing licence holder should it be necessary to consider action in relation to the licence part way through the licence period.

5.6 Knowledge Testing

Applicants for a driver's licence are required to have passed the Council's knowledge test. The list below is an indication of what may be contained within the test but is not exhaustive and can be changed when necessary to update on the most current issues within the sector. This test will ensure that the applicant has sufficient knowledge in relation to:

- i. Literacy and numeracy
- ii. Child / adult safeguarding awareness
- iii. Disability awareness (including physical and sensory disability)
- iv. Road Safety
- v. Basic vehicle maintenance
- vi. Customer care / customer awareness
- vii. Local knowledge

In addition to the knowledge test, applicants will be required to demonstrate that they have abilities in English and Maths at least to Entry Level 3 standard (as defined in

the Qualifications and Credit Framework). If necessary, the applicants' abilities in English and Maths will be assessed by an appropriately qualified individual that will be independent of the Council (such as a local college).

Applicants who do not meet Entry Level 3 standard in English and Maths will be provided with details of courses that they can attend to improve these skills. When the applicant has successfully completed a relevant course, they may then re-apply for a licence.

If applicants fail three successive knowledge tests they will be required to wait at least 12 months (from the date of the most recent failure) before being permitted to take further tests.

Applicants that fail a test must pay a re-sit fee prior to the test date and any applicant cancelling the test with less than 24 hours' notice will not be refunded the fee.

5.7 Medical Assessment

The Council recognises that licensed drivers should have more stringent medical standards than those applicable to normal car drivers because they carry members of the public who have expectations of a safe journey; they are on the road for longer hours than most car drivers; and they may have to assist disabled passengers and handle luggage and therefore requires Group 2 Standards of Medical Fitness as applied by the DVLA to the licensing of lorry and bus drivers, as the appropriate standard for licensed Hackney Carriage and Private Hire drivers.

Applicants shall provide a completed medical examination form supplied by the Council and completed by their own General Practitioner's (GP) practice on first application. A new medical will then be required at the next renewal after a driver reaches the age of 45. Thereafter, a medical will be required every six years until the driver reaches the age of 65 when a medical will be required annually. In exceptional circumstances, and with prior agreement from the Licensing Manager, a medical assessment can be carried out by another registered GP practice as long as the applicant's medical history has been viewed and assessed. The GP carrying out the medical must confirm that they have viewed the applicant's full medical history.

Licence holders with certain medical conditions (for example certain neurological conditions) may also be required to submit annual forms and adhere to additional requirements in order for them to retain their driver's licence.

Holders of Public Service Vehicle (PSV) and / or Large Goods Vehicle (LGV) Licences, where the holder is able to produce proof of current medical examination less than 3 months old, shall not be required to undergo a medical examination on first application. The Council will require written confirmation from the assessing GP that a full medical history has been reviewed as part of the examination.

Licence holders must advise the Licensing Service of any deterioration or other change in their health that may affect their driving capabilities.

Where there is any doubt as to the medical fitness of the applicant, the Council may

require the applicant to undergo and pay for a further medical examination by a Medical Doctor appointed by the Council.

Where there remains any doubt about the fitness of any applicant, the Licensing Board will review the medical evidence and make any final decision in light of the medical evidence available.

No licence shall be issued until medical clearance (if required) has been established.

A licence application will not be accepted / processed unless all elements of the application process have been completed.

Licensed drivers are under a legal duty to carry assistance dogs in their vehicles without additional charge. Drivers who have a medical condition which is aggravated by exposure to dogs may apply to the Council for exemption from the duty on medical grounds. If an application is successful, they will be issued with an exemption certificate, and also be issued with a notice of exemption. The notice of exemption must be exhibited in the vehicle by fixing it, facing outwards, either on the windscreen or in a prominent position on the dashboard.

5.8 Duration of licence

The Council will normally issue licences for either a one or three-year period. However, the Council does have the discretion to issue licences of a shorter duration, if it considers this to be necessary given the circumstances.

5.9 Qualifications

The Council believes all passenger transport drivers whose role demands high standards in driving and customer service would benefit from a nationally recognised qualification that includes customer care, meeting the needs of people with disabilities, road safety, the handling of emergencies and how to defuse difficult situations and manage conflict.

As such, applicants (who are not existing licence holders) whose application for a drivers licence is determined on or after the date on which this policy becomes effective will be required to provide evidence of the following qualifications / skills to the Council before a licence will be issued:

- BTEC Level 2 Certificate in the Introduction to Role of the Professional Taxi and Private Hire Driver or any alternate qualification which the Council may prescribe. Other qualifications may be accepted provided that they are to an equivalent standard of the BTEC and have a comparable syllabus. Any certificate must have been awarded within the last three years. In cases where the certificate was awarded more than 3 years ago, the certificate holder must demonstrate that they have undertaken a suitable refresher / CPD course – the content of which will be determined by the council.
- Completion of the Council's safeguarding children and vulnerable passenger's

course. Applicants are required to attain a 100% pass mark in order to complete this course.

- Ability in English and Maths at least to Entry Level 3 standard (as defined in the National Qualifications Framework).

Existing licence holders will be required to provide evidence of the qualifications detailed above.

Licence holders or applicants that possess an NVQ level 2 qualification in Road Passenger Vehicle Driving will only be exempted from the BTEC requirement if they are able to demonstrate that they have undertaken additional training in the elements covered in Unit 6 of the BTEC (including unit code J/502/5985), have a level of knowledge comparable to that obtained by the completion of the BTEC and pass the council's enhanced knowledge test.

Alternative qualifications or training methods may be considered in exceptional circumstances, these will be determined on a case by case basis.

Qualifications (including the BTEC Level 2) will only be accepted if they have been issued by a reputable training provider. The training provider must be able to satisfy the council that it has an effective Quality Assurance Framework in place. The framework must cover all elements of the training, verification, assessment and certification process and must satisfy the council with regard to the quality and reliability of all aspects of the process up to and including the awarding of a certificate.

The Council reserves the right to refuse to accept a certificate of qualification as proof of an applicant or licence holder meeting a requirement if it is not satisfied as to the authenticity of the certificate or the quality / reliability of any part of the process that lead to the certificate being issued.

5.10 Conditions

The Council may attach such conditions to a Private Hire / Hackney Carriage driver's licence as are considered necessary. These are set out in Appendix D.

The Council has also made byelaws that are specifically applicable to Hackney Carriage drivers / proprietors. The existing Hackney Carriage byelaws are set out in Appendix E. These byelaws will be reviewed from time to time.

5.11 Dress Code

It is recognised that the taxi trade, both Hackney Carriage and Private Hire, play an important role in portraying a positive image of Rotherham and are key ambassadors for the Borough.

Anything that serves to enhance the professional image of the Hackney Carriage and Private Hire trade and promotes the concept that drivers of licensed vehicles are

professional vocational drivers is to be welcomed.

To ensure that not only are the above objectives are met but, also that driving is carried out safely, a Dress Code for licensed drivers has been set. This is provided at in Appendix F. It is a condition of licence that drivers adhere to this policy.

Employees working for companies operating their own dress codes will still be required to comply with the Council's standard.

5.12 Code of Conduct when working with vulnerable passengers

It is essential that young, elderly and other vulnerable people are safeguarded and protected whilst being transported in a licensed vehicle. Accordingly, a specific Code of Conduct must be complied with when working with vulnerable passengers. This is provided at Appendix G. It is a condition of licence that drivers adhere to this policy.

5.13 Right of driver to work in the UK

The Council will require all applicants to provide documentary evidence to confirm that they may legally work in the UK. Examples of documents that maybe provided include:

- A UK passport confirming that the holder is British Citizen (or citizen of another EEA country – including Switzerland),
- Passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and undertake paid employment,
- Full UK Birth / Adoption Certificate,
- An Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and undertake paid employment,

A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to undertake paid employment.

This list is not exhaustive, and other documents may be accepted – further information will be provided by the Licensing Office on request.

Where an applicant is subject to immigration controls, a licence will not be issued for longer than the period that the applicant has permission to undertake paid employment in the United Kingdom.

5.14 Renewal Process

The Council require any driver wishing to renew their licence provide evidence to confirm that the following conditions have been completed, before a licence is renewed:

- Attendance at the Council's refresher training session, to be completed within the last three months of the current licence period;
- A renewed enhanced DBS check, applied for through the Licensing Service;
- An up-to-date medical assessment if appropriate (refer to Section 5.7);
- Proof of an applicant's continuing right to work in the UK.

The refresher training session will not be formally assessed. However, in order to satisfactorily complete the course, all drivers are expected to actively participate in the session. Failure to comply may result in a driver not being deemed to have completed the course. The Council reserves the right to require drivers to attend further sessions if this is deemed appropriate.

A licence will not be renewed until all of the following conditions have been met. The Council will consider the renewal of a licence in the same way that it considers a new application, which is detailed in Section 5 of this policy.

6. Hackney Carriages and Private Hire Vehicles

6.1 Application process

The Council will consider all applications for vehicle licences on their own merits. The procedure for dealing with applications for Private Hire and Hackney Carriage vehicles is set out in Appendix H.

The applicant must submit the following to the Council in order for the application to be considered valid:

- The vehicle application form;
- The appropriate fee;
- The original of the Vehicle Registration Document (Log Book/V5) certificate of registration for the vehicle (the new keeper's supplement section of the V5 document will be accepted in the case of vehicles that are not licensed at the time that the application is made, and the vehicle has recently been purchased by the applicant (documentary evidence will be required). Licences will not be renewed unless the full V5 document is made available to the council at the time of application);
- The original insurance certificate or insurance cover note for the vehicle (this must be provided before the licence is issued)
- Confirmation from the Council's appointed testing centre that the vehicle meets both the Council's vehicle specification and the vehicle examination requirements.

In addition:

- Any vehicle not manufactured with European Whole Vehicle Type Approval will be required to undergo Single Vehicle Approval (SVA) testing and evidence of that testing and the vehicle having obtained SVA produced to the licensing office.
- The application must be made on the correct application form and all supporting documents completed in full.

6.2 Grant and renewal of licences

The vehicle must be submitted for a compliance test at the appointed test station. A Certificate of Compliance will be issued and must be produced as evidence that the vehicle meets the required standard. At this stage a vehicle licence will be issued, subject to the completion of all other elements of the application process and the provision of a valid certificate of motor insurance.

Vehicle licences will be valid for a period of 12 months (unless suspended, revoked or surrendered). Vehicles older than 3 years old on the day that the licence commences will be subject to at least one additional vehicle inspection at the Council's appointed testing facility during the period that the licence is in effect (this test is commonly referred to as an intermediate test). The frequency of vehicle inspections is based on age and outlined in Appendix H. It is the licence holders' responsibility to ensure that intermediate tests are booked and attended. If a vehicle

does not pass an intermediate test within four weeks of the test becoming due, then enforcement action will be taken to suspend the licence. The suspension will only be lifted once the vehicle has passed the intermediate test and the Council is satisfied that the vehicle is suitable for use as a licensed vehicle. The Council reserves the right to require a vehicle to be presented for testing / inspection at an appointed testing / inspection facility should the Council consider this to be necessary.

6.3 Vehicle age and exhaust emissions

Environmental protection legislation requires local authorities to review and assess air quality on a regular basis. Where air quality falls below the national standards, the Council is required to declare an Air Quality Management Area (AQMA) and produce an Air Quality Action Plan which identifies how air quality standards will be improved. Rotherham MBC's Air Quality Action Plan 2015 includes the measure of improving the hackney carriage and taxi fleet by setting minimum emission standards for vehicles licensed in the borough.

In addition, Rotherham and Sheffield Councils have been mandated by Government to introduce Clean Air Zones in order to improve air quality and reduce the risks to health. During the feasibility studies undertaken to determine what measures are necessary to comply with air quality standards, it has been identified that the taxi and private hire fleet in both Rotherham and Sheffield is adding to pollution in the area.

Whilst the likely measures in Rotherham do not include charges for taxi and private hire vehicles, it is likely that any such vehicles entering the designated area in Sheffield will attract charges, even if those vehicles comply with the emission and age standards applicable to vehicles licensed in Rotherham. This is because the charging zone considered for Sheffield requires taxi and private hire vehicles to be low emission vehicles. Whilst the Council's policy requires compliance with the emissions standards delivered by Euro VI diesel standards for example, the Council would encourage drivers to move to alternative low emission fueled vehicles such as electric.

Public Health England estimates that a total of 1,406 life years are lost in Rotherham across the whole population as a result of anthropogenic air pollution, including that from vehicles. 5.7% of deaths are attributable to long term exposure to particulate air pollution. In Rotherham, vehicle exhaust emissions are a principal source of air pollution and this has resulted in the creation of several Air Quality Management Areas along the major roads, together with the Government requiring consideration of Clean Air Zones. In these areas of Rotherham, the levels of annual mean nitrogen dioxide do not comply with EU and national law. There is potential for the UK Government to be fined for breach of the EU limit values, and infraction proceedings have already been instigated by the European Commission.

There are approximately 30,000 residents in Rotherham's designated Air Quality Management Areas (AQMAs). Emissions from the taxi fleet are among the sources which can be regulated and as such are a priority to be addressed with the aim of reducing levels of air pollution and helping to improve public health.

Public transport is a significant element of air pollution in Rotherham due to vehicle

emissions. Considerable work has been underway for some years between South Yorkshire Passenger Transport Executive and the South Yorkshire Local Authorities, to improve emissions from the fleet, which has had a number of successes including, in Rotherham, being able to revoke an Air Quality Management Area on the busy bus route along Fitzwilliam Road. As with other forms of public transport, emissions from the taxi / Private Hire fleet are among the sources which can be regulated and as such are a priority to be addressed with the aim of reducing levels of air pollution and helping to improve public health.

In the interests of passenger safety and comfort, and in support of these policies, the Council has introduced both vehicle emission standards and age requirements for licensed Hackney Carriage and Private Hire Vehicles as part of the policy. It is viewed that this is justifiable to ensure the sustained improvement of Rotherham's licensed vehicle fleet and the impact on the health and environment in the Borough.

Based on this information, the Council are clear that the introduction of Ultra Low Emissions Vehicles within the borough's licensed vehicle fleet would have an important role in reducing vehicle emissions and improving air quality. The Council have declared a Climate Emergency and plan to create a 'Climate Action Plan', which will detail how the Council will play a leadership role in promoting community, public and business partnerships to reduce carbon emissions. The Council will incentivise the trade, encouraging the uptake of ULEVs, which will be achieved through the Council's Annual Fees and Charges work.

The Council's policy in relation to the age of vehicles and the standard of emissions is set out in Appendix I.

6.4 Insurance

It is required that all insurance documents must be shown before a licence is issued. This requires:

- A valid certificate of insurance or cover note confirming that insurance is in place for each driver of the vehicle and specifying use as either a Hackney Carriage or Private Hire Vehicle.
- A Hackney Carriage vehicle requires insurance to cover public hire and hire and reward.
- A Private Hire vehicle requires insurance to cover hire and reward.
- A cover note will be accepted and the licence will be issued on the understanding that a certificate of insurance will be produced at the earliest opportunity.

The council will undertake periodic auditing of licensed vehicles to verify that the vehicle is appropriately insured.

6.5 Vehicle specification

The Council has set down a series of specifications. A vehicle will need to comply with these specifications prior to it being accepted as a licensed vehicle.

The specification for Private Hire vehicles is set out in Appendix J and for Hackney Carriages at Appendix K.

6.6 Conditions

The Council is empowered to impose such conditions as it considers reasonably necessary in relation to the granting of Hackney Carriage or Private Hire Vehicle licences.

These are set out in Appendix L for Private Hire Vehicles and Appendix M for Hackney Carriages.

However, where it is considered necessary, additional conditions may be imposed. In considering what is reasonably necessary the Council will take into account it's the aims and objectives of this policy.

6.7 Identification of vehicles as Private Hire Vehicles or Hackney Carriages

The Council requires Hackney Carriages and Private Hire vehicles to clearly indicate to the public that they are licensed vehicles. Therefore, they must be clearly distinguishable from other vehicles and each other. The Council believes that clear signage, types of vehicle, together with colour of the vehicle, can achieve this.

- a) Hackney Carriage
 - The exterior colour of all Hackney Carriages must be white.
- b) Private Hire Vehicles
 - The TX4 or similar vehicle (commonly referred to as a 'London cab') will not be licensed as a Private Hire vehicle.
 - The minibus variants of approved Hackney Carriage vehicles (such as the Mercedes Vito) can be licensed as Private Hire vehicles but must not be white.

The Council has set standards on the acceptable type of signage for Private Hire Vehicles and Hackney Carriages. These can be found in the Private Hire Vehicle / Hackney Carriages conditions set out in Appendix L for Private Hire Vehicles and Appendix M for Hackney Carriages. They include:

- the permitted position of licence plates;
- positioning of door signs for vehicles;
- required wording for door signs on vehicles;
- requirements for the display of notices in vehicles;
- other notices/ markings that the Council require licensed vehicles to display.

6.8 Fire extinguishers

All vehicles are required to be equipped with a fire extinguisher that conforms to the specification as stated in the Council's conditions.

6.9 Tyres

Tyres are the vehicle's only point of contact with the road, so it is essential that they are in good condition.

The Council requires that all licensed vehicles to adhere to the following provisions with regard to tyres:

- Tyre treads are designed to efficiently and effectively remove water from the road surface and provide maximum grip. All tyres fitted to the vehicle must have at least 2.0 mm tread depth throughout a continuous band in the centre 3/4 of the tread and around the entire circumference of the tyre.
- Tyre fitted to a motor vehicle or trailer must be fit for purpose and be free from any defects which might damage the road or endanger any person. Fit for purpose means that a tyre must:
 - be compatible with the types of tyres fitted to the other wheels;
 - not have any lump, bulge or tear caused by separation or partial failure of the structure;
 - not have a cut or tear in excess of 25mm or 10% of the sectional width of the tyre, whichever is the greater, and which is deep enough to reach the ply or cord;
 - not have any part of the ply or cord exposed.
- Tyres must be correctly inflated to the vehicle / tyre manufacturer's recommended pressure.
- All replacement tyres fitted to licensed vehicles must be new (i.e. not have been used previously on any other vehicle) and have been fitted by a reputable vehicle maintenance company / contractor. Vehicle proprietors are required to retain invoices / receipts to show that any tyre that is purchased meets this requirement.
- The fitting of part worn tyres to licensed vehicles is not permitted.
- 'Space saving' spare wheels must only be used in an emergency, and only in accordance with the manufacturer's instructions. Should the use of a 'space saving' spare wheel become necessary during a period of hire then the journey may continue, but the wheel must be replaced before the next journey.

6.10 Accidents

If at any time the vehicle is involved in an accident, however minor, the driver must inform the Council of this fact as soon as possible and in any event within one working day (by telephone or email). An accident report form will then need to be completed and submitted to the Council within five working days of the accident occurring (except in exceptional circumstances when the report must be made as soon as possible).

The vehicle must be presented for inspection at the Council's authorised testing station as soon as possible after the accident has taken place – the appointment will be arranged by the Council who will notify the vehicle proprietor of the date and time. Failure to present the vehicle for the appointment may result in the vehicle's licence being suspended until such time as the vehicle is presented for examination.

If the vehicle is so damaged that it cannot be driven, then the vehicle proprietor must inform the Council of this fact – the Council will then advise the proprietor of the action to be taken. In such cases the proprietor is advised to take photographic evidence of the vehicle's condition that clearly illustrates the reasons why the vehicle cannot be driven / presented for examination.

6.11 Vehicle examination and testing requirements

Hackney Carriage and Private Hire vehicles examination and testing requirements are set out in Appendix N. The frequency of intermediate compliance tests is outlined in Appendix I.

6.12 Meters

All Hackney Carriages must be fitted with an approved meter. The Council will from time to time publish a list of meters approved and acknowledged by the Public Carriage Office for use to calculate fares.

Meters used to calculate fares must be accurate, display the correct time and be capable of displaying:

- In the case of Hackney Carriages, the various tariffs as approved by the Council (including extra charges recoverable under the approved Table of Fares).
- The meter shall be calibrated and set to the Council's agreed charging distances and tariffs currently in force.
- In the case of Private Hire Vehicles, any scale of charges provided by the operator of the vehicle.

Meters will be checked for accuracy by a measured mile distance or by waiting time.

Meters must be positioned in order that the fare must be clearly displayed to the passenger throughout the journey.

Meters in use must not facilitate fraudulent use. Any signs of tampering including the breaking of any seals will result in a suspension notice being issued immediately. For the suspension notice to be removed, the vehicle meter must have been resealed and calibrated by an approved meter company and presented to the Council for inspection.

Private Hire Operators and/ or drivers may agree a cost for the journey with the customer prior to the journey commencing. In this situation, the price quoted is the

price that must be charged – there is to be no deviation from this price without the agreement of the customer. On occasions where a price has been not been agreed prior to the journey commencing, the fare charged must be that which is reflected on the meter where the vehicle is equipped with a meter.

6.13 Taxi Cameras

Suitable equipment, capable of recording both audio and video, must be installed in all licensed vehicles. The system must meet or exceed the council's specification for taxi camera systems which can be found in Appendix T of this policy. The system must be operational at all times that the vehicle is being used as a licensed vehicle (i.e. for the carriage of fare paying passengers). The system does not need to be operational during other times (i.e. when being used for domestic purposes).

Video recording must be active at all times. Audio recording must be active in any of the following circumstances:

- An unaccompanied child (i.e. under 18) or vulnerable adult is being carried in the vehicle, or
- Where the driver and customer are involved in a dispute or the driver feels threatened by the behaviour of a passenger. Activation of audio recording must be triggered by the driver pressing a switch / button. Audio recording will continue until such time as the button / switch is pressed again. This switch will activate / deactivate audio recording independent of the passenger's audio activation button / switch.

There must also be the facility for the passenger to activate audio recording (independent of the driver) should the passenger wish to do so. Activation of audio recording must be triggered by the passenger pressing a switch / button. Audio recording will continue until such time as the button / switch is pressed again. This switch will activate / deactivate audio recording independent of the driver's audio activation button / switch.

Once activated (by either passenger or driver), the audio recording must continue for an uninterrupted period until it is deactivated.

At the end of journey when the passenger leaves the vehicle, audio must be deactivated before another passenger enters the vehicle. If appropriate it must be reactivated should any of the situations above arise in relation to this new journey.

6.14 Additional provisions for Private Hire vehicles only

6.14.1 Wheelchair accessibility

In addition to all other licensing conditions, any applicants seeking the grant of a Private Hire vehicle in which it is intended to carry passengers who are seated in a wheelchair must present a vehicle which has:

- M1 classification and comply in all respects to EC Whole Vehicle Type Approval (ECWVTA);

- Suitable fittings for securing a wheelchair and any passengers seated in them;
- Access and egress via suitable side or rear doors.

6.14.2 Advertisements

Limited advertising is allowed on Private Hire vehicles subject to the approval of the Council. This must be in accordance with the requirement set out in Appendix O.

6.14.3 Limousines and executive hire

Any limousines with 8 seats or less must be licensed as a Private Hire Vehicle

Vehicles used for this purpose must meet the requirements for Private Hire Vehicles.

These vehicles must display appropriate signage, issued by this Council, which states details of the vehicle, issue date and the number of persons allowed to be carried. This disc must be displayed on the front and rear windows of the vehicle.

Drivers of limousines and executive vehicles must complete the licensing application process in the same way as any other licensed driver.

All foreign vehicles used for these purposes must meet relevant British or European standards. Any alterations to a manufacturer's standard specification will require M1 EWVTA. Any subsequent changes to the vehicle will invalidate this approval.

When a vehicle has been imported, the importer must produce a declaration from the testing authority (DVSA) that the vehicle will not carry more than eight passengers.

6.14.4 Special events vehicles and courtesy cars

The Council considers the following types of vehicles to be 'special event vehicles' in the context of licensing:

- decommissioned emergency service vehicles
- vintage vehicles
- other non-standard type converted vehicles used for special events.

The above list is not exhaustive, and other types of vehicle may be considered from time to time. When considering an application for a special event vehicle, the Council will have regard to the general requirements for Private Hire vehicles contained within this policy and relevant appendices.

Courtesy cars used for transporting customers to and from specific venues such as hotels and nightclubs, whether operated with or without charge to the customer, are considered to be Private Hire vehicles. These vehicles must be licensed as Private Hire vehicles, driven by Private Hire drivers and the journey must be booked via a Private Hire operator.

6.15 Additional provisions for Hackney Carriage vehicles only

6.15.1 Limitation on numbers

The main aim of Council's licensing of the Hackney Carriage and Private Hire trade is the protection of the public. The Council is aware that the public should have reasonable access to Hackney Carriage and Private Hire services, because of the part they play in local transport provision. Disabled groups are particularly reliant on Hackney Carriages as a means of transport.

Licensing authorities have no power to restrict the number of Private Hire vehicles that they licence.

Licensing authorities can restrict the number of Hackney Carriage licence plates they issue if they are satisfied that there is no significant unmet demand for taxi services in their area. This, together with delimitation will be kept under review.

6.15.2 Advertisements

The Council will allow limited advertising on Hackney Carriages if the vehicle is of the 'London Cab' type. Advertising on any other type of vehicle is not permitted. Advertisements must be accordance with the requirement set out in Appendix O.

6.16 Taxi ranks

Taxi ranks are to be used by Hackney Carriages whilst waiting for their next hire. They are not to be regarded as parking places.

Private Hire Vehicles are not permitted to park on taxi ranks, nor must they allow customers to alight from their vehicle on a taxi rank.

7 Fares

7.1 Hackney Carriages

The Hackney Carriage Table of Fares (“the tariff”) is set by the Council and sets the maximum fare that can be charged by Hackney Carriage drivers for journeys within the Borough which can be negotiated downwards by the hirer for journeys. The hirer may agree to the fare for a journey which ends outside the borough being charged other than at the metered rate.

A fares tariff is enforceable as a byelaw and it is an offence for any person to charge more than the metered fare.

The Council will review Hackney Carriage fare scales from time to time in liaison with the Hackney Carriage Proprietors. A notice of any variation to the maximum fare shall be advertised by the Council.

A table of authorised maximum fares will be provided to each Hackney Carriage licence holder, which must then be displayed in each vehicle so that it is easily visible to all hirers.

Drivers must, if requested by the passenger, provide written receipts for fares paid.

7.2 Private Hire Vehicles

The Council is not able to set fares for Private Hire vehicles.

Private Hire Operators that use licensed vehicles fitted with a fare meter must provide the Council with a current table of fares. This table must be available within each Private Hire vehicle so that it is easily accessible to all hirers.

Drivers must, if requested by the passenger, provide written receipts for fares paid.

8 Operators

8.1 Requirement for a licence

A licensed hire vehicle must only be dispatched to a customer by a Private Hire operator who holds an operator's licence. Such a licence permits the operator to make provision for the invitation or acceptance of bookings for a licensed hire vehicle.

A Private Hire operator must ensure that every licensed hire vehicle is driven by a person who holds a licence issued by the same Authority that issued the vehicle licence. This authority must be the same authority that issued the operator's licence.

Any person who operates a Private Hire service must apply to the Council for a Private Hire Operator's Licence. The objective in licensing Private Hire operators is the safety of the public, who will be using operators' premises, and vehicles and drivers, arranged through them.

Applications for Operator licences shall be made on the prescribed form, together with the appropriate fee. The Council will then decide whether the applicant is a fit and proper person to hold an Operator licence.

This Council will grant Private Hire operator licences for a period of 12 months.

8.2 Fitness and propriety

The Council will only issue licences to applicants that are deemed to be fit and proper. In assessing this, the Council will have regard to the following:

- Criminal record (including convictions, cautions, warnings and reprimands),
- Factors such as demeanour, general character, non-criminal behaviour, honesty and integrity,
- Previous conduct (particularly in cases where the applicant holds or has previously held a licence issued by Rotherham Council),
- Business practices demonstrated by the applicant (for example standard of record keeping, compliance with other regulatory requirements, financial practices etc.)
- The Public Sector Equality Duty

In addition, the Council will also consider further information sources such as the Police (including abduction notices), Children and Adult Safeguarding Boards, other licensing authorities and statutory agencies.

If an application is received from a person that is not a driver licensed by the Council, then the applicant will be required to provide a Basic Disclosure from the Disclosure and Barring Service, and undertake the council's Child and Adult Safeguarding Awareness Training (as required by licensed drivers).

It is recognised that Private Hire Drivers and Operators are not necessarily the only

contact points for customers. For example, a person taking bookings will be responsible for deciding which driver to send to which user; a position that could be exploited.

The Council has a responsibility to ensure that all staff members do not pose a risk to the public and therefore, all staff that take bookings, dispatch vehicles, or have access to sensitive information (such as booking records) are required to provide a Basic Disclosure Check from the Disclosure and Barring Service.

The operator has a responsibility to keep a register of all staff that take bookings, dispatch vehicles, or have access to sensitive information, and keep an accurate record of Basic DBS checks for all individuals listed. These records are required to be provided to the Council by the relevant Private Hire Operator, on request, for all such individuals.

Where a DBS check cannot be carried out on a member of staff that meets the criteria listed above (for example, the employee resides outside of the UK), the Operator must outline the steps they have taken to demonstrate how they are satisfied that an individual is a fit and proper person. The evidence provided by the employer would be presented to the Licensing Board in order to confirm that these checks are equivalent to a basic level DBS.

The Council expect that the following steps would be included, but this is not an exhaustive list:

- face to face interviews with individuals;
- checks to ensure that the information provided by applicants is verified;
- independent professional and character references are requested and scrutinised;
- identity checks, right to work in the UK checks, national insurance number checks and relevant qualifications checks (if any) are verified as original documents;
- checks on previous employment history and experience;
- steps that are taken to verify that the individual has the health and physical capacity for the role; and
- a record of any discrepancies or anomalies, how they have been investigated and satisfactorily resolved.
- A record of criminal and offending history (e.g. police clearance certificates)

The Council would expect an Operator to first prove that a DBS check cannot be provided for an individual, and only in these circumstances will the Licensing Board consider alternative evidence.

8.3 Insurance

Before an application for a Private Hire operator's licence is issued, the applicant shall produce evidence that they have taken out appropriate public liability insurance for the premises to be licensed. Where necessary, operators must also hold

employer's liability insurance.

8.4 Conditions

The Council has power to impose such conditions on an operator's licence, as it considers reasonably necessary and these are set out at Appendix Q.

However, where it is considered necessary, additional conditions may be imposed. In considering what is reasonably necessary the Council will take into account it's the aims and objectives of this policy.

Operators must only use vehicles and drivers licensed by Rotherham Council.

Failure of the operator to adhere to the conditions of licence will lead to enforcement action and / or the issue of enforcement penalty points.

8.5 Use of operator name following revocation of licence

Where an operator licence is revoked by the Council, the name (or a similar name) of the Private Hire company associated with that licence cannot be used by another operator until such time as twelve months has elapsed since the date of revocation or the date on which all appeal processes have been concluded (whichever is the longer).

8.6 Operator responsibility in relation to vehicles / drivers that are operated

The operator is responsible for all persons (and vehicles) that are employed, contracted or otherwise used in the course of their business. To that end, the operator must undertake sufficient checks to satisfy themselves that only suitable drivers, administrative staff and vehicles are used (and continue to be used) in the course of their business. The failures of an operator to ensure that appropriate checks are carried out may call into question the operator's fitness and propriety. In addition, a failure to take appropriate action in relation to drivers that persistently breach licence conditions may also be detrimental to the continued fitness and propriety of the operator.

The following are examples of circumstances that may affect the fitness and propriety of a Private Hire operator:

- Licensed drivers or vehicle proprietors persistently (either individually or as a group) breaching the conditions of their licence whilst working for / under the instruction of a particular operator.
- Vehicles being operated that are in an unsuitable condition.
- Failure by the operator to satisfactorily address concerns in relation to licensed drivers/ vehicle proprietors (including matters related to child / adult safeguarding).
- Employment of ancillary staff where a basic DBS check has not been completed for the individual, or the results of those checks would indicate that

the individual presents a risk to the public.

The council expects licensed operators to support the Council in its aims to raise awareness of and tackle issues around child and adult safeguarding. Operators must remain alert to these and similar issues, failure to do so will call into question the fitness and propriety of the operator.

9. Fees

9.1 Fee Structure

The legislation provides that fees charged to applicants can cover most of the costs to the Council in providing the licensing services. This includes the administration of applications and ensuring compliance by licensees within the Hackney Carriage and Private Hire trade.

The fees are reviewed at the start of each calendar year and confirmed by the Council ahead of the start of each financial year i.e. 1st April. The Council, however, can review the fees at any time.

10. Compliance and enforcement

10.1 Enforcement

The principal purpose of Hackney Carriage and Private Hire licensing is to protect the public and promote public safety.

In doing this, the Council aims to provide the delivery of efficient, targeted and proportionate regulatory services to provide a positive approach to those regulated.

The General Enforcement Policy for the Council embeds its principles of enforcement. This can be found on the Council's website.

In April 2014 a new statutory Regulators' Code was brought into force and, accordingly the Council should:

- carry out their activities in a way that supports those they regulate to comply and grow
- provide simple and straightforward ways to engage with those they regulate and hear their views
- base their regulatory activities on risk
- share information about compliance and risk
- ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- ensure that their approach to their regulatory activities is transparent

A range of tools and powers, including mystery shopping, can be used to ensure compliance will be used. Compliance assessment is ultimately to ensure that the driver or operator is a "fit and proper" person to hold a licence and/or the vehicle is safe. The safety of passengers, pedestrians and other road users is paramount.

Where appropriate referrals will be made to other agencies such as the Police, HM Customs & Excise and both Adult and / or Child safeguarding teams.

The Council will respond to complaints made by the public and referrals from other agencies & bodies. In addition, officers will undertake proactive inspections and testing as either day to day activity or as part of programmed operations.

Any breach of the required standards, policies and conditions may lead to suspension, revocation of the licence or prosecution.

If the Council considers it necessary, in the interests of public safety, it may require a suspension or revocation of a licence to have effect immediately.

Once a licence has been suspended or revoked, the licence holder (or former licence holder) may appeal to the local Magistrates Court to challenge the Council's decision. There is no other recourse available should they wish to have the decision to suspend or revoke their licence reversed.

10.2 Enforcement Penalty points

The Council will give consideration to introducing a penalty point system of enforcement of specified breaches of byelaws, conditions of licence or other unacceptable behaviour specified as part of this policy. The penalty point system would apply to drivers, operators and vehicles.

Points may be issued per incident and would accumulate on a licence until they reach the “trigger level”. At this trigger level, the licence holder will be referred to the Licensing Board for the Board to consider whether it is appropriate for licence holder to remain licensed by the Council. The Licensing Board may determine that the licence should be suspended or revoked, or the Board may choose to administer some other sanction at its disposal.

Licensing Enforcement Officers would be authorised to operate the scheme and issue points accordingly.

The decision to introduce this scheme would be subject to engagement and consultation with the locally licensed trade, the Licensing Board and the Council’s decision-making body.

10.3 Suspension of licence

Where an individual fails to meet the vehicle conditions, an authorised officer may take immediate action to suspend the licence and require remedial action. Further use of the vehicle will be suspended until the defects have been remedied. The suspension will then not be lifted until the vehicle has undergone a further test, at the proprietor’s expense, and / or been passed as fit for use by the Council.

The Licensing Board and specific officers have delegated powers to suspend and revoke licences if this is considered appropriate. Details of this can be found in Section 4 of this policy.

10.4 Refusal to renew a licence

The Licensing Board may decide that appropriate action is not to renew the licence.

In circumstances where an applicant has not provided all relevant information or documents or has failed to comply with any of the requirements to renew a licence, an authorised officer will be permitted to refuse to renew the licence.

The person applying for a licence will have the opportunity to appeal this decision to the Magistrates Court.

10.5 Prosecution of licence holders

The Council will prosecute licence holders for relevant offences in accordance with the statutory Regulator’s Code and the General Enforcement Policy.

10.6 Appeals

Any notifications of enforcement actions will include information on how to appeal and to whom the appeal is made, if a right of appeal exists.

10.7 Service Requests and Complaints

The Council has a procedure whereby the general public can submit service requests / complaints / concerns about licensed drivers and operators. This is accessible via the submission of a report form via the Council's website.

In considering the most appropriate action to take in relation to a complaint, the credibility of both the complainant and the licence holder will be taken into account.

In addition, if anyone wishes to complain about the service provided by the Council, a formal complaints process is available on the Council's website.

Appendix H

Vehicle Licence Application Process (including renewal of existing licences)

Applications for vehicle licences will only be accepted in relation to vehicles that comply with:

1. The Council's specification for private hire vehicles, or hackney carriages (as appropriate), and
2. The Council's Vehicle Age and Emissions Policy.

In making an application for a vehicle licence, applicants must submit the following:

- The vehicle application form;
- The appropriate fee;
- The original of the Vehicle Registration Document (Log Book/V5) certificate of registration for the vehicle (the new keeper's supplement section of the V5 document will be accepted in the case of vehicles that are not licensed at the time that the application is made, and the vehicle has recently been purchased by the applicant (documentary evidence will be required). Licences will not be renewed unless the full V5 document is made available to the council at the time of application);
- The original insurance certificate or insurance cover note for the vehicle (this document must be provided before the plate is issued to the applicant)
- Any vehicle not manufactured with European Whole Vehicle Type Approval will be required to undergo Single Vehicle Approval (SVA) testing and evidence of that testing and the vehicle having obtained SVA produced to the licensing office.

The vehicle must be submitted for examination at the Council's nominated inspection facility. This inspection will include an assessment of the vehicle's mechanical and aesthetic condition and will exceed the MOT standards set by the Driver and Vehicle Standards Agency. The inspection is intended to assess the vehicle for licensing suitability. The Council will not issue an MOT certificate for the vehicle; however a Certificate of Compliance will be incorporated into the vehicle licence.

Vehicle licences will be valid for a period of 12 months (unless suspended, revoked or surrendered). Vehicles older than 3 years old on the day that the licence commences will be subject to at least one additional vehicle inspection at the Council's appointed testing facility during the period that the licence is in effect (this test is commonly referred to as an intermediate test). The frequency of vehicle inspections is based on age and detailed below:

Vehicles less than 3 years old on the day that the licence commences: 1 test per year

Vehicles older than 3 years on the day that the licence commences, and less than 5 years old: 2 tests per year:

Vehicles older than 5 years on the day the licence commences: 3 tests per year

It is the licence holders' responsibility to ensure that intermediate tests are booked and attended. If a vehicle does not pass an intermediate test within four weeks of the test becoming due, then enforcement action will be taken to suspend the licence. The suspension will only be lifted once the vehicle has passed the intermediate test and the Council is satisfied that the vehicle is suitable for use as a licensed vehicle. The Council reserves the right to require a vehicle to be presented for testing / inspection at an appointed testing / inspection facility should the Council consider this to be necessary.

The person presenting the vehicle for inspection must submit to the vehicle inspector all necessary documents before the start of the vehicle examination.

In addition to the above, all vehicles are subject to an HPI check to see whether it has previously been written off. A check is completed every time an application is made for the vehicle (grant and / or renewal) – the Council will not licence a vehicle if it has ever been written off by an insurance company (category A, B, C or D).

Once the vehicle has been inspected, the inspection facility will confirm to the Licensing Office that a licensing inspection has taken place and the result of that inspection. This may be done by supplying the vehicle proprietor and the Licensing Office with the appropriate confirmation documentation.

This documentation must indicate to the proprietor of the vehicle

- if the vehicle “passed” or “failed” the inspection,
- what point(s) the vehicle failed on (where a failure is given),
- if a re-test inspection is required, and in what time scale this must be done (i.e. Within 48 hours or within 7 days) and how a re-test may be booked

Where a vehicle fails an inspection, the inspector must supply the proprietor and Licensing Officer with sufficient documentation to indicate what faults exist on the vehicle and are required to be rectified to enable the vehicle to pass a re-test (including body damage / dents / scratches or damage to fabrics / missing plates, notices or door signs). This document must be supplied to the proprietor of the vehicle at the end of that test inspection.

If a licence is not renewed prior to its expiry (or if a renewal application is received, but the application is not determined prior to the expiry of the licence) then that vehicle will no longer be able to lawfully operate as a licensed vehicle.

Consultation Summary:

Breakdown of consultation respondents

Are you?	Count
A member of the licensed trade	76
Member of the public	72
Other	1
Total	149

How often did public respondents use licensed vehicles?

Answer	Count	%
Daily	19	26%
Weekly	18	25%
Once a month	14	19%
Every 2-3 months	9	13%
2-3 times a year	9	13%
I do not use	3	4%

What aspects of a vehicle do members of the public look for to make sure the vehicle is licensed?

Groups	Count	%
Licence plate on the back of the car	50	69%
Signs on the doors	45	63%
Stickers and messages inside the car	16	22%
Sign on the top of the car	12	17%
I don't check	7	10%
Other	5	7%

Before a member of the public enters a taxi, do they check the expiry date on the licence plate?

Answer	Count	%
Yes	23	32%
No	49	68%

Do members of the public feel that the date on the licence should be linked to the date that the next compliance check is due on the vehicle?

Answer	Count	%
Yes	31	57%
No	41	43%

Key themes from comments:

Doesn't matter/ I don't check (7)

Ensures compliance (6)

Do members of the public support the Council's proposal to issue licence plates for a full year?

Answer	Count	%
Yes	58	81%
No	14	19%

Key themes from comments:

Saves money or reduce costs (11)

Save plastic/ environmentally friendly (5)

As long as there is confidence in checks (4)

Increases risk (3)

Saves time for drivers (2)

Committee Name and Date of Committee Meeting

Cabinet – 15 February 2021

Report Title

Amendments to the Housing Allocation Policy and Strategic Tenancy Policy

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

Yes

Strategic Director Approving Submission of the Report

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

Report Author(s)

Sandra Tolley, Head of Housing Options

Ward(s) Affected

All Wards

Report Summary

The Council's Housing Allocation Policy has been in place since 29 October 2014. There have been periodic revisions to the policy since then. The most recent update was in September 2019, which embedded the requirements of the Homelessness Reduction Act.

The purpose of this report is to propose further adjustments to policy, which aim to respond to lessons learned over the past 12 months and the outcomes of a recent benchmarking exercise within the sub-region. This has helped to refine the policy and presents an opportunity to further improve how the Council helps those in greatest housing need.

The proposed amendments will also ensure that the Council's policy reflects the Government's taskforce recommendations to accommodate people faced with rough sleeping. In addition, to consider the steps required so that they remain off the street permanently. The proposed changes will also help to prevent repeat homelessness.

The Council's Strategic Tenancy Policy was approved by Cabinet on 19 December 2012. As the policy aligns closely with the Council's allocation of housing stock, it is also being reviewed as part of this allocations policy review.

Recommendations

That the proposed amendments to the Housing Allocation Policy detailed below be approved:

1. That Cabinet note that the Housing Allocation Policy has been reviewed and updated in line with current legislation.
2. That Cabinet approve the updated Housing Allocation Policy as attached in relation to changes to eligibility criteria and outlined at 3.1 to 3.14.
3. That Cabinet approve the updated Strategic Tenancy Policy as attached in relation to issuing of fixed term tenancies to new tenants of specialist housing and outlined at 3.15.

List of Appendices Included

Appendix 1 Revised Housing Allocation Policy
Appendix 2 Revised Strategic Tenancy Policy
Appendix 3 Initial Equality Screening (Part A)
Appendix 4 Equality Analysis (Part B)

Background Papers

Housing Allocation Policy (May 2019)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Improving Places Select Commission Working Group - 8 January 2021
Improving Places Select Commission - 2 February 2021

Council Approval Required

No

Exempt from the Press and Public

No

Amendments to the Housing Allocation Policy and Strategic Tenancy Policy

1.	Background
1.1	The Council's Housing Allocation Policy has been in place since 29 October 2014. A significant change was made during 2014 to ensure that only those in housing need were eligible to join the Register, resulting in a reduction of households from over 30,000 to 6,677 applicants by 1 August 2018. There have been various revisions since then, the latest being in September 2019.
1.2	The eligibility criteria to join the Housing Register are set by the Secretary of State. As the United Kingdom has now left the European Union, new regulations regarding the allocation of housing and homelessness assistance under the Housing Act 1996 (as amended) have come into force. The Government's policy intent is that those granted pre-settled status under the European Union Settlement Scheme will be subject to existing eligibility rules following the end of the transition period on 31st December 2020.
2.	Key Issues
2.1	<p>The Council's Allocation Policy focuses on helping people in greatest housing need to gain access to suitable and appropriate accommodation. The proposed amendments will ensure that the policy reflects sub-regional good practice, assists with homelessness assessments, and responds to changing demand, so that households are considered for the most appropriate type of accommodation.</p> <p>The proposed amendments are detailed in Sections 2.2 to 2.26 below:</p>
2.2	<p>Changes to ensure that children are considered for appropriate homes</p> <p>The issue</p> <p>Families with children where parents have separated are not able to bid for houses if the children are only staying at the weekends or for occasional parenting stays or have 50/50 custody.</p> <p>The current policy in respect of relationship breakdowns or shared custody of children under the age of 18, is that the parent that has the child for overnight stays of less than 4 days will be eligible for a maisonette/ground floor flat. The parent with access to the child 4 nights or more will be eligible for a house.</p> <p>If the arrangement is 50/50 shared care e.g. 1 week with one parent and one</p>

	<p>week with the other parent both parents will be eligible for a flat or maisonette. This means that children in such circumstances are missing out on enjoying outdoor space that would be provided with a family house. There are other families with children without access to gardens on the housing register and these are considered on an individual basis to award the relevant priority. The issue here is the eligibility for a house, so that both parties get a house, as opposed to a flat, when they have 50/50 access arrangements.</p>
2.3	<p>Recommendation</p> <p>To allow parents with 50/50 shared parental access to be eligible for houses if it is assessed as an affordable option. Families will need to provide evidence e.g. Court Order, or an agreement from Mediation detailing custodial arrangements, or a signed disclaimer from both parents detailing overnight access arrangements.</p>
2.4	<p>The issue</p> <p>The policy currently awards Band 3 status to Rotherham families living in flats who have children under 12 years old. The age criteria has historically only been applied to those living in upper floor flats.</p>
2.5	<p>Recommendation</p> <p>Remove the age limit and state that a family living in a flat with one or more dependents under the age of 21, is eligible in Band 3 to move from a flat to a house.</p>
2.6	<p>Changes to assist with homelessness assessments</p> <p>With the introduction of the Homelessness Reduction Act, the number of people who present to the local authority due to being faced with homelessness is rising. In April 2018, the Homelessness team's case load was 132 cases. This has increased to 386 by 31 December 2020.</p> <p>Between the 30 March 2020 and 31 December 2020, the homelessness team received 1069 new homeless applications. 773 of those needed to be placed in temporary accommodation. Any changes to the Allocation Policy must therefore ensure that there are no detrimental or negative impacts for homeless people such as;</p> <ul style="list-style-type: none"> • Inadvertently delaying their ability to secure suitable accommodation, or • increasing the amount of time spent in temporary accommodation.
2.7	<p>The issues</p> <p>Intentional Homelessness Decisions</p>

	<p>The Allocation Policy rules regarding applicants who are excluded from joining the housing register remain in place. This includes applicants who have previously been evicted from a Council or Housing Association secure tenancy in the last 5 years due to breaches of their tenancy conditions. Such applicants are ineligible to join the housing register. However, applicants may have lost their home for other reasons. If the Council finds that an applicant has become homeless due to an act or omission on their part, it can decide that the applicant has made themselves intentionally homeless. However, intentional homelessness decisions can only be made 56 days after the person became homeless.</p> <p>The last policy amendments made provision whereby applicants in priority need who are homeless, where a relief duty is owed or when a full main housing duty is owed, are placed into Band 1. This means that applicants can be awarded Band 1 status as soon as they become homeless and as Band 1 is the highest priority, the household could be rehoused before the intentional homelessness decision is made. Therefore, homeless applicants are often being rehoused before the investigation into intentionality can commence.</p>
2.8	<p>Homelessness Assessment Stages</p> <p>A further issue is that applicants who are owed a main duty have the same Band 1 award as those in the relief duty stage. Awarding the highest priority can deter homeless applicants from seeking alternative housing options in the wider housing sector, such as private rented accommodation.</p> <p>The Council owes a main homelessness duty when an applicant has remained physically homeless for more than 56 days. The main housing duty is only owed to those who are in priority need and have not made themselves intentionally homeless. The main duty can only be ended in the following circumstances:</p> <ul style="list-style-type: none"> • Subsequently becomes homeless intentionally from temporary accommodation provided under the main duty • voluntarily ceases to occupy the temporary accommodation provided • accepts an offer of a 12 months (fully) assured tenancy from a private landlord (including a housing association) • accepts a private rented sector offer or a final offer under the Authority's Part 6 allocation scheme • refuses suitable offers of accommodation <p>The implications are that applicants in the relief stage are being rehoused before those in the main duty stage as they have had their Band 1 status for a longer period. Moving Relief Duty to Band 2, will give the Homelessness Team time to work with the applicant to consider all housing options.</p>
2.9	The table below shows a comparison of Homelessness Bands applied by

	<p>other local authorities in the sub-region. Most of the LA's award Band 1 (except Sheffield) to households owed a main duty. Those owed a relief duty are awarded Band 1 in Rotherham and Band 2 or Band 3 in other local authorities in the sub-region.</p> <table border="1"> <thead> <tr> <th>Rotherham MBC</th> <th>Doncaster MBC</th> <th>Barnsley MBC</th> <th>Sheffield</th> </tr> </thead> <tbody> <tr> <td>Band 1 Main Duty</td> <td>Platinum Band (Band1) Main Duty</td> <td>Band 1 Main Duty</td> <td>-</td> </tr> <tr> <td>Band 1 Relief Duty</td> <td>Gold Band (Band 2) Relief Duty</td> <td>Band 2 Relief Duty</td> <td>Band 2 (B) Main Duty</td> </tr> <tr> <td>Band 2 Prevention Duty</td> <td>Gold (Band 2) Prevention Duty</td> <td>Band 2 Prevention Duty</td> <td>Band 3 © Prevention and Relief Duty</td> </tr> </tbody> </table>	Rotherham MBC	Doncaster MBC	Barnsley MBC	Sheffield	Band 1 Main Duty	Platinum Band (Band1) Main Duty	Band 1 Main Duty	-	Band 1 Relief Duty	Gold Band (Band 2) Relief Duty	Band 2 Relief Duty	Band 2 (B) Main Duty	Band 2 Prevention Duty	Gold (Band 2) Prevention Duty	Band 2 Prevention Duty	Band 3 © Prevention and Relief Duty
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	<p>All other regions place the prevention and relief duty into Band 2. Rotherham places a greater emphasis on being relieved from homelessness as opposed to being prevented from becoming homeless and both should be on the same footing.</p>																
2.10	<p>Recommendation</p> <ol style="list-style-type: none"> 1. Those owed a main homelessness duty retain the Band 1 status. 2. Those households presenting as homeless after the policy date change who are owed a relief or prevention homelessness duty irrespective of priority need are awarded Band 2 status. Existing applications will retain their current banding. 																
2.11	<p>Changes to ensure local homeless people are given greater preference</p> <p>The issue - Homeless households are exempt from the Local Connection criteria. This means that local people who become homeless are receiving the same priority Band 1 and 2 as applicants whose last settled address was outside of the Borough.</p>																
2.12	<p>Recommendation</p> <p>Award a lesser priority (Band 4) to homeless applicants with no local connection (existing applications will retain their banding).</p> <p>The band 4 banding will not apply however to those who present as homeless in the following groups:</p> <ul style="list-style-type: none"> • Members or Former Members of the Armed Forces, this includes Former Members of the Reserve Forces where the application is made within 5 years of discharge who present as homeless • Bereaved spouses and civil partners of members of the Armed Forces 																

	<p>leaving service family accommodation following the death of their spouse/partner</p> <ul style="list-style-type: none"> • Relationship breakdown and divorcees of Members of the Armed Forces and Former Members of the Reserve Forces at the time of application. • Serving or former members of the Armed Forces and Former Members of the Reserve Forces who need to move in urgent circumstances because of serious injury, medical condition or disability sustained as a result of their service irrespective of when this was. • Care Leavers who present as homeless • Applicants who present as homeless who are fleeing violence including domestic abuse and witness protection. 																				
2.13	<p>Changes to reduce the number of categories in Band 1</p> <p>The issue is the high number of applicants in Band 1, when the intention is to award Band 1 for those in extreme, urgent housing need. This volume creates problems when shortlisting, as often there could be between 5 or 10 applications at the top of the shortlist with Band 1 status. Before an offer is made the policy states that the offer may not necessarily be awarded to the earliest dated Band 1 applicant, with issues such as any known risks or safeguarding concerns also being considered. This means that all Band 1 applicants' current situations are reviewed. This can create anxiety for the customer awaiting the outcome of their bid for accommodation. It also impacts on the time taken to review each case and consider the complexity of the customers' individual circumstances, to ensure the applicant in the most urgent need is made the offer.</p>																				
2.14	<p>The table below shows comparisons of Bands since the last review of the Allocation Policy. On 1 August 2018 there were 6,788 applicants on the housing register and the number of applicants in Band 1 was 246, this has increased to 255 on 31 December 2020:</p> <table border="1"> <thead> <tr> <th>Band</th> <th>Reason</th> <th>Numbers in each band on 1/2/2018</th> <th>Numbers in each band on 31/12/2020</th> </tr> </thead> <tbody> <tr> <td>Band 1</td> <td>Households who require immediate housing and are considered ahead of others for all vacant Council properties</td> <td>246</td> <td>255</td> </tr> <tr> <td>Band 2</td> <td>People who experience urgent housing need and require moving due to specific circumstances</td> <td>1,668</td> <td>1631</td> </tr> <tr> <td>Band 3</td> <td>Applicants who are entitled to reasonable preference on a non-urgent basis</td> <td>1,783</td> <td>2058</td> </tr> <tr> <td>Band 4</td> <td>Applicants who have no reasonable preference</td> <td>1,755</td> <td>1833</td> </tr> </tbody> </table>	Band	Reason	Numbers in each band on 1/2/2018	Numbers in each band on 31/12/2020	Band 1	Households who require immediate housing and are considered ahead of others for all vacant Council properties	246	255	Band 2	People who experience urgent housing need and require moving due to specific circumstances	1,668	1631	Band 3	Applicants who are entitled to reasonable preference on a non-urgent basis	1,783	2058	Band 4	Applicants who have no reasonable preference	1,755	1833
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	entitlement/priority need					
Transfer	Council or Housing Association tenants with no housing need	1,336	1028			
Total		6,788	6802			
The table below shows the number of lettings in each band:						
	Timeframe	Band 1	Band 2	Band 3	Band 4	Transfer Band
	01.04.18 to 31.03.19	415	670	526	114	94
	01.04.19 to 31.03.20	366	773	302	49	88
	01.04.20 to 31.08.20	177	215	66	2	34
2.15	Currently Rotherham's Allocation Policy has 18 categories for Band 1 status. Doncaster has 7, Barnsley have 6 and Sheffield has 5. Cases requiring Band 1 status are heard at the Housing Assessment Panel. This is a weekly meeting attended by Housing Management and Elected Members. The demand on the Housing Assessment Panel has significantly increased over the past 12 months. The recommendations below and section 2.2.2 will reduce the Band 1 categories to 6 which would be more in line with the Council's neighbouring authorities.					
2.16	<p>Recommendations</p> <ol style="list-style-type: none"> 1. Reduce the categories by grouping the banding reasons for applicants who are bed blocking or have a terminal illness and be renamed to "Severe Medical Need". 2. Reduce the categories by grouping those who are at risk of harm in their present accommodation. This includes applicants who are experiencing domestic abuse and at high risk subject to MARAC, high risk offenders subject to MAPPA, witness protection, racial harassment, homophobic harassment, households that are subject to adult or child safeguarding issues and be renamed as "Severe Social and Welfare Circumstances". 3. Reduce the categories by grouping Housing Management Lettings, Decants & Successions and rename to "Housing Management Lettings". 4. Remove the category for individuals engaging and receiving drug or alcohol treatment during the last 6 months. Those without accommodation are considered under homelessness legislation and will have a support pathway for all applicants with addictions. 5. Remove the category Prolific Offenders, not a high risk to the Community. Those without accommodation are considered under homelessness legislation. 					
2.17	Changes to amend time limits					

	<p>Issue 1 - There are circumstances within the policy that impose time limits. It is proposed that these should be updated to prevent blockages in temporary accommodation and to reflect current demand and pressures. The homelessness duty is discharged when applicants move into secure accommodation or supported housing, with a plan in place to move on to independent living.</p> <p>The aim of our “Homelessness Prevention and Rough Sleeper Strategy” (2019 – 2022) is to end homelessness in Rotherham. The demand for temporary accommodation has continued to increase, due to factors such as the impact of Covid 19 and recent Government guidelines to support rough sleepers. In addition, since March 2020, there have been 300 homelessness presentations from households due to their family or friends no longer being willing or able to temporarily accommodate them. The Council has been proactive in increasing its temporary accommodation portfolio initially to 89 units and then supplementing that with a further 25 units of accommodation.</p> <p>With continuing demand on temporary accommodation, it is therefore essential to ensure there is sufficient throughput to free up temporary accommodation in a timely manner. To help achieve this, applicants living in temporary or supported accommodation are awarded Band 1 if they meet the requirements of the Housing Allocation Policy. This is irrespective of priority need.</p> <p>In respect of supported housing, the applicant is placed into Band 2, with the application held in suspension, until such time that the applicant is assessed as ready and able to live independently. Band 1 status is applied when the applicant is ready to live independently and has been living in temporary or supported accommodation for more than 6 months.</p> <p>Our current policy awards Band 2 for Looked after Children who are ready to live independently. The Leaving Care Team faces similar pressures for accommodation placements, with the associated costs of interim placements.</p> <p>Having to wait for the 6-month threshold for Band 1 status creates blockages in supported and temporary accommodation and additional budget pressures for Children and Young People’ Services.</p> <p>Removing the 6-month time limit will, if appropriate, help the applicant secure a home quicker and free up temporary accommodation for others.</p>
2.18	<p>Issue 2 - A further issue is that applicants awarded Band 1 are time limited to 28 days. This time limit is not realistic as properties do not usually become available within this very short period. The limit causes anxiety to applicants when they receive their Band 1 award letter. Often applicants will contact the Council for reassurance that they will not lose their Band 1 status if they are not re-housed within 28 days. Barnsley have a timescale of 3 months and</p>

	<p>the proposal is to adopt that approach. The Housing Advice Team will then conduct a review of Band 1 awards every 3 months, which reduces customer anxiety and the current administration demand on the Housing Register.</p>
2.19	<p>Recommendations</p> <ol style="list-style-type: none"> 1. Remove the 6-month threshold and award Band 1 status to Care Leavers and all those living in temporary or supported accommodation, irrespective of priority need, when they are ready to live independently and can sustain their own tenancy. 2. Extend the Band 1 review date from 28 days to 3 months.
2.20	<p>Changes to ensure new, purpose built, older persons accommodation is let to older people</p> <p>The issue – The Allocation Policy age criteria for all bungalows was last reviewed in March 2012. The qualifying age criteria at that time was both 50 years and 60 years, depending upon the property type. The age criteria was amended so that 50% of bungalows were allocated to people over the age of 50 with an assessed need and 50% to all those assessed as needing ground floor accommodation, irrespective of their age.</p> <p>The age was reduced from 60 years to 50 years because there was less demand for smaller one-bedroomed bungalows which were designated for applicants over the age of 60 years. In some areas there was also an oversupply of such accommodation. The age reduction to 50 years encouraged and facilitated existing tenants to be able to downsize from a house to a bungalow, which in turn freed up homes for families.</p> <p>In respect of new build properties, these have been purposely built in areas of identified need for older persons accommodation, due to current high demand but low stock numbers and turnover. The Council is making significant investment to support people to live independently for longer. It is therefore essential that these properties are let initially to older people over the age of 60 with an assessed medical need for ground floor accommodation and then to those over the age of 60 without a current assessed medical need.</p>
2.21	<p>Recommendation</p> <p>Amend the eligibility criteria for new build bungalows. This will give initial preference to applicants over the age of 60 with an assessed need for ground floor accommodation. Those over the age of 60 with no current medical need would be considered thereafter. In respect of couples, to qualify only one party needs to be over the age of 60. The tenancy will be</p>

	held in joint names if their partner is over the age of 50 or has an assessed need for ground floor accommodation.
2.22	<p>Changes to stop repeat homelessness</p> <p>The issue - Transitioning from life on the streets into settled accommodation can be difficult and lead to failure. Many homeless people can find themselves in a never-ending cycle of repeat homelessness. Most homeless people need considerable help and support to successfully transition and rebuild their lives. The support needed can include help to address issues around mental, physical, and emotional health and wellbeing. In addition, support with developing the life skills needed to secure a place to live, food, clothing, a job, and a bank account. The Allocation Policy has restrictions which prevent those who have had previous issues, such as former tenant arrears over £800, from re-joining the housing register. This creates blockages in temporary accommodation as there are limited housing options to move people on. Currently there are 31 households living in temporary accommodation who are not eligible to join the housing register, mainly due to accruing former rent arrears.</p>
2.23	<p>Recommendation</p> <p>Those people who are willing to engage with all the following support (where applicable) will be considered by the Housing Assessment Panel for a 2nd chance to re-join the housing register. The commitment includes:</p> <ol style="list-style-type: none"> 1. To sign up and engage with a relevant employment or training programme. 2. Complete the Crisis Skyline or Shiloh Renting Ready course. 3. Agree to referrals to debt advice and attend appointments. 4. Agree and engage with tenancy support. 5. Agree and engage with drug and alcohol treatment services. 6. Agree and maintain a payment plan based on what is affordable to reduce outstanding debt. 7. Complete an anger management course. <p>The progress of applicants would be reviewed at the end of the first two months of engagement with support and prior to making an offer of accommodation. If the applicant has not maintained the support agreement, their application would be placed into suspension and reviewed monthly thereafter. The support agreement would continue beyond the provision of settled housing and into the introductory tenancy period, to ensure the tenancy remains sustainable. Should there be any subsequent tenancy</p>

	breaches, such as anti-social behaviour or rent arrears which are grounds for possession, the tenancy would be subject to enforcement action and if necessary, possession proceedings.						
2.24	<p>Fixed Term Tenancies (FTTs)</p> <p>The Council's Strategic Tenancy Policy sets out the use of fixed term tenancies (FTT's) for larger family homes (4, 5 and 6 bedrooms) and closely aligns with the Council's allocation policy. It is therefore being reviewed as part of this housing allocations policy review.</p> <p>Data indicates that issuing FTTs has met the aims of reducing the numbers/level of under occupancy in the Council's larger family homes. This is set out in the table below.</p> <table border="1"> <thead> <tr> <th>December 2012</th> <th>September 2020</th> </tr> </thead> <tbody> <tr> <td>RMBC owns 261 properties with 4, 5 and 6 bedrooms)</td> <td>RMBC owns 265 properties with 4, 5 and 6 bedrooms</td> </tr> <tr> <td>Of these 261 properties, 45% (117) of them house just one occupant</td> <td>Of these 265 properties, 7% (18) of them house just one occupant</td> </tr> </tbody> </table> <p>Issue 1 - The Allocation Policy does not currently capture the necessary rehousing Band status to be applied when a fixed term tenancy ends and a household is supported to move to a smaller property.</p> <p>Changes to the policy will give the tenant the opportunity to register in Band 2 and have more time to prepare to move on to alternative housing to better meets their needs.</p>	December 2012	September 2020	RMBC owns 261 properties with 4, 5 and 6 bedrooms)	RMBC owns 265 properties with 4, 5 and 6 bedrooms	Of these 261 properties, 45% (117) of them house just one occupant	Of these 265 properties, 7% (18) of them house just one occupant
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2.25	<p>Issue 2 - The Council is currently building new specialist homes and continues adapting existing properties, to meet identified needs. New Council tenants of adapted properties are provided with allocation policy information from the outset of their tenancy, relevant to their occupation of such accommodation. For example, that should the household at any time no longer require the extent of the adaptations offered by the property, the Council would seek to rehouse the household to suitable alternative accommodation. This ensures that tenants are appropriately informed should there be any changes in their circumstances and helps the Council to make full and appropriate use of its specialist accommodation. The Housing Act makes provision for such an occurrence, which is always handled in a sensitive and understanding way and at the appropriate time. Despite that, it can be very challenging for the household.</p> <p>An alternative would be to issue a Fixed Term Tenancy on such accommodation, which ensures the household is aware of the terms of the tenancy from the moment the tenancy is issued and offers reassurance that a lifetime tenancy will be granted for a general needs property, should they be required to move.</p>						

2.26	<p>Recommendation</p> <ul style="list-style-type: none"> • Where appropriate, the downsizing category of Band 2 is awarded 12 months before the expiry date of a fixed term tenancy. • To extend the use of fixed term tenancies to new tenants of specialist properties from April 2021.
3.	<p>Options considered and recommended proposal</p> <p>That the proposed amendments to the Allocation Policy detailed below be approved:</p>
3.1	To allow parents with 50/50 shared parental responsibility to be eligible for houses if it is assessed as affordable. Families will need to provide evidence e.g. Court Order, or an agreement from Mediation detailing custodial arrangements, or a signed disclaimer from both parents detailing overnight access arrangements.
3.2	Remove the current 12 years age limit and state an applicant who has a dependent/s under the age of 21 residing with them is eligible in Band 3 to move from a flat to a house.
3.3	Those owed a main homelessness duty retain the Band 1 status.
3.4	Those owed a relief and prevention homelessness duty are awarded Band 2 status.
3.5	Reduce the categories in Band 1 by grouping the banding reasons for applicants who are bed blocking or have a terminal illness. Band grouping to be renamed to “Severe Medical Need.”
3.6	Reduce the categories by grouping those who are at risk of harm in their present accommodation. This includes applicants who are experiencing domestic abuse and at high risk subject to MARAC, high risk offenders subject to MAPPA, witness protection, racial harassment, homophobic harassment, households that are subject to adult or child safeguarding issues. Band grouping to be renamed as “Severe Social and Welfare Circumstances”.
3.7	Reduce the categories in Band 1 by grouping Housing Management Lettings, Decants & Successions. Band grouping to be renamed to Housing Management Lettings.
3.8	Remove the category in Band 1 for individuals engaging and receiving a Drug or Alcohol Treatment Programme for the last 6 months. Those without

	accommodation are considered under homelessness legislation and will have an appropriate pathway of support.
3.9	Remove the category in Band 1 for Prolific Offenders, not a high risk to the Community. Those without accommodation are considered under homelessness legislation.
3.10	Remove the 6-month threshold and award Band 1 status to Care Leavers and all those living in temporary or supported accommodation irrespective of priority need, when they are ready to live independently and can sustain their own tenancy.
3.11	Extend the Band 1 review period from 28 days to 3 months.
3.12	Award Band 4 to homeless applicants with no local connection.
3.13	Amend the eligibility criteria for new build bungalows so that preference is given to those over the age of 60 with an assessed need for ground floor accommodation. Those over the age of 60 with no current medical need will be considered thereafter. In respect of couples only one party needs to be over the age of 60. The tenancy will be held in joint names if the other partner is over the age of 50 or has an assessed need for ground floor.
3.14	<p>Those people who are excluded from the housing register but are willing to engage with all of the following support (where applicable) will be considered by the Housing Assessment Panel to re-join the housing register. The commitment includes:</p> <ul style="list-style-type: none"> • To sign up and engage with a programme to gain employment or training • Complete the Crisis Skyline Renting Ready course • Agree to referrals to debt advice and attend appointments • Agree and engage with tenancy support • Agree and engage with drug and alcohol treatment services • Agree and maintain a payment plan to reduce outstanding debt • Agree to attend an anger management course
3.15	The downsizing category of Band 2 to be awarded approximately 12 months before the expiry date of a fixed term tenancy. The Strategic Tenancy Policy to be revised to include the issuing of fixed term tenancies to new tenants of specialist housing.
4.	Consultation on proposal
4.1	Consultation - Extensive consultation has been undertaken with meetings held with partners including Shiloh, Crisis UK, Rotherham Federation of Communities, the Council tenants Quality and Standards Challenge Group and the Rotherham Strategic Housing Forum, with housing stakeholders

	<p>feeding into the process.</p> <p>Timeline of engagement and consultation:</p> <table border="1"> <thead> <tr> <th>Stakeholders</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Providers /Service Users</td> <td>2 meetings held in July 2020</td> </tr> <tr> <td>Quality Standards and Challenge Group</td> <td>23 September 2020</td> </tr> <tr> <td>Officers</td> <td>September/October 2020</td> </tr> <tr> <td>Rotherham Federation</td> <td>28 September 2020</td> </tr> <tr> <td>Applicants and Tenants</td> <td>October and November 2020</td> </tr> <tr> <td>Strategic Housing Forum - providers</td> <td>1 December 2020</td> </tr> <tr> <td>Improving Places Review Group</td> <td>8 January 2021</td> </tr> <tr> <td>Improving Places Select Commission</td> <td>2 February 2021</td> </tr> <tr> <td>Cabinet</td> <td>15 February 2021</td> </tr> </tbody> </table>	Stakeholders	Date	Providers /Service Users	2 meetings held in July 2020	Quality Standards and Challenge Group	23 September 2020	Officers	September/October 2020	Rotherham Federation	28 September 2020	Applicants and Tenants	October and November 2020	Strategic Housing Forum - providers	1 December 2020	Improving Places Review Group	8 January 2021	Improving Places Select Commission	2 February 2021	Cabinet	15 February 2021
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5.	Timetable and Accountability for Implementing this Decision																				
5.1	<p>If the proposed recommendations are approved by Cabinet the policy will be adopted 28 days from the date of approval. The changes will be communicated to customers via an easy read version of the Policy. The Council's Housing Allocation Policy will also be formally amended to reflect the changes and the new version published on the Council's website.</p> <p>Tenants will be informed of the policy changes through articles published in "Home Matters" which is the Council's Tenants' Newsletter.</p> <p>An Equalities Impact Assessment has been undertaken. The policy changes will then be monitored to ensure there is no impact on communities or groups according to their protected characteristics.</p> <p>There will be a timetable of staff training and briefing paper for Members in March/April 2021.</p>																				
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 proposed changes to the bandings for Homeless people will enable more effective allocation of housing to those most in need and should reduce the cost to the Council of temporary accommodation.																				
6.2	The allocation of fixed tenancies for specialist/adapted properties will help to make more properties of this nature available for re-let in the future to																				

	alleviate demand.
6.3	There are no other significant financial implications as a result of the recommendations in the report.
6.4	There are no procurement implications.
7.	Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)
7.1	<p>The legal implications are dealt with in the main body of the report.</p> <p>All applied allocation procedures must comply with the Council's statutory obligations under Housing Law and Part 6 and 7 of the Housing Act 1996.</p> <p>At all times compliance is required to the Homelessness Code of Guidance.</p> <p>At all times processes must be compliant with Equality & Diversity legislation, Human Rights and European Convention Rights.</p> <p>Allocation procedures must further comply with new provisions following the United Kingdom's departure from the EU and the withdrawal agreement.</p> <p>Compliance is necessary with Public Health England standards and up to date Government guidance in response to the COVID 19 pandemic.</p> <p>It is advised to timetable for regular reviews of the briefing note to identify areas of improvement or risk and to check the briefing note against ongoing updates from the Ministry of Housing.</p> <p>It is advised that an Equality Impact Assessment is applied, and that consideration is made to each of the nine protected characteristics, direct and indirect discrimination and provisions under the Equality Act 2010 are assessed.</p>
8.	Human Resources Advice and Implications
8.1	There are no Human Resources implications arising from this report.
9.	Implications for Children and Young People and Vulnerable Adults
9.1	<p>The proposals are likely to bring indirect benefits for other directorates and partners, particularly in reducing homelessness for families with children and contributing to local targets on homelessness prevention and sustainable tenancies.</p> <p>The recommendation will help to prevent homelessness and will help people</p>

	to secure and sustain a home. This is of paramount importance to ensuring a stable home for families, the best start in life for children, and vulnerable adults. Good quality, stable homes also help people to avoid financial hardship and can have a significant impact on people's health and wellbeing.
10.	Equalities and Human Rights Advice and Implications
10.1	<p>The Council holds a wealth of housing intelligence data which has been used to determine local housing need and these have informed the proposed changes to the policy.</p> <p>The impact of the changes is considered using equalities impact assessments. This ensures that our policies and services are fair and accessible to all communities and meet the needs and requirements of all our customers.</p> <p>The Equalities Assessment only covers the proposed changes in this report and equalities issues for people with disabilities remain unchanged within the housing allocation policy.</p> <p>The changes to the Allocation Policy are designed to make it easier for local people in genuine housing need to get a Council home.</p>
11.	Implications for Ward Priorities
11.1	The Housing Options Service will liaise with Neighbourhoods Team and Ward Members to ensure the proposed amendments are aligned with local priorities.
12.	Implications for Partners
12.1	<p>The Council is working with partner agencies, specifically around homelessness prevention, and proposals have been developed in conjunction with these organisations.</p> <p>The proposals are likely to bring indirect benefits for other directorates and partners, particularly in reducing homelessness for families with children and contributing to local targets on homelessness prevention and tenancy sustainability.</p>
13.	Risks and Mitigation
13.1.	<p><u>Coronavirus existing implications</u></p> <p>Successful delivery of the letting service is heavily dependent on there being capacity within the repairs service to undertake the void work. The national crisis caused by the coronavirus pandemic has impacted when services have been scaled back in response to the crisis.</p>

13.2	<u>Coronavirus 'second wave' or local outbreak</u> In addition to the existing effects of the coronavirus pandemic, a further 'second wave' or localised outbreak would cause further delays or complications if lettings need to be put on hold.
13.3	In respect of the policy changes there are no anticipated risks associated with approving the recommendations in this report. The main risks associated with not approving the report are that: <ul style="list-style-type: none"> • New vulnerable applicants will be waiting for a property longer. • Homeless households will remain living longer in temporary accommodation
14.	Accountable Officers
	Tom Bell, Assistant Director for Housing
	Sandra Tolley, Head of Housing Options

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	01/02/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/01/21
Head of Legal Services (Monitoring Officer)	Bal Nahal	28/01/21

*Report Author: Sandra Tolley***Error! Reference source not found.**

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



Housing Allocation Policy

A Housing Options Approach
for

Rotherham

Revised September 2015

Revised May 2017

Revised March 2019

Revised March 2021

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- 3.5 The Banding on the Housing Register
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4. The Table of Bands:

- 4.1 Band One
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5. Housing Management Lettings

6. Furnished Homes

7. Announcement of the Allocation Outcome

8. Contact details for Housing Associations

1. General Guidance

1.1 Introduction The Council has re-evaluated and re-drafted its Allocation Policy, practices and procedures to take account of the requirements of the Housing Act 1996 Part VI and VII, the Homeless Act 2002, Homeless Reduction Act 2018 the Localism Act 2011 and the Ministry of Housing, Communities & Local Government's Homelessness and Allocation Code of Guidance for Local Authorities. The content of this document reflects an entirely new approach to the letting of accommodation based on need and choice. In reviewing the Allocation Policy, the local housing authority have had regard to:

- Homelessness Prevention and Rough Sleeper Strategy 2019-2022
- Rotherham's Tenancy Policy

The Council's Allocation Policy focuses on helping people in greatest housing need to gain access to suitable and appropriate accommodation. The Allocation Policy aims to make best use of the Council's available housing stock, and will compliment other services we provide that advise applicants about other housing options available to them provided by the Council and other Landlords as well as Owner Occupation.

The term "Allocation of accommodation" is when the Local Authority selects a person to be either:

- a secure or introductory tenant of accommodation held by the authority
- nominates a person to be a secure or introductory tenant of accommodation held by another housing authority
- nominates a person to be an assured tenant of accommodation held by a Private Registered Provider (or Registered Social Landlord in Wales) (s.159(2))

By using a range of landlords within "Key Choices" Scheme we aim to: -

- Change the culture from one of "gate keeping" to one of customers exercising choice and empowerment.
- Ensure we let properties fairly.
- Lettings are appropriate and sustainable.
- Stimulate new markets and interest in social housing to improve our image and market perceptions.
- Contribute to sustainability, neighbourhood renewal by creating mixed and balanced communities.

Full details, of each landlord participating in "Key Choices" can be found at the end of this policy document.

1.2 Allocation Policy Overview

Policy Overview - Rotherham will allocate housing accommodation in accordance with our Allocation Policy. The Housing Act, 1996 Part VI, Homelessness Act 2002 and Homeless Reduction Act 2018 require that each Housing Authority shall have a policy for the letting of housing. The Act specifies groups of people who must be given reasonable preference in the scheme. Subject to these provisions the Council can decide the principles on which the scheme is to be framed.

Rotherham's Allocation Policy meets the requirements of the Housing Act 1996, the Homeless Act 2002, Localism Act 2011 and Homeless Reduction Act 2018 and is based on choice, need and date of application and ensures that the needs of local people are met that cannot be provided by the market or afforded by households. In conjunction with the Housing Acts the Policy will aim to ensure that access into housing is based on:

- sufficient advice, assistance, and information to make informed choices about housing options available
- fair and equal access to available accommodation
- a choice of accommodation or the opportunity to express preference about the housing accommodation to be allocated

The Housing Act, 1996, the Homeless Act 2002, Localism Act and Homeless Reduction Act 2018 require that reasonable preference is given to:

- people who are homeless (within the meaning of Housing Act 1996 Part VII).
- people who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3).
- people occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- people who need to move on medical or welfare grounds (including any grounds relating to a disability); and
- people who need to move to a locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).

In addition, Rotherham's Allocation Policy will also give preference to:

- Customers unable to return home from hospital, as their current property does not meet their medical needs and temporary accommodation would be inappropriate or they require immediate rehousing preventing an admission to hospital or institution.

- Ex Service Personnel and their families who are leaving the Armed Forces and Former Members of the Reserve Forces (or who have left in the past 5 years) and have no accommodation to return to
- Customers leaving temporary or supported accommodation schemes
- Households that are subject to adult or child safeguarding issues
- Households who need to move to an area in the district to avoid hardship to themselves or others. This includes those who give or receive care or need to access specialist treatment. In these circumstances an established medical need must be demonstrated such as mental illness or disorder, physical or learning disability, or progressive medical condition.
- RSL and Council Tenants that wish to move to a smaller property that they are under occupying

Rotherham's Allocation Policy is also framed to consider qualifying criteria including:

- the financial resources available to a person to meet their housing costs.
- behaviour of a person (or of a member of his household) which affects the suitability to be a tenant.
- local connection which exists between a person and the authority's district.

1. 3 Delivering a Quality Service

Throughout the allocation process all customers will receive quality information about the service available to assist them in making informed choices about their future home.

We will ensure all our customers have access to quality housing that meets their housing need.

The Council's current services standards for letting homes are:

- All details of the customer's application will be treated with due care and will be completely confidential. Information will only be shared with other landlords where the applicant gives a signed declaration giving permission for this to take place
- We will give advice and assistance of the highest quality concerning all housing options available to the applicant.
- Customers will be told if they have been successful in the bidding process and be contacted to arrange a convenient appointment time to verify their application details.

1.4 Equalities and Diversity in Action

Rotherham MBC has a responsibility to serve the needs and promote the interests of all who live or work in the Borough, or who use its services. The Council's Corporate

Equalities Strategy works towards developing services, facilities and working practices, which are equally accessible to and appropriate for all its customers, irrespective of their gender, age, race, sexuality, disability, or income.

Rotherham MBC is committed to the principles set out in the Equalities Act 2010 and the Equalities Standard for local government. A key element of the Equalities Standard involves carrying out an Equalities Impact Assessment on all existing and new policies to ensure they do not have an adverse impact on or have any that can be justified on a particular group. An Equalities Impact Assessment was carried out in October 2013 to the Allocation Policy and reviewed following implementation. A reviewed Equalities Impact Assessment was carried out in January 2019 to assess the proposed changes which were agreed and implemented on 1 March 2019. A further review has been completed in January 2021 to ensure the changes implemented in April 2021 do not have an adverse impact on a particular group.

The Allocation Policy is intended to improve community cohesion and will increase opportunities for applicants to move between neighbourhoods and communities. This will be done through the provision of information on the adverts regarding the local area, such as nearest schools, doctor's surgeries, and leisure facilities. The Key Choices website also links to "up my street" where customers can search for a wide range of facilities including mosques, churches etc.

We will provide information in languages other than English, in Braille, Large Print and Audiotape. All reception areas will be fitted with a hearing loop.

1.5 Support for Vulnerable People – Vulnerability can be a result of being in urgent housing need or a result of health or social welfare issues. Individuals who are vulnerable will be supported by officers and agencies that will be sensitive to their needs. Types of support which will be offered are:

- Enable Auto bid facility on our online choice based letting system. We will discuss with the applicant their requirements and suitable localities for the system to bid on properties to meet their needs
- Utilise picture symbols as an alternative to written text on property adverts.
- Provide a free email address, which can be used in all Libraries.
- Undertake home visits to explain the Allocation Policy.
- Officers taking time to explain property and local area information.
- Enabling a proxy to be nominated to request properties on behalf of the applicant.
- Viewing a property with an advocate or carer.
- Viewing a property via video footage, of internal and external shots of the rooms, décor, and surrounding area.
- Ensuring information meets the requirements of other language users, people with a disability and people with sight or hearing impairment.

Rotherham MBC's Supporting People Team have also helped to develop a range of floating support schemes, which are aimed to help vulnerable people in developing life skills and supporting customers within their home. There are a number of different

agencies that are part of the Supporting People Programme with support packages designed to meet individual need.

1.6 Monitoring the Scheme

The Council will seek to ensure that its Allocation Policy is being operated fairly in respect of all sections of the community in Rotherham.

Monitoring systems will be developed to enable performance to be reviewed against the stated objectives and any necessary changes to be made. Housing Register applicants will be asked to voluntarily provide details of their ethnic origin so that we can gather evidence to test whether the Allocation Policy is being administered fairly.

All elements of the Allocation Policy will be closely monitored through Key Performance Indicators. This is to ensure that:

- We are meeting housing need in the Borough
- Housing trends are being monitored
- Equality is achieved, and diversity supported
- Information is collated annually for Communities and Local Government for the Local Authority Housing Statistics and the P1Es quarterly detailing households who considered themselves to be at risk of homelessness
- We are offering a customer focussed letting scheme
- There is a reduction in refusal rates
- Void turn round times are not increasing
- There is sustainability within the estates
- Vulnerable people are not excluded

1.7 Right to Request a Review - The Allocation Scheme will also ensure that applicants have the right to request the authority to inform them of any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation, and has the right to request a review of a decision and to be informed of the decision on the review and the grounds for it.

The applicant has a right to request a review if an applicant(s) disagrees with the Authority's decision relating to applications to join the Housing Register and subsequent offers of properties including:

- if an applicant believes that they are in the wrong band, or that their band has been changed unfairly
- cancellation following a Housing Register Review
- date of application

- an offer has been withdrawn because the authority believes that the applicant has provided false information or has taken action which has made their circumstances worse
- where applicants have been suspended or excluded unfairly in the 'customers view'
- offers of property made; if an applicant believes that a property has not been allocated according to the allocation policy. For instance, if they expressed an interest for a home, and were in the same priority band and had longer waiting time than the successful applicant.

The Right to Review will be considered by Housing Assessment Panel and the applicant(s) must be informed of any decision concerning their application in writing and giving the reasons for the action taken. Applicants or their representatives should in all cases be encouraged to make oral as well as written representations.

If the applicant(s) wish to exercise their right of review they must do so by providing reasons as to why s/he disagrees with the decision in writing to the Authority.

The appeal must be submitted within 28 days of the applicant receiving the decision letter concerning their application.

1.8 Housing Options

In order to ensure households who may no longer qualify for social housing in Rotherham, either because they have not lived in the area long enough, or because they cannot demonstrate that they qualify for other reasons, we operate a housing options approach alongside the housing register. This will include help to access alternative housing in the private sector.

The Allocation Policy aims to work closely with applicants in providing information on all housing options with a focus on meeting the individual needs of applicants.

We will promote a wide range of housing options and will work closely with applicants. Advice will be based on comparing the applicant's housing need, preference, aspirations, and financial resources with the range of housing options available to the applicant.

The aim will be to:

- provide information on all housing options with a focus on meeting the needs and aspirations of individual applicants
- improve the quality of information, advice and support available to help applicants in housing need find suitable and affordable housing
- agree with the applicant on realistic achievability of their preferred housing option

- provide a framework, timetable and plan for applicants wishing to live independently, giving access to supported housing, or moving from supported accommodation to more independent living
- agree a number of action points for the applicant to follow to take more control of their housing situation
- any necessary referrals can be made to appropriate support agencies

The housing options that will be explored are:

HOUSING ASSOCIATIONS (RSL) - As well as Council housing, there are other social landlords with rented properties in Rotherham. RSL's are "not for profit" organisations that have different types of property to rent, which includes homes for young people, families, and older people.

Most of the RSL's are working together with the "Key Choices" scheme to provide a wider selection of properties for rent. Individual property adverts will identify who the landlord is, and you need only apply to the Council. This means that only one waiting list application form has to be completed and will be considered by the Council and all the Housing Associations who are part of this scheme. Applicants can make a request for an advertised housing association property.

Before making an offer of a tenancy, the housing association will check whether the applicant meets its own rehousing rules.

There is a list of all housing associations which have homes in the Rotherham area available at Key Choices and Customer Services Centres.

PRIVATE RENTED – RENT GUARANTEE SCHEME – Rotherham Credit Union offers a savings and loan service for customers with low incomes to enable them to borrow the rent in advance and repay at an agreed affordable repayment rate.

HOMESWAPPER AND MUTUAL EXCHANGE - provides an online mutual exchange database, with an online self-service function that enables customers who are already tenants the facility to transfer both locally and nationwide. Homewrapper can be found at www.homeswapper.co.uk

Both secure council and housing association tenants in England, Wales, Northern Ireland and Scotland, who occupy permanent accommodation, have a legal right to exchange their tenancies under Section 92 of the Housing Act 1985.

Before a mutual exchange can take place both exchange partners must get their own landlord's permission. The landlord has 42 days to notify the tenant in writing if they agree to the exchange taking place. An exchange can only be refused on one of the following specified schedule grounds, which are set out in Schedule 3 of the Housing act 1985.

SHARED OWNERSHIP – Is a form of home ownership designed for people who choose to buy a home but cannot afford to make the full mortgage payments. It is designed to give applicants the chance to own their own home in stages. Shared

ownership is where the applicant can buy a share of a property, paying a mortgage on that share and rent on the remaining share. The initial share is normally between 25% and 75%. The applicant must be made aware that in addition to making rent and mortgage payments; the applicant is responsible for most of the normal costs of home ownership.

HELP TO BUY MORTGAGE SCHEME – a Government backed mortgage scheme which helps borrowers to buy a home with just a 5 % deposit.

THE “RIGHT TO BUY” – Council tenants have the “Right to Buy” and RSL tenants have the Right to Acquire, which means that they may be able to buy their home at a discount. There are rules about who can do this. The Council’s or the RSL will be able to advise which people qualify to purchase their home under the Right to Buy or Right to Acquire regulations.

HOUSING FOR OLDER PEOPLE OR HOUSEHOLDS WITH AN ASSESSED NEED FOR GROUND FLOOR ACCOMMODATION.

The properties are individual self-contained bungalows or flats that have 1 or 2 bedrooms. They have varying levels of adaptations some have level access showers and are ramped for wheelchairs users.

Generally, bungalows are available for people over the age of 50 with an illness or physical disability that would benefit generally from ground floor and level access accommodation. The Council's Rothercare service is available for people living in a bungalow; this is our community alarm service that provides a 24-hour response, 365 days per year. It is an alarm service provided by Rotherham MBC to help people live safely in their own homes. This service is for anyone living in Rotherham either in private, rented or owner-occupied accommodation. It is available to anyone regardless of their age or personal circumstances who feels they may be vulnerable. There is a separate mandatory charge for these services, whilst there is the option to opt out of the Rothercare Service the tenant will be liable to pay the mandatory charge. To access the Rother Care Service the tenant must have a telephone landline installed.

The eligibility criteria for new build bungalows is amended so that preference is given to those over the age of 60 with an assessed need for ground floor, those over the age of 60 with no current medical need will be considered next. In respect of couples only one party needs to be over the age of 60. The tenancy will be held in joint names if their partner is over the age of 50 or has an assessed need for ground floor.

The properties remain exempt for the Right to Buy. New tenants of these properties with Rothercare also require the installation of a telephone land line. (Cabinet Member Minute 45 of 6th September 2010.) This amendment reflected the change to GSM dialler policy approved by the Cabinet Member for Health and Social Care on 12th July 2010, Minute No. H12 refers

EXTRA CARE HOUSING – Offers a new way of helping individuals over the age of 55 to live independently and gives the security and privacy of a home with a range of facilities on the premises. A medical assessment of need is required in order to

access Extra Care Housing. The letting of Extra Care properties is carried out by Together Housing Association in accordance with their Allocation criteria.

REMAINING IN YOUR OWN HOME – Sometimes the best course of action is for customers to stay living where they are, rather than look for a new home. The Neighbourhood Area Housing Officer can provide advice or signpost to another agency depending on the reason for moving, but there are a number of services which may be able to help with:

- Facing eviction or in arrears
- Experiencing Domestic Abuse
- Requiring aids and adaptations
- The private rented home needs repairs
- Family breakdown - Family Mediation Services
- Help for Homeowners with Grants

2. The Housing Register - Who will qualify to go on the Housing Register?

2. 1 People subject to immigration control do not qualify for public sector housing. The right of persons from abroad to social housing is decided by the Government and the rules may change from time to time.

To qualify for housing assistance, an applicant must be eligible for housing allocation.

The Housing Act 1996 defines the groups of people who are not eligible for assistance. These are:

- 'persons subject to immigration control' – These people are defined by the Asylum and Immigration Act 1996, unless they fall within one of the classes of exceptions listed in the Homelessness Regulations
- anyone who is excluded from entitlement to housing benefit by s.115 of the Immigration and Asylum Act 1999
- other 'persons from abroad' where the Secretary of State has made regulations that they are not eligible for assistance

These rules imply that if someone is subject to immigration control then they are not eligible for housing allocation, unless they meet the criteria for one of the specified classes of persons who are re-included back into eligibility by regulations made under the Housing Act 1996. (See Housing Allocation Procedure guide for more details.)

The Secretary of State may issue regulations at any time under the Housing Act 1996. Local Authorities are notified of any such changes by way of statutory instruments, approved by Parliament. Eligibility criteria changed by primary or secondary legislation will form part of this scheme from the date any such changes come into force without the need to refer any changes to Cabinet

As such any policy change will comply the Government's Allocation Policy guidance. "Allocation of accommodation: guidance for local housing authorities in England (publishing.service.gov.uk)"

As the United Kingdom has left the European Union, new regulations regarding the allocation of housing and homelessness assistance under the Housing Act 1996 (as amended) have come into force. The Government's policy intent is that those granted pre-settled status under the European Union settlement Scheme will be subject to existing eligibility rules following the end of the transition period on 31 December 2020. Updated criteria is reflected below

EEA nationals, and their family members, including those with a derivative right to reside, will need to apply to the Home Office under the EU Settlement Scheme to secure their long-term immigration status in the UK. Those with less than 5 years' residence in the UK will be granted limited leave to enter or remain (also referred to as "pre-settled status"), those with 5 or more years' residence will be granted indefinite leave to enter or remain (also referred to as "settled status").

Having acquired leave under the EU Settlement Scheme, an EEA national, or a person with a derivative right to reside such as a Zambrano carer, will have both a right to reside in accordance with domestic immigration rules (under the EU Settlement Scheme) and a right to reside in accordance with their existing rights under EU law (as expressed in the EEA Regulations 2016).

2.2 Rotherham operates an Allocation Scheme with a Local Connection Criteria. All applicants over the age of 16 seeking accommodation through Key Choices Letting Scheme must provide evidence that they have a local connection to Rotherham for a minimum of 3 years up to and including the date of application.

Applicant's aged between 16 and 18 years will require a guarantor before signing for a tenancy. The guarantor will be required to have a financial assessment in order to confirm that they are able to cover the rent in the event of non-payment.

A person has a local connection where:

- They have lived for the last 3 years in Rotherham Metropolitan Borough Council's geographical boundary through their own choice.
- They are currently employed in Rotherham and have been for the last 3 years
- They have close Family Relative or Primary Carer who live in Rotherham and have done so for the last three years. The applicant will be required to provide address and confirmation that they are in regular contact with the close family member as per the validation process.

This does not include residence where they have been rehoused in temporary accommodation in Rotherham by another Local Authority in resident in a bail hostel or other such accommodation, detained in the district under the Mental Health Act, receiving specialist hospital treatment, in occupation of a mobile home, caravan or motor caravan which is not placed on a residential site, in occupation of a holiday letting this includes a permanent building, hotel or bed and breakfast accommodation for the purposes of a holiday

Applicants exempt from the Local Connection Criteria are:

- Members or Former Members of the Armed Forces, this includes Former Members of the Reserve Forces where the application is made within 5 years of discharge
- Bereaved spouses and civil partners of members of the Armed Forces leaving service family accommodation following the death of their spouse/partner
- Relationship breakdown and divorcees of Members of the Armed Forces and Former Members of the Reserve Forces at the time of application
- Serving or former members of the Armed Forces Former and Former Members of the Reserve Forces who need to move in urgent circumstances because of serious injury, medical condition or disability sustained as a result of their service irrespective of when this was.
- Care Leavers
- Applicants considered via the Witness Protection Scheme as agreed by the Housing Register and Advice Manager
- Applicants who present as homeless who are fleeing violence including domestic abuse.
- Existing social tenants who are seeking to move between local authorities to avoid hardship and needs to move in order to be closer to work or take up a job offer

2.3 Applicants who will not qualify to go on the housing register

All housing applications will be treated on an individual basis, and therefore considered on their individual circumstances. The following applicants will not qualify to go on the housing register. (Note that in some circumstances applicants may qualify to join the register and be placed in Band Four - see Section 2.8 Direct Homes)

- Current or former Council, Housing Association and Private Rented tenants with breaches in their tenancy conditions, in the last 5 years, and that in the opinion of the Council, affects the applicant's suitability to be a tenant.
- Applicants who have previously been evicted from a Council or Housing Association secure tenancy in the last 5 years due to breaches of their tenancy conditions.
- Applications with no local connection to Rotherham (see section 2.2 and exemptions)
- Applications that have been cancelled will not qualify to re-join the Housing register for 12 months. (See Section 3.6 Cancelled applications).
- Applicants owing a cumulative outstanding debt over £800 to Council, Housing Associations or Private landlords (see section 2.4 Rent Policy)

Outstanding debt would include.

- Current and former Rotherham Council tenancy rent arrears
- Current or former rechargeable repairs/ damages to Council
- Rent in advance scheme (Laser loans)
- Council, Housing Association and Private Rented tenancy related debts for current and previous tenancies held in Rotherham.

- Council, Housing Association and private landlord tenancy related debt for current and former tenancies held outside Rotherham in the last 2 years.

In determining whether in the Council's opinion an applicant qualifies to join the register due to their behaviour, the Council will consider the following:

- Has the applicant any mental health issues that need to be taken into account.
- In the Councils' opinion would the unacceptable behaviour affect their suitability to be a tenant?
- At the time of the application, is the applicant still unsuitable to be a tenant by reason of that behaviour, or the behaviour of a member of his household?

Where an applicant does not qualify to join the Council's Housing Register scheme, they will be entitled to appeal the decision if s/he considers that the local authority should no longer treat them as ineligible

"Second Chance" to stop repeat Homelessness

Where an applicant does not qualify to join the Council's Housing Register and at risk of homelessness, those who are willing and engage with the following services will be considered for a "second chance". Their case will be heard at the Housing Assessment Panel requesting to re-join the Housing Register.

The commitment includes:

1. Make a commitment to sign up and engage with a relevant employment or training programme.
2. Complete the Crisis Skyline or Shiloh Renting Ready course.
3. Agree to referrals to debt advice and attend appointments.
4. Agree and engage with tenancy support.
5. Agree and engage with drug and alcohol treatment services.
6. Agree and maintain a payment plan based on what is affordable to reduce outstanding debt.
7. Complete an anger management course

Their situation will be reviewed in 2 months and prior to making an offer of accommodation. If the applicant has not maintained the agreement, their application will be placed into suspension and reviewed monthly.

The agreement will also be continued to be monitored into the introductory tenancy period. If there are tenancy breaches, such as anti-social behaviour or rent arrears which are grounds for possession the tenancy will result in possession proceedings.

2.4 The Rent Policy regarding qualification for Allocations

This section of the policy applies to housing register applicants with cumulative outstanding debt to the Council, Housing Associations or Private Landlords that are based in Rotherham. Outstanding debt would include rechargeable repairs/damages, rent in advance loans, furnished or district heating charges.

Outstanding debt will be prioritised as.

1. Current rent arrears to Rotherham Council
2. Current tenancy related debts to Rotherham Council (irrespective of whether this debt is enforceable or not) until 25% reduction has been repaid
3. Former rent arrears to Rotherham Council (irrespective of whether this debt is enforceable or not) until 25% reduction has been repaid
4. Rechargeable repairs/ damages to Rotherham Council. (irrespective of whether this debt is enforceable or not) until 25% reduction has been repaid
5. Current or Former Rent in advance Loans provided by Laser Credit Union
6. Council, Housing Association and Private Rented tenancy related debts for current and previous tenancies held in Rotherham.

Council, Housing Association and Private Rented tenancy related debts for current and previous tenancies held outside Rotherham during the last two years (The applicant will need to provide a rent statement from their respective landlord)

A tenant is liable to pay rent to the Council. If the tenant is claiming housing costs it is the tenant's responsibility to provide full and correct information to the Department of Work and Pensions and inform the Housing Department how the claim is progressing.

- Applicants in all groups will not qualify to join the housing register if their debt exceeds £800 (see above section 2.3 re clarification of debt)
- All applicants with debt less than £800 in all groups will be allowed to join the register but will be placed in suspension. The application will remain placed in suspension until the arrears have reduced by 25%. It will be the responsibility of the applicant to inform the Council when the debt has reached the eligible level. The agreed 25% will be calculated from the highest amount of debt to the specified amount required at this point they would be taken out of suspension and then will be allowed to bid and be made an offer. E.g. the highest level of accumulated debt 2 years ago was £400, the household must have reduced this debt by at least 25% (£100) and they will then become eligible to bid for properties and for an offer of Council housing when the arrears have reduced to at least £300. The household must continue to make regular payments on an agreed payment plan to continue to reduce the arrears lower than the 25% threshold.
- Those applications that are placed in suspension will remain until the applicant has informed us that they have either:
 - cleared the account
 - Reduced the debt by at least 25% to an agreed amount and also agreed to continue to reduce the debt lower than the 25% threshold making regular payments via an agreement payment plan.

Example 1	Example 2	Example 3
<p data-bbox="172 282 480 315">Applicant owes £900.</p> <p data-bbox="97 427 560 645">They will need to make payments totalling £225 (25% of total debt) before qualifying to go on the register. They will then be able to bid on properties</p> <p data-bbox="97 869 560 1008">The applicant must continue to make payments on the outstanding balance to qualify to be offered a property.</p>	<p data-bbox="592 282 1023 387">Applicant owes £2000 but has paid off £1200 so still owes £800.</p> <p data-bbox="584 427 1031 607">They will qualify to go onto the register and be able to bid as they have reduced their total debt by more than 25 % of the total debt.</p> <p data-bbox="584 869 1023 1008">The applicant must continue to make payments on the outstanding balance to qualify to be offered a property.</p>	<p data-bbox="1137 282 1445 315">Applicant owes £600.</p> <p data-bbox="1058 427 1505 712">They can go on the Housing register, but the application will be suspended until they have made payments totalling £150 (25% of total debt). The application will then be unsuspended allowing them to bid.</p> <p data-bbox="1058 869 1520 1008">The applicant must continue to make payments on the outstanding balance to qualify to be offered a property.</p>

Safeguarding vulnerable applicants with debt.

Whilst seeking to exclude or suspend applicants with outstanding debts owed to the Council, it is also important to provide appropriate safeguards for vulnerable applicants

All new applications are verified at the point of registration and prior to an offer of accommodation. The verification process involves undertaking checks on various databases which will confirm if the applicant has any outstanding debt. Where there are debts of any amount and the customer has not indicated on their application form that they are in urgent priority housing need; the customer should be contacted to reconfirm their personal circumstances. If there are no vulnerability issues or urgent housing needs identified following contact the applicant would be advised in writing that their application does not qualify and will be either excluded or suspended from the housing register until they inform us that their agreement has been met. The applicant would also be encouraged to get back in touch if their circumstances change.

All prospective tenants will undergo an affordability check as part of the offer process and the Council will have the "Right Not to Offer" a property to customers who cannot afford to take on the tenancy.

Before a tenancy is offered, all applicants must open a basic bank account, and set up a direct debit, a standing order form or a recurring debit card payment to pay their rent. One week's rent in advance is also required before a tenancy is offered

The applicant would also be encouraged to get back in touch if their circumstances change. This would be reinforced in a paragraph included in the decision letter, which would also advise the applicant of their Right to Review the decision on qualification.

Vulnerable applicants with debt in urgent housing need will be considered by the Housing Assessment Panel. Delegated Powers will also be given to the Housing Options Manager, who will consider individual cases in consultation with the Housing Register and Advice Manager and Head of Housing Income. The Housing Options Manager would have discretion and delegated powers to overrule the qualification rent policy.

2.5 Local Lettings Policies

In some instances, there may be a requirement to undertake Local Lettings or “sensitive lettings” in particular areas. Where this applies a Local Letting Policy will be adopted and this will be clearly set out in the Property advertisement, which will be accompanied by an explanation of the Local Letting Policy criteria for that property. The Local letting Policies are published on the internet or a hard copy is available on request.

Section 167 (2E) of the 1996 Housing Act enables authorities to allocate particular accommodation to people of a particular description, whether or not they fall within a reasonable preference category. This is the statutory basis for “Local lettings policies”. Local Lettings Policies may be used to achieve a wide variety of housing management and other housing policy objectives

The local lettings policy will apply to a limited part of the local authority’s stock and will be closely monitored to ensure that it does not produce outcomes which are discriminatory, or conflict with the Authority’s ability to provide for housing need. If a household in the shortlist does not meet the local lettings policy criteria, the applicant must be contacted to verify that the evidence is correct and up to date.

Local Letting Policies will be applied in the following circumstances:

Where there is Housing Management Difficulties

Certain streets or blocks of flats may have experienced management problems in the past. Such management problems can include high vacancy rates, low demand, and high instances of anti-social behaviour. Large amounts of money can be spent on repairing fixtures and fittings that are damaged due to neglect or acts of vandalism. Further repair costs can also be incurred whilst properties are standing empty waiting for new tenants to be found.

We will consider previous letting trends and demand and also whether there is reported evidence of anti-social behaviour, from existing tenants and their visitors within the immediate locality (same block or street).

All bungalow complexes will exclude applicants with management difficulties.
(Cabinet Member Report 19th April 2010. Minute No. 167)

2.6 The Council reserves the Right Not to Offer a Property

In some cases, the history of the applicant is not known until the applicant has made a bid and may appear at the top of the shortlist and be due to be made an offer. Where this will apply will include, but not be restricted to, if the applicant:

- Requests an area where they may be unable to sustain a tenancy from lack of support. For example, in the case of an applicant with a medical priority on support grounds and the property requested is away from the support network.
- Requests a property that is too small for their family circumstances and this would lead to an unacceptable overcrowding or cramped living conditions of the property including non- statutory overcrowding as per the Allocation Policy.
- Has specific needs for disability adaptations and the property does not meet these requirements
- Where there is no local letting policy and the applicant or members of the household have been involved in anti - social or criminal behaviour in the last twelve months.
- Where there is no local letting policy and the applicants has breached a condition of their current tenancy, e.g. rent arrears
- Where the applicant cannot afford to take on the tenancy

Individual cases that are being considered by Housing Assessment Panel for Band One status will also take the above criteria into account when making their decision.

Where the Council has reserved the right not to offer a property the applicant will be advised in writing of the reasons for this decision.

2.7 If you qualify to go on the Housing Register, how do I apply and make requests?

All new applicants will be required to have Pre-Tenancy interview. This will give all new applicants an opportunity to learn about Rotherham Council homes and other affordable housing options. The applicant will be required to provide the following documents for all household members prior to the interview:

- photographic identification
- proof of local connection
- A bank account statement dated within the last 3 months for all accounts held. The bank statement must show one full month transactions.

At the interview, the applicant will receive information on the housing options available and affordable to them.

Where the applicant has not had a Tenancy before or has had a previous failed tenancy in any sector, they will be required to complete an online pre tenancy workshop before their application is made active. Support is available for applicants who need it.

The online workshop will offer a range of advice on a range of subjects including money management which will help people to sustain their tenancy.

There are several ways to complete an application form:

- At Key Choices, Riverside House if assistance is required
- By electronic registration at www.keychoices.co.uk
- By telephone if assistance is required

If you are eligible and qualify to go on the housing register your application will be placed in one of the following bands:

- Band One
- Band Two
- Band Three
- Band Four
- Transfer Band

Rotherham Metropolitan Borough operates a Choice Based Letting Scheme; all empty Council homes that are available for letting are advertised daily. Applicants can view advertisements in a range of locations:

- On the internet at www.keychoices.co.uk
- On a mobile application on a smart phone
- By Auto bid when applicants need support

Applicants can make a maximum of 3 bids within advertising cycles at a range of outlets:

- By telephone to (01709) 336009
- Via an online request
- On a mobile application on a smart phone
- By Auto bid when applicants need support

All properties will be offered to the Priority One Band ahead of the other Bands. Properties will be offered to the following quota 60% to Band Two and 30% to Band Three and 10% to Transfers.

Where there is no demand from the Band One the properties will be offered as follows:

Preference to Band Two, and no demand then the Band Three Band will be

considered next and if still no demand then the Transfer group will be next and if still no demand then Band Four will be next.

Preference to Band Three and no demand then Band Two will be considered, and if still no demand then Transfers will be considered and then Band Four will be considered next.

Preference to the Transfer Band, and no demand then the Band Two and then Band Three will be considered and if still no demand then Band Four will be next.

2.8 Direct Homes – Properties available now

The policy for properties that receive fewer registrations of interest or where the shortlist is exhausted are called Direct Homes. Properties are advertised daily on the Key Choices Website. Applicants must be eligible as detailed below.

Households who do not normally qualify to join the register in Band One, Two, Three or the Transfer band may be eligible to join the register and be placed into Band Four, provided that the applicant:

- has a local connection to Rotherham
- does not have any tenancy related debt to the Council or other Landlord
- has not been evicted from a tenancy during the last 5 years
- has not got a history of anti-social behaviour in the Community for the last 2 years
- has no intention to make the property overcrowded

Applicants eligible to join Band 4 only

- Applicants who own their property anywhere in the world, which is adequate for their needs and can afford to purchase an alternative property on the open market. Owners includes properties which have secured loans, it also includes joint ownership when the applicant wishes to move with a family member who is the other owner. An applicant will be expected to sell their property within six months of obtaining a Rotherham Council tenancy. Applicants with medical needs will be considered on a case by case basis.
- Households living with partners/family/friends/dependants that do not currently need to move home.
- Households who are living in private rented homes
- Service Sector tenants living in tied accommodation whilst they are in employment. A Service Sector tenant will qualify once their employment ends, and if they have no alternative accommodation will be placed in Band One following assessment.
- Applicants with savings over £16,000 (with joint applicants both individual savings will be considered) Applicants with medical needs will be considered on a case by case basis.
- Homeless applicants with no local connection .

The band 4 banding will not apply to those who present as homeless in the following groups:

- Members or Former Members of the Armed Forces, this includes Former Members of the Reserve Forces where the application is made within 5 years of discharge who present as homeless
- Bereaved spouses and civil partners of members of the Armed Forces leaving service family accommodation following the death of their spouse/partner
- Relationship breakdown and divorcees of Members of the Armed Forces and Former Members of the Reserve Forces at the time of application.
- Serving or former members of the Armed Forces Former and Former Members of the Reserve Forces who need to move in urgent circumstances because of serious injury, medical condition or disability sustained as a result of their service irrespective of when this was.
- Care Leavers who present as homeless
- Applicants who present as homeless who are fleeing violence including domestic abuse and witness protection.

If a property has been advertised and no interest has been made from any suitable applicants, then this property will be advertised as a Direct Home and offered daily to the suitable/eligible applicant in the shortlist. The shortlist will be considered at the end of each day and will be offered in date turn order to Band One, then Band Two, then Band Three and then to a Transfer application and if still no demand then Band Four will be next. The offer will not be made on a first come first served basis.

3 How properties are allocated.

3.1 Affordability - Applicants should consider affordability prior to making a request. This is important considering the measure in the Welfare Reform Act 2012 which will reduce Housing Benefit entitlement for working age social sector tenants who under-occupy their property.

Affordability Assessments - as part of the offer process during the “It’s Your Move interview” all new tenants will undergo a detailed affordability assessment to determine their ability to sustain a Council tenancy. This will take account of under occupancy fees and additional charges such as furnished packages and district heating. If there is a risk about the applicant’s ability to pay the rent a referral will be made to Tenancy Support or Money Advice to ensure the tenant has the necessary budgetary management skills to maintain the tenancy from the onset. This process will reduce the propensity for arrears to accrue at the start of each tenancy

As part of the offer process the Council will have the “Right Not to Offer” a property to customers who cannot afford to take on the tenancy.

3.2 Declarations and Verification of Identity

Section 171 of the Housing Act 1996 makes it an offence to withhold information that the Council reasonably require to assess an application, or to provide false information that leads to gaining a tenancy. We will take appropriate action, including possession proceedings, against anyone who gains a tenancy through knowingly providing false information. We will check if an applicant, or anyone in the household, is already registered. Only one application at any one time is allowed.

Before a property is offered for every applicant on the application, we must see at least two forms of proof of identity, and proof of current address. The applicant(s) sole or joint will be asked to provide photographic proof of identity. This will be at the application stage and prior to offer of accommodation. A photograph will be taken of the tenant where there is no other photo ID is available.

Applicant checks will be carried out at the time of application and offer stage on all members of the household applying to be re-housed. These checks will be made to confirm:

Identity e.g. passport, Identity Card (issued to certain Foreign Nationals), photo-driving licence, birth certificate or written confirmation from a professional person or support agency.

information on income and expenditure, bank account statement from the last three months
Public and Private Sector landlord references

3.3 Offers

Applicants who have made requests must inform the Council if they are unavailable. E.g. they are going on holiday or into hospital. If the applicant is contacted by the Council and there is no response, we use various contact methods giving the applicant 24 hours to make contact (during working time). If there is no response in the specified time period, the application will be bypassed.

Where applicants have told us that they are on holiday or in hospital, the property will be held for no longer than 7 days.

If an applicant is short-listed for more than one property in the same cycle, they will be asked which property they prefer. All viewings will be classed as offers. The application will be cancelled following 2 refusals.

Where a property advertisement has not closed, we will not consider these bids when making contact about a closed property.

Careful consideration must be made in deciding whether a property should be classed as a refusal. If there are no genuine reasons for a refusal, such as: the garden is too large, or there is no off-road parking, then this will be classed as a refusal as the information should have been attained from the advert.

It is mandatory that all new tenants pay one week's rent in advance before signing the tenancy agreement. All new tenants must also have a bank account and sign a direct debit, a recurring debit card payment or a standing order to pay their rent.

3.4 Bedroom requirements

The Council will ensure that applicants are considered for the most appropriate type of property. The number of bedrooms required is assessed through the number of people to be re housed and the ages and gender of children.

Family houses will be allocated to couples that are either married, civil partners or cohabiting partners (2 bedrooms only) and families with children/dependants who are living with them permanently will be eligible for houses.

The Allocation Policy considers that a woman who is pregnant (confirmation needed 21-24 weeks, MATB1) would be considered as requiring a bedroom for the unborn child and eligible for family accommodation. The Welfare Reform will not consider awarding Housing Benefit in respect of the number of bedrooms until the child is born. In instances where applicants who are expecting their first child cannot afford to take on the tenancy with the extra bedroom until the child is born will be paid an allowance for one bedroom for up to 8-weeks. This period can be extended to assist applicants who attain a tenancy before the 8-week period or if the baby is overdue.

Single People and Couples qualify for flats and maisonettes irrespective of the bedroom size; as long as the property isn't overcrowded and is affordable, taking into account service charges and the spare room subsidy.

In accordance with Communities and Local Government (CLG) Code of Guidance the Allocation system must ensure that reasonable preference and flexibility is given to families that are separated who have carers, shared access, equal or staying access. Consideration can be given to families wishing to adopt, become a guardian or foster children and more bedrooms are needed to meet the adoption criteria. In cases of adoption or fostering a letter of supporting evidence is required from Children and Young People's Services.

In respect of relationship breakdown or shared custody of children under the age of 18 years, applicants may be considered for another bedroom in excess of their current assessed needs if they have shared access where a parent has the child up to the age of 18, to stay at least three nights per week. This will depend on the demand for properties in that area. It will not always be feasible to allow extra bedrooms for staying overnight or shared access. It is preferable that proof of access must be given e.g. solicitor's letter, court papers. Where there are children under the age of 18, and both parents have an arrangement for access the parent that has the child for overnight stays of less than 4 days will be eligible for a maisonette/ground floor flat, and the parent with access to the child 4 nights will be eligible for a house.

If the arrangement is 50/50 shared care e.g. 1 week with one parent and one week with the other parent both parents will be eligible for family accommodation, subject

to affordability. Families will need to provide evidence e.g. Court Order, or an agreement from Mediation detailing custodial arrangements, or a signed disclaimer from both parents detailing overnight access arrangements.

The signed disclaimer will be acknowledged by letter which will contain the following statement:

“I am obliged to inform you that it is a criminal offence for an applicant of Council housing to provide false information regarding their circumstances, and it could result in the application being cancelled. If a tenancy is granted and it later transpires that it was granted on the basis of false information provided by the tenant, then the Council would have the right to issue Court proceedings to seek a possession order to end the tenancy.”

If an extra bedroom is needed to give or receive care, supporting evidence would be needed e.g. reports from health care, carers or attendance allowance. A distinction should be made between a customer requiring 24 hour, seven days a week sleep over care, from a customer who only requires now and again sleep over care.

The Council will not offer a property if it will lead to a household being overcrowded.

Policy regarding occupancy levels

	Bedsit	1 Bed flat	2 Bed flat	3 Bed flat	2 Bed maisonette	3 Bed maisonette	1 Bed house	2 Bed house	3 Bed house	4 Bed house	Bungalows
Single Person	YES	YES	YES	YES	YES	YES	NO	NO	NO	NO	Assessment or age limit applies
2 Individual adults	NO	NO	YES	YES	YES	YES	NO	NO	NO	NO	Assessment or age limit applies
3 Individual adults	NO	NO	NO	YES	NO	YES	NO	NO	NO	NO	Assessment or age limit applies
Single person with overnight access to children	NO	YES	YES	YES	YES	YES	YES	NO	NO	NO	Assessment or age limit applies
Couple	NO	YES	YES	YES	YES	YES	YES	YES	NO	NO	Assessment or age limit applies
Households with 1 child or single mums expecting their first child on production of a MATB1	NO	NO	YES	YES	YES	YES	NO	YES	YES	NO	Assessment or age limit applies
Households with 2 children or dependents	NO	NO	YES	YES	YES	YES	NO	YES	YES	NO	Assessment or age limit applies
Households with 3 or more children or dependents	NO	NO	NO	YES	NO	YES	NO	NO	YES	YES	Assessment or age limit applies

NOTE THAT: AFFORDABILITY CHECKS WILL BE MADE BEFORE A PROPERTY IS OFFERED, IF THE OUTCOME IS THAT THE APPLICANT CANNOT AFFORD TO TAKE ON THE TENANCY THE COUNCIL HAS A RIGHT NOT TO OFFER THAT PROPERTY

3.5 The Banding on the Housing Register

In order to identify those in the most housing need in a fair, objective, and sympathetic way we will use the information from the housing application and place in a band that best reflects the applicant's current circumstances.

Where there is a change in circumstances, we will reassess housing need and consider whether it is necessary to place the applicant in a different band.

The application will be changed from the date the customer advises of the change of circumstances.

Having determined the applicant's category of housing need, applicants will be placed on the Housing Register in one of the five bands from the date of assessment or from the date of receipt of the application and will be considered for rehousing in the date of application order.

The applicant will retain their banding application date throughout the rehousing waiting period. The only time a change will be applied is if the applicant has a change of circumstances and moves up a band.

Single applicants who subsequently add a joint applicant to their housing application will retain their application date.

In all other circumstances where the household accepts an offer of accommodation their application will be cancelled, this also includes mutual exchanges.

3.6 Cancelling applications

Applications will be cancelled in the following circumstances:

- People who complete a Right to Buy application.
- is granted a tenancy by the Council or Housing Association and has voluntarily terminated their secure tenancy.
- has been evicted from a Council or Housing Association tenancy
- has abandoned their Council or Housing Association home
- does not reply to a waiting list review letter within 4 weeks
- has more than one application registered
- has been nominated to a Shared Ownership Scheme
- has succeeded or been assigned a Council Tenancy
- On accepting and signing a Mutual Exchange
- Has applied and accepted major adaptation work that meets their long-term needs
- Has refused two suitable offers of Council or Housing Association accommodation
- Has told us to do so

Once an application is cancelled for any of the above reasons the applicant will not be allowed to re-join the Housing Register for 12 months.

Applicants who have been evicted from their Council or Housing Association will not be allowed to re-join the Housing Register for 5 years from the date of eviction.

3.7 Homeless Households

Where a person or persons present to the local authority as homeless or threatened with homelessness, enquiries will be made by the homeless team. If the person/s, are eligible for assistance a homeless application will be offered in line with the Homeless Reduction Act 2017. If the enquiries conclude the person/s is not eligible for assistance they will be informed of this and the decision will be put in writing. A referral will be made to either adult or children's services.

The homeless application and the enquiries made will determine which duty is owed. The homeless officer will assist in either preventing or relieving the homeless situation and all available housing options will be offered. If the person/s is in priority need and we have not either prevented or relieved them from homelessness they will go on to be owed the s193 main duty.

If the s195 prevention or s189b relief duty is owed and the person/s does qualify to join the housing register, the application will be placed in band 2 under the duty owed. This is regardless of priority need **or** intentionality. . . Applicants owed the S193 main duty and applicants currently residing in temporary accommodation, the homeless officer will request band 1 at the Housing Assessment Panel.

The Housing Assessment Panel will consider cases for households living in supported accommodation, once confirmation is received that they are ready for independent living.

A person, who is homeless, has no local connection to the borough of Rotherham will qualify to join the housing register and will be eligible for band 4. Homeless, in priority need and no local connection can be referred back to the local authority where they have local connection. This is in line with the process under the Homeless Reduction Act 2017. We do need to inform the person/s of this referral been made.

If an applicant is assessed under s190 Part VII of the Housing Act 1996 as intentionally homeless or if they satisfy the criteria for 'unacceptable behaviour' then the applicant will be deemed disqualified from the housing register, (see 'unacceptable behaviour'). Applicants who are intentionally homeless will be offered advice and assistance to access private rented housing or Housing Association accommodation. Where an applicant does not qualify to join the Council's Housing Register and at risk of homelessness, those who are willing and engage with the following services will be considered for a "second chance". Their case will be heard at the Housing Assessment Panel requesting to re-join the Housing Register.

The commitment includes:

1. Make a commitment to sign up and engage with a relevant employment or training programme.
2. Complete the Crisis Skyline or Shiloh Renting Ready course.
3. Agree to referrals to debt advice and attend appointments.
4. Agree and engage with tenancy support.
5. Agree and engage with drug and alcohol treatment services.

6. Agree and maintain a payment plan based on what is affordable to reduce outstanding debt.
7. Complete an anger management course

Their situation will be reviewed in 2 months and prior to making an offer of accommodation. If the applicant has not maintained the agreement, their application will be placed into suspension and reviewed monthly.

The agreement will also be continued to be monitored into the introductory tenancy period. If there are tenancy breaches, such as anti-social behaviour or rent arrears which are grounds for possession the tenancy will result in possession proceedings.

The revision of the code of guidance on the allocation of accommodation published in April 2018, states: "By virtue of s.167 (2B) and (2C) an allocation scheme may provide that no preference is given to an applicant where the housing authority is satisfied that he, or a member of his household, has been guilty of unacceptable behaviour serious enough to make him unsuitable to be a tenant of the housing authority; and the housing authority is satisfied that, in the circumstances at the time the case is considered, deserves not to be treated as a person who should be given reasonable preference." This will apply in Rotherham's Allocation Scheme.

It is recognised that social rented housing is not the only tenure available to accommodate a person/s who are owed a prevention, relief or main duty and where appropriate they will be supported to secure a private tenancy. Where a private rented tenancy is obtained the applicant can remain on the housing register in band 3.

Households who have been assessed as owed a prevention, relief or main duty are entitled to 1 offer on the Housing Register in Band 2 or a Private Rented Sector Offer, and are given time limits to their banding status and are listed on table 4.2. The homelessness duty will be discharged following acceptance or refusal of a suitable offer.

Homelessness households who have been assessed as owed a prevention, relief or main duty who refuse a suitable offer of Council, RSL or Private Rented Sector Offer will be moved to Band 3. Once the applicant refuses 2 offers in total their Housing register application is cancelled.

Homeless households who are owed a main duty or residing in temporary or supported accommodation, and who have been actively bidding will be considered by Housing assessment Panel to move to Band 1 (table 4.1) and will subsequently be made 1 suitable offer.

If the household has been actively bidding and have had no previous offers then subsequently refuse a successful bid in Band 1 their homelessness duty will end and they will move to the Band 3 and be entitled to 1 final offer on the Housing Register.

4. The tables below show descriptions of Bands:

4.1 Band One all Vacant Council properties will be offered first to Band One.

Housing Assessment Panel will consider placing applications in one of four Bands. Not all cases heard at panel will be actively bidding as they may not be eligible for the housing register i.e. rent arrears, eviction. The award must be agreed by members of the Housing Assessment Panel, with at least 2 senior officers of the Council, one of which must be either the Head of Housing Options, Housing Advice and Assessment Manager or Housing Advice Coordinator, Housing Assessment Co-ordinator or Housing Information Co-ordinator see terms of reference. In extreme urgent situations the award status can be considered by the Head of Housing Options under delegated powers.

Band One Award - The applicant will be awarded areas where we have sufficient stock and turnover. When determining suitable areas, the Housing Assessment Panel will consider the property household size, the type and size of property, affordability and subsequent stock, the turnover of a locality, the current demand, any support that maybe required and education of employment needs. The household will be advised by letter of the Housing Assessment Panel decision, including details of the property type and area they can bid for. Offers of accommodation will be dependent on confirmation that Care, and Support Services are provided and funded where necessary.

In certain circumstances properties may not necessary be allocated in date order but be considered against pressing need and waiting time, such as adaptations within a property, associated risks and where the assessment recommends specific streets, or where a Band Two application has been waiting for a long period due to being restricted to certain areas due to support needs.

One offer of a property is allowed in Band One, if the offer is refused the applicant will lose their Band One status and their housing application will be moved to Band 3, Council Tenants will be moved to the Transfer Band, where 1 remaining offer will be made. If the applicant has already had 2 offers the application will be cancelled following 2 refusals. Where a property is accepted the application will be cancelled. Time limits of 3 months is given to all applicants in Band 1. If the applicant has not made a request and properties, which meet the household size and area of choice, have been available, the applicant will be contacted to determine their circumstances. If there are no valid reasons for not bidding the Band 1 status will be cancelled and the application moved to Band 3. Homeless households will be supported by the Homeless team. The homelessness team will check available properties. If a suitable property becomes available a bid will be made on behalf of the applicant. If a suitable property is offered to the applicant and either accepted or refused the homelessness duty will be discharged.

BAND ONE	Status awarded by:	Details	Conditions
Main Duty Accepted	Housing Assessment Panel Dated to date of Housing Assessment Panel Decision.	With a local connection Triage Full Investigation Homeless Assessment Personal Housing Plan	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months , if no bids are made within 3 months or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled. The Homeless Team and Resettlement team to monitor cases and bid for suitable, affordable properties advertised.
Households living in Temporary or Supported Housing	Housing Assessment Panel Dated to date of Housing Assessment Panel Decision.	Temporary accommodation and commissioned supported housing in Rotherham arranged by Rotherham's Homelessness Team	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled. The Homeless Team and Resettlement team

			to monitor cases and bid for suitable, affordable properties advertised.
Care Leavers in need of rehousing and are ready to live independently	Housing Assessment Panel Dated to date of Housing Assessment Panel Decision.	<p>Care Leavers living in Supported accommodation ready to live independently</p> <p>Care Leavers who have left foster care at the age of 18 and are living with family or friends. (Band 1 status will be applied up to the age of 25 – the housing application will remain in suspension until the applicant is ready to live independently.</p> <p>Joint applications where one of the applicants is a Care Leaver. The application will be placed in suspension</p> <p>Care Leavers who have been evicted from supported accommodation will be placed in suspension until they are ready to live independently</p>	<p>One Offer</p> <p>Restricted to agreed areas of stock and turnover</p> <p>Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.</p>
Armed Forces			

<p>Covenant</p>	<p>Housing Assessment Panel</p> <p>Dated to date of Housing Assessment Panel Decision.</p>	<p>Leaving Her Majesties Armed Forces, or former members of the Reserve Forces, or is a family member who has resided with the Service Personal and has no accommodation to return to. (As per Allocation of Housing Qualification Criteria for Armed Forces) (England) Regulations 2012 (SI 2012/1869)</p> <p>Former members of the forces or Former Members of the Reserve Forces who have made an application within 5 years and who are suffering from a serious injury, illness, or disability should be assessed by the Medical Assessment team and placed in Band 1. (Note that those Former Members of Armed Forces or Former Members of the Reserve Forces with medical</p>	<p>One Offer</p> <p>Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.</p> <p>Exempt from Local Connection</p> <p>Restricted to agreed areas of stock and turnover</p>
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		needs who make an application after five years from the date of discharge will be placed in Band 2)	
Severe Social and Welfare Circumstances	Housing Assessment Panel Dated to date of Housing Assessment Panel Decision.	Adult or Child Safeguarding High Risk Domestic Abuse subject to MARAC, and the recommendation is rehousing High risk offenders subject to MAPPA, Witness Protection, Harassment / Threat of Violence	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Housing Management Lettings	Housing Assessment Panel Dated to date of Housing Assessment Panel Decision.	Households decanted from their current tenancy Successions	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be

			cancelled.
Severe Medical Need	Housing Assessment Panel Dated to date of Housing Assessment Panel Decision.	Terminal Illness and life expectancy has been medically diagnosed Bed Blocking This is where the applicant is unable to return home from hospital because their property does not meet their medical needs, and where temporary accommodation would be inappropriate	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Service Sector leaving employment and have no accommodation	Housing Assessment Panel Re-dated to date of housing assessment panel	Leaving employment where there has been a provision of Private Sector tied accommodation or Council tied accommodation and have no accommodation to return to This will only apply if conditions of employment have been met. Those applicants who have been dismissed will not be eligible.	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months, if no bids are made within 3 months or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Applicants who live in an Adapted property or	Housing Assessment Panel Re-dated to date of housing	This will only include households who were allocated the property due to a	One Offer Restricted to agreed areas of stock and

Disabled Persons Unit (DPU) who wish to move once they no longer need the adaptation	assessment panel	medical need for an adaptation and the member of the household that needed the adaptation no longer lives there.	turnover Time limited to 3 months, if no bids are made within 3 month or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Multiple Priority Needs.	Housing Assessment Panel Re-dated to date of housing assessment panel	People in band 2 with at least 2 reasonable preferences.	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months , if no bids are made within 3 months or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Homes Subject to Repair, Renewal or Emergency Prohibition Order, or where demolition through regeneration schemes results in	Housing Assessment Panel Re-dated to date of housing assessment panel	This includes applicants in all sectors	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months , if no bids are made within 3 months or 1 offer is refused the application will move to band 3. If the applicant

only 25% of the scheme remaining occupied			has already had 2 offers in total and these have been refused the application will be cancelled.
-			
Households that are prospective foster carers, guardians or adopters that require suitable accommodation	Housing Assessment Panel Re-dated to date of housing assessment panel	Confirmation required from CYPS or a Solicitor of assessment or approval awaiting suitable housing/number of bedrooms to be a foster carer, guardian or adopter	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 month, if no bids are made within 3 months or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Ex -offenders who wish to voluntary terminate their Council tenancy on sentencing as their prison sentence is more than 6 months. Housing Assessment Panel will consider the voluntary termination and determine the level of priority that will be awarded one	Housing Assessment Re-dated to date of housing assessment panel	If the Housing Assessment Panel Award Band 1 status, the application will be re-dated to the date of the panel meeting. The applicant will be encouraged to make requests 1 month prior to their release from prison	One Offer Restricted to agreed areas of stock and turnover Time limited to 3 months , if no bids are made within 3 months or 1 offer is refused the application will move to band 3. If the applicant has already had 2 offers in total and these have been refused the application will be cancelled. Where offenders have voluntary terminated their tenancy, any live application will be cancelled. The person will be able to reapply to

month prior to being released.			go on the housing register on release from prison

4.2 Band Two: These applicants have been awarded Band 2 through an assessment process as having some form of priority status. Offers are made in date order in Band 2.

In certain circumstances properties may not necessary be allocated in date order but be considered against pressing need and waiting time, such as adaptations within a property, associated risks and where the assessment recommends specific streets, or where a Band Two application has been waiting for a long period due to being restricted to certain areas due to support needs. For example, a property is advertised in August 2013 and a Band One applicant is at the top of the shortlist dated 24/7/2013 but the applicant in Band Two has a date of 19/8/2010 and the property meets their needs due to being close to support needs.

Applicants are entitled to 2 offers of accommodation on the Housing Register; if these are refused then the application will be cancelled. Where a property is accepted the application will be cancelled.

Re homeless households - The homelessness team will check available properties. If a suitable property becomes available a bid will be made on behalf of the applicant. If a suitable property becomes available a bid will be made on behalf of the applicant. If a suitable property is offered to the applicant and either accepted or refused the homelessness duty will be discharged.

Band 2	Status awarded by:	Details	Comments
Relief Duty Accepted	Homeless Officer	Priority Need / Non-Priority Need With a local connection	One offer in Band 2 time limited to 28 days This can be extended by the Officer if a suitable property does not become available.

		<p>Physically Homeless exploring all other housing options</p> <p>Discharge of duty can be through a suitable private rented sector offer.</p> <p>Triage Full Investigation Homeless Assessment Personal Housing Plan</p>	<p>If a suitable offer is accepted or refused, then the homelessness duty will be discharged. If the property is refused the application will move to band 3 with one offer of Council Housing remaining.</p>
Prevention Duty Accepted	Homeless Officer	<p>Priority Need / Non-Priority Need</p> <p>With a local connection</p> <p>Threatened with Homelessness in Priority Need exploring all other housing options</p> <p>Discharge of duty can be through a suitable private rented sector offer.</p> <p>Triage Full Investigation Homeless Assessment Personal Housing Plan</p>	<p>One offer in Band 2 time limited to 28 days However, this can be extended by the Officer if a suitable property does not become available.</p> <p>If a suitable offer is accepted or refused, then the homelessness duty will be discharged. If the property is refused the application will move to band 3 with one offer of Council Housing remaining.</p>
Homes Subject to	Strategic Housing	Homes subject to Demolition	Prohibition Orders Make requests in Key

Repair, Renewal, Demolition or Prohibition Order,	Development Team, Environmental Health Cabinet Member	or Prohibition Orders, whose property has been approved for demolition/clearance and where major works are required to a customer's property making it inhabitable. To be awarded Band 2 from the date of the Cabinet Member decision	Choices- 2 offers Regeneration makes requests in Key Choices - 2 offers. A Relocation Package will be offered to those affected by regeneration work
Medical Needs	Housing Advice and Assessment Team	Physical and Mental Health where current property no longer meets their needs.	2 offers and time limited to 28 days Confirmation of the support to be obtained by Social Care Assessment (if one undertaken by Adult Services) Distance to provide care and family commitments will be considered The medical team have the right not to offer a property if it doesn't meet the applicant's medical needs. Homeowners and applicants with savings over £16,000 will be considered on a case by case basis, e.g. where the applicant cannot access alternative housing options which meet their medical need. Former Members of the Armed Forces or Former Members of the Reserve Forces with assessed medical needs that have left the service over 5 years ago.
Current Rotherham Housing Association or Rotherham Council tenants who need to move for work related	Housing Advice and Assessment Team	Evidence of job offer required. The length of the employment contract must be intended to be at least 12 months,	Consider whether failure to move would result in the loss of an opportunity to improve their employment, for example a better job or promotion or an apprenticeship.

<p>reasons and where failure to move closer to work would cause hardship</p>		<p>voluntary and ancillary work is excluded. (Ancillary work means work that is occasional in an area, but the main place of work is in a different area)</p> <p>The travel distance and time taken to travel from home to work will be considered.</p> <p>The cost and availability of transport</p> <p>Medical conditions and childcare will be considered</p>	<p>If the applicant has had a previous application cancelled, then they will NOT be required to wait the 2-year waiting period.</p> <p>2 offers</p>
<p>Households who are in low paid work or attending college or university who cannot afford to access or maintain housing options such as home ownership or private rented</p>	<p>Housing Advice and Assessment Team</p>	<p>Dated from the date the applicant notifies the Council to advise of their circumstances.</p>	<p>2 offers</p> <p>Affordability check with Money Advice to be undertaken and the Council has the right not to offer a tenancy if the applicant cannot afford to take it on.</p> <p>To assist households who are struggling to manage private rented or homeownership due to affordability</p>
<p>Victims of Domestic Abuse not subject to a MARAC</p>	<p>Homelessness Team Rotherham Women's Refuge Domestic Abuse Coordinator (RMBC)</p>	<p>Victim supported by Women's Refuge, or Domestic Abuse Officer (SY Police)</p>	<p>2 Offers</p>

Statutorily Overcrowded	Environmental Health	Statutorily Overcrowded, and the household requires larger housing	2 offers No time Limit due to lack of stock of 4 bedrooms.
Households who are under occupying a Council or Housing Association Tenancy.	Housing Advice and Assessment Team	Households who are under occupying by at least one bedroom. Giving up a house to a bungalow or flat with the same amount of bedrooms The downsizing category of Band 2 is awarded 12 months before the expiry date of a fixed term tenancy.	Assessment of size of property in relation to occupants. Subject to bedroom tax Preference for bungalows will only be given to those applicants who are age eligible or have an assessed need. Behaviour and conduct of previous and current tenancy's will be considered when assessing for bungalows Affordability checks required DHP referrals Money Advice Referral

4.3 Band 3 Households in the Band 3 will be entitled to 2 offers of accommodation. If these are refused the application will be cancelled. Where a property is accepted the application will be cancelled.

Band 3	Status awarded by	Details	Comments
Homeless under investigation	Homelessness Team	Priority Need and Non-Priority Need	All other housing options to be explored
Homeless households who refuse a suitable/affordable offer of Council, RSL or Private Rented Sector Offer, and the homelessness duty have ended.	Homelessness team	Priority Need and Non-Priority Need	Homeless Households are entitled to 1 offer before the homelessness duty is discharged. Following refusal in Band 1 or 2, the application is moved to this band 3, and will have 1 remaining offer on the housing register. Once the applicant refuses 2 offers in total their Housing Register application is cancelled. No bids in the last 12 months the application will be cancelled
Households that have been moved from Band 1 having refused an offer (Council Tenants will be moved from Band 1 to the Transfer Band)	Housing Advice and Assessment Team		These include applications that: were time limited to 3 months in Band 1 and no bids were made within this time refused 1 offer in band 1 Note that if the applicant has already had 2 offers in total and these have been refused the application will be cancelled.
Households who are not employed or attending college and lack amenities or where the applicant cannot afford to access or maintain the rent or mortgage or where	Housing Advice and Assessment Team	<ul style="list-style-type: none"> Private tenants with lack of amenities (no hot/cold running water, inside toilet bath/shower, wash hand basin) or have shared facilities Households who cannot access or afford to maintain 	Offers. Coded and dated on receipt or to the date of notification of circumstances

their current housing is unsuitable for their individual circumstances		rent payments will have an affordability check and an analysis of income and expenditure to determine affordability	
Families forced to live apart.	Housing Advice and Assessment Team	Couples or family and the accommodation is not large enough or appropriate for the family to live together	2 Offers. Dated to the date the applicant informs the authority of the change of circumstances
Mobile caravans or boats with no static amenities	Housing Advice and Assessment Team	Mobile caravans or boats with no static amenities	2 Offers.
Overcrowded as defined by the bedroom space standard	Assessment made by Environmental Health	Locally Overcrowded Children of the opposite sex who share a bedroom and one has reached their 10 th birthday	2 Offers. Dated to the date the applicant informs the authority of the change of circumstances
Renting unsuitable Council or Housing Association accommodation in Rotherham for applicants with dependants under the age of 21. This includes a flat or a bedsit at all floor levels.	Housing Advice & Assessment Team	Council & Housing Association flats in Rotherham Households with dependants under the age of 21	2 Offers. Dated to the date the applicant informs the authority of the change of circumstances

If an applicant with children chooses to accept a Council or Housing Association tenancy which is a flat	Housing Advice and Assessment Team	Council & Housing Association flats in Rotherham only	2 offers and restricted for houses. Applicants can apply from the date the tenancy commences if desired. Otherwise, dated to date of application.
If a homeless applicant chooses to accept a private rented property to prevent or alleviate their homelessness	Homelessness Team	All property types	2 Offers - can bid for eligible properties Applicants can apply from the date the tenancy commences if desired. Otherwise, dated to date of application.
Applicants who wish to be considered for Council or Housing Association	Housing Advice and Assessment Team Coded on receipt by the Council	Applicants with no accommodation of their own, who are living with family or friends on a permanent basis and now require re-housing	2 offers – If no bids are made within 12 months the application will be cancelled

accommodation who are living on a permanent basis with family or friends and are ready to move on			
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4.4 Band Four – Applicants who are not eligible to be placed in Band 1, 2, 3 or the Transfer Band will qualify to join this Band as long as the applicant:

- has a local connection to Rotherham
- does not have any tenancy related debt to the Council or other Landlord
- has not been evicted from a tenancy during the last 5 years
- has not got a history of anti-social behaviour in the Community for the last 2 years
- has no intention to make the property overcrowded

- Households assessed and accepted as Homeless with no Local Connection to Rotherham will be awarded Band 4

The band 4 banding will not apply to those who present as homeless in the following groups:

- Members or Former Members of the Armed Forces, this includes Former Members of the Reserve Forces where the application is made within 5 years of discharge who present as homeless
- Bereaved spouses and civil partners of members of the Armed Forces leaving service family accommodation following the death of their spouse/partner
- Relationship breakdown and divorcees of Members of the Armed Forces and Former Members of the Reserve Forces at the time of application.
- Serving or former members of the Armed Forces Former and Former Members of the Reserve Forces who need to move in urgent

circumstances because of serious injury, medical condition or disability sustained as a result of their service irrespective of when this was.

- Care Leavers who present as homeless
- Applicants who present as homeless who are fleeing violence including domestic abuse and witness protection.

If a property has been advertised and no interest has been made from any suitable applicants, then this property will be advertised as a Direct Home and offered daily to the suitable/eligible applicant in the shortlist. The shortlist will be considered at the end of each day and will be offered in date turn order to Band One, then Band Two, then Band Three and then to a Transfer application and if still no demand then Band Four will be next. The offer won't be made on a first come first served basis.

Households in this Band will be entitled to 2 offers of accommodation. If these are refused the application will be cancelled

Applicants who accept a tenancy including a Direct Home will have their application cancelled.

4.5 Transfer Band - Council or Housing Association Tenants in the Transfer Band will be entitled to 2 offers of accommodation. If these are refused the application will be cancelled.

Tenants not in housing need who do not wish to move will be asked to reapply when they are ready to move.

Current Council or Housing Association tenants who live outside Rotherham and are seeking to transfer to Rotherham to take up a job offer of long-term work and need to move to avoid hardship will be placed in this Band. (1% of lettings will be considered for this group of applicants and 9% for Rotherham tenants)

4.5 Transfer	Status awarded by	Details	Comments
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Band			
<p>Existing Council and Housing Association tenants who have been a good tenant and have had no breaches in their current tenancy conditions in the last 12 months.</p> <p>Council or Housing Association tenants that have been moved from Band 1</p> <p>Current Council or Housing Association tenants who live outside Rotherham and are seeking to transfer to Rotherham to take up a job offer of long-term work and need to move to avoid hardship. (1% of lettings will be considered for</p>	<p>The Council's Area Housing Officers or relevant Housing Association to confirm eligibility of the tenant before the application is registered.</p>	<p>The tenant's current property and garden must be in good clean and tidy condition, with no unauthorised repairs.</p> <p>Breaches in tenancy conditions are defined in the Tenancy Agreement and includes rent arrears and reports of any anti-social behaviour</p> <p>For current Social Tenants who live outside of Rotherham consideration will be given to whether failure to move would result in the loss of an opportunity to improve their employment, for example a better job or promotion or an apprenticeship, and there must be:</p> <p>Evidence of a job offer is</p>	<p>2 Offers.</p> <p>Tenants who are not in housing need and don't want to move now will be asked to reapply when they are ready to move.</p> <p>Tenants will be able to bid for another home in accordance with the size of their household and bedroom need table section.3.4</p>

<p>this group of applicants)</p>		<p>required.</p> <p>The length of the employment contract must be intended to be at least 12 months, voluntary and ancillary work is excluded. (Ancillary work means work that is occasional in an area, but the main place of work is in a different area)</p> <p>For those moving within the South Yorkshire Region, the travel distance and time taken to travel from home to work will be considered.</p> <p>The cost and availability of transport</p> <p>Medical conditions and childcare will be considered</p> <p>Tenants with tenancy related debt that has accrued in the last 2 years must comply with the Allocation Policy debt rules.</p>	
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5. Housing Management Lettings

There are certain circumstances when vacant properties may not be advertised in the “Key Choices” letting scheme, and on some occasions, properties may have been advertised but the accommodation is required for a Management Letting for Rotherham residents.

These will normally apply to the following situations where the Council and its partner landlords may need to use vacant properties for specific management purposes in urgent circumstances. Some of the reasons include:

- Emergency re-housing, for example accommodation maybe required following fire, flood, or another major incident in Rotherham
- Witness protection scheme – this includes cross boundaries
- Safeguarding Rotherham Adults or Children
- Housing for those leaving foster care or ensuring foster placements are available for Rotherham residents
- Individuals re-housed through Multi Agency Public Protection Panel
- Customers who are in hospital and are well enough to return home, but their current home in Rotherham is not suitable for their needs; this is known as Bed Blocking and has direct financial consequences to the authority
- Customers who live in Rotherham are experiencing violence and need to move to ensure their safety
- Provision of homeless temporary accommodation
- Other exceptional housing management reasons assessed by the Housing Assessment Panel, Risk Management Panel or Cabinet Member Report
- Other Exceptional urgent housing management reasons.

In extreme urgent circumstances where cases require an immediate decision, the Director of Housing and Neighbourhood Services or the Head of Housing Options will consider the evidence including in a case and update the Housing Assessment Panel at the next meeting.

6. Furnished Homes

Applicants who have been offered a Council tenancy can choose to have a furniture package. Their application will be cancelled on taking a furnished home. A furnished charge is added to the rent account. It is advisable to check that furnished items are affordable. If claiming housing costs applicants will be advised to check with Department for Work and Pensions that the charge will be covered. The furniture charge is fully covered by Housing Benefit regulations for people on low incomes who would normally qualify.

There are different types of furnished packages to rent, which vary in cost.

7. Announcement of the Allocation Outcome

To ensure that all Allocations are transparent the results will be published on the internet on the Key Choices website and made available at all Customer Service Centres and at Key Choices. The General feedback will include the details of:

- The type of property, locality and advertised group
- Total number of requests received for the property.
- Registration Date and category of successful applicant.

8. List of Housing**Associations**

**Anchor Housing
Association
2 Godwin Street
Bradford
BD1 2ST**

Tel: 0800 731 2020

**Together Housing
Association Ltd
2 Carbrook Street
Carbrook
SHEFFIELD
S9 2JE**

Tel: 0300 555 5558

**Riverside
3 Barley Close
Worsbrough
Barnsley**

**Tel: 01226 321211
0345 111 0000**

**Equity Housing Group
Weavers Court
51 Unwin Street
Penistone
S36 6eh**

**Tel: 0300 123 4460
01226 370440**

**Habinteg Housing
Association
2 Dukes Pl,
Herringthorpe,
Rotherham S65 3BG**

Tel: 01709 368663

**Housing 21
Tricorn House
51-53 Hagley Road
Birmingham
B16 8TP**

Tel: 0303 123 1622

**Johnnie Johnson
Housing Trust Ltd
Vulcan House, 58
Doncaster Rd,
Rotherham S65 2BU**

Tel: 01709 375893

**Guinness Partnership
20 Westfield Terrace,
Sheffield City Centre,
Sheffield S1 4GH**

Tel: 0845 605 9000

**Sanctuary Housing
Association
36 Beck Rd, Sheffield
S5 0GB**

Tel: 0800 131 3348

**Sadeh Lok Housing
Association
Trafford House
11 Halifax Road
HUDDSFIELD
HD3 3AN**

Tel: 01484 435715

**Salvation Army
Housing
53-55 Victoria Square,
Bolton BL1 1RZ**

Tel: 0800 970 6363

**Yorkshire Metropolitan
Housing Association
300 Barrow Rd,
Sheffield S9 1JQ**

Tel: 0114 2564200

**South Yorkshire
Housing Association,
152 Rockingham
Street, Sheffield, S1
4EB**

Tel: 01142 900 200

**ROTHERHAM METROPOLITAN
BOROUGH COUNCIL'S
STRATEGIC TENANCY POLICY,
2021 - 2026**

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1 INTRODUCTION

Rotherham Metropolitan Borough Council (RMBC) is committed to improving access to suitable accommodation. The Council tries to make the best use of its housing stock and ensure that vulnerable tenants live in suitable accommodation. This Strategic Tenancy Policy sets out how the Council will continue to achieve these outcomes.

There are significant changes taking place in social housing policy and this document underpins the basis for the changes which the Council will implement and gives guidance to registered provider partners who are active in the borough.

This Tenancy Strategy has been drawn up in consultation with our registered provider partners, stakeholder organisations, elected members, tenants and residents and community groups.

2 BACKGROUND

Government has introduced a series of changes to the way in which affordable housing is managed in England, in legislation such as the Localism Act, and more recently, the Housing White Paper; a Charter for social housing residents. This included measures which allow registered providers (including local authorities and registered social landlords) increased flexibility in the way they allocate and provide tenancies.

This document sets out Rotherham Metropolitan Borough Council's position in relation to its housing tenancy agreements, and guidance to which registered provider partners should have 'due regard', in relation to:

- The types of tenancies granted across the Borough
- The length of fixed term tenancies, when used
- Circumstances under which a further fixed term tenancy will be issued
- Circumstances under which a permanent secure tenancy will be issued at the end of a fixed term tenancy
- The impact fixed term tenancies will have on mutual exchange

The majority of tenancies issued by social landlords are either assured tenancies, issued by registered social landlords, or periodic (also known as lifetime) tenancies, issued by local authorities. Provided that the tenancy conditions are met, these two types of tenancy provide long term security of tenure to social housing tenants. Nonetheless, tenants' households change over time and the immediate need which informed the original allocation of a property may not be relevant in the future.

This tenancy strategy has been written in a way to ensure that it is flexible enough to meet the challenge of making the best use of valuable council housing whilst continuing to support sustainable communities.

3 STRATEGIC CONTEXT

3.1 National

The Government has introduced several changes to social housing regulation as a means of addressing perceived failings in the housing system. Such perceived failings include:

- Scarce social housing not being used as effectively as it could be
- The difficulty which low income households have in accessing housing
- Lack of flexibility compared to the private rented sector in terms of mobility

Reforms introduced to address these concerns include giving local authority landlords:

- the ability to apply locally determined criteria to their housing registers, and
- the option of issuing fixed term tenancies.

3.2 Local

Rotherham's Strategic Tenancy Policy has been developed within the context of the Borough Council's overarching strategic objectives for housing, as set out in:

- Rotherham's Neighbourhood Strategy, 2018 – 2025
 - o People from different backgrounds have the chance to interact
 - o Vulnerable people are protected
- Rotherham's Housing Strategy, 2019 - 2022:
 - o Theme three - Improving Health.
Improving people's health, wellbeing and independence through housing

4 HOUSING IN ROTHERHAM

The Council owns and manages a housing stock of 20,230 of which 40% are 3 bed roomed houses.

	Bungalows	Bedsits	Flats	Houses	Maisonettes
Total	4771	75	5031	10136	217
%	23.58%	0.37%	24.87%	50.10%	1.07%

There are currently 6,802 people on the Housing Register in Rotherham. The register includes people already in council housing wishing to move as well as new applicants.

Applicants to the Housing Register are assigned one of four categories

depending on their housing need.

Table: waiting list by band;

Band	Transfer	Band 4	Band 3	Band 2	Band 1
No.	1,028	1,833	2,058	1,631	255
% of waiting list	15%	27%	30%	24%	4%

*data correct as of 2020

5 THE USE OF FIXED TERM/FLEXIBLE TENANCIES

Supporting sustainable neighbourhoods is a key priority for Rotherham. It is believed that large scale use of fixed term tenancies would promote transience and undermine neighbourhood sustainability. For this reason, the widespread use of fixed term tenancies would not be welcome in Rotherham, either for council properties, or for properties owned by Rotherham's registered provider partners.

RMBC understands there may be a small number of specific instances when a fixed term tenancy could be an appropriate tool with which to manage housing more effectively and alleviate some of the pressure on the stock of Rotherham's social housing. Should a registered provider decide to issue fixed term tenancies, it is anticipated that RMBC is notified of the reasoning, length of term and number of properties to which the decision relates.

5.1 The types of tenancies granted by RMBC

This Council favours the use of periodic (lifetime) or 'long term' tenancies and currently issues 4 types of tenancy agreement;

- a) 12 month introductory tenancies to new housing tenants
- b) Periodic, lifetime tenancies to existing tenants who:
 - transfer/downsize, and
 - who have satisfactorily seen out the period of their introductory tenancy without incident or breach of tenancy conditions
- c) Demoted tenancies which are created when court makes a demotion order against a tenant with a fixed term or periodic tenancy agreement; demoted tenancies are used to manage antisocial behaviour and offer similar rights to an introductory tenancy
- d) Fixed term tenancies, sometimes referred to as flexible tenancies, to new tenants of larger family homes, with 4 or more bedrooms (introduced in 2013)
- e) Fixed term tenancies, to new tenants of adapted homes which meet a specific need (introduced in 2021)

Tenants' situations change over time and households may not continue to need a Council house but choose to remain in their existing home for a variety of reasons (low rent, satisfaction with landlord, security and

other related benefits, such as Right to Buy).

Fixed term tenancies help ensure people move to a suitable property when they no longer require a larger or adapted council house, freeing up suitable properties to enable the Council to continue to meet the needs of overcrowded families and families with a disabled household member, in priority need.

New RMBC tenants are initially issued with the standard, one year introductory tenancy which automatically becomes a fixed term tenancy agreement, unless RMBC has taken action to extend or end the introductory tenancy. Fixed term tenancies were introduced to reduce the number of larger, family homes which were occupied by just one tenant and help the Council to rehouse a number of families in the Borough who were statutorily overcrowded.

5.2 Extending the use of fixed term tenancies to tenants of adapted properties

Existing housing legislation already provides for social housing providers to rehouse tenants who live in adapted properties if the household no longer needs the adaptations. It is understood that this legislation is not used by the Council as moving a family from their home when they may have recently lost the member of the household for whom the adaptations were needed, is at odds with the Council acting as a responsible and compassionate landlord.

However, the Council does not wish to see adapted properties occupied by able-bodied households when there are a number of families who are known to Council, and desperately need specialised, adapted accommodation.

The introduction of fixed term tenancies to new tenants of adapted properties will ensure that tenants understand, from the outset of their tenancy, that the adapted property will remain their home while the adaptations are needed. Should the time come when the adaptations are no longer needed, the household will be given priority to bid for suitable accommodation for which they will be issued a periodic (lifetime) tenancy.

5.3 The issuing of fixed term tenancies

The fixed term tenancy offer is explicit in the advertisement for the property so applicants are aware of the fixed term nature of the tenancy prior to bidding. Applicants perceive this as a reasonable and fair approach..

- The length of the fixed term tenancies issued to new tenants of larger family homes is determined by the age of the youngest members of the household, with the intention of supporting families until the youngest members of the household reach the age of 21. (For example, a family whose youngest household

member is 5 years old would be issued with a tenancy which would expire when that young person reaches 21 years of age; therefore, a 16 year fixed term tenancy would be issued.)

In the event that a household with children over the age of 21 years secure a 4+ bed roomed property, the assumption that the household size is likely to decrease over time remains, therefore the household would be issued a 3 year, fixed term tenancy. This is reviewed in accordance with 5.4, below.

- The length of fixed term tenancies issued to households with a disabled family member will be 5 years. To avoid growing the Council's administrative burden, tenancy reviews will align with Tenancy Verification visits. As with the tenancies for larger family homes, there will be three options at the point of review – the tenancy will cease, the tenancy will be renewed or the household will be issued a periodic tenancy for an alternative property which better suits the household's needs.

5.4 Granting a further tenancy

Twelve months before the fixed term tenancy is due to expire, a review is be carried out to determine the household's future housing need;

- a) If younger members of the household have secured alternative accommodation or if the household no longer requires an adapted property the fixed term tenancy ceases and the tenants will be offered a periodic tenancy for a property which better suits the needs and size of the household
- b) **Fixed term tenancies issued to families in larger family homes.** If the household remains unchanged tenants are offered another, shorter, fixed term tenancy (3 years).
- c) **Fixed term tenancies issued to families with a disabled household member.** If the household remains unchanged the tenants will be offered another fixed term tenancy for five years. If the household does not qualify for tenancy renewal and does not wish to move to a more suitable property, notices will be served, the fixed term tenancy will end and the family will find alternative accommodation independently.

5.5 Mutual Exchanges

Mutual exchanges involving a tenant, who has a fixed term tenancy agreement, operate differently from exchanges between tenants who both hold periodic tenancy agreements.

Ordinarily, where there is a mutual exchange of properties, the tenancy issued remains with each property and is 'inherited' by the new occupant. In the case of a tenant with a periodic tenancy exchanging with a tenant of a fixed term tenancy, both parties will be issued with a periodic tenancy, assuming both sets of tenants meet

the Council's qualification criteria.

Mutual Exchanges are processed in accordance with the legislative changes relating to the Localism Act, 2011.

6 APPEAL AND MONITORING

6.1 Appeals

The Government introduced a procedure to review decisions relating to fixed term tenancies. There are only two circumstances in which a review can take place;

- a) An application can be made asking for a review of the length of tenancy offered but only if it does not comply with the Council's tenancy policy, or
- b) An application is made for a review if, at the end of the fixed term tenancy, the Council refuses to grant a further tenancy

Full details of the review process is given to tenants when they are served with a notice granting, or ending, their fixed term tenancy.

6.2 Monitoring

The Council is committed to monitoring the impact of the use of fixed term tenancies. In conjunction with the affected household, the Council will seek to understand:

- Whether the fixed term tenancy has affected commitment to the area
- The Council's ability to offer periodic tenancies when the fixed term tenancy expires
- The outcome of the review and tenants' satisfaction with process
- Detrimental impact on groups with protected characteristics (via Equalities Impact Assessment)

As at January 2021 none of the 73 fixed term tenancies issued have come to an end so the review process has not been tested. By 2030, 19 of those tenancies will have been reviewed.

Monitoring information will be shared at Senior Management Team in 2030 when an adequate number of reviews will have taken place to give a reasonable picture of the impact and outcomes of issuing fixed term tenancies.

7 EQUALITIES

An Equality Impact Assessment has been completed as part of the Allocations Policy Review.

8 CONSULTATION

Consultation has taken place in 2021 as part of a wider review of the Councils Allocation Policy.

PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Amendments to the Housing Allocation Policy and Strategic Tenancy Policy	
Directorate: Adult Care, Housing and Public Health	Service area: Housing Options
Lead person: Sandra Wardle	Contact number: 07786335840
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
	<input type="checkbox"/> Other
If other, please specify	

2. Please provide a brief description of what you are screening
<p>Revision to the Housing Allocation Policy.</p> <p>This is a screening of the use of the Council's Housing Allocation Policy had been in place since 29 October 2014. There have been various revisions to the policy and the latest was in September 2019 which embedded the requirements of the Homelessness Reduction Act. The purpose of this briefing note is to make further</p>

recommendations which aim to consider lessons learned over the past 12 months.

3. Relevance to equality and diversity

All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

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

If you have answered no to all the questions above, please explain the reason

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

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

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be

considered within your proposals before decisions are made.

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

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

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

The Council is required to allocate Social Housing according to a published Allocations Policy which has been drawn up according to the Housing Act 1996, Part VI and Part VII as amended by the Homelessness Act 2002, the Homelessness Reduction Act 2017 and the Localism Act 2011. The Council's Allocation Policy focuses on helping people in greatest housing need to gain access to suitable and appropriate accommodation.

The Housing Act, 1996, the Homeless Act 2002, Localism Act and Homeless Reduction Act 2018 require that reasonable preference be given to:

- people who are homeless (within the meaning of Housing Act 1996 Part VII).
- people who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3).
- people occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- people who need to move on medical or welfare grounds (including any grounds relating to a disability)
- people who need to move to a locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).

In addition, Rotherham's Allocation Policy gives preference to:

- Customers unable to return home from hospital, as their current property does not meet their medical needs and temporary accommodation would be inappropriate or they require immediate rehousing preventing an admission to hospital or institution.
- Ex Service Personnel and their families who are leaving the Armed Forces and Former Members of the Reserve Forces (or who have left in the past 5 years) and have no accommodation to return to.
- Customers leaving temporary or supported accommodation schemes
- Households that are subject to adult or child safeguarding issues
- Households who need to move to an area in the district to avoid hardship to themselves or others. This includes those who give or receive care or need to access specialist treatment. In these circumstances an established medical need must be demonstrated such as mental illness or disorder, physical or learning disability, or progressive medical condition.
- RSL and Council Tenants that wish to move to a smaller property that they are under occupying

There are 15 proposed revisions to the Allocation Policy. Benchmarking has been undertaken within the Subregion. The proposed amendments will ensure that the policy is brought in line with the subregion, assists with homelessness assessments, it meets changing demand and that households are considered for the most appropriate type of property.

Extensive consultation has been held with partners including Shiloh, Crisis UK and will also take place with Rotherham Federation, the Quality Standards and Challenge Group and at the Strategic Housing Forum with Housing providers.

It is recognised that elected members will want to engage in the way properties are allocated therefore any changes have been considered by Improving Places Select Commission Working review group on 8 January 2021. OSMB will formally receive the report on 10 February 2021.

If the proposals are agreed, the Housing Allocation Policy and Summary Guide will be updated to reflect the changes.

If the recommendations are approved, existing tenants will also be informed of the policy changes through articles published in "Home Matters" which is the Council's Tenants' Newsletter.

Timeline of consultation:

Stakeholders	Date
Providers /Service Users	2 meetings held in July 2020
Quality Standards and Challenge Group	23 September 2020
Officers	September/October 2020
Rotherham Federation	28 September 2020
Applicants and Tenants	October and November 2020
Strategic Housing Forum - providers	1 December 2020
Improving Places Review Group	8 January 2021
Cabinet	15 February 2021

If the proposed recommendations are approved the policy will be adopted 28 days from the date of approval. The changes will be communicated to customers via an easy read version of the Policy. The Council's Housing Allocation Policy will also be formally amended to reflect the changes and the new version published on the website.

- **Key findings**

Rotherham MBC has a responsibility to serve the needs and promote the interests of all who live or work in the Borough, or who use its services. The Council's Corporate Equalities Strategy works towards developing services, facilities and working practices, which are equally accessible to and appropriate for all its customers, irrespective of their

gender, age, race, sexuality, disability, or income.

The Allocation Policy is intended to improve community cohesion and will increase opportunities for applicants to move between neighbourhoods and communities.

The proposed revisions positively impact those most with a housing need including children, care leavers and homeless households. I have detailed some of the proposed revisions to demonstrate how the revisions will benefit the residents of Rotherham with a housing need.

Changes to ensure that children are considered for appropriate homes.

- The current policy states that in respect of relationship breakdown, where there is an agreement for shared care (50/50), both applicants would be excluded from accessing houses and would be eligible for flats only, meaning that children in those circumstances are missing out on enjoying outdoor space within each parental home. The recommendation is that where care is 50/50 both parent or carers would be entitled to houses.
- Families with children under the age of 12 who live in an upper floor flat are eligible for Band 3, this is an enhancement from the Transfer Band. The recommendation is to remove the age limit and state a dependent child under the age of 21 is eligible to live in flats with the tenant, which aligns with Children's and Young people's Care arrangement age.

Changes to ensure local homeless people are given greater preference

- Homeless households are exempt from the Local Connection criteria. This means that local people who become homeless are receiving the same priority Band 1 and 2 as applicants whose last settled address was outside of the Borough. The recommendation is to award less priority (Band 4) to homeless applicants with no local connection (Existing applications will retain their banding). This is also inline sub regionally.

Changes to reduce the number of categories in Band 1

- Benchmarking has been completed with other local authorities sub regionally. Rotherham currently has 17 Band 1 categories. This is more than double other LA's. In reducing this number, it will give priority to those most in housing need. The recommendations will reduce the Band 1 categories to 6 which would be more in line with the Council's neighbouring towns.

Changes to amend time limits

- Where applicants are placed in supported accommodation, current policy awards a Band 2 status, Band 1 can be applied after 6 months. The recommendation is that those in supported accommodation be awarded a Band 1 status when deemed ready to live independently, irrespective of time. Not only does this free up supported and temporary accommodation when not required, it also provides applicants with move on options to secure permanent accommodation.
- Our current policy awards Band 2 for Looked after Children who are ready to live independently. The Leaving Care Team faces similar pressures for

accommodation placements. Where a young person is placed out of the authority and ready to live independently this has a significant impact on the cost to the Council and of equal importance to the cost is the family and community connections for the young person. Having to wait for the 6 monthly threshold creates blockages in supported and temporary accommodation and budget pressures for Children and Young People' Services.

- Band 1 status is time limited to 28 days. This time limit is not realistic as properties do not usually become available within this very short period. The limit causes anxiety to applicants when they receive their Band 1 award letter. Often applicants will contact the team for reassurance that they will not lose their band one status if they are not re-housed within 28 days. Barnsley have a timescale of 3 months and the proposal is to adopt this approach. The Housing Advice Team will then conduct a review of Band 1 awards every 3 months, which reduces anxiety and reduces administration of the Housing Register.

Changes to stop repeat homelessness

- Transitioning from life on the streets into accommodation often results in failure. Many homeless people can find themselves in a never-ending cycle of repeat homelessness. The Allocation Policy criteria can exclude applicants from joining the housing register (e.g. previous evictions, rent arrears over £800). The proposal is for applicants who engage and meet a set criterion to be considered by Housing Assessment Panel for a 2nd chance to re-join the housing register.

Changes to assist with homelessness assessments

- The current policy awards Band 1 for applications owed a Main Duty and Relief Duty (assessed as priority need). The proposed revision is to place Relief Duty into a Band 2 category. In moving Relief Duty to Band 2, this will give the Homelessness Team time to work with the applicant to consider all housing options. A decision can also be made regarding intentionality at the end of the relief duty. This recommendation will also place Rotherham inline with other local authorities subrationally.

• Actions

- Extensive consultation has been undertaken, and meetings have already been held with partners including Shiloh, Crisis UK, Rotherham Federation, the Quality Standards and Challenge Group and at the Strategic Housing Forum with Housing providers.
- Review this equalities analysis annually

Date to scope and plan your Equality Analysis:	2/10/2020
Date to complete your Equality Analysis:	24/12/2020
Lead person for your Equality Analysis (Include name and job title):	Sandra Wardle Housing Advice & Assessment Manager

5. Governance, ownership and approval

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

Name	Job title	Date
Sandra Tolley	Head of Housing Options	11/1/2021

6. Publishing

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

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

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

Date screening completed	11/1/2021
Report title and date	Revisions to the Housing Allocation Policy
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	15 February 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

PART B – Equality Analysis Form

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

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
Equality Analysis title: Amendments to the Housing Allocation Policy and Strategic Tenancy Policy	
Date of Equality Analysis (EA): 11/1/2021	
Directorate: Adult Care, Housing and Public Health	Service area: Housing Options
Lead person: Sandra Wardle	Contact number: 07786335840
Is this a: <input checked="" type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other If other, please specify	

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

Name	Organisation	Role (eg service user, managers, service specialist)
Sandra Tolley	Rotherham Council	Head of Housing Options
Sandra Wardle	Rotherham Council	Housing Advice & Assessment Manager
Carol Wordsworth	Rotherham Council	Housing Advice Coordinator
Wendy Swallow	Rotherham Council	Housing Assessment Coordinator

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, other groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

This Equality Analysis has been produced in support of an upcoming Cabinet report proposing revisions to the Housing Allocation Policy.

The Council is required to allocate Social Housing according to a published Allocations Policy which has been drawn up according to the Housing Act 1996, Part VI and Part VII as amended by the Homelessness Act 2002, the Homelessness Reduction Act 2017 and the Localism Act 2011.

The Council's Allocation Policy focuses on helping people in greatest housing need to gain access to suitable and appropriate accommodation. The proposed amendments will ensure that the policy is brought in line with the subregion, assists with homelessness assessments and responds to changing demand, so that households are considered for the most appropriate type of property.

All council homes are let in accordance with the Housing Allocation Policy, this will ensure homes are allocated fairly and that no groups with protected characteristics are disadvantaged.

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

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

As of 31/12/2020 there are 6802 applications on the Housing Register. The number of applications in each band is broken down as follows:

- Band 1 = 255
- Band 2 = 1631
- Band 3 = 2058
- Band 4 = 1833

- Transfer = 1028

The ethnicity is:

Any other ethnic group	84
Any other white background	232
Asian - any other	93
Asian - Indian	9
Asian - Pakistani	195
Black African	98
Black any other	30
Black Caribbean	10
Chinese	7
Irish	14
Mixed other	28
Mixed white and black African	10
Mixed white and black Asian	13
Mixed white and black Caribbean	21
not stated	100
Welsh/English/Scottish/Northern Irish	5858
	6802

In April 2018, the Homelessness team's case load was 132 cases, this has increased to 419 by 25 September 2020. The number of new homeless applications made between 1 April 2020 and 30 September 2020 was 692.

- (84.2% are White British and 12.5% Black or Minority Ethnic (BME) background.
- The number of new cases with dependent children are 212 (25.8%)
- Number of new homeless cases for support whose primary applicant was aged;
 - 16-24 = 184
 - 25-40 = 422
 - 41-64 = 199
 - 65+ = 14
 - Age not recorded = 3

The policy review considered demographic information, supply and demand for properties. An assessment of waiting time to be rehoused was undertaken for those households with a medical need and for those who are homeless.

There are 900 applicants with a medical Priority band 2 of these 627 require a ground floor property, 609 are eligible for a bungalow and 197 are families who require an adapted property.

The average time spent in temporary accommodation before they are moved on into permanent solutions

Time spent in temporary accommodation.	Number of
--	-----------

	cases
Less 56 days	35
56-84 days	13
Over 84 days	21
Over 168 days	14

There is no statutory maximum for how long people should be in temp. Unfortunately, the time spent in temporary accommodation has hit a critical trigger with 21 cases over 84 days and 14 cases over 168 days. This is due to the lack of move on options during the pandemic and the complex needs of the customers.

The lack of 'move on' options has been due to several factors including:

- The private sector being unwilling to accept households in receipt of benefit.
- The pipeline of properties has reduced, in the private sector due to private renters receiving greater protection evictions. During the pandemic, the government took action to protect tenants and landlords, these measures did not allow the market to operate
- The complex needs of those accommodated, many are not eligible to join the housing register due to previous behaviour. Those who are eligible are subject to a robust assessment by the Area Teams to ensure the letting is suitable and sustainable.
- Housing Association lettings were also put on hold up to June 2020

Between 23rd March 2020 and 1st June 2020 lettings have only been made to those facing homelessness and those ready to move on from their temporary emergency accommodation. This impacted on the availability of accommodation as general transfers were put on hold, thereby there were fewer empty properties to move into.

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

None identified following wider discussion with colleagues, and the Council is mindful to ensure that future changes to the Housing Allocation Policy meet the needs of those with identified protected characteristics.

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

Weekly monitoring of demand and supply of accommodation is provided to the Cabinet Member for Housing, Assistant Director of Housing, and the Senior Leadership Team.

The monitoring arrangements identified that there was an increase in demand for temporary accommodation by those at risk of being street homeless. In response, the number of available units of temporary accommodation has been increased the original portfolio of temporary accommodation was 64 units and it is now 114 units. An agreement was received to temporarily increase the portfolio of temporary accommodation by a further 25 units by 1 December 2020.

<p>A temporary accommodation action plan is being developed and aligned to the Homelessness Prevention Strategy. The recommendations of the needs analysis will be implemented and inform the type of TA that will be needed to enable the Council to meet its legal duties. It will reflect the need to expand accommodation options for single people with and without complex needs to meet the new prevention and relief of homelessness duties arising out of the Homelessness Reduction Act.</p>																			
<p>Engagement undertaken with customers. (date and group(s) consulted and key findings)</p>	<p>Extensive consultation has been undertaken, meetings have been held with partners including Shiloh, Crisis UK, Rotherham Federation, the Housing Involvement Panel and at the Strategic Housing Forum with Housing providers.</p> <p>Timeline of consultation:</p> <table border="1"> <thead> <tr> <th>Stakeholders</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Providers /Service Users</td> <td>2 meetings held in July 2020</td> </tr> <tr> <td>Quality Standards and Challenge Group</td> <td>23 September 2020</td> </tr> <tr> <td>Officers</td> <td>September/October 2020</td> </tr> <tr> <td>Rotherham Federation</td> <td>28 September 2020</td> </tr> <tr> <td>Applicants and Tenants</td> <td>October and November 2020</td> </tr> <tr> <td>Strategic Housing Forum - providers</td> <td>1 December 2020</td> </tr> <tr> <td>Improving Places Review Group</td> <td>8 January 2021</td> </tr> <tr> <td>Cabinet</td> <td>15 February 2021</td> </tr> </tbody> </table> <p>If the proposed recommendations are approved the policy will be adopted 28 days from the date of approval. The changes will be communicated to customers via an easy read version of the Policy. The Council's Housing Allocation Policy will also be formally amended to reflect the changes and the new version published on the website.</p>	Stakeholders	Date	Providers /Service Users	2 meetings held in July 2020	Quality Standards and Challenge Group	23 September 2020	Officers	September/October 2020	Rotherham Federation	28 September 2020	Applicants and Tenants	October and November 2020	Strategic Housing Forum - providers	1 December 2020	Improving Places Review Group	8 January 2021	Cabinet	15 February 2021
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Cabinet	15 February 2021																		
<p>Engagement undertaken with staff (date and group(s) consulted and key findings)</p>	<p>The Cabinet Member for Housing has been engaged in the proposed revisions to the Allocation Policy from the start. A formal briefing session was held with the Cabinet Member on 21st July 2020 and 7th September 2020. Two ward members who are members of the Housing Assessment Panel were also invited.</p> <p>On 10/09/2020, all staff within Housing Options, Housing Management and Housing Income received a copy of the proposed revisions and were invited to give</p>																		

	<p>feedback. Discussions have taken place at team meetings. Feedback has been considered and captured into the amendments.</p> <p>An Improving Places Scrutiny review working group considered the report on 8 January 2020.</p> <p>Following approval, the changes to the Allocation Policy will be effectively communicated to staff and members and training will be undertaken in-house by the Housing Advice and Assessment Manager.</p>
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4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

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

The changes made to the Allocation Policy should have a positive impact on all communities. However, the impact will need to be reviewed based on specific need.

The changes will have a positive impact on homelessness by removing the 6 months threshold will help to reduce the time spent in temporary accommodation. Local homeless people will receive a higher priority than those with no local connection to Rotherham and those who have made themselves intentionally homeless will not be awarded the highest priority.

By removing the 6-month threshold will help Care Leavers to move into their own accommodation sooner.

The majority of single homeless people are male – the proposed changes support this group, and the proposed changes also support disabled people by ensuring that they receive priority to suitable accommodation. The changes also helps to free up adapted properties for those who need it most.

The changes will improve the Council’s ability to respond to the demand for accommodation from homeless households and for those people with a medical need.

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

It is not envisaged that the proposed revisions will have a detrimental impact upon any communities or groups.

The Allocation Policy changes should remove barriers to Social Housing.

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

The proposals will have a positive impact on those who are most in housing need.

These include:

- Children
- Looked after Children who are ready to live independently
- Households in temporary or supported accommodation. Removing the current 6-month rule will remove barriers from accessing permanent accommodation.
- Vulnerable applicants at risk of repeat homelessness. There is a requirement to engage in a pathway to seek a second chance.
- Those with an assessed medical need and over the age of 60 who require purpose-built properties.

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

No negative impacts have been identified/are anticipated.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Revisions to the Housing Allocation Policy
Directorate and service area: Adult Care, Housing & Public Health. Strategic Housing & Development Service
Lead Manager: Sandra Tolley
Summary of findings:
The policy itself will not have a negative or adversely affect any communities or individuals. Therefore, an action plan is not required, however the Council will continue to monitor demand on the housing register and outcomes of lettings annually.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Monitor the number of households on the housing register in each Band including the protected characteristics	All	Annual on 31/3/2021 and 31/3/2022
Consider homelessness statistics relating to the protected characteristics	All	Annual on 31/3/2021 and 31/3/2022
Monitor the impact of the policy change by analysis the number of lettings in each Band according to their protected characteristic.	ALL	Annual on 31/3/2021 and

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

6. Governance, ownership and approval

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

Name	Job title	Date
Tom Bell	Assistant Director of Housing	22/1/2021
Anne-Marie Lubanski	Strategic Director of Adult Care, Housing & Public Health	25/1/2021
Councillor Dominic Beck	Cabinet Member for Housing	25/1/2021

7. Publishing

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

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

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

Date Equality Analysis completed	11/01/21
Report title and date	Revision to the Housing Allocation Policy
Date report sent for publication	25/1/2021
Date Equality Analysis sent to Performance,	21/1/2021

Intelligence and Improvement equality@rotherham.gov.uk	
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Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 10 February 2021

Report Title

Outcomes from Working Group on Homes Allocation – 8 January 2021

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

No

Strategic Director Approving Submission of the Report

Not Applicable

Report Author

Katherine Harclerode, Governance Advisor
01709 254352 or katherine.harclerode@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

To report on the findings and recommendations of the Working Group that reviewed the proposed changes to the Homes Allocation Policy.

Recommendations

1. That the briefing be noted and the following recommendations be submitted to Cabinet for consideration:-
 - a) That the briefing be noted.
 - b) That sustained funding for staff on the temporary accommodation team be safeguarded.
 - c) That revisions to the policy be undertaken to ensure clarity and readability throughout the document, especially as regards application processes and shortlisting criteria.
 - d) That notation about prolific offenders be included in the information provided to the Housing Assessment Panel.
 - e) That quality standards regarding the proper completion of housing forms be reaffirmed to officers.
 - f) That rent arrears be added to the scrutiny work programme for 2021-22.
 - g) That single occupants of larger homes owned by the council be given the opportunity to downsize.

List of Appendices Included

None

Background Papers

In preparation for this meeting, Members reviewed a briefing on the proposed changes as well as familiarising themselves with the context of current housing allocations policies.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Improving Places Select Commission, 02 February 2021

Council Approval Required

No

Exempt from the Press and Public

No

Outcomes from Working Group on Homes Allocation – 8 January 2021

1. Background

- 1.1 The Housing Allocations Policy has been reviewed, and 15 changes to the current policy are proposed for upcoming approval by Cabinet. There is an opportunity for pre-decision scrutiny to inform the proposed changes further; therefore, the working group of the Improving Places Select Commission was formed. The goal of the working group was to ensure the changes will lead to a fair and sustainable policy.

2. Key Issues

- 2.1 Regarding support for tenants where addiction or offenders are involved, the housing team works closely with Change Grow Live (CGL), an organisation that provides advice and support regarding alcohol and drug use. Anyone who presents as homeless with drugs or alcohol in play is referred to CGL. It was suggested that prolific offenders could be noted on forms presented to the Housing Assessment Panel.
- 2.2 To provide clarification, Band 1 cannot be transferred to a different area if an applicant decides to move. However, a section 198 referral can be made when the resident has an illness and has a local connection. Otherwise, Band 1 only applies to Rotherham allocations. It is worth noting, though, that there are other options as well.
- 2.3 The presentation summarised the extent of partnership working with private landlords in terms of homelessness. A bid had been submitted for an officer who links in with private landlords. That post is not yet in place, but the service is looking to be able to build those relationships moving forward. The service has advertised for a Vacant Homes Officer, and it was affirmed that private landlords play a key role in providing affordable housing. Many residents do go into a private rental property. A good percentage of those presenting do go into private sector housing, and the team does conduct inspections to make sure those properties are fit and decent homes for the people to move into. There are a number of actions that the service takes including bringing properties back into use to help combat homelessness.
- 2.4 The possibility was discussed that the 18 single occupants of larger homes who are rent payers may be subject to the commonly known as bedroom tax. If so, it was suggested that it would be reasonable to ask these residents if they desired to move. Further analysis was offered outside the meeting regarding these properties.
- 2.5 Members requested more information around utilisation of autobidding to help reduce voids and ensure allocations are fairly decided. It was noted that 1000 applicants are currently on autobid out of the total of approximately 6000 on the housing register.
- 2.6 Regarding supply of certain adapted properties, assurances were provided that this is an area the team is currently working to expand. It was noted that there

is investment in more properties. One thing that is needed is to adapt more of the Council's existing stock. While this is not something that the housing allocations policy affects, it is worth noting that this is work that is being undertaken.

- 2.7 Clarification was provided as to the procedures where there has been a bad letting flagged as sensitive. If a new tenant is not known to the service, there is no way to know they will be a bad tenant. It then sometimes takes a long time to move them on. The service cannot discriminate on the basis of age. 50% of bungalows are allocated based on need, which usually still are allocated to elderly residents because the need has a relationship to age.
- 2.8 The role of the Housing Temporary Accommodation Strategic Board in promoting sustainability of this service was also discussed. An increase in demand for temporary accommodation had been seen based on social factors including the pandemic and based on new legislation regarding homelessness. With intensive support, people have been able to transform their lives. The team has bids out for grants, which takes a lot of time and energy to apply for, and those funds are not guaranteed. The service have more resources as a result of those efforts, but it is a bit hand to mouth, so funding could be more sustainable year to year, especially funding for staff salaries. It had been observed that valued members of the team had occasionally had to take other jobs in adjacent services to have more income security year to year. A priority of the Housing Temporary Accommodation Strategic Board going forward is to leverage other available temporary accommodation and get away from using hotels. The Board had been set up to strategically review this, with significant headway in the next two to three years. The service strive to be best in class with tackling homelessness, but it was hoped to have more sustainable funding in the future.
- 2.9 The suggestion was raised that it be added to a future work programme of IPSC to examine and ensure that rent arrears are being handled the right way.
- 2.10 Clarification was requested and provided around the Council's shortlisting process, which involves inputting of information into a system algorithm. It was suggested that this language in the document could be made clearer.
- 2.11 Members expressed desire that training about how to correctly complete the housing forms could be provided to officers who are assisting residents. Assurances were provided that the officers in the Housing Service who assist residents in completing forms are trained in proper completion of these forms. In the event that any form is not correctly completed, the form is sent back to the officer for completion. A designated member of staff delivers these trainings directly to officers.
- 2.12 Assurances were provided that feedback from the working group would be taken on board and reflected in the policy.

3. Options considered and recommended proposal

- 3.1 Rationale for the recommendations is set out in the report.

4. Consultation on proposal

4.1 This report reflects the consultation with Members in the form of pre-decision scrutiny.

5. Timetable and Accountability for Implementing this Decision

5.1 The timetable and accountability for implementing recommendations arising from this report will sit with the Cabinet and officers.

6. Financial and Procurement Advice and Implications

6.1 There are no financial implications associated with the report.

7. Legal Advice and Implications

7.1 There are no legal implications associated with the report.

8. Human Resources Advice and Implications

8.1 Implications for staffing have been set out in the body of the report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 These have been set out in the relevant portions of the report.

10. Equalities and Human Rights Advice and Implications

10.1 Members have had regard to equalities implications when considering recommendations and other matters arising from the working group.

11. Implications for Partners

11.1 These are set out in the main body of the report.

12. Risks and Mitigation

12.1 The purpose of the working group was to perform pre-decision scrutiny of proposed changes to the Homes Allocation Policy, thereby contributing to mitigating foreseeable risks associated with the Homes Allocation Policy and the associated proposed changes.

12.2 Members have been advised previously of risk assessments and mitigation plans, and these have been taken into account in their consideration of potential recommendations.

13. Accountable Officer(s)

Craig Tyler, Head of Democratic Services

*Report Author: Katherine Harclerode, Governance Advisor
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This report is published on the Council's [website](#).

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 10 February 2021

Report Title

Outcomes from Working Group on Call Centre Communications

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

No

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

To receive findings and recommendations from the working group examining call centre communications.

Recommendations

1. That the briefing be noted and the following recommendations be submitted to Cabinet for consideration:-
 - a. That the Council further promotes a digital-first route for customers to access Council services.
 - b. That regular data updates be provided to the Leader and Overview and Scrutiny Management Board on a six-monthly basis.
 - c. That the Customer Service Standards of the Council be reaffirmed to officers, in particular, in respect of written communication with customers.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Improving Places Select Commission – 08 September 2020

Background Papers

Report: [Outcomes of Scrutiny Workshop on Housing Repairs and Maintenance](#)

Council Approval Required

No

Exempt from the Press and Public
No

Outcomes from Working Group on Call Centre Communications

1. Background

- 1.1 This Working Group was convened in keeping with the recommendation agreed at the 8 September meeting of the Improving Places Select Commission. The recommendation precipitated from a Workshop on Housing Repairs and Maintenance held on 27 August 2020. The recommendation stated that the Chair of the Improving Places Select Commission would consult with the Chair of the Overview and Scrutiny Management Board and senior leadership to determine the best way to address average Housing call wait times which averaged 5 minutes, 13 seconds and abandoned calls of 37.7% for the month of August 2020.
- 1.2 Therefore, the Chair of the Overview and Scrutiny Management Board reconvened the Communications Working Group, which had completed scrutiny of work by Communications Teams as recently as November 2019. The Working Group subsequently met on 8 October 2020 to receive a detailed presentation regarding figures associated with call centre demand. Following this meeting, a further meeting was held on 16 December to view further information which Members had requested regarding additional data breakdowns.

2. Key Issues

- 2.1 **Call Centre demand:** The presentation demonstrated that wait times are directly correlated to numbers of staff at the phones. It was noted that spikes in wait times in August could be attributed to school holiday periods when the maximum numbers of staff are on leave. The presentation showed a breakdown of calls by topic, which also follows seasonal trends. The presentation further showed how Covid-19 and Lockdown had affected demand. In comparison to similar authorities with a similar population and volume of calls, Rotherham MBC is about average, which is to say the call centre is not skeletal, nor does Rotherham have among the biggest, fastest and most expensive call centres.
- 2.2 It was noted that consideration had been given to callers being notified in real time of their “position in queue” or “estimated wait time” as they are waiting on hold, but these unfortunately often give callers discouraging and inaccurate information. It was suggested that callers be briefed in messaging as to the busiest times. The ability to add relevant information instantly on live is also leveraged, especially when there are high volumes of calls requesting information related to a certain topic that may be breaking, but it is important not to encumber the process with too many unnecessary steps or options that can complicate matters for callers.
- 2.3 **Reducing wait times and abandoned calls:** It was emphasised that call wait times could decrease only with the addition of staff or with a decrease in demand. Service users may not know that they get the same response times

with online queries as they do if they ring the Council. In fact, if residents ring the council when they could also go online, the extra call volume means that people, often vulnerable individuals, who cannot go online have to wait longer. It was understood that for residents who are unable to go online, accessing services via phone remains the best avenue. The more residents choose to access services online, the shorter wait times will be for those who can only phone in.

- 2.4 **Quality Standards:** Information was also provided about how the Council handles emergency requests, observing that it can be impossible to know if an issue is really an emergency without first speaking to the caller. A discrepancy can sometimes be encountered between what the resident considers an emergency and what the service considers an emergency. Four-hour response times are the goal. Occasionally, it happens that calls do not result in outcomes; for example, a repair or service may be scheduled but not completed. It also happens that a caller may not know to whom they need to speak, in which case it takes time to ascertain what kind of request is being presented.
- 2.5 Information about training and skills development of the phone teams were also described, and it was noted that many individuals on the phone teams advance to take on other roles within the Council. Therefore, training is ongoing, even during lockdown, and considerable efforts go toward ensuring teams are briefed with the most current and thorough information. Due to complexity of Housing-related calls, it is necessary for call centre staff to be highly trained in order to answer calls related to Housing. Quality standards were described and affirmed in the presentation as well, as complaints are almost always related to situations experienced by customers rather than about the handling of their calls.

3. Timetable and Accountability for Implementing this Decision

- 3.1 The timetable and accountability for implementing recommendations arising from this report will sit with the Cabinet and officers. The Overview and Scrutiny Procedurals require the Cabinet to consider and respond to recommendations made by scrutiny within two months.

4. Financial and Procurement Advice and Implications

- 4.1 There are no Financial or procurement implications associated with this report.

5. Legal Advice and Implications

- 5.1 There are no Legal implications associated with this report.

6. Human Resources Advice and Implications

6.1 There are no Human Resources Implications Associated with this report.

7. Implications for Children and Young People and Vulnerable Adults

7.1 These have been set out in the relevant portions of the report.

8. Equalities and Human Rights Advice and Implications

8.1 Members have had regard to equalities implications when considering recommendations and other matters arising from the working group.

9. Implications for Partners

9.1 There are no implications for partners arising from this report.

10. Risks and Mitigation

10.1 Members have been advised previously of risk assessments and mitigation plans, and these have been taken into account in their consideration of potential recommendations.

11. Accountable Officer

Craig Tyler, Head of Democratic Services and Statutory Scrutiny Officer

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

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 10 February 2021

Report Title

Outcomes from Working Group – Building Use

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

No

Strategic Director Approving Submission of the Report

Not Applicable

Report Author(s)

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Ward(s) Affected

Borough-wide

Report Summary

To receive the findings and recommendations from the working group on Building Use which was established by the Overview and Scrutiny Management Board.

Recommendations

1. That the briefing be noted and the following recommendations be submitted to Cabinet for consideration:-
 - a) That the principle be agreed that the future usage of buildings be determined in accordance with the needs of services located therein.
 - b) That, prior to buildings being brought back into use by staff or the public, consultation take place with Trade Unions and staff following completion of risk assessments in respect of the building or location concerned.
 - c) That any decision to return employees to Council buildings beyond the minimal number that have been required to be present throughout the pandemic be made having regard to advice from the Corporate Health and Safety Team and Human Resources, as well as being subject to Government guidance around the safe use of Council buildings.
 - d) That Members be notified when main operational buildings are to be brought back into use, specifically the Town Hall as the civic hub of the Borough.

- e) That, having regard to the positive implications associated with virtual meetings in respect of the Council's carbon footprint, the Leader of the Council lobby the Secretary of State for Housing, Communities and Local Government to legislate for the ongoing provision of virtual meetings beyond 7 May 2021.
- f) That Asset Management and Digital Services work together to identify the necessary changes or solutions required in Riverside House and Rotherham Town Hall, as well as any changes required to equipment or software for Members and officers, to enable continued use of remote working whilst permitting physical presence in a Council building.
- g) That the Head of Democratic Services prepare guidance and training on the procedures and operation of hybrid meetings

Background Papers

Minutes from Overview and Scrutiny Management Board, 16 September 2020

Minutes from Improving Places Select Commission, 02 February 2021

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Improving Places Select Commission, 02 February 2021

Council Approval Required

No

Exempt from the Press and Public

No

Outcomes from Working Group – Building Use

1. Background

- 1.1 Due to the national Coronavirus emergency, Central Government have issued regulations to allow remote attendance and participation in Council meetings. Councillors have not been identified by the Government as essential key workers, nor are they employees of the Council.
- 1.2 The Government guidance also asks all workers including essential key workers to work from home if possible. Citizens are asked to avoid all non-essential travel and use of public transportation to limit the transmission of the virus and protect the National Health Service from undue burden.
- 1.3 The Government guidance also reflects an evolving picture. At the time of writing the report, an extended national lockdown has been put in place to respond to growing pressure on the NHS and the emergence of a novel strain of COVID-19 which has shown higher transmissibility and mortality rates, even affecting children. This lockdown is in place amid the roll-out of a large-scale vaccination programme.

2. Key Issues

- 2.1 The Council have developed a new home working plan to comply the government mandate that everyone who can work from home do so. Workforce planning has to take into account local transmission rates and restrictions, resident expectations, operation delivery, changing government expectations, and facility services implications of any decision. Priority services have been identified and prioritised, based on an assessment of which services are needed, not merely wanted as well as which front-line and back office services are already operating.
- 2.2 Human Resources have monitored the experience of employees during the transition to exclusive home working, and have ensured that things like reasonable accommodations and proper kit/equipment continue to be provided to employees who need them. Human Resources have anticipated that some aspects of remote working will continue to stay with the Council after the mandate to work from home has been lifted, as employees now have the technology to facilitate working from home, and a strong majority of employees have reported that they either like or love home working.
- 2.3 Therefore, Human Resources have developed a strategy for safely transitioning back to partial office working when the public health climate improves and government regulations allow. The strategy also considers those employees who need to return to the office for personal rather than business reasons. The strategy will continue to be reviewed and informed by further information, for example, from the full staff professional wellbeing surveys that have been undertaken in Autumn 2020. These efforts ensure staff know the plans on a quarterly basis, and that discussions with managers are ongoing. Risk assessments will be particularly important for building resilience into front line services where there has been more sickness and impact on service delivery.

New, innovative ways to support staff will be needed. This strategy is flexible as it is built to respond to an evolving public health picture.

- 2.4 Similarly, Asset Management have developed a strategy for following the government guidelines as regards the Council's operational buildings that are not designated for the delivery of specific services, that is, its office buildings. This strategy ensures services are delivered as usual, but with employees working from home rather than utilising office spaces, which currently requires additional precautions during use and additional cleaning after use.
- 2.5 In terms of Riverside House, 30% of the capacity can be used safely in the current layout configuration. This means that of 1300 desks, 440 can be safely occupied at a given time. There are facilities implications of any use.
- 2.6 Following an extensive examination, it was determined that Riverside House air conditioning has not been found to be a contributor to transmission. The servicing of the air conditioning is maintained, and the air change frequency has been increased to bring fresh air into the building every 35 to 40 minutes through filters that are regularly changed.
- 2.7 Members expressed concerns that at times remote access can create obstacles to performing their responsibilities as Councillors. Broadband connections can sometimes drop, and applicants who are interviewed as part of the work of some smaller committees of the Council cannot be interviewed in person. For these reasons, advice was sought around the return to use of a Council space for in-person meetings of some smaller committees. The response cautioned that whilst this is physically possible, it would be against the national guidance against public gatherings, and while Councillors are not considered key workers, nor are they employees of the Council, their presence in Council operational buildings would require employees to be present, and extra precautions and cleaning would have to be undertaken as well. It was also noted that the Council's position is that just because an office space can be used does not mean that it should be used. It is important in terms of Public Health perception of the Council, that the Council play by the same rules that the community are asked to follow. Therefore, it remains necessary to limit face-to-face meetings wherever possible.
- 2.8 As for which buildings are open, these are reduced to skeleton services. Some buildings need to remain open because they also house NHS or GP services. These are constantly reviewed. Bookable systems are used where possible to ensure controls are in place to reduce transmission. It is down to teams to decide how their model works.
- 2.9 At the 14 December meeting, Members received a presentation about the life cycles of Council Owned sites, for example, how Asset Management makes decisions about sites, including changes of use and sale, and how those decisions are progressed. The goal of this meeting was to demystify the Asset Management process by perusing examples of the process in action.

3. Timetable and Accountability for Implementing this Decision

- 3.1 The timetable and accountability for implementing recommendations arising from this report will sit with the Cabinet and officers. The Overview and Scrutiny Procedurals require the Cabinet to consider and respond to recommendations made by scrutiny within two months.

4. Financial and Procurement Advice and Implications

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

5. Legal Advice and Implications

- 5.1 There are no direct legal implications associated with this report.

6. Human Resources Advice and Implications

- 6.1 These are set out in the report.

7. Implications for Children and Young People and Vulnerable Adults

- 7.1 These have been set out in the relevant sections of the report.

8. Equalities and Human Rights Advice and Implications

- 8.1 Members have had regard to equalities implications when considering recommendations and other matters arising from the working group.

9. Implications for Partners

- 9.1 There are no implications for partners directly arising from this report.

10. Risks and Mitigation

- 10.1 Members have been advised previously of risk assessments and mitigation plans, and these have been taken into account in their consideration of potential recommendations.

11. Accountable Officer

Craig Tyler, Head of Democratic Services and Statutory Scrutiny Officer
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This report is published on the Council's [website](#).

Work programme – Overview and Scrutiny Management Board UPDATED: 20 January 2021

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. 3. That, at an appropriate time later in the year, the

			Leader of the Council hold an all Member Seminar on the proposals for the authority's recovery from the Covid19 pandemic and the likely financial impact of proposed changes.
	Covid-19 Discretionary Business Grants Scheme	Pre-decision scrutiny in advance of Cabinet meeting on 15 June.	1. That Cabinet be advised that the recommendations be supported.
	Children's Commissioner Takeover Challenge - Hate Crime	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.	<ol style="list-style-type: none"> 1. That the report and the conclusions and recommendations as outlined at Appendix 1 of the officer's report, be noted. 2. That the report be forwarded to Cabinet and partners for their consideration and to Council for information. 3. 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	To approve the work programme	<ol style="list-style-type: none"> 1. That scrutiny of the response to and recovery

	<p>Programme For 2020-21</p>		<p>from the Covid-19 pandemic be the overarching priority for 2020-21.</p> <ol style="list-style-type: none"> 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

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.

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 to in order to feed into the planned review relating to the return to, and use of Council buildings, and that the Chair of the Overview and Scrutiny Management Board be invited to be a member of the sub-group. 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.	<ol style="list-style-type: none"> 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

			<p>changes and trends in performance.</p> <ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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 sub-group 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.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That a progress report on the use of agency staff be brought to the Overview and Scrutiny Management Board in 12 months' time, or sooner if the costs involved in employing agency staff increase substantially.

	Adult Care - restructure and pathway development	To cover implementation of the Target Operating Model and new pathways in Adult Care.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That the results of the Peer Challenge be circulated to members of the Overview and Scrutiny Management Board. 3. That the timeline and action plan detailing the required actions to address areas in need of improvement in the Adult Care Service be circulated to members of the Overview and Scrutiny Management Board. 4. That a progress report on the Adult Care - restructure and pathway development programme and the action being taken to address areas that require improvement be presented to the Overview and Scrutiny Management Board in six months' time.
	Covid Winter Grant Scheme	Pre-decision scrutiny	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a consideration be given to the creation of a single point of contact in order to enable all residents that are eligible for support to be able access that support easily. 3. That all members be kept updated and informed on how they can support the Council's efforts to ensure that all residents eligible for support are able to access that support.
	Business Support Grants funded via Additional Restrictions Grant	Pre-decision scrutiny	That Cabinet be advised that the recommendations be supported.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations

16 December	Year Ahead Plan - Quarterly Progress Report	Pre-decision scrutiny in advance of Cabinet meeting on 21 December.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a report on performance against Year Ahead activities be submitted to the Overview and Scrutiny Management Board on a quarterly basis. and that the report provides a detailed narrative on performance exceptions, both positive and negative, including direction of travel, and on the actions being taken to improve performance as required.
	Housing Revenue Account Business Plan 2020-21	Pre-decision scrutiny in advance of Cabinet meeting on 21 December.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a sub-group of the Overview and Scrutiny Management Board be established to feed into the work being carried out to develop housing on garage sites.
	Housing Rent and Service Charges 2021-22	Pre-decision scrutiny in advance of Cabinet meeting on 21 December.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported.
	Neighbourhood Road Safety Fund Programme	Pre-decision scrutiny in advance of Cabinet meeting on 21 December.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That the Cabinet Member for Waste, Roads and Community Safety gives further consideration to actions that can be taken to ensure that pedestrian crossings and other road infrastructure across the Borough fully takes into account the needs of vulnerable road users.
Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations

20 January	Covid – Update	Pre-decision scrutiny in advance of Cabinet meeting on 25 January.	1. That Cabinet be advised that the recommendations be supported.
	November Financial Monitoring	Pre-decision scrutiny in advance of Cabinet meeting on 25 January.	1. That Cabinet be advised that the recommendations be supported.
	Community Energy Switching Scheme	Pre-decision scrutiny in advance of Cabinet meeting on 25 January.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That the name of the scheme be reviewed in order to ensure that it is both accessible to residents and clearly matches the objectives of the scheme. 3. That information on the number of residents in receipt of the district heating scheme be circulated to members of the Overview and Scrutiny Management Board.
	Recommissioning of Domestic Abuse Support Services	Pre-decision scrutiny in advance of Cabinet meeting on 25 January.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That the contracts made with providers for Domestic Abuse support services should enable the Council to review outcomes and the methods of delivery at key intervals throughout the lifetime of the contracts in order to ensure that the services provided remained fit for purpose. 3. That the results of the pre-market engagement exercise, due to be completed by end May 2021, be circulated to members of the Improving Lives Select Commission. 4. That the members of the Improving Lives Select Commission have the opportunity to feed into the development of the outcome-based service specification for Domestic Abuse support services.

Meeting Date			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.	
	Road Safety and vulnerable road users	Resolved in December 2020 That the Cabinet Member for Waste, Roads and Community Safety gives further consideration to actions that can be taken to ensure that pedestrian crossings and other road infrastructure across the Borough fully takes into account the needs of vulnerable road users.	
	Year Ahead Plan Performance	To be scheduled quarterly as agreed at 16 December 2020 meeting.	

Items pending schedule or removal

Item	Details	Status	Officer
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 subject to a one-off sub-group review. Assistant Director of Human Resources and Organisational Development contacted re request.	Assistant Director of Human Resources and Organisational Development
Forge Island	To monitor exception reporting.	To be scheduled.	Strategic Director Regeneration and Environment
CYPS - High Needs Block Update and Recovery Plan	<p>Scrutiny acknowledged that it was early days in the recovery plan process with steps outlined to reduce the deficit. Overall position.</p> <p>OSMB had other updates on this particular issue and other services within CYPS, but Chair confirmed continuation at work planning meeting on 27 May 2020.</p>	To be scheduled.	Strategic Director Children's and Young Peoples Services
Response to Covid-19 pandemic and plans for post-pandemic recovery	Ongoing monitoring and reporting.	Overarching item	Chief Executive and Strategic Directors
Rothercard		To be scheduled	
Radicalisation of young people and extremism		To be scheduled	

Standing items to be scheduled

Item	Details	Status	Officer
Council Plan Performance Indicators	Regular monitoring	To be scheduled quarterly as agreed at 16 December 2020 meeting.	Head of Performance, Intelligence and Improvement
Equalities Report	Standing bi-monthly item	To be scheduled bi-monthly as required	Head of Performance, Intelligence and Improvement
Budget Consultation	Annual item.	Process to determined and to be scheduled.	Chief Executive/Strategic Director Finance and Customer Services

Items to be scheduled during 2020/21

Item	Details	Status	Officer
Adult Care - restructure and pathway development	Resolved December 2020 to request an update in 6 months	To schedule June 2021	Strategic Director Adult Care
Progress Report on the recommendations made by the Overview and Scrutiny Management Board on the use of agency staff	Resolved December 2020 to request an update in 12 months	To schedule December 2021	Assistant Director Human Resources and Organisational Development
Children's Commissioner Take Over Challenge	Annual Item	Topic to be determined and meeting scheduled for 2021.	Governance Advisor

FORWARD PLAN OF KEY DECISIONS
1 February 2021 – 30 April 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 at the Town Hall, Rotherham.

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
KEY DECISIONS TO BE TAKEN ON 15 FEBRUARY								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Revisions to the Housing Allocation Policy and the Strategic Tenancy Policy	November 2020	To approve policy changes.	Cabinet Member - Housing	Cabinet Member for Housing	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
December Financial Monitoring	November 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
Budget & Council Tax 2021-22 and Medium-Term Financial Strategy Update	November 2020	To recommend to Council the Budget and Council Tax for 2021-22 and the Updated Medium-Term Financial Strategy to 2022/23.	Leader of the Council	Relevant officers, members, stakeholders and the public	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Annual Renewal Applications for Business Rates Discretionary Rate Relief	November 2020	To consider the recommendations for the annual renewal applications for Business Rates discretionary rate relief.	Cabinet Member - Corporate Services and Finance	Relevant members, officers and stakeholders.	Report and appendices	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Amendment to the Hackney Carriage and Private Hire Licensing Policy (vehicle licence plates)	November 2020	To approve an amendment to the Council's Hackney Carriage / Private Hire Licensing Policy in relation to the frequency that vehicle licence plates are issued to licensed vehicles in Rotherham.	Cabinet Member for Waste, Roads and Community Safety	Relevant officers, members, stakeholders and the public	Report and appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 15 FEBRUARY								

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
ASSISTANT CHIEF EXECUTIVE								
Social Value Developments	November 2020	To provide an update on social value progress including procurement and forward policy options, working with partners around community wealth building and developing anchor networks.	Leader of the Council	Relevant officers, members and partner organisations.	Report and appendices	All Wards	Open	Jackie Mould, Jo Brown, Steve Eling, Karen Middlebrook Tel: 01709 823618, , , jackie.mould@rotherham.gov.uk, jo.brown@rotherham.gov.uk, steve.eling@rotherham.gov.uk, karen.middlebrook@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
Digital Strategy		To approve the council's Digital Strategy.	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
KEY DECISIONS TO BE TAKEN ON 22 MARCH								
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Public Health Proposals for Re-commissioning Children's Public Health Nursing Services for the 0-19 Populations	November 2020	The current contract to deliver the 0-19 Health Visiting and School Nurse Service is due to end on 31 March 2022. This report asks Cabinet to approve the re-commissioning of the Service.	Cabinet Member - Adult Social Care and Health	Appropriate officers, members and stakeholders.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								

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
Strategic Management and Maintenance of Rotherham's Highways - Indicative Highway Repair Programme for 2021 / 2022		1. That Cabinet note the strategic approach to the Management and Maintenance of Rotherham's Highways. 2. That the decision of the Strategic Director Regeneration and Environment to approve the indicative Highway Repair Programme for 2021 / 2022 be noted. 3. That the decision of the Strategic Director Regeneration and Environment to approve any additional in year funding to deliver additional repairs in accordance with the strategic approach to the Management and Maintenance of Rotherham's Highways be noted.	Cabinet Member for Waste, Roads and Community Safety	Relevant officers, members and stakeholders	Report	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Transport Capital Programme 2021/22		Approval of the 2021-22 Transport Capital Programme.	Cabinet Member - Jobs and the Local Economy		Report	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Clean Air Zone (CAZ) - Approval of programme for RMBC	December 2020	Approval of the programme of 3 transport infrastructure projects to be delivered as part of the joint Rotherham and Sheffield Clean Air Zone and associated infrastructure measures.	Cabinet Member for Waste, Roads and Community Safety	Relevant members, officers and stakeholders.	Report	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Cycling Strategy		To approve the draft Cycling Strategy for public consultation	Cabinet Member - Jobs and the Local Economy	Cabinet Member	Report	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 22 MARCH								
ASSISTANT CHIEF EXECUTIVE								
Year Ahead Plan Progress Report (second quarterly update)	December 2020	To report on the Council's progress against the Year Ahead Plan.	Leader of the Council	Relevant officers, members and stakeholders.	Report	All Wards	Open	Jo Brown, Jackie Mould Tel: 01709 823618 jo.brown@rotherham.gov.uk, jackie.mould@rotherham.gov.uk
Climate Change		To update on the response to the eliminate emergency declaration	Cabinet Member - Cleaner, Greener Communities	Relevant officers, members and partner organisations.	Report	All Wards	Open	Jackie Mould, Jo Brown Tel: 01709 823618, jackie.mould@rotherham.gov.uk, jo.brown@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
FINANCE AND CUSTOMER SERVICES								
New Application for Business Rates Relief - Safe Haven Rotherham		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

**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.