CABINET

Monday 21 June 2021
10.00 a.m.
Council Chamber, Rotherham Town Hall, Moorgate Street, Rotherham. S60 2TH

Cabinet Members:-

Leader of the Council	Councillor Chris Read
Deputy Leader of the Council, Neighbourhood Working Portfolio	Councillor Sarah Allen
Adult Social Care and Health Portfolio	Councillor David Roche
Children and Young People	Councillor Victoria Cusworth
Corporate Services, Community Safety and Finance Portfolio	Councillor Saghir Alam
Housing Portfolio	Councillor Amy Brookes
Jobs and the Local Economy Portfolio	Councillor Denise Lelliott
Social Inclusion Portfolio	Councillor Dave Shepherd
Transport and Environment Portfolio	Councillor Dominic Beck

Rotherham Metropolitan Borough Council

CABINET

Venue:	**Council Chamber - Rotherham Town Hall, Moorgate Street, Rotherham, South Yorkshire S60 2TH**
Date and Time:	**Monday 21 June 2021 at 10.00 a.m.**
Agenda Contact	**Governance Unit – goverance@rotherham.gov.uk**

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

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

A G E N D A

1. Apologies for Absence

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

2. Declarations of Interest

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

3. Questions from Members of the Public

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

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

Councillors may also ask questions under this agenda item.

4. Minutes of the Previous Meeting (Pages 7 - 19)

To receive the record of proceedings of the Cabinet meeting held on 22 March 2021.

5. Exclusion of the Press and Public

Agenda Item 12 has an exempt appendix. Therefore, if necessary when

considering those items, the Chair will move the following resolution:-

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

LEADER OF THE COUNCIL

6. Year Ahead Plan - Quarterly update and proposal to extend the Plan. (Pages 21 - 100)

Report from the Assistant Chief Executive.

Recommendations

1. To note the progress made with the Year Ahead activities.
2. To agree the proposal to extend the Year Ahead Plan to November 2021.
3. To note that the Year Ahead Plan extension will be replaced by a new medium-term Council Plan, to be recommended by Cabinet for adoption by the full Council in January 2022.

7. Appointment of Councillors to Serve on Outside Bodies (Pages 101 - 118)

Report from the Assistant Chief Executive.

Recommendations

1. That the Cabinet agrees that Councillors be appointed to serve on Outside Bodies, as detailed on the schedule in Appendix 1.

2. That Cabinet instructs the Assistant Chief Executive to discontinue membership of Crestra Ltd (formerly Groundwork Creswell Ashfield and Mansfield).

CHILDREN AND YOUNG PEOPLE

8. Prescribed Alterations to the Willows Special School (Pages 119 - 134)

Report from the Strategic Director for Children and Young People's Services.

Recommendations

1. That approval be granted to the commencement of a period of pre statutory consultation in relation to proposals to make prescribed alterations to the Willows Special School.

2. That a further report be submitted outlining the outcome of pre statutory

consultation and seeking approval to proceed to a period of statutory consultation.

9. Educational Visits Policy (Pages 135 - 192)

Report from the Strategic Director for Children and Young People's Services.

Recommendations

1. That RMBC recognise and accept the Outdoor Education Advisors Panel National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom, as the basis for its educational visits policy and guidance.

2. That the revised educational visits policy titled Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance 2021 is accepted as a replacement for Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009.

3. That approval for revisions to the appendices (working documents) of the Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance is delegated to the Strategic Director of Children and Young People's Services, enabling updates to be made in a timely manner as and when required.

CORPORATE SERVICES, COMMUNITY SAFETY AND FINANCE

10. Equalities Annual Report - 2020/21 (Pages 193 - 229)

Report from the Assistant Chief Executive.

Recommendations

1. Note the progress made over the past 12 months towards the equalities agenda.

2. Note the next steps outlined within the Equalities Annual Report.

11. Finance Update and Budget Monitoring Report (Pages 231 - 256)

Report from the Strategic Director of Finance and Customer Services

Recommendations

1. That the update on the revenue budget financial outturn 2020/21 be noted.

2. That the Councils position on the delivery of the business support grants and Test and Trace support payments be noted.

3. That the Councils approach to the delivery of the Hardship Fund, in

providing greater levels of Local Council Tax Support be noted.

4. That the government's main Covid-19 grant support streams as detailed in section 2.5 are noted, along with the continued approach for payment to suppliers as detailed in section 2.7.

5. That the approach taken with regards to Adult Social Care Contributions as detailed in section 2.6, be noted.

6. That the Local Self-Isolation Support scheme is brought to a close at the same time as the Government's Test and Trace Support Scheme.

JOBS AND THE LOCAL ECONOMY

12. Town Centre Masterplan Implementation (Pages 257 - 292)
Report from the Strategic Director for Regeneration and Environment.

Recommendations

1. Cabinet approves the implementation work of Town Centre public realm improvements on Effingham Street and Howard Street (Phase 2) and Upper Millgate and Forge Island Riverside Gardens (Phase 3) utilising secured grant funding as part of the Councils Future High Streets Fund bid.

2. Cabinet approves the design works for Market Square, Upper Howard Street, Drummond Street and Eastwood Lane (Phase 4) utilising secured grant funding as part of the Council Future High Street Fund bid as part of the overall Market Redevelopment Project.

13. Local Plan: Adoption of Supplementary Planning Documents (Pages 293 - 580)
Report from the Strategic Director for Regeneration and Environment.

Recommendation

1. That Cabinet approves the adoption of the Supplementary Planning Documents at Appendices 3 to 7.

14. Market Fees and Charges 2020/21 and 2021/22 (Pages 581 - 596)
Report from the Strategic Director for Regeneration and Environment.

Recommendations

1. In recognition of the challenges faced by Markets Traders a concession comprising a reduction of 50% of the rent due be applied for the period 4th July 2020 to 23rd October 2020.

2. For all other days between 23 March 2020 and 31st May 2021 it is recommended that no rent be charged.

15. BT request to permanently remove the public phone box on Canklow Road, Rotherham (Pages 597 - 612)

Report of the Strategic Director for Regeneration and Environment.

Recommendation

1. That Cabinet notes the decision to consent to BT's proposal to close the telephony service and remove the kiosk at Canklow Road, Rotherham.

16. Recommendations from Overview and Scrutiny Management Board

To receive a report detailing the recommendations of the Overview and Scrutiny Management Board in respect of the above items that were subject to pre-decision scrutiny on 16 June 2021.

17. Date and Time of Next Meeting

The next meeting of the Cabinet will be held on Monday 19 July commencing at 10.00am in Rotherham Town Hall.

Sharon Kemp.

SHARON KEMP,
Chief Executive.

THE CABINET
22nd March, 2021

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

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

123. DECLARATIONS OF INTEREST

There were no declarations of interest.

124. QUESTIONS FROM MEMBERS OF THE PUBLIC

(1) Elizabeth started off by expressing concerns regarding a Stage 3 Complaint hearing she had observed the previous week. It was agreed that Elizabeth would email the Leader regarding the matter. Elizabeth then proceeded to ask her question which was, did the Leader feel current services for children at serious risk or currently involved in CSE were now fit for purpose?

The Leader responded by stating that he did think they were fit for purpose based on the information from OFSTED in terms of the inspections they undertake regarding CSE services. OFSTED had reviewed the work done by the Council in regards to Child Protection, with specific reference to CSE, over the past year and the Council had received positive feedback. The Leader stated that the Council was never complacent about the inspection outcomes and if people had specific concerns or thought things were going wrong, the Council would look into those matters.

In her supplementary question, Elizabeth stated that there was still clear evidence that children and parents were being failed and that children were being removed due to future risk. She asked if Rotherham Social Workers were able to see into the future. Elizabeth also explained that victims of CSE were being told that they were not able to identify inappropriate relationships with regards to their own children because they could not identify them when they were children. Elizabeth explained that this was not the case as the victims identified that the relationships were inappropriate but were let down by the authorities. She asked if this meant that Social Workers were unable to act on risk and if so, were their own families being scrutinised like the survivors in Rotherham? A further question was could a timetable be provided for when victims were going to be treated as victims instead of taking the blame for their own abuse?

The Leader explained that whenever a child had to come into the Council's care, that was based on an assessment of the current circumstances, not a future prediction. All of those decisions were made by the Court after an application from the Council. The Leader stated that if there was cases where children were being inappropriately put into care, particularly in relation to families of CSE survivors, then the Council would like more details on that to be able to scrutinise the situation. The Leader confirmed that he and the Strategic Director of Children and Young People's Services would be willing to have further conversations with Elizabeth on this matter.

125. MINUTES OF THE PREVIOUS MEETING

Resolved:-

That the minutes of the previous meeting of the Cabinet held on 15 February 2021 be approved as a true and correct record of the proceedings.

126. EXCLUSION OF THE PRESS AND PUBLIC

The Chair advised that Appendix 4 to Item 10, Annual Housing Development Report 2021/22, was exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. However, the Appendix was not discussed during the meeting and as such, the meeting remained open to the press and public throughout.

127. YEAR AHEAD PLAN PROGRESS REPORT (SECOND QUARTERLY UPDATE)

Consideration was given to the report which provided an update on the progress made with the Year Ahead Plan activities since September 2020. The Plan was the Council's plan for operating in and recovering from the COVID-19 pandemic. It aimed to support residents, communities and business through the challenges and uncertainty of the pandemic, helping to build resilience whilst also continuing to drive ambitions plans for Rotherham.

The Leader explained that the Plan was essentially a big "to-do" list. As of 25th February, 2021, 26% of the activities within the Plan had been completed; 54% were on track; 16% were behind schedule and 4% were off track. The 4% that were off track were in that position due to Covid restrictions.

The report provided detail on the actions within the five themes which were thriving neighbourhoods; better health and wellbeing; economic recovery; new ways of working and hope and confidence in Rotherham. The two cross-cutting strands of equalities and social justice and climate impact were integral to each theme.

Cabinet Members highlighted paragraphs within the report that related to their portfolios. The Leader and Cabinet Members wished to record their thanks to the CCG, NHS and volunteers for their work on the vaccine roll-out.

The report had been considered by the Overview and Scrutiny Management Board as part of the pre-decision scrutiny process. The Board were fully supportive of the recommendation and echoed the thanks to key workers.

Resolved:-

That the progress made with the Year Ahead activities is noted.

128. UPDATE ON THE COUNCIL'S RESPONSE TO COVID-19

Consideration was given to the report which provided an update on how the Council was responding to the COVID-19 global pandemic. The report also sought approval for the allocation of an additional £350,218 allocation of COVID Winter Grant in accordance with the priorities agreed by Cabinet in December 2020.

The report provided details on the four-step roadmap that had been set out by Government on 22nd February, 2021. Appendix 1 to the report was an overview of the announcements through the pandemic and the Council's response to those announcements.

The Leader explained that Rotherham had been allocated an additional £350,218 as part of the COVID Winter Grant. In order to ensure that the additional grant was spent within the permitted timeframe and the benefits realised by Rotherham families, proposals had been developed to allocate the grant in accordance with the priorities previously agreed by Cabinet. It involved further provision allocation of:

- £315,000 to provide food vouchers for the Easter school holidays, and support for school uniforms, to children eligible for free school meals. The food vouchers were to the value of £15 per week for each eligible child. Support for school uniforms was £20 per eligible child.
- £35,318 to increase the funding available to support families struggling with utility costs/debts.

The Chief Executive explained that the infection rate in the Borough was falling and, at the time of the meeting was 140-150 cases per 100,000. This was, however, still very high compared to other areas in England and work was on-going to try and reduce the rate further. Targeted work was taking place and plans were in place for surge testing. The vaccine roll-out had been successful with over 90,000 residents receiving their first vaccination so far.

Work was on-going with private businesses with 5,000 businesses receiving support grants. Businesses were also contributing towards the "laptops for kids" charity scheme which aimed to provide school aged children with laptops so that they could continue learning remotely. Schools were also working hard with parents and children to ensure all needs were catered for and COVID regulations were followed. The Community Hub was continuing to support families. A new cohort of vulnerable residents had been announced by the Government which equated to an additional 6,669 residents being included on the Shielded Persons List. All residents within this cohort were being contacted via letter and/or text.

Cabinet Members expressed their support for the political decisions that they had made throughout the pandemic. They were especially proud of the food voucher scheme that had been put in place.

The report had been considered by the Overview and Scrutiny Management Board as part of the pre-decision scrutiny process. The Board were fully supportive of the recommendations. It was noted that the Chair of OSMB and the Leader of the opposition had agreed to waive the call-in period for this item so that the much needed COVID Winter Grant funds could be allocated as soon as possible.

Resolved:-

1. That Cabinet agrees provisional allocations of the grant subject to final adjustments for the purposes of:
    a) School holiday food vouchers and support for uniforms - £315,000
    b) Struggling with utility costs / debt - £35,218

2. That final allocations be apportioned across the approved uses when the final costs of food vouchers and support for uniforms is known.

3. That Cabinet note the ongoing impacts of COVID-19, including local outbreaks.

4. That Cabinet note the arrangements in place to respond to COVID-19.

129. PUBLIC HEALTH PROPOSALS FOR RECOMMISSIONING CHILDREN'S PUBLIC HEALTH NURSING SERVICES FOR THE 0-19 POPULATION

Consideration was given to the report regarding the Public Health Children's Nursing services in the Borough. The Local Authority was responsible for the commissioning of these services as described in the Health and Social Care Act 2012. These services contributed to a wide range of Public Health outcomes in infancy, childhood and adolescence including those relating to school readiness, mental wellbeing, child obesity, sexual health and education attainment. The Service was tendered in 2016 and awarded to The Rotherham NHS Foundation Trust (TRFT) with the contract due to expire on 31st March, 2022.

An extended procurement timescale for the replacement contract had become necessary as the Public Health resource required to develop the specification had been unavailable as a result of the COVID-19 pandemic. An extended timetable also allowed for more work on the shape and specification of a new service. This would allow the Council to undertake a collaborative commissioning exercise with NHS partners and market engagement with potential providers who had been engaged with during the COVID-19 pandemic. A report would be brought back to Cabinet for a decision on the tender once this exercise had been completed.

The Cabinet Member for Adult Social Care and Health confirmed that other options, such as the establishment of a Section 75 Partnership Agreement with the Rotherham Clinical Commissioning Group had been considered. However, it was expected that Section 75 would be replaced before the tender was published and as such open tender of the contract was the recommended option.

Resolved:-

That Cabinet:

1. Note the ongoing impact of the pandemic on NHS providers and Public Health in the Local Authority; in its role as commissioner of 0-19 Children's Nursing Services for Rotherham residents as set out in the report.

2. Agree the timeline for publication of the tender in April 2022 (subject to a further Cabinet decision confirming tender proposals at an appropriate stage prior to this date) for a period of 5 years with annual extension options after that for up to a further 5 years, making the total potential contract length 10 years. Extensions will only be utilised if performance is strong and there is evidence of continuous improvement.

3. Vary the current contract with The Rotherham Foundation Trust to allow for a further 12 months term until 31st March, 2023, to facilitate the tendering exercise.

130. CLIMATE EMERGENCY ANNUAL REPORT

Consideration was given to the report which provided an update on the "Rotherham Council Responding to the Climate Emergency" Policy and Action Plan. Rotherham Council had declared a Climate Emergency on 20th October, 2019, which had led to the production of the Policy and Action Plan. At its meeting on 23rd March, 2020, Cabinet resolved to establish the targets of:

- Council's carbon emissions to be net zero by 2030 (NZ30)
- Rotherham-wide carbon emissions to be at net zero by 2040 (NZ40)

Attached to the report at Appendix 1 was a progress summary and the 2021/22 action plan. Highlights included the reduced energy consumption and CO^2 emissions in operational Council buildings by 54% and streetlighting by 73%. Rotherham was also one of only four local authorities in England and Wales to install over 2,500 energy efficiency measures through the Energy Company Obligation Scheme.

The Cabinet Member for Cleaner, Greener Communities advised that there were several key projects detailed in the 2021/22 Action Plan. These included implementing energy awareness training for the Council Workforce; developing a site decarbonisation plan and implementing energy efficiency upgrades; expanding the electronic vehicle charging infrastructure and developing a climate emergency communication and engagement plan. There was also scope in the 2021/22 Budget for the recruitment of a research officer and a Tree Planting Engagement Officer.

The report had been considered by the Overview and Scrutiny Management Board as part of the pre-decision scrutiny process. The Board were fully supportive of the recommendations.

Resolved:-

1. That the progress to date towards NZ30 and NZ40 targets be noted

2. That the 2021/22 Carbon Action Plan appended be noted

3. That the report and action plan be forwarded to the next ordinary Council meeting.

131. ANNUAL HOUSING DEVELOPMENT REPORT 2021/22

Consideration was given to the second annual housing development report under the new reporting arrangements agreed by Cabinet on 21st September, 2020. The report set out the housing growth progress made in 2020/21 and proposed projects for 2021/22. The proposed projects were aligned with the Housing Revenue Account Business Plan which had been approved by Council in January 2021. Appendix 3 to the report listed the sites proposed for development and Appendix 4 provided a list of potential strategic acquisition opportunities.

The Cabinet Member for Housing described the overall summary of housing growth progress over the past 12 months as set out in paragraph 1.2 of the report. The Council were projected to achieve their year-end target of 175 homes. The Bellows scheme had been completed and yielded 58 homes and the Site Clusters scheme had also been completed resulting in 217 homes. The Rotherham Town Centre housing scheme had started and was expected to yield 171 homes. The Council were also onsite at the Chesterhill Avenue and Whinney Hill programme which was expected to result in another 237 homes.

Work was on-going on the garage site residential development which would be progressed in consultation with residents and Councillors. The Council would take a blended approach to developments, combing direct Council build, strategic acquisitions and housing association delivery for the 2021/22 programme. This would allow each site to be judged on its own merits and would subsequently lead to a significant number of new homes for the Council. The new homes were needed as there were around 6,800 applicants on the waiting list for Council housing in Rotherham.

The Leader expressed his support for the plan and celebrated the achievements of the previous year, specifically the Bellow development which had taken a long time to come to fruition.

The report had been considered by the Overview and Scrutiny Management Board as part of the pre-decision scrutiny process. The Board were fully supportive of the recommendations. The Board also requested that relevant Ward Members be made formal consultees in the process for strategic acquisition opportunities and that consideration be given to the provision of financial support to enable vulnerable tenants to empty their garage or to clear their garage plot when a garage site was being developed for housing. Cabinet accepted the 2 additional recommendations.

Resolved:-

1. That Cabinet approves the release of the Council owned sites listed in Appendix 3 for residential development, subject to written confirmation of agreement by the relevant Ward Members.

2. That Cabinet approves the programme of strategic acquisition opportunities listed in Exempt Appendix 4, and that authority is delegated to the Assistant Director of Planning, Regeneration and Transport to purchase homes from private developers or the open market to add to the Council's stock with the agreement of the Assistant Director of Housing, Section 151 Officer and Cabinet Member for Housing. This is subject to the budget parameters as set out in the Council's approved Capital Programme. This delegation is proposed to apply until April 2022 when the next annual programme will be reported to Cabinet.

3. That authority be delegated to the Assistant Director of Housing, in consultation with the Cabinet Member for Housing and the Section 151 Officer, to enter into an Affordable Homes Programme grant funding agreement with Homes England, for all eligible sites listed in Appendix 3.

4. That for the programme of strategic acquisition opportunities, that relevant Ward Members are made formal consultees in the process.

5. That consideration be given to the provision of financial support to enable vulnerable tenants to empty their garage or to clear their garage plot when a garage site was being developed for housing.

132. TRANSPORT CAPITAL PROGRAMME 2021/22

Consideration was given to the report which outlined the Transport Capital Programme for 2021/22 and explained the sources of funding. Specific Transport Capital funding was provided to the Council via the Sheffield City Region's Integrated Transport Block allocation which was is awarded to Local Transport Authorities each year from the Department of Transport. The year 2020/21 was the final year of the latest round of funding confirmed by the Government. The funds, totalling £1,053,750, supported a programme of infrastructure works across a range of schemes. The schemes focused on Local Safety Schemes, Connectivity, Traffic Management and Smarter travel. The breakdown of the figures was at paragraph 1.3 of the report.

Interim single-year arrangements were being put in place by the Government for the financial year 2021/22. It was proposed to maintain similar levels of funding to each of the themes to enable the Council to be better prepared for future funding bids. In addition to the aforementioned

programme, 3 structural schemes had also been identified for delivery in 2021-22. The Schemes are Manvers Footbridge structural painting, West Bawtry Road embankment collapse and Steadfolds Lane embankment collapse.

Local transport schemes included in the Transport Capital Programme were funded from a range of external grant funded wards totalling £81.97m. These schemes included the Parkway Widening Scheme; Greasbrough Coach Road; Get Britain Building Fund – The Whins; Transforming Cities Fund and Active Travel Fun – Broom Road.

Resolved:-

1. That Cabinet notes the funding, as stated in the report, that supports the delivery of major transport projects for the Council.

2. That Cabinet approves the content and scheme priorities for the 2021-22 Local Transport Plan Programme and 3 highway structures schemes referred to in section 1.10 to 1.11 and Appendix 2.

3. That, with the exception of Local Safety Schemes, decisions on any changes needed to the programme are delegated to the Strategic Director Regeneration and Environment in consultation with the Cabinet Member for Jobs and the Local Economy and the Cabinet Member for Waste, Roads and Community Safety.

133. ROTHERHAM CYCLING STRATEGY 2021

Consideration was given to the report which set out the development of a new Strategy, outlining the Council's ambition for cycling. The Strategy would deliver improvements to the Council's existing cycle network and also set out its ambitions and objectives for the investing in and expanding of Rotherham's cycling provision. The Strategy would promote the use of cycling to benefit health and well-being, the economy and the environment. Cabinet were asked to approve the draft Strategy attached to the report at Appendix 2 for public consultation.

The Cabinet Member for Jobs and the Local Economy reported that cycling was growing in popularity and the cycling infrastructure in Rotherham was not set to cope with the growing demand. More funding was become available for cycling and the Council had been fully involved with the Sheffield City Region Active Travel Implementation Plan and Transforming Cities Fund bids during round 1 with Fenton Road Cycleway being installed as a result of the scheme. Approval for future funding was pending, however, Round 2 of the Transforming Cities Fund had resulted in £166m for the city region. As a result of this funding, Rotherham had a number of projects totalling almost £30m over 3 years.

The Cycling Strategy would mean cycling would become more viable both as a leisure activity and as a mode of transport. It would also assist the Council in meeting its climate change objectives of reducing carbon emissions. The Cabinet Member encouraged residents to get involved with the consultation to ensure the Strategy reflected a wide range of views.

The report had been considered by the Overview and Scrutiny Management Board as part of the pre-decision scrutiny process. The Board were fully supportive of the recommendations and requested that further consideration be given in the development of the Strategy as to how Council staff and Elected Members could be supported and encouraged to cycle more. The Board also requested that the Improving Places Select Commission continue to monitor the development of the Cycling Strategy and the development of cycling and related infrastructure in Rotherham. Cabinet accepted both of these requests.

Resolved:-

1. That the draft Rotherham Cycling Strategy 2021 attached at Appendix 2 be approved for public consultation.

2. That further consideration be given in the development of the Cycling Strategy to how Council staff and Elected Members can be supported and encouraged to cycle more.

3. That the Improving Places Select Commission continues to monitor the development of the Cycling Strategy and the development of cycling and related cycling infrastructure in Rotherham.

134. SCC/RMBC CLEAN AIR ZONE PROGRAMME - APPROVAL TO DELIVER ROTHERHAM'S AIR QUALITY MEASURES PROJECTS

Consideration was given to the report which sought approval for the commencement of 3 highways works projects to enable the Council to be in a position to achieve NO^2 compliant as soon as possible. The works were required as air quality was a major issue of growing interest and significance at a national and international level. Work had begun on this project in December 2018 with a report to Cabinet where it was agreed that a consultation on the proposed measures could begin in early 2019.

RMBC and Sheffield City Region were still undertaking work on the full business case for the Clean Air Zone prior to submission and full approval by Government. However, RMBC had assessed the Outline Business Case to identify which parts of the scheme could be delivered without Government approval. The 3 schemes identified were:

- Sheffield Parkway 50mph speed limit (to be delivered as part of Parkway Widening)
- Wortley Road Weight Restriction
- Rawmarsh Hill Bus Priority and Routing Changes.

Work was also ongoing in relation to Meadowbank Road. However current modelling suggested that it was not likely to be required to achieve air quality compliance. The Cabinet Member for Waste, Roads and Community Safety confirmed that the COVID-19 pandemic had delayed some of the work on projects.

The report had been considered by the Overview and Scrutiny Management Board as part of the pre-decision scrutiny process. The Board were fully supportive of the recommendation.

Resolved:-

That approval was given for commencement of 3 highways works projects detailed in paragraph 1.10 to enable the Council to be in a position to achieve $N0^2$ compliance as soon as possible and that these projects, fully funded by Government grant, be added to the Council's approved Capital Programme.

135. STRATEGIC MANAGEMENT AND MAINTENANCE OF ROTHERHAM'S HIGHWAYS - INDICATIVE HIGHWAY REPAIR PROGRAMME FOR 2021/2022

Consideration was given to the report which described how Rotherham's highways were strategically managed and maintained; reviewed the current strategy for the management and maintenance of the highway network and described the current performance both in terms of the condition of the highways and the delivery of maintenance services.

The Council had a statutory duty to maintain its highways through Section 41 of the Highways Act 1980. The Cabinet Member for Waste, Roads and Community Safety confirmed that the Council had been investing in the highway network despite cuts from Central Government. It was also confirmed that the number of potholes throughout the Borough had reduced by one third. The aim was to reduce the number by a half by 2024. In 2020/21 the Council had repaired 271 roads, equating to 48.6 miles and an area of nearly 507,800 square metres.

The roads and footways included in the Indicative Highway Works Programme 2020/21 at Appendix 2 to the report were determined by a scoring matrix. The Programme showed that during 2021/22 the Council aimed to repair 154 roads with a total length of 22.5 miles covering an area of 252,000 square metres.

The Cabinet Member expressed her pride that all of the work was done by the in-house highways team and she thanked them for their hard work. The Leader confirmed that the indicative programme was a baseline and additional works would be added in the new Municipal Year.

Resolved:-

1. That Cabinet note the strategic approach to the management and maintenance of Rotherham's Highways.

2. That a period of consultation with Members, to collate local recommendations for inclusion in the indicative programme, is undertaken in May and June 2021.

3. That the intention for the Strategic Director Regeneration and Environment to subsequently approve the indicative Highway Repair Programme for 2021/2022 be noted.

4. That it be noted, where any additional in year funding to deliver highways repairs is allocated from Central Government, the Strategic Director for Regeneration and Environment may utilise that funding in accordance with the strategic approach to the Management and Maintenance of Rotherham's Highways laid out in this report.

136. RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Consideration was given to the circulated report, the contents of which were included as part of the relevant items and the details included accordingly.

Consideration was also given to the report of the Overview and Scrutiny Management Board Working Group on Building Use. The Chair of OSMB explained that the Working Party had been established in order to feed into the planned review relating to the return to and use of Council buildings following the reduction and removal of COVID-19 restrictions. The review took place over a period of time when 2 national lockdowns and local tiering arrangements were in place.

Resolved:-

1. That the recommendation of the Scrutiny Review of Building Use, as set out in paragraph 2.1 of the report, be received.

2. That the Cabinet formally respond to the recommendations from this review at tis meeting in June 2021, in accordance with Overview and Scrutiny Procedure Rule 8(2).

137. NEW APPLICATION FOR BUSINESS RATES DISCRETIONARY RELIEF FOR SAFE HAVEN ROTHERHAM

An application for the award of Discretionary Business Rate Relief for Safe Haven Rotherham had been received. In accordance with the Council's Discretionary Business Rates Relief Policy, Cabinet were asked to consider the application.

Safe Haven Rotherham was a charity that provided food and clothing to disadvantaged people and those in need from their premises in the centre of Rotherham. Service users can be in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantages such as long-term unemployment and homelessness. The application for discretionary relief was in line with the qualifying criteria as set out in the policy. As the organisation become a registered charity from 20th January, 2021, they were entitled to 80% mandatory relief which was not subject to a decision of the Council. As such Cabinet were being asked to consider the application for an award of 20% discretionary rate relief for the period 20th January, 2021, to 31st March, 2021.

Resolved:-

That Cabinet approve the application for Discretionary Business Rate Relief for Safe Haven Rotherham in accordance with the details set out in Section 6 to this report for the 2020/21 and 2021/22 financial years.

138. DATE AND TIME OF NEXT MEETING

Resolved:

The next meeting of Cabinet would take place on Monday, 21st June at 10.00 a.m. The venue for the meeting was yet to be confirmed.

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
The Year Ahead Plan – progress report

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

Strategic Director Approving Submission of the Report
Jo Brown, Assistant Chief Executive

Report Author(s)
Jackie Mould
Head of Policy, Performance & Intelligence
Assistant Chief Executive's Directorate
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Ward(s) Affected
Borough-Wide

Report Summary

The Year Ahead Plan, approved by Cabinet on 21 September 2020, is the Council's plan for operating in and recovering from the COVID-19 pandemic.

The purpose of the plan is to support residents, communities and businesses through the challenges and uncertainty of the pandemic, helping to build resilience whilst also continuing to drive our ambitious plans for Rotherham.

The plan sets out the headline themes and corresponding outcomes and key actions for September 2020 through to May 2021.

Formal quarterly progress reports are presented in public at Cabinet meetings, with an opportunity for Scrutiny consideration if required. The first public report was presented to Cabinet on 21st December 2020 and the second public report was presented to Cabinet on 22nd March 2021.

This is the third quarterly progress report to Cabinet, focusing on the progress made since September 2020.

In addition, the report includes the proposal to extend the plan to November 2021 in order to provide time to develop a longer-term Council Plan.

Recommendations

1. To note the progress made with the Year Ahead activities.
2. To agree the proposal to extend the Year Ahead Plan to November 2021.
3. To note that the Year Ahead Plan extension will be replaced by a new medium-term Council Plan, to be recommended by Cabinet for adoption by the full Council in January 2022.

List of Appendices Included

Appendix 1 - Year Ahead Plan milestone tracker
Appendix 2 - Case studies
Appendix 3 - Timeline
Appendix 4 – Year Ahead Plan Extension
Appendix 5 – Equality Screening and Analysis
Appendix 6 – Climate Change Impact Assessment

Background Papers
The Year Ahead Plan – report to Cabinet on 21 September 2020
The Year Ahead Plan progress report to Cabinet on 21 December 2020 and 22nd March 2021

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 16 December 2020

Council Approval Required
No

Exempt from the Press and Public
No

The Year Ahead Plan – progress update March 2021The Year Ahead Plan – progress report

1. Background

1.1 The Year Ahead Plan is the Council's plan for operating in and recovering from the COVID-19 pandemic. The purpose of the plan is to support residents, communities and businesses through the challenges and uncertainty of the pandemic, helping to build resilience whilst also continuing to drive our ambitious plans for Rotherham. It sets out the headline themes and corresponding outcomes and key actions for September 2020 through to May 2021.

1.2 The key aims of the Year Ahead Plan are to continue to:

- Work with our residents and stakeholders, supporting them and adapting with them to meet current needs in light of the pandemic
- Manage the ongoing effects of the pandemic, including the local outbreak control plan
- Drive our ambitious plans for the borough wherever possible
- Develop and embed new ways of working.

1.3 The Year Ahead Plan replaces the Council Plan for 2020/21 and was approved by Cabinet on 21 September 2020.

1.4 The plan is framed around 5 themes:

- Thriving Neighbourhoods
- Better Health and Wellbeing
- Economic Recovery
- New Ways of Working
- Hope and Confidence in Rotherham.

The plan also includes the following cross-cutting strands, which are integral to each theme:

- Equalities and Social Justice
- Climate Impact.

1.5 In delivering against these themes, the plan outlines a total of 77 actions.

2. Key Issues

2.1 Year Ahead Plan extension and Council Plan refresh

2.2 The current Year Ahead Plan runs to June 2021. In light of the ongoing COVID-19 pandemic and the need for a continued focus on recovery, it is suggested that the existing Year Ahead Plan is extended until November 2021 through the identification of actions for two additional quarters. This will also allow time to engage with members and Cabinet post-election on

priorities that will inform a new longer-term Council Plan from 2022. A draft of the extended Year Ahead Plan is included at Appendix 4.

2.3 The Year Ahead extension takes the Council through to when the new Council Plan is approved.

2.4 The new Council Plan will establish medium-term priorities and actions. This will follow direction from Cabinet and engagement and consultation with members, partners, communities, and stakeholders over the summer to early autumn. The Plan will build on and take forward commitments made by members to the Rotherham community. Cabinet will agree the draft new Council Plan and recommend it for adoption at the full Council meeting in January 2022.

2.5 The themes within the extended Year Ahead Plan remain the same, with a minor change made to the outcome relating to children and young people (Better Health and Wellbeing theme). New actions through to November have been identified by liaising with current activity leads across directorates. The national roadmap for easing lockdown restrictions, announced by the Prime Minister on 22 February 2020, has been factored into the new actions identified.

2.6 **Progress update**

2.7 This is the third quarterly progress report to Cabinet, focusing on the progress made since September 2020. The Year Ahead Plan milestone tracker (Appendix 1) outlines progress against all the actions within the Year Ahead Plan. Each action has been rated as follows:

Action fully complete
Action started and on track to be delivered by the deadline originally set
Action has some risk/delay to delivery or is behind the original schedule – deadline may not be met
Action will not be met within the original timeframe or the deadline has been missed
Action not yet scheduled to start and status is not relevant

2.8 As of 17th May:

- 36% (27) of the activities outlined within the Year Ahead Plan have been completed to date
- 47% (36) are on track
- 13% (10) are behind schedule
- 4% (3) are off track.

In addition to the above, there is a specific action in the plan to ensure that 'Initiatives and activities across all themes are on track.'

2.9 A small number of activities within the plan have been delayed. This has been in the context of delivering the ongoing response to the COVID-19 pandemic.

2.10 **Thriving Neighbourhoods**

2.11 The Thriving Neighbourhoods theme is focused on building and supporting community resilience. This includes working with local people and the voluntary and community sector to deliver the Thriving Neighbourhoods Strategy and provide effective support to those affected by COVID-19, particularly the most vulnerable residents.

2.12 Within this theme, the Council is focused on the following outcomes:

- Putting communities at the heart of everything we do
- Democratic arrangements are open, transparent and accountable
- Vulnerable residents affected by COVID-19 are supported by the Council
- Rotherham residents, VCS organisations and businesses use their skills and assets to help others.

Key areas of progress to deliver on these outcomes are outlined below.

2.13 To build on the Rotherham Heroes programme and strengthen relationships with the voluntary and community sector, a range of activity has taken place. Volunteer coordinators for the north, south and central area were recruited in December 2020. Since they have been in post, they have engaged and built up relationships with individual Rotherham Heroes volunteers and reviewed and refined the Rotherham Hero volunteer process through the Community Hub.

2.14 Additionally, the Staff Volunteering Policy is on track to be considered for approval by the end of June and is set to go to Staffing Committee after Annual Council, whilst the new service level agreement for voluntary and community sector infrastructure support is now completed and is operational from 1 April 2021 for three years.

2.15 Neighbourhood working continues to be a key priority, allowing Elected Members to drive local activity. Streetpride zonal managers have attended ward briefings over the last few months and worked with both Members and the Neighbourhoods Team to agree local priorities and target resources. As a result of these discussions, 'Community Days' have now been delivered for each ward in the borough, with Streetpride officers undertaking street cleaning work in areas identified by Members as a priority. These have been well-received by local people and have made a positive impact in improving the targeted areas.

2.16 Ward budgets and Ward Housing Hub budgets were agreed in April 2020. As at end of March 2021, all ward budgets have been fully allocated to projects and activities that address ward priorities. In relation to the Housing Hub budget, this was also fully spent with the exception of £318 relating to projects which could not be delivered in time for the financial year end.

2.17 The Library Strategy for 2021-26 was approved by Council in November. Key aspects of this strategy include improvements to library buildings in neighbourhoods, making libraries more accessible, and increasing community involvement in the delivery of library services. The capital programme of works to improve libraries is well underway, with the majority of works set to be completed in 2021/22. The capital IT programme for all libraries was completed in December 2020.

2.18 Youth work has continued throughout the borough during the pandemic, and work is now taking place to enhance the Council's youth work offer as lockdown restrictions ease. Recruitment for three additional youth work posts is underway and once commenced in post, the new coordinators will work to produce and publish a youth work summer programme which will comprise more places to go and things to do for Rotherham's young people. The new programme will include indoor youth work and trips and residentials outside the borough. This will be in addition to the targeted youth work offer already in place, working with and supporting the most vulnerable adolescents across the borough.

2.19 Details of the Member Induction programme for 2021/22 were finalised and the programme began following elections in May. The content of the programme focuses on ensuring councillors have the skills and knowledge to fulfil their roles and provide effective community leadership, including sessions on key topics such as governance and decision-making, roles and responsibilities, neighbourhood working and safeguarding. The sessions are being delivered virtually and are recorded and uploaded to the Elected Member Portal shortly after taking place.

2.20 As part of supporting vulnerable residents across Rotherham, government hardship funding continues to be utilised to increase crisis resources and provide food and other essentials to vulnerable residents. The Hardship Grant from MHCLG has been used for council tax reduction, while the Local Authority Emergency Assistance Grant for Food and Essential Supplies provided by DEFRA was used to provide a range of support, including providing non-food stock to supplement crisis food, grants to VCS organisations, school uniforms, household goods and enhanced advice services. Additionally, the COVID Winter Grant and Covid Winter Grant Extension provided by DWP was used for support for utility costs, vouchers in lieu of free school meals, school uniforms and grants to VCS organisations to provide food parcels. Finally, the COVID Local Support Grant provided by DWP is being used to provide vouchers in lieu of free school meals and

school uniforms and must be spent by 20th June.

2.21 Further support to people requiring advice across the borough will be provided through the new service level agreement for the provision of advice services, which is now operational and in place for three years from 1 April 2021.

2.22 Additionally, the recommissioning of both the refuge and support services for those affected by domestic abuse is proceeding as planned. The refuge has been out to tender for interested parties to prepare submissions, which are currently being evaluated. The new contract will mobilise towards the end of September 2021, with the current level of provision seeking to be retained as a minimum. In relation to the support service offer, market engagement and co-production is being conducted in order to ensure the service meets the needs of victims and survivors. The engagement programme was launched at the end of March via a live webinar made available across the provider sector – this was well attended and generated a good level of engagement.

2.21 One action within the Thriving Neighbourhoods theme around supporting vulnerable people, 'commission new services to prevent financial exploitation', is rated as off track. This is due to the intended delivery partner, West Yorkshire Financial Exploitation and Abuse Team, being unable to go ahead until the autumn. Other options are being explored. In the meantime, process mapping to understand how concerns of financial exploitation are currently reported is complete and the Financial Exploitation Toolkit is awaiting final feedback before finalisation.

2.22 **Better health and wellbeing**

2.23 The better health and wellbeing theme is about taking steps to address the health impacts of the pandemic, including managing any future outbreaks, assessing the effect the pandemic has had on health inequalities and building on positive behavioural changes such as increased physical activity.

2.24 Within this theme, the Council is focussed on the following outcomes:

- Local incidents and outbreaks are managed effectively
- Health inequalities are understood and responded to
- Vulnerable adults are protected and adult social care is able to adapt to the changing conditions
- Children and young people are protected, safeguarded and able to achieve their potential
- Active travel is accessible, and local people reap the associated health and environmental benefits.

Key areas of progress to deliver on these outcomes are outlined below.

2.25 The Rotherham 7-day infection rate (all ages) was 27.9 per 100,00 (for 7 days to 14th May), compared with the UK rate of 22 per 100,000. This is a

much improved position with respect to Rotherham's rate just prior to the Easter break (when it reached 170), and is also improved in respect of Rotherham's ranking when compared to other England lower tier local authorities. The rate amongst the over 60s age group for the same week was 7.3 per 100,000, which equates to just 5 cases in that age group over the week.

2.26 Delivery of the Communications Strategy is integral to the work around outbreak control. Since the national roadmap was announced, the key messages have remained the same. These are:

- Following 'hands, face, space' guidelines.
- Encouraging people to get tested regularly. Every adult is now entitled to get tested twice a week for free.
- Ensuring that if residents do test positive, they respond by self-isolating. This includes promoting services that are still available to support self-isolation.

2.27 The Communications Strategy is also now focussing on recovery and how the Council can support residents to move into recovery safely as restrictions start to ease. A COVID-19 roadmap is in development for Rotherham to show when services will reopen. The 'Let's Get Rotherham Moving' campaign has also been launched to boost residents' confidence to get back out, explore the borough and support local businesses. Additionally, the COVID-19 email bulletin that has been in place since the start of the pandemic will be repurposed into a 'recovery bulletin.'

2.28 PCR testing sites continue to run 7 days a week in Rotherham, including the drive-through testing site at the Midland Road old bus depot and the walk-through sites at Herringthorpe Stadium, Dinnington and Maltby.

2.29 The roll-out of the Community Testing Programme (CTP) commenced in January 2021 and is operating from Riverside House Café. Informed by engagement with communities, a walk-in testing site at the Unity Centre opened in April and is currently operating two days per week. The use of lateral flow tests has also been implemented in care homes, to enhance existing COVID-safe visiting policies and practice. More recently, the Council has also approved 'community collect' for LFD home testing kits. The intention is for this to operate out of customer service venues and libraries with Council staff being supported to access testing. Currently, the CTP is set to run until 30th June, with options being considered whilst awaiting an update from government.

2.30 The Council is playing a proactive role in supporting the NHS to roll-out vaccinations. For example, the Council continues to use existing channels to communicate key messages, particularly to groups that may be considered harder to reach.

2.31 Work has been ongoing to co-produce a refreshed Carers Strategy with partners and Rotherham carers. Resources and capacity challenges within

partner organisations have impacted on the timescales for developing the strategy. However, activity is on track to have phase 1 of the Carers Strategy, which will be focussed on COVID recovery and stabilisation, in place by June 2021. Work will then continue to develop phases 2 and 3; phase 2 will be focussed on improvement work and creating communities of support for carers, and phase 3 will be focussed on transformation and ensuring that support for carers is everyone's business.

2.32 The Council continues to work closely with education providers to empower all children to fulfil their potential. An Education Recovery cell has now been developed, which is focused on supporting all areas of education to have a proactive approach to challenges across the final part of the academic year. Key areas of focus include additional support for vulnerable groups, education recovery curriculum, school attendance and maximising the use of central government investment in 'catch-up' premium.

2.33 Elective Home Education (EHE) numbers remain higher than in a typical year, with the primary reason given by those opting for EHE being fears around COVID-19 and contraction of the virus in schools. Work has continued to address the increase in EHE cases across this term, including a series of multi-agency EHE summits looking at support and oversight to make sure this cohort are visible and supported. The EHE multi-agency governance group has remained a robust mechanism to make sure a strong level of support is available for students/families who have elected to home educate.

2.34 Schools have shared the positive support that has been put in place in response to findings from the children and young people's mental health surveys, including a full recovery curriculum delivered through PSHCE (Personal Social Health and Citizenship Education), targeted work with specific year groups and producing both student and parental wellbeing newsletters. A third survey is currently open and will capture the response of children and young people following the second period of limited school opening and the subsequent return to school/relaxation of lockdown. The Education Recovery cell will retain oversight of this agenda.

2.35 The implementation of the LAC Sufficiency Strategy and development of local residential provision continues to progress. The implementation of the strategy remains on track (the second home is now operational with plans to open the third home by Sept 2021). The opening of emergency accommodation in March 2021 is behind schedule. The home is complete and ready to be registered with Ofsted, however recruiting high quality staff has been challenging. Very recent recruitment activity has been successful and registering the provision will progress alongside staff taking up posts.

2.36 Work is ongoing to enable active travel and improve air quality in Rotherham. A draft cycling strategy has been completed with approval from Cabinet on 22nd March to go to public consultation. The online mapping facility is now in its final stages with the prototype released for internal comment. As well as the online mapping feature, the webpages contain a range of information to supplement key corporate messages around sustainable travel. Work has

also started on construction of Sheffield Road Cycleways and the scheme is expected to reach completion in quarter 1 of 2021/22.

2.37 Five of the actions within the Better health and wellbeing theme are rated as 'behind schedule' because they are at risk of not being delivered within the original timescales. The reasons include the recruitment of staff and partner capacity. One action is also 'off track' due to Herringthorpe Stadium being used as a COVID test centre.

2.38 **Economic recovery**

2.39 Within this theme, the Council is taking action to provide immediate help to local people and businesses affected by the pandemic, whilst maintaining progress on longer-term priority regeneration schemes. This combined focus on recovery and renewal is critical and the Council is working with local partners, Sheffield city region (SCR) and national government to ensure Rotherham gets the investment it needs to support and build its economy for the future.

2.40 The theme is focussed on the following outcomes:

- The Rotherham economy can adapt and start to recover from the pandemic
- The vision for the regeneration of the borough rejuvenates communities and businesses
- Social value is maximised to create more local jobs, apprenticeships and benefits in communities.

Progress updates are set out below.

2.41 Support to local businesses affected by the pandemic continues. From the outset of the tiered restrictions, government introduced the Local Restrictions Support Grant (LRSG) and then from 1st April the Restart Grant (RG) schemes, through which over 1,700 businesses have received further support, with a total value of £30.3m. Further support has also been provided via Sheffield City Region, through the Additional Restrictions Grant (ARG), with over 1,600 businesses supported for a total grant value of £6.3m. These grants are in addition to the business grant support provided during the first national lockdown, meaning a total grant value of £83.7m has been awarded to over 5,000 local businesses since the start of the pandemic.

2.42 In January, the Council launched a local scheme offering financial assistance to people who fell outside the national criteria for self-isolation support payments. The intention was that anyone who needed to self-isolate and who would otherwise lose income as a result, was entitled to cash support. Payments have been made on the local scheme to 236 claimants at a cost of £59,000, whilst claims to the government scheme have been made to 1,176 claimants at a cost of £588,000.

2.43 Work coaches from both the Council's Pathways Employment Solutions project and Coalfields Regeneration Trust are operating across the borough

to support people into employment and training. Discussions to locate Department for Work and Pensions work coaches in local libraries will restart after lockdown.

2.44 Major regeneration schemes are continuing, with good progress being made on all three town centre housing developments. Wellgate Place (54 homes) is on track for the first completions in October 2021. Construction of superstructures is underway at both Westgate Riverside (72 homes) and Millfold Rise (45 homes), which are on course for completion in spring and summer 2022 respectively.

2.45 On the Forge Island site, essential infrastructure work to pave the way for the new development remains on track. The Arc Cinema has signed a long-term lease with national urban regenerator, Muse Developments, to operate the cinema, and discussions with a hotel are at an advanced stage. Construction work is expected to begin later in 2021.

2.46 The Towns Fund bid was submitted to government in January, seeking investment of £35 million. A decision is expected shortly. Demolition work has been completed at the Primark site, which is to be transformed into a pocket park as part of the Towns Fund accelerator programme.

2.47 Funding of £12.6 million has been offered from the government's Future High Streets Fund, representing 69% of the submitted bid. The Council has allocated its own resources to address the shortfall and made minor amendments to the design. In addition, public realm schemes across the town centre are underway, with work completed on Bridgegate.

2.48 Finally, good progress has been made on social value. £1.5m of social value commitments have been secured through Council procurement, and online events have been held for local businesses and partners to raise awareness and explore further opportunities.

2.49 Three of the actions within the Economic Recovery theme are rated as 'behind schedule', all of which are physical schemes that have been unavoidably delayed. One action, relating to investment in the borough's business centres, is 'off track' due to the need to seek additional funding as tenders have come in over budget.

2.50 **New ways of working**

2.51 In response to the pandemic, the Council rapidly adapted and embraced new ways of working and continues to develop new digital processes. This theme will see further steps taken to support staff and improve outcomes for local residents; utilising technology, acting on feedback and continuing to evolve to meet current and future challenges.

2.52 Within this theme, the Council is focussed on the following outcomes:

- High quality customer services which are efficient and accessible
- Staff are supported to work flexibly, building on recent experiences of

home working
- An empowered and agile workforce, feeling valued and embracing new ways of working.

Progress updates are set out below.

2.53 New online processes have been developed, which will make it easier for customers and businesses to contact the Council to get the help they need during the pandemic.

2.54 Work has continued to develop new and existing digital processes to make it easier for customers and communities to access the services they need. Recent examples of the progress made are provided below:

- In April 2021, the Kickstart application process was launched online. Kickstart is a 6-month government funded placement scheme for young people aged 16-24 who are currently on Universal Credit and at risk of long-term unemployment.
- Customers are now able to request a £5 refund for the six-week Covid-related disruption to the garden waste collection service in spring 2020
- Rotherham residents experiencing fuel debt or poverty as a result of Covid-19 were able to apply for a winter grant online whilst the scheme was operating.
- On 30th April 2021, voluntary and community sector organisations were invited to bid online to provide holiday activities for disadvantaged families less likely to access organised out-of-school activities, more likely to experience 'unhealthy holidays' in terms of nutrition and physical health, and more likely to experience social isolation.
- Parents and guardians who are not legally required to self-isolate, but who need to take time off work to look after a child or young person who is self-isolating, can now apply online for support via the track and trace support payment scheme.

Enhancements have also been made to the online Covid support application process to ensure the Council continues to respond to local needs. Work is also continuing to improve the bulky waste collection process to enable customers to book a date for collection online. To support this development the waste management software is being upgraded and is estimated to go live in September 2021.

2.55 Between January and March 2021, the Council website was visited 685,000 times by 401,000 customers and there were 68,000 online transactions. This is a considerable increase from January–March 2020, where the website was visited 550,000 times by 325,000 customers. The increase demonstrates how the Council is embracing new ways of working.

2.56 Online videos have been used since the start of the pandemic to communicate key messages and provide customers with online self-help. To

date, 48 videos have been added to the Council's YouTube channel over the past 12 months. This includes Covid-19 related broadcast messages such as information about test and trace, restrictions and staying safe, and pandemic life experiences. The online public self-help videos also remain popular (lateral flow testing, housing repairs, taxi vehicle application) with work continuing to develop similar tutorials for other services. The videos have attracted a total of 14,000 views. In terms of video tutorials, there were 520 views of the lateral flow testing video, 489 views of taxi licensing and 1,628 views of housing repair videos.

2.57 Face to face services are now available via a pre-booked appointment for vulnerable customers at one of five sites convenient to the customer (Aston, Maltby, Rawmarsh, Swinton, Dinnington). This service will also be available from Riverside House (date to be confirmed but not expected to be earlier than July). All libraries can provide support for customers who wish to self-serve digitally.

2.58 The Council continues to operate flexible working, including staff working from home, to ensure services are delivered in a Covid-safe way and in line with national guidance. New hybrid working guiding principles and policy are currently out for staff and trade union consultation. Further engagement will take place during June with colleagues across the Council and with elected members prior to being presented to the staffing committee in July for approval.

2.59 A new wellbeing programme was agreed in November 2020 and will run until June 2021. The programme sets out the wellbeing support and initiatives that are available for all staff. The wellbeing initiatives have been developed based on the feedback from the July staff wellbeing survey and will continue to evolve considering the feedback from future surveys and staff engagement activities.

2.60 A total of 838 members of staff attended 24 wellbeing sessions between January and March 2021. Work is currently taking place on a microsite, accessible for non-IT enabled staff, which will be launched in June 2021. Directorates are continuing to drive forward actions based on the results of the second staff wellbeing survey conducted in December 2020.

2.61 Organisational development staff workshops also took place between January and March 2021 to gather staff feedback and build a narrative which can be used to promote desired behaviours and ways of working; as well as identifying gaps in learning and development within the Council. The feedback is currently being analysed and will be used to develop a new workforce strategy for the Council. The new strategy will be aligned to the extended Year Ahead Plan and the new Council Plan.

2.62 One of the actions within the New Ways of Working theme, ‘continue to develop and implement effective flexible working practices’, is rated as ‘behind schedule’. This is because details of the new hybrid working model are still being consulted and plans will need to take account of government guidance which is due to be updated prior to 21st Jun, as per paragraph 2.58

above.

2.63 **Hope and confidence in Rotherham**

2.64 Through this theme, the Council aims to foster a sense of optimism within Rotherham. This will be achieved by delivering on the commitments set out across the themes in this plan, by engaging with local people and seeking feedback, by keeping streets and public places clean and welcoming, and by providing a range of activities that aim to inspire joy and hope.

2.65 Within this theme, the Council is focussed on the following outcomes:

- People trust the Council to deliver on its commitments
- Communication messages are clear along with opportunities to engage and provide feedback
- Local people feel more connected to their community by engaging in positive activities: getting active, creative and outdoors more often
- Places are clean, welcoming and well-maintained.

Key areas of progress to deliver on these outcomes are outlined below.

2.66 A communications strategy was put in place at the start of the COVID-19 crisis. Its aim is to provide a reliable source of information to all audiences, including residents, businesses, elected members, staff and all partners. This has been achieved by delivering coordinated, frequent and clear public messaging in weekly electronic briefings, COVID-19 specific web pages, printed leaflets for members and households, and by targeting specific groups. As a result of the efforts to improve communications, the following progress has been made:

- 23.8% increase in email subscriptions (94,249 subscribers compared to 76,149 for the same period last year) as of April 2021
- Content continues to be posted online using the hashtag #HopeandConfidence linked back to the Year Ahead Plan and promoting Rotherham as a place. Recent examples have included ‘Beat the Street’, a fun, free initiative to see how far people can cycle, run, scoot and roll in just 6 weeks, the launch of Hope Fields at Thrybergh Country Park and the ‘GetRidReyt’ campaign urging residents to identify fly tippers and take pride in their neighbourhood.
- Short videos produced for social media channels (as mentioned in paragraph 2.56 above) focussed on the Covid response and positive messaging.

2.67 The Rotherham Together programme, a creative programme of events, activities and workshops built around the three core themes of Joy, Gratitude and Hope, came to an end in March 2021. There were an estimated 400,000 ‘hits’ across the range of activities over the seven-month programme. The programme launched on 4th September to coincide with what would have been Rotherham Show, delivered the Wildflower Park land art installation at Clifton Park, a demonstration of thanks in the town centre and the Life in

Lockdown exhibition at the museum. Other events have included Black History Month, Christmas activities, and Chinese New Year celebrations. No Leotard Necessary, a programme of outdoor activity aimed at supporting continued physical exercise during lockdown, has also been running across all monthly programmes and Sparks of Joy, a series of pop-up performances in care home settings, ran throughout March.

2.68 All four leisure centres (Wath, Central, Maltby and Aston) and nine libraries reopened on 12th April and the 'order and collect' service will remain available until the end of June. Clifton Park museum reopened on 17th May and the café has remained open for takeaway service. It is anticipated that the Civic Theatre will reopen from September with a refurbished front of house.

2.69 The new memorial garden at Thrybergh opened on Saturday 27th March incorporating a memorial for key workers, an area for personal tributes, play sculptures and natural habitats. The 'Flock' art installation which details stories of life in lockdown will also be on loan from Wentworth Woodhouse.

2.70 A call has gone out through the press, social media, partner organisations and community groups to ask Rotherham residents to share what's helped them stay strong through the past year in a bid to inspire people to continue with good habits. The Council will use residents' ideas to create The Great Big Rotherham To-Do List – a free pocket guide full of inspiration to find everyday moments of calm, interest, health and fun based on the 'Five Ways to Wellbeing'.

2.71 Progress is underway to carry out a range of environmental improvements around the borough. Progress includes:

- Successful delivery of the first year of the 2024 roads programme. Despite significant challenges, 201 roads covering a length of 29.8miles or 47.8km have been repaired. The number of actionable defects (potholes) required to be repaired across the network have continued to fall from 34,000 in 2014/15 to 24,751 in 2019/20 and 16,386 in 2020/21, a significant reduction.
- Programme developed for delivery of gateway cleansing; areas identified as requiring immediate attention are being addressed and delivery is ongoing. Three zonal teams established and have been completing the removal of weed growth.
- Litter bin programme tender stage now complete and formal contracts signed. Now progressing to delivery stage. 2-3 year delivery programme now in development and to be agreed by Cabinet Member.
- New campaign launched #getridreyt on 1st March to make the public aware of their duty of care as a householder when disposing of their waste, but also to appeal for information on offenders who the Council are keen to speak to in relation to fly tipping offences caught on CCTV. (see case study in Appendix 2).
- Additional funding to support the 'pollinator-friendly' places initiative, which includes the engagement of an ecologist to support the

development of this programme, has been agreed and the commissioning of this work will now proceed.
- Seven-day night-time anti-social behaviour and noise nuisance response service launched in March 2020 continues to be promoted on the Council's website and through social media. Currently reviewing demand to inform future communications activity.
- Household waste sites open seven days a week since 1 November 2020.
- Street cleaning service commenced weekend working arrangements from Saturday 4 October 2020.

2.72 One action within the Hope and Confidence theme is rated as 'behind schedule' due to the current national lockdown and capacity issues.

2.72 **Cross-cutting strands**

2.73 The Year Ahead Plan also includes the following cross-cutting strands, which are integral to all themes:

- Equalities and Social Justice
- Climate Impact.

2.74 In delivery of the equalities and social justice strand, Cabinet approved the proposal to undertake an equalities review at its meeting in November 2020, setting out the goal of attaining "Excellent" accreditation under the Equality Framework for Local Government by the end of 2022.

2.75 Work is underway to assess and prioritise the actions that are required to strengthen the Council's approach, working towards "Excellent" accreditation. The is based around the four key lines of enquiry within the Equality Framework for Local Government, which are:

- Understanding and working with your communities.
- Leadership and organisational commitment.
- Responsive services and customer care.
- Diverse and engaged workforce.

2.76 Engagement with directorates across the Council and with external organisations is in progress, embedding ownership of the review work and making equalities everyone's business.

2.77 In addition, the Council published its first Climate Emergency Annual Report in March 2021. This report included both a Carbon Action Plan for 2021/22, which outlined actions to be undertaken over the subsequent year to reduce emissions, and a progress review of actions carried out/in progress so far.

2.78 **Measuring our impact**

2.79 Continuing to measure impact against the Year Ahead Plan will be crucial to ensure that the Council is focussed on the right things for Rotherham's

residents. This will include monitoring the Resident Satisfaction Survey, as well as other key indicators, such as the total funding dispersed to businesses affected by Covid restrictions and the increased social value from Council spend.

2.80 The key indicators that the Council will focus on are outlined in the table below.

Themes	**Measures**
Thriving neighbourhoods	Satisfaction with local area (Resident Satisfaction Survey)
Better health and wellbeing	Council's response to the Coronavirus crisis (Resident Satisfaction Survey)
Economic recovery	Number of grants and total funding dispersed to businesses affected by Covid restrictions Increased social value from Council spend
New ways of working	Satisfaction with how the Council runs things (Resident Satisfaction Survey)
Hope and confidence	Trust in the Council (Resident Satisfaction Survey)

3. Options considered and recommended proposal

3.1 The recommendations of this report are for Cabinet:

1. To note the progress made with the Year Ahead activities.
2. To agree the proposal to extend the Year Ahead Plan to November 2021.
3. To note that the Year Ahead Plan extension will be replaced by a new medium-term Council Plan, to be recommended by Cabinet for adoption by the full Council in January 2022.

4. Consultation on proposal

4.1 A series of workshop sessions took place in August with elected members around the themes within the Year Ahead Plan. Through these seminars, councillors have had the opportunity to influence the development of the plan.

4.2 The Year Ahead Plan was approved by Cabinet on 21 September 2020.

4.3 Partners were also engaged as part of the development of the plan. The themes were presented and discussed at the Rotherham Together Partnership and several actions identified within the plan will involve close working with partners.

4.4 As part of the delivery of the Year Ahead Plan, engagement with the public will be an ongoing priority.

4.5 Each of the action leads have been involved in providing the progress

updates included within Appendix 1 and these have been shared and discussed with assistant and strategic directors and Cabinet members.

5. Timetable and Accountability for Implementing this Decision

5.1 This is the third quarterly performance report relating to The Year Ahead Plan. Subsequent performance reports will be considered by SLT and Cabinet on a quarterly basis.

6. Financial and Procurement Advice and Implications

6.1 There are no direct financial implications arising from the report, but the plan's delivery will require close financial management to ensure that financial implications are within budget and longer-term implications that may be generated by the plan are factored into the Council's medium term financial strategy. As indicated in the Finance Update Report on this cabinet agenda the Council has delivered a balanced financial outturn as expected. This is after taking account of the financial impacts of Covid 19 and after taking account of the emergency COVID-19 funding provided by Government for 2020/21.

6.2 The financial impact of delivery of the Year Ahead Plan will therefore need to be monitored as part of the Council's financial management arrangements and considered alongside the ongoing financial impact of COVID and the Council's overall financial position.

6.3 Aside from the project specific updates detailed in the report, there are no direct procurement implications as a result of the recommendations detailed in this report. However, any identified need to procure goods, services or works in relation to achieving the Year Ahead Plan objectives should be referred to the Corporate Procurement Service. This will ensure all projects are procured in line with both the relevant internal financial and procurement procedure rules and the Public Contract Regulations 2015 (as amended), and that social value commitments are secured.

7. Legal Advice and Implications

7.1 There are no direct legal implications arising from the plan itself; however the delivery of the plan in achieving the identified outcomes will require ongoing legal input to assess the legal implications relevant to each theme and support individual services in the delivery process.

7.2 In the delivery of the plan, the Council will need to continually consider its statutory and non-statutory duties to ensure that these are identified and met at all stages, in order to minimise the risk of legal challenge. Certain duties, such as the Public Sector Equality Duty and the requirements placed on the Council though the Clean Air Directive, have already been identified and clearly addressed through the identification of the cross-cutting strands in the plan.

7.3 The law is continually changing and even more so due to the impact of the

pandemic. It is vital that all relevant legislation and any changes are fully considered at all stages in the implementation of the plan to ensure that all decisions are made in accordance with the most up to date legislation.

8. Human Resources Advice and Implications

8.1 The human resources aspects of the plan are set out within the New Ways of Working theme, including delivering high quality customer services which are efficient and accessible, ensuring staff are supported to work flexibly, building on recent experiences of home working, and ensuring that the Council builds on the response to the pandemic, using the learning to shape organisational development and how the Council will work in the future.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Underpinning the delivery of the Year Ahead Plan is a cross-cutting strand relating to equalities and social justice. This includes considering the impact of the pandemic on vulnerable groups, including children and young people and vulnerable adults.

9.2 The Better Health and Wellbeing theme has a focus on supporting children and young people and vulnerable adults. Specific outcomes include ensuring that vulnerable adults are protected and adult social care is able to adapt to the changing conditions, and that children and young people are protected, safeguarded and able to achieve their potential.

9.3 Protecting the most vulnerable residents is also a key component of the Thriving Neighbourhoods theme.

10. Equalities and Human Rights Advice and Implications

10.1 COVID-19 impacts on everyone in the borough, with those who are older, with pre-existing health conditions, disabled people and BAME communities particularly at risk. In addition to the direct impacts of infection, the indirect effects of the pandemic are also likely to disproportionately impact on disadvantaged groups. An equality analysis was produced alongside the Local Outbreak Control Plan, which outlined the implications of the pandemic for protected characteristic groups in further detail.

10.2 In recognition of these implications, equalities and social justice has been included as a cross-cutting strand within the Year Ahead Plan. This means that consideration of issues relating to equalities and social justice has fed into the development of each theme.

10.3 As agreed at the November Cabinet meeting, the Council is also delivering on the equalities review, which will help build an understanding of the issues in Rotherham and identify how the Council can make a measurable difference to furthering equality. This will be framed around the four key lines of enquiry within the Equality Framework for Local Government:

- Understanding and working with your communities.

- Leadership and organisational commitment.
- Responsive services and customer care.
- Diverse and engaged workforce.

10.4 Different leads and directorates will be responsible for equalities within their themes and ongoing analysis of data and intelligence with regards to equalities will continue to take place. Any Cabinet decisions linked to the themes within the Year Ahead Plan will include an equality screening to assess the equality impacts. An equality screening assessment is attached to this report (Appendix 5).

11. Implications for Ward Priorities

11.1 The Year Ahead Plan is a borough-wide plan, so has implications for all wards.

11.2 Building and supporting community resilience is a key part of the Thriving Neighbourhoods theme. This will include working with local councillors and residents on ward priorities and plans.

12. Implications for Partners

12.1 Working with partners will be integral to the delivery of the Year Ahead Plan. Partners have therefore been engaged and consulted as part of the plan's development.

12.2 A complementary partnership year ahead plan has been developed and was agreed by Rotherham Together Partnership in September 2020. This focuses on key milestones relating to the five "game changers" within the Rotherham Plan:

- Building stronger communities
- Integrated health and social care
- Skills and employment
- Town centre
- A place to be proud of

13. Risks and Mitigation

13.1. There are significant and serious risks associated with the COVID-19 crisis. Each workstream has undertaken a risk assessment including mitigating actions to be taken. The risks are captured in the threat and risk assessment and are reviewed regularly by workstream leads. This is fed up to the Gold and Tactical groups.

13.2 The risks and issues flagged in Appendix 1 have been shared with Directorate Risk Champions to ensure directorate risk registers are updated/amended where required.

14. Accountable Officers

Jackie Mould,
Head of Policy, Performance & Intelligence
Assistant Chief Executive's Directorate
Jackie.mould@rotherham.gov.uk

Approvals obtained on behalf of Statutory Officers:

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/12/20
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	01/06/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author:

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This report is published on the Council's website.

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Appendix 1 – Year Ahead Plan Milestone Tracker

Note - The shaded cells within this document refer to the original timescales set out in the Year Ahead Plan, rather than progress.

THRIVING NEIGHBOURHOODS							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
Communities are at the heart of everything we do	**Members drive local activity through revised ward plans**						
	Revised ward plans and budgets agreed.	Completed	All 21 ward plans and budgets agreed and published.				
	Ward budgets, Community Leadership Funds, and Ward Housing Hub funds allocated in every ward.	Completed	Funding for 2020/21 has been fully allocated.				
	All ward members to meet virtually with Streetpride locality staff and jointly agree local priorities.	On track	Streetpride zonal managers have attended all ward briefings and using these have delivered Community Days in all wards across the borough.				
	Deliver additional youth work in every community in the borough, as committed in our 2020/21 budget.	On track	Youth work offer to vulnerable young people remains in place, and a new programme of summer youth work as lockdown restrictions ease is being planned.				
	Agree the finalised Rotherham Library Strategy and deliver the capital investment set out in the 2020/21 budget, to improve these facilities across Rotherham.	On track	Library Strategy approved by Council in November and capital programme of works well underway.				
Democratic arrangements are open, transparent and accountable	**2020/21 member development programme**						
	Review working arrangements to ensure members are able to carry out their roles effectively and safely and deliver the member development programme.	On track	Delivery of the Member Induction and Development programme began following the May elections.				
	Further develop the 'Your Neighbourhood' section of the council website						
	Continue to enhance content and develop separate web page for each ward.	Completed	All ward pages now live as of 7 December 2020.				

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THRIVING NEIGHBOURHOODS							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
Vulnerable residents affected by Covid-19 are supported by the Council	**Continue to work with partners to provide crisis food and other essentials for vulnerable residents**						
	Government hardship funding utilised to increase crisis resources.	On track	As part of supporting vulnerable residents across Rotherham, government hardship funding continues to be utilised to increase crisis resources and provide food and other essentials to vulnerable residents.				
	Help those who are at risk of homelessness						
	Rough Sleeper initiative team in post.	Completed	Rough Sleeper Team now in post and supporting local people.				
	Recommission financial advice services to support the single advice model.	Completed	The advice services service level agreement is now operational from 1 April 2021 for three years.				
	Recommission domestic abuse support services.	On track	The recommissioning of both the refuge and support services for those affected by domestic abuse is proceeding as planned.				
	Commission new services to prevent financial exploitation.	Off track	Intended delivery partner was unable to go ahead until autumn. Other options are being explored.				
Rotherham residents, VCS organisations and businesses use their skills and							
	Volunteer coordinators recruited for north/south/central Rotherham.	Completed	Volunteer Coordinators commenced in post in December 2020.				
	Approve the staff volunteering policy.	On track	The Staff Volunteering Policy has been approved by SLT				

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THRIVING NEIGHBOURHOODS							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
assets to help others			and will go to Staffing Committee in June.				
	A new service level agreement is in place for VCS infrastructure support.	Complete	The new service level agreement is operational from 1 April 2021 for three years.				

Appendix 1 – Year Ahead Plan Milestone Tracker

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BETTER HEALTH AND WELLBEING							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
Local incidents and outbreaks are managed effectively	**Deliver the Local Outbreak Control Plan (LOCP)**						
	Deliver the LOCP's Communications and Engagement Plan, taking action based on the equality analysis to ensure messages are reaching all of our communities	On track	Promoting latest messaging to all communities continues to play a central role in the delivery of the Local Outbreak Engagement Plan.				
	Delivering the national testing strategy	On track	The Council continues to deliver on our duties around testing as a local authority.				
Vulnerable adults are protected and adult social care is able to adapt to the changing conditions	**Ensure that adult social care is able to adapt to the changing conditions**						
	Deliver the Adult Social Care Recovery and Reset Plan – giving priority to My Front Door activity and statutory social care services	On track	Development of the plan is complete and My Front Door Programme brought back online in August 2020. My Front Door continues to work with individuals to assess their needs and aspirations, ensuring new solutions are in place in line with the national roadmap.				
	Work with health partners to make best use of available funding to support the Winter Plan	Completed	The winter plan was fully signed off by the A&E Delivery Board in September 2020 and all actions are now complete to deliver against this plan.				
	Ensure support is in place for carers						
	Refresh and co-produce the Carers Strategy	Behind schedule	Resources and capacity challenges within partner organisations, combined with limitations of remote working has impacted on the programme timelines. However, phase 1 of the				

Appendix 1 – Year Ahead Plan Milestone Tracker

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BETTER HEALTH AND WELLBEING							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
			Carers Strategy will be in place by June 2021.				
Children and young people are protected, safeguarded and able to achieve their potential	**Protect vulnerable families and empower all children and young people to fulfil their potential**						
	Work closely with education providers to ensure the safe return of children to education settings	Completed	All schools reopened safely in September and March.				
	Ensure plans are in place for school reopening regarding transport, cleaning, catering, school crossing patrols etc.	Completed	All schools supported to reopen safely in September 2020 and March 2021.				
	Agree actions to support the emotional health and wellbeing of children and young people based on a borough-wide survey	Completed	The second survey was conducted as planned in October and findings have been shared. Further resources are now being provided to schools.				
	Continue implementation of the residential strategy, with additional emergency accommodation operational by March 2021	Behind schedule	The overall implementation of the strategy remains on track, but the specific milestone of opening emergency accommodation in March 2021 has not been met. This is due to the challenges of recruiting high quality staff.				
Health inequalities are understood and responded to	**Review health inequalities led by the Health and Wellbeing Board**						
	Refreshing the Health and Wellbeing Board priorities with support from the LGA	Completed	Refreshed priorities were agreed in November.				
	Assess the impact of Covid-19 on different communities and take appropriate action.	On track	This work will be an iterative and ongoing process. A new Health and Wellbeing Strategy action plan was agreed in November to take forward action relating to health inequalities.				
Rotherham is a	**Deliver a range of schemes to improve air quality and increase physical activity**						

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BETTER HEALTH AND WELLBEING							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
place where active travel is accessible, and local people reap the associated health and environmental benefits	Clean air zone: start construction of highway works scheme.	Behind schedule	These schemes will be delivered in the 2021-22 & 22-23 financial years. Though some aspects such as the Parkway Speed Limit are temporarily in place, practical works are not expected to commence until Q2 or Q3 at the earliest on the other schemes.				
	Complete phase 1 of Sheffield Road cycleways.	Behind schedule	Construction is now on site and the scheme is expected to reach completion in Q1 of 2021/22.				
	Moor Road, Manvers cycleway construction.	Behind schedule	The Outline Business Case has been submitted to SCR and been approved by SCR in March 2021; the current programme indicates commencement in Q2 2021/22.				
	Provide online mapping of the borough's cycle routes and agree a cycling strategy.	On track	A draft cycling strategy has been completed for Q4 with approval from Cabinet on 22nd March to go to public consultation.				
	Deliver £250k investment in Herringthorpe Stadium.	Off track	Site is currently hosting COVID-19 testing				

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ECONOMIC RECOVERY							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
The Rotherham economy can adapt and recover from the pandemic	**Work proactively with the Sheffield City Region (SCR) to ensure that the Economic Recovery Plan addresses local skills and business priorities**						
	Agree the SCR Region Renewal Action Plan, and secure Rotherham's share of additional devolution and associated funding to support the local economy.	On track	SCR RAP agreed; discussions ongoing to agree specific projects and programmes and secure funding.				
	Work with partners including DWP, colleges and providers to deploy new job coaches into local communities.	On track	Work Coaches from RMBC's Pathways Employment Solutions and Coalfields Regeneration Trust are operating across the borough to support people into employment and training. Discussions to locate work coaches in libraries will restart after lockdown.				
	Start construction of new Century business centre at Manvers.	Behind schedule	Design of the workspace amended to reflect impact of Covid-19 on work patterns and practices. New financial model to be agreed and now aim to start on site by Sept 2021				
	£425k of investment in the borough's other business centres.	Off track	Tender prices received are over budget and additional funding is being sought.				
The vision for the regeneration of the borough rejuvenates communities and businesses	**Plans are underway for economic regeneration within the borough, including Forge Island development, Town Deal and Future High Streets programme**						
	Complete essential infrastructure and enabling works on Forge Island, including the demolition of Riverside Precinct.	On track	Flood mitigation works completed Nov 2020. Works to demolish Riverside precinct and site preparation progressing as programmed.				
	Secure agreements to allow the construction phase of the Forge Island scheme to begin.	On track	Acquisition of Riverside Precinct complete. Pre-let signed with cinema; hotel at advanced stage.				

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ECONOMIC RECOVERY							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
	Co-design Towns Fund proposals with local businesses and communities, and submit to government a vision and strategy for the town.	Completed	The Towns Fund bid has been submitted to government, seeking investment of £35 million.				
	Develop a business case, secure funding and commence construction of a Towns Fund accelerated delivery scheme in the town centre.	On track	Funding received and former Primark site purchased for the preferred accelerated scheme. Structural demolition has now been completed.				
	Secure funding to support redevelopment of the markets and central library.	On track	Future High Streets Fund bid successful with 69% of funding requested offered in principle. Additional Council resource identified and allocated to address shortfall and revised scheme presented back to government with minor amendments.				
The vision for the regeneration of the borough rejuvenates communities and businesses	**Begin a major programme of public realm improvements to transform the appearance of the town centre**						
	Work begins on College Street.	On track	Work began in April, following an online public information event, and is due to be completed in September.				
	Work begins on Frederick Street.	Behind schedule	Final designs completed and approved and online public information event held. Funding bid submitted and works due to commence in quarter 2 2021/22.				
	Work completed on Bridgegate.	Completed	Improvement works, including replacement paving in the central carriageway and new cycle racks, were completed in April.				
	Breathe new life into the town centre by progressing construction of 171 homes across three sites, with a variety of property types						

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ECONOMIC RECOVERY							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
	Millfold House demolition.	Completed	Demolition complete, making way for 31 apartments for rent and 14 houses for sale at Millfold Rise.				
	Ground remediation complete on all three Council led town centre residential sites.	Completed	Remediation is complete on all three sites in the town centre housing development programme.				
	Deliver additional key schemes across the borough						
	Greasbrough roundabout upgrade.	Behind schedule	The contract has now been awarded and works commenced with completion expected in spring 2022.				
	Parkway widening scheme begins.	On track	Scheme underway and remains on schedule for completion in late 2022. Current works are the removal of the central reservation to create additional temporary work space prior to work on the later phases for eastbound, westbound and J33 improvements.				
Social value is maximised throughout the council's procurement and commissioning activity.	**Continue to implement the social value policy, delivering tangible benefits to local people**						
	Launch the partnership social value charter, encouraging anchor organisations to build social value into their commissioning and procurement activity.	Completed	Charter launched via social media in February 2021. Conference for businesses in March and workshop with partners in May further explored opportunities relating to social value and anchor networks.				
	Identify opportunities for social value through procurement and regeneration programmes to ensure additional local jobs and apprenticeships are secured, and monitor progress.	On track	£1.5m of social value commitments secured – monitored via the social value portal.				
	Centre for Local Economic Strategies report on supply chains and market analysis completed.	Completed	The report was completed with a series of recommendations that were reported to Cabinet and are				

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ECONOMIC RECOVERY							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
			informing the next phase of work.				

NEW WAYS OF WORKING							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
High quality customer services which are efficient and accessible	**Focus on accessibility, enabling as many people as possible to self-serve online whilst continuing to provide assisted access for vulnerable customers and those who are unable to access services digitally**						
	Increase the number of services available through online, including reporting housing repairs and booking and paying for bulky waste collection.	On track	This is an ongoing action. Continuous development of new digital processes. Customers able to request housing repairs and can pay for a bulky waste collection online. Work is also continuing to enhance online services.				
	Introduce more online videos to visually help, guide and inform our customers about the things they need to know.	On track	This is an ongoing action. Online videos continue to communicate key messages and provide self-help. Since the start of the Covid-19 crisis, 48 videos added to the Council's You Tube channel.				
	Explore provision of more face to face customer services provision on an appointment basis in local libraries.	Completed	Appointment booking process rolled out from 17th May with a phased reopening across sites.				
	Review and refresh the flexible working strategy to improve work-life balance and productivity						
	Continue to develop and implement effective flexible working practices.	Behind schedule	Delayed due to national lockdown. Currently consulting on new hybrid working guiding principles and policy. To be agreed by Staffing Committee in July.				
	Bring forward proposals relating to the return to and	Completed	Planning complete and agreed in				

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NEW WAYS OF WORKING							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
	use of Council buildings.		principle. To be implemented once safe to do so.				
An empowered and agile workforce, feeling valued and embracing new ways of working	**Learning from the Covid-19 response is used to shape organisational development**						
	Informed by staff feedback, implement initiatives relating to workforce engagement, support and development.	On track	Organisational development staff workshops took place between January – March 2021. Work underway to analyse feedback, and this will be used to develop a new workforce strategy for the Council.				
	A sustainable well-being programme is established and accessible to the whole workforce.	On track	Between January – March 2021 24 staff wellbeing and engagement sessions held, attended by 838 people. Directorates continuing to drive forward actions based on the results of the staff wellbeing survey in December 2020.				

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HOPE AND CONFIDENCE							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
Communication messages are clear along with opportunities to engage and provide feedback	**Continue to broaden the reach of communications messages and engage with local people**						
	Produce short monthly videos on key themes for social media channels.	On track	Videos produced regularly to promote key messages and help people self-serve.				
	Expand the council's email subscription base and develop a campaign strategy to maximise it.	On track	Communications Strategy in place. 94,249 subscribers compared to 76,149 this time last year (23.8% increase).				
	Develop content for all channels, but primarily digital, which celebrates Rotherham as a place, in support of the Year Ahead themes and strands.	On track	Specific content continues to be developed for this purpose, alongside other positive coverage.				
Local people are engaged in creative activities and feel connected to their community: getting active, creative and outdoors more often	**Deliver Rotherham Together: a celebration of community, creativity and recovery through a seven-month programme of events and activities (an alternative to the Rotherham Show)**						
	Sustain online activities and deliver targeted events such as, No Leotard Required and Sparks of Joy.	Completed	The programme launched in September came to an end in March 2021. Around 4000,000 people engaged.				
	Roll out the safe re-opening of libraries, cultural and leisure centres.	On track	Leisure centres and nine libraries reopened on 12th April and the order and collect service will remain available until end June. Clifton park museum reopened on 17th May.				
	Creating a memorial garden at Thrybergh country park.	Completed	Memorial garden opened on Saturday 27th March incorporating a memorial for key workers, an area for personal tributes, play sculptures and natural habitats.				
	Deliver Land Artwork in Clifton Park and Life in Lockdown	Completed	Artwork installed from 5th-19th				

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HOPE AND CONFIDENCE							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
	exhibition at Clifton Park Museum.		September and Life in Lockdown exhibition delivered. Over 3,500 people enjoyed the work over a 3-week period and positive response received.				
	Launch the Rotherham Recovery Toolkit – a downloadable pack of crowd-sourced ideas for creative and active ways to encourage good mental health.	Behind schedule	Project was on hold due to national lockdown but has now commenced with engagement with local people. Rotherham Council will use resident's ideas and suggestions to create The Great Big Rotherham To-Do List. Work is on track for this to be ready for the summer.				
	Promote a series of videos as part of a virtual Community Achievement awards celebration.	Completed	Worked with Voluntary Action Rotherham. VAR received footage from various groups and Rotherham college. Volunteers video produced to share positive examples of people supporting each other during lockdown.				
Places are clean, welcoming and well-maintained	**Carry out a range of environmental improvements around the Borough**						
	Begin delivery of the '£24 million to 2024' Roads Programme.	On track	Successfully delivered the first year of the 2024 Roads Programme. The Council is investing £24m in the repair of estate roads over the next 4 years.				
	Increase cleaning resources on 'gateway' routes into the borough, and respond to local weed growths that may have accumulated	Completed	Programme developed for delivery of gateway cleansing, areas identified as requiring immediate attention are been addressed and delivery is				

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HOPE AND CONFIDENCE							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
			ongoing. Three zonal teams established and have been completing the removal of local weed growth.				
	Develop our approach to delivering more “pollinator-friendly” places.	On track	Funding to support this initiative, now agreed. The commissioning of this work will now proceed.				
	Improve the quality and location of street litter bins across the borough by investing in additional equipment.	On track	Tender stage complete and formal contracts signed. Now progressing to delivery stage. 2-3 year delivery programme now in development and to be agreed by Cabinet Member.				
	Improve our approach to dealing with fly-tipping and environmental crime, including publicity about littering and enforcement activity to deter others.	On track	Active use of social media to publicise successes. Signage installed and action plan on place to improve joint working. “GetRidReyt” campaign launched.				
	Promote the new seven-day night-time anti-social behaviour and noise nuisance response service to support improvements across the borough.	On track	Service launched in March and promoted through social media and Council website. Demand primarily focussed on Covid related enquiries, alongside noise. Figures currently being collated to inform future communications activity.				
	Open household waste recycling centres seven days a week.	Completed	Household waste sites open seven days a week (since 1 November 2020).				
	Recruit to posts to create a responsive weekend street cleaning service.	Completed	Service commenced weekend working arrangements from Saturday 4th October 2020.				

Appendix 1 – Year Ahead Plan Milestone Tracker

Note - The shaded cells within this document refer to the original timescales set out in the Year Ahead Plan, rather than progress.

CROSS CUTTING STRANDS							
Outcomes	**Activity**	**Status**	**Rationale for status**	**Original target**			
				Q2	**Q3**	**Q4**	**Q1**
A borough based on social justice where all residents have a good quality of life and are able to achieve their potential	**Carry out a comprehensive review of equalities and social justice to understand the issues in Rotherham and identify how the council can make a measurable difference**						
	Embed actions to address equalities and social justice into all aspects of the year ahead plan.	On track	Progress made to assess and prioritise the actions that are required to move towards "Excellent" accreditation.				
Carbon emissions for the Council and the borough are reduced	**Embed consideration of the climate impact into all themes**						
	Restart and review the Carbon Reduction Plan.	On Track	Carbon Action Plan for 2021/22 produced, which outlined actions to be undertaken over the subsequent year to reduce emissions, and progress review of actions carried out.				

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CASE STUDIES

THRIVING NEIGHBOURHOODS

Community Days delivered for each ward in the borough

Over the past few months, service managers in the Council's Cleaning and Grounds Maintenance Service have been attending ward meetings across Rotherham, working with Elected Members and the Neighbourhoods Team to discuss and agree local priorities and the use of local resources. These discussions gave Members an opportunity to influence and drive activity in their local area.

Ward Members were invited to highlight locations or activities within their own wards where greater focus would be helpful to local people, using both their own local knowledge and information they have received from their residents. This included planning a 'Community Day' for each ward – a dedicated day on which Cleaning and Grounds Maintenance operatives would visit the areas chosen and undertake targeted cleansing and grounds maintenance activity to uplift the local area.





After attending all ward briefings, the service managers consolidated the information received and established a programme of dates for the Community Days. In total, 21 Community Days were delivered across all wards in Rotherham between February and March 2021.

Cleaning and Grounds Maintenance operatives worked hard throughout the day in each ward to leave the chosen areas clean and tidy, carrying out a range of activities including litter-picking, tidying up vegetation, clearing weeds and removing fly-tipped rubbish.

The before and after photos captured by the Cleaning and Grounds Maintenance team show some of the fantastic differences made in the chosen areas.

CASE STUDIES

THRIVING NEIGHBOURHOODS

Keppel Community Day, 19 February 2021: Bray Walk and Studmoor Road area, before and after





Valley Community Day, 18 March 2021: Lady Oak Road, East Herringthorpe, before and after





75 Community Days are to take place per year, with three being delivered in each of Rotherham's wards.

In the future, it is hoped the easing of COVID-19 restrictions will mean that the Cleaning and Grounds Maintenance Service can work with the Neighbourhoods Team to encourage members of the local community to get involved in the ward Community Days.

CASE STUDIES

THRIVING NEIGHBOURHOODS

Refurbishing the Kiveton Park Library and Neighbourhood Hub

Consultation and engagement with local people found that Rotherham's libraries are deeply loved, and that people want libraries to be the social hub of the community. The Council also acknowledges that closing local libraries can have far-reaching implications beyond the loss of books and that they have an important role to play in harnessing community spirit and supporting local people to access services. In light of this, the Council has committed to the Libraries Capital Improvement Programme, to invest in every library across the borough, ensuring that all facilities are modern, relevant and accessible.

One site which has benefitted from the programme is Kiveton Park Library, whereby the library has been co-located with the Children and Young People's Early Help services to form a community hub. By co-locating with Early Help services, the Library and Neighbourhood Hub will be able to offer extended opportunity for members of the community to improve their life skills and learn.

The redesigned layout has incorporated flexible meeting spaces for new community groups to be formed and a new catering kitchen to deliver food hygiene courses, which will allow more opportunities to bring communities together.





The interior of the library has been modernised to better meet the needs of local people, which includes new IT equipment, library furniture, carpets and shelving, as well as a disabled toilet to enhance the accessibility of the library. Improvements have also been made to the exterior of the building, such as new windows, doors and signage, to ensure that the library has a welcoming feel.

Including the work at Kiveton Park, the Council has refurbished a total of seven libraries during the COVID-19 pandemic, including Mowbray Gardens, Wickersley, Greasbrough, Dinnington, Kimberworth and Thorpe Hesley.

Work will continue to deliver on the programme, with plans in place for all sites across the borough. This will help to ensure that all libraries in Rotherham are modern and welcoming spaces, at the heart of community life.

CASE STUDIES

ECONOMIC RECOVERY

Economic Recovery theme – public realm scheme on Bridgegate



The town centre masterplan comprises a package of interventions, including public realm improvements, across several key strategic areas, to help improve the function, aesthetics and linkages into and across the core of Rotherham town centre.

The masterplan emphasises the critical importance of public realm enhancements to encourage and improve movement and connectivity, particularly between Forge Island and the wider town centre, and to improve the physical environment and experience within the town centre.

In December 2019, Bridgegate was identified as the first section of public realm to be delivered as part of phase one.

The aim of the scheme was to remove clutter and the outdated street scene and create a welcoming, safe and vibrant environment to encourage footfall. With the Forge Island leisure development on the horizon, works need to be completed to bring the whole town together with a cohesive approach to public spaces.

The street can now accommodate markets stalls and events, and be more readily linked into events taking place across the wider town centre.

Bridgegate is a key gateway into the town from the interchange and railway station, which now encourages and entices visitors, with beautiful views of the minster and access to Minster Gardens and All Saints Square.

CASE STUDIES

ECONOMIC RECOVERY



The space has received numerous positive comments from businesses and users alike, who state the street is bright and vibrant, with the addition of the new planters bringing a homely garden feel to the street.

Works have also started on the next stage of the public realm redevelopments on College Street, with Frederick Street to follow in September 2021.

Rotherham Council's Cabinet Member for Jobs and the Local Economy, Cllr Denise Lelliott, said: "The improvements are all part of the town centre masterplan and will complement the new housing developments and leisure scheme at Forge Island, which are starting to taking shape.

"We are committed to public realm works and improving the streets in the town centre, which will help to ignite the regeneration of the town centre and we're determined to make sure the area doesn't just survive but thrives."



CASE STUDIES

HOPE AND CONFIDENCE

GetRidReyt

Rotherham Council's Community Safety and Street Scene Team asked for a communications plan to be put together to remind Rotherham residents that they have a duty of care regarding their rubbish. It is a homeowner's responsibility to make sure that anyone they pay to dispose of rubbish is a registered waste carrier. The team also asked for the campaign to include a deterrent to fly-tippers, using images of fly-tipped rubbish from around the borough.

The Communications Team put together a plan which included social media cards and videos.

Phase One

Phase one of the **#GetRidReyt** campaign focussed on informing the public that they have a duty of care regarding their rubbish.

Cards (see below) were shared on social media, showing images of fly-tipped rubbish and containing the hashtag **#GetRidReyt.**

A video of a convicted fly-tipper dumping rubbish was also shared on social media (see right).
It centred around the conviction of two members of the same family in December 2019 following Rotherham Council's longest running investigation into fly-tipping. You can view the video **here**.





Phase Two

Phase two of the campaign looked to create a deterrent to fly-tippers using images of fly tipped rubbish from around the borough. Using CCTV footage of offenders, a number of videos have been created and shared on social media asking the public to help identify any of the people filmed fly-tipping.

All the videos can be viewed on the Council website at **www.rotherham.gov.uk/getridreyt**



Next Steps

Plans are in place to continue to produce videos of offenders dumping rubbish across the borough as it highlights the work that the team is doing to combat the issue. The Communications Team is also looking to work with other areas of the Regeneration and Environment Directorate to use **#GetRidReyt** with other projects such as litter picking.

TIMELINE OF KEY ACHIEVEMENTS AND ACTIVITIES

January to April 2021

Rotherham Metropolitan Borough Council

KEY

Government Announcements | Thriving Neighbourhoods | Better Health and Wellbeing | Economic Recovery | New Ways of Working | Hope and Confidence | Cross-cutting

2020

JANUARY

- Staff wellbeing session held on the Access to Work Mental Health Support Service, a fully funded mental health support service for Council employees.
- Video released for Holocaust Memorial Day encouraging individuals and communities to 'be the light in the darkness'.
- 11 new Work Coaches commenced in post with DWP Rotherham.
- Cabinet agreed the process for recommissioning domestic abuse support services.
- Forge Island deal with Arc Cinema completed.
- Budget consultation 2021/22 opened to obtain residents' views on the budget and future spending and savings.
- Cabinet approved plans for £100,000 of local financial support, alongside the national self-isolation support payment scheme.
- Roll-out of the Community Testing Programme began.
- Lateral Flow testing for asymptomatic frontline staff began at Riverside House.
- Third national lockdown implemented from 5 January.
- Remediation work complete at all three sites in the town centre housing development programme.
- The Council worked with the Environment Agency to monitor river levels and provided almost 3,400 sandbags in response to the threat of flooding in the borough.
- 23.75m funding for councils announced to boost the Community Champions scheme.
- Mass vaccination centres opened across the country and national Vaccines Delivery Plan published.

FEBRUARY

- Four wellbeing workshops were held for staff: Working from Home, Keeping Fighting Fit in Winter, Coping with Uncertainty and Introduction to Mindfulness. Recordings of the sessions were shared on the staff intranet.
- A series of virtual performances by young people were held on the RMBC Events Facebook page in celebration of Chinese New Year.
- Residents invited to share ideas for green tributes and activities for the Hope Fields Covid memorial.
- The findings of the Winter Wellbeing survey were shared with staff.
- Staff Q&A session with Chief Executive held.
- The government vaccine uptake plan was published.
- New Herringthorpe COVID-19 testing site opened.
- The roadmap for the easing of lockdown restrictions was set out on 22 February.
- Work began on demolishing the former Primark building on Rotherham High Street.
- Work started on A630 Parkway improvement.
- Draft cycling strategy approved by Cabinet.
- Children returned to school on 8 March, care homes allowed one regular visitor and two people allowed to sit together outdoors.
- Community Days began to be delivered across all wards, with Streetpride Grounds Maintenance teams targeting cleaning work in priority areas highlighted by Ward Members.

MARCH

- Rotherham residents urged to #GetRidReyt as part of a campaign against fly-tipping.
- £25,000 made available to help unpaid carers in Rotherham access the help and support they need thorough the Council's partnership with Crossroads Care.
- New Respite Centre opened at Conway Crescent in East Herringthorpe for adults with learning disabilities.
- Residents invited to comment on plans to transform the look of College Street via a virtual information session.
- An International Women's Day event took place via Microsoft Teams with the theme of 'Choose to Challenge', highlighting what we can all do to challenge gender bias.
- An engagement session on equalities was held with staff, led by the Assistant Chief Executive.
- Confirmed that over 100,000 Rotherham residents have been vaccinated.
- New seven-day night-time anti-social behaviour and noise nuisance response service launched and promoted through social media.
- Council agreed 2021/22 budget.
- One-year anniversary of first lockdown marked on 23 March.
- All ward budgets were fully allocated to projects and activities aligned with ward priorities by the end of March.
- 2021 budget set out by Chancellor.
- Free online activities shared on Council social media for children over the Easter break.
- Hope Fields COVID-19 memorial opened to the public at Thrybergh Country Park on 27 March with a pre-recorded ceremony.
- The Council issued over 10,000 supermarket vouchers to support families in need for the Easter break.
- The Rotherham Together Programme concluded in March, with an estimated 400,000 people having taken part over the seven-month programme of activities.

APRIL

- Beat the Street, a fun, free initiative that sees how far people can cycle, run, scoot and roll in just six weeks launched in Rotherham.
- Session on climate change held for staff.
- Let's Get Rotherham Moving campaign launched, urging residents to help keep shops and local businesses open by following Covid rules and being considerate.
- 48 videos added to the Council's YouTube channel over the past 12 months, including Covid-related broadcast messages and public self-help videos.
- Rotherham's first community test centre opened at the Unity Centre on 9 April.
- The new voluntary and community sector infrastructure service level agreement became operational.
- Year Ahead Plan update session for staff took place with the Chief Executive.
- The new advice services service level agreement became operational.
- Libraries and leisure centres across the borough reopened safely.
- Residents asked to share positive changes they made during the pandemic to help create the Great Big Rotherham To-Do List, a free pocket guide for inspiration to find everyday moments of calm, interest, health and fun based on the Five Ways to Wellbeing.
- Bridgegate public realm improvements completed and work began on College Street.
- Details of the Member Induction Programme 2021 finalised and signed off.
- Non-essential retail, personal care, outdoor hospitality and indoor leisure reopened from 12 April.
- Recruitment and planning underway for a summer youth work programme as lockdown restrictions ease.

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Year Ahead Plan extension – up to November 2021

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
	Thriving Neighbourhoods						
1.1	Putting communities at the heart of everything we do	Deliver libraries investment programme					
1.2		Complete refurbishments at Wath library as part of the libraries refurbishment programme.	Zoe Oxley	Regeneration and Environment	August 2021	Evolution of action featured in previous plan	Councillor Sheppard
1.3		Members drive local activity through revised ward plans					
1.4		2021/22 ward plans (x25) agreed and published, including member led consultation and engagement in each ward.	Martin Hughes	Assistant Chief Executive's Directorate	July – September 2021	Featured in previous plan (reworded for new ward plans)	Councillor Allen
1.5		All ward members to meet Cleaning and Grounds Maintenance staff to deliver on locally agreed priorities.	Martin Hughes and Tom Smith	Assistant Chief Executives and Regeneration and Environment	July – November 2021 (Ongoing)	Featured in previous plan, reworded slightly	Councillor Allen and Councillor Beck
1.6		Commence spend of ward members' budgets to address local priorities	Martin Hughes	Assistant Chief Executive's Directorate	Ongoing	Featured in previous plan (new wording)	Councillor Allen
1.7		Ward based partnerships and networks realigned with new wards.	Martin Hughes	Assistant Chief Executive's Directorate	July 2021	New action	Councillor Allen
1.8		Joint Working Agreement	Martin	Assistant	July 2021	New action	Councillor Allen

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		with Parish Councils finalised.	Hughes	Chief Executive's Directorate			
1.9	Democratic arrangements are open, transparent and accountable	Member Development Programme 2021					
1.10		Implementation of the revised Member Development Plan, including induction and support for new members	Craig Tyler	Assistant Chief Executive's Directorate	June 2021 – November 2021	New action	Councillor Allen
1.11		Further develop the "Your Neighbourhood" section of the council website					
1.12		Your Neighbourhood webpages – 25 new ward pages launched.	Martin Hughes / Aidan Melville	Assistant Chief Executive's Directorate	June 2021	Featured in previous plan (refreshed for updated ward pages)	Councillor Allen
1.13	Vulnerable residents affected by Covid-19 are supported by the Council	Continue to work with partners to provide crisis food, support and other essentials for vulnerable residents					
1.14		Deliver on £100k budget allocation to develop social supermarkets, food pantries, food clubs and other measures as part of a preventative approach to help people avoid food crisis.	Steve Eling	Assistant Chief Executive's Directorate	Timescales to be agreed with partners by end of June.	New action	Councillor Sheppard
1.15		Undertake a range of initiatives to tackle loneliness and isolation including carrying out befriending calls via the tenant federation provider,	Paul Walsh	Adult Care, Housing and Public Health	Ongoing-November 2021	New action	Councillor Brookes and Councillor Roche

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		delivering social activities within Neighbourhood Centres following re-opening in June and empowering community groups to provide support within their communities through the tenant federation contract, within the context and framework of the Health and Wellbeing Board loneliness strategic plan.					
1.16		Deliver the European Social Fund Pathways to Success employment support programme to meet the funding agreement targets for vulnerable residents into training and work.	Paul Elliott	Adult Care, Housing and Public Health	September 2020 – November 2021 (ongoing to March 2022)	New action	Councillor Lelliott, Councillor Sheppard and Councillor Brookes
1.17		Help those who are at risk of abuse and homelessness					
1.18		Recommission domestic abuse support services.	Sam Barstow	Regeneration and Environment	July 2021 – November 2021 (ongoing to Oct 2022)	Featured in the previous plan	Councillor Alam and Councillor Cusworth
1.19		Increase the availability of move-on accommodation for rough sleepers by	Sandra Tolley	Adult Care, Housing and Public Health	June-November 2021	New action	Councillor Brookes and Councillor

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		submitting a funding application to Government and working with the Community Voluntary Sector and Housing Association partners to support delivery.					Sheppard
1.20	Rotherham residents, VCS organisations and businesses use their skills and assets to help others	Strengthen and adapt existing strategic relationships with the voluntary and community sector (VCS).					
1.21		Implementation of staff volunteering policy.	Martin Hughes	Assistant Chief Executive's Directorate	July – November 2021	New action	Councillor Allen and Councillor Alam
1.22		Identify volunteering opportunities and engage with Rotherham Heroes volunteers.	Martin Hughes	Assistant Chief Executive's Directorate	July – November 2021	New action	Councillor Allen
	Better Health and Wellbeing						
2.1	Local incidents and outbreaks are managed effectively	Publish and deliver the Local Outbreak Management Plan (LOMP)					
2.2		Meet national Contact Tracing weekly target of 89% contacts completed successfully.	Nathan Atkinson/ Ben Anderson	Cross-Directorate	March 2021-Ongoing	New action	Councillor Roche
2.3		Regular and timely review of all clusters of cases in complex settings (care, schools and workplaces) for requirements to hold an Incident Management Team meeting (IMT).	Nathan Atkinson/ Ben Anderson	Cross-Directorate	Ongoing to November 2021	New action	Councillor Roche
2.4		Targeted engagement with	Nathan	Cross-	Ongoing	Featured in	Councillor

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		communities to promote vaccination take up and dispel myths and fake news.	Atkinson/ Ben Anderson	Directorate		previous plan (reworded)	Roche
2.5	Health inequalities are understood and responded to	Strengthen the approach to tackling health inequalities					
2.6		Promote and continue to develop the JSNA, including incorporating further needs assessments for the 0-19 and the drug and alcohol services.	Ben Anderson	Public Health	Ongoing (Specific datasets included by August 2021)	New action	Councillor Roche
2.7		Develop the new Health and Wellbeing Board action plan, based on the findings of the JSNA.	Ben Anderson	Public Health	July-September 2021	New action	Councillor Roche
2.8	Vulnerable adults are protected and adult social care is able to adapt to the changing conditions	Ensure that adult social care is able to adapt to the changing conditions					
2.9		Monitor the impact of the COVID pandemic on the demand for Adult Social Care through the Performance Framework, in line with the recovery and reset plan.	Ian Spicer	Adult Social Care, Housing and Public Health	June 2021-August 2021	New action	Councillor Roche
2.10		Deliver the Learning Disability Transformation programme focusing on strength-based assessments and the community options	Ian Spicer	Adult Social Care, Housing and Public Health	Ongoing (March 2022)	New action	Councillor Roche

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		programme.					
2.11		Work with health partners to manage the flow of people with social care needs in and out of the hospital, making best use of available resources.	Scott Matthewman/ Nathan Atkinson	Adult Social Care, Housing and Public Health	August-November	Featured in previous plan (reworded)	Councillor Roche
2.12		Ensure support is in place for carers					
2.13		Ensure a carers network is in place to support implementation of Phase 1 of the Carers Strategy.	Scott Matthewman/ Nathan Atkinson	Adult Social Care, Housing and Public Health	November 2021	New action	Councillor Roche
2.14	Children, young people and families are safe, resilient and successful	Support children, young people and families to remain resilient.					
2.15		Submit a targeted prevention and promotion funding bid to Public Health England (PHE Prevention and Promotion Fund for Better Mental Health 2021/22) to develop a team around the school model of working.	Justin Harker-Daniels	Children and Young People's Services/ Public Health	July 2021 (outcome of bid known, implementation from Autumn term)	Featured in previous plan (reworded)	Councillor Cusworth
2.16		Support the education recovery from the Covid-19 pandemic, including a strong focus on enhanced support for disadvantaged learners.					
2.17		Support and promote the use of catch up premium, any educational recovery opportunities, holidays activity and food, and	Nathan Heath	Children and Young People's Services	Easter 2021-August 2021	New action	Councillor Cusworth

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		summer school activity.					
2.18		Deliver a series of multi-agency summits focussed on those who have elected to home educate to support collaborative safeguarding practice.	Nathan Heath	Children and Young People's Services	June 2021-September 2021	New action	Councillor Cusworth
2.19		Keep children and young people safe and protect the most vulnerable.					
2.20		Open the next home as part of the delivery of the residential strategy.	Justin Harker-Daniels/ William Shaw	Children and Young People's Services	October 2021	Continuation of action featured in previous plan	Councillor Cusworth
2.21		Ensure emergency accommodation is operational by the end of 2021.	Justin Harker-Daniels/ William Shaw	Children and Young People's Services	December 2021	Continuation of action featured in previous plan	Councillor Cusworth
2.22	Rotherham is a place where active travel is accessible, and local people reap the associated health and environmental benefits	Deliver a range of schemes to improve air quality and increase physical activity					
2.23		Complete public consultation on the draft Cycling Strategy and present the final draft for approval.	Andrew Moss	Regeneration and Environment	October 2021	Continuation of action featured in previous plan	Councillor Beck
2.24		Start construction for Sheffield Parkway 50mph speed limit (to be delivered as part of parkway widening.)	Andrew Moss	Regeneration and Environment	March 2021	Continuation of action featured in previous plan	Councillor Beck
2.25		Start construction for Wortley Road Weight	Andrew Moss	Regeneration and	March 2021	Continuation of action featured	Councillor Beck

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		Restriction TRO.		Environment		in previous plan	
2.26		Start construction for Rawmarsh Hill bus priority and routing changes.	Andrew Moss	Regeneration and Environment	March 2021	Continuation of action featured in previous plan	Councillor Beck
2.27		Complete phase 1 of Sheffield Road cycleways.	Andrew Moss	Regeneration and Environment	September 2021	Featured in previous plan, reworded	Councillor Beck
2.28		Commence Moor Road, Manvers cycleway construction.	Andrew Moss	Regeneration and Environment	December 2021	Featured in previous plan, reworded	Councillor Beck
2.29		Deliver a 'Beat the Street' summer programme of activity (including activities delivered by the Council and partners and some one-off BtS trails in parks) to encourage people to continue getting out during summer holidays, with prizes as incentives.	Ben Anderson	Public Health/ Regeneration and Environment	July-August 2021	New action	Councillor Roche
2.30		Deliver £250k investment works in Herringthorpe Stadium (including completion of flood lighting, refurbishment of internal and external pavilion (including track	Chris Siddall	Regeneration and Environment	November 2021	Featured in previous plan, reworded	Councillor Sheppard

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		and hammer cage).					
	Economic recovery						
3.1	The Rotherham economy can adapt and start to recover from the pandemic	ESF Advance project up and running.	Simon Moss	Regeneration and Environment	August 2021	New action	Councillor Lelliott
3.2		Start construction of new Century business centre at Manvers.	Simon Moss	Regeneration and Environment	December 2021	Featured in previous plan	Councillor Lelliott
3.3	The vision for the regeneration of the borough rejuvenates communities and businesses	Complete enabling and preparatory works ready for construction to commence on the Forge Island development.	Simon Moss	Regeneration and Environment	November 2021	Continuation of action featured in previous plan	Councillor Lelliott
3.4		If government approve the submission, start to develop full business cases for Towns Fund schemes.	Simon Moss	Regeneration and Environment	12 months from government approval	Continuation of action featured in previous plan	Councillor Lelliott
3.5		Complete construction of 'pocket part' scheme in the town centre.	Simon Moss	Regeneration and Environment	September 2021	Continuation of action featured in previous plan	Councillor Lelliott
3.6		Complete the public realm scheme on College Street and begin work on Frederick Street.	Simon Moss	Regeneration and Environment	September 2021	Continuation of action featured in previous plan	Councillor Lelliott
3.7		Develop and submit bids for the Community Renewal Fund.	Simon Moss	Regeneration and Environment	June 2021	New action	Councillor Lelliott
3.8		Develop and submit bids for the Levelling Up Fund.	Simon Moss	Regeneration and	June 2021	New action	Councillor Lelliott

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
				Environment			
3.9		Complete detailed design for market and library schemes.	Simon Moss	Regeneration and Environment	November 2021	New action	Councillor Lelliott
3.10		Town centre housing sales and marketing campaign launched.	Paul Walsh	Adult Care, Housing and Public Health	May 2021	New action	Councillor Brookes
3.11		First town centre homes completed at Wellgate Place by December 2021, with all 54 homes completed by January 2022.	Paul Walsh	Adult Care, Housing and Public Health	October 2021 / January 2022	Continuation of action featured in previous plan	Councillor Brookes
3.12	Social value is maximised to create more local jobs, apprenticeships and benefits in communities	Create a best practice guide based on the Council's social value work so far.	Jackie Mould	Assistant Chief Executive's	November 2021	New action	Councillor Read and Councillor Alam
3.13		Submit application to become an accredited Real Living Wage employer.	Jackie Mould	Assistant Chief Executive's	August 2021	New action	Councillor Read and Councillor Alam
3.14		Identify a partnership project to drive forward the social value agenda.	Jackie Mould	Assistant Chief Executive's	November 2021	New action	Councillor Read and Councillor Alam
	New ways of working						
4.1	High quality customer services which are efficient and accessible	Focus on accessibility, enabling as many people as possible to self-serve online whilst continuing to provide assisted access for vulnerable customers and those who are unable to access services digitally					
4.2		Enable customers to choose a collection date when requesting a bulky	Helen Barker	Finance & Customer Services	September 2021	Featured in previous plan, reworded	Councillor Read and Councillor Beck

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		waste collection online.					
4.3		Enable customers to use location services or pin a location from a map when reporting an issue, such as reporting a faulty streetlight.	Helen Barker	Finance & Customer Services	July 2021	New	Councillor Read
4.4		Appointment based face to face customer service to re-open.	Helen Barker	Finance & Customer Services	May – July 2021	Featured in previous plan, reworded	Councillor Read
4.5		Deliver Rotherham Digital Inclusion Strategy Phase 1, supported by a £50k budget investment in libraries and outreach work.	Helen Barker	Finance & Customer Services	September 2021	New	Councillor Read and Councillor Sheppard
4.6		Implement new housing case management system.	Paul Elliott	ASC, Housing and PH	October 2021	New	Councillor Brookes
4.7	Staff are supported to work flexibly, building on recent experiences of home working	Implement new Agile Working Policy to improve work-life balance and productivity					
4.8		Safe return to Riverside House and other Council buildings and implementation of new Hybrid Working Policy (dependant on national guidance).	Lee Mann	Assistant Chief Executive's	July (subject to government guidance and local decisions)	Featured in previous plan, reworded	Councillor Read and Councillor Alam
4.9	An empowered and agile workforce,	Learning from the Covid-19 response, use to shape organisational development					
4.10		Informed by staff	Lee Mann	Assistant	Ongoing June	Featured in	Councillor Read

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
	feeling valued and embracing new ways of working	feedback, implement initiatives relating to workforce engagement, support and development.		Chief Executive's	– November 2021	previous plan	and Councillor Alam
4.11		Continue to deliver a sustainable wellbeing programme to the whole workforce	Lee Mann	Assistant Chief Executive's	Ongoing June – November 2021	Featured in previous plan	Councillor Read and Councillor Alam
4.12		Maximise employment opportunities for young people during 2021 through the Kickstart Scheme, by providing up to 89 placements, with up to £100K additional Council investment.	Lee Mann	Assistant Chief Executive's	November 2021	New action	Councillor Alam
	Hope and confidence in Rotherham						
5.1	People trust the Council to deliver on its commitments	Initiatives and activities across all themes are on track.	N/A	All	Ongoing June – November 2021	Featured in previous plan.	
5.2	Communication messages are clear along with opportunities to engage and provide feedback	Continue to broaden the reach of communications messages and engage with local people					
5.3		Establish new process for sending out general news updates 'Rotherham Round-up' and expand the distribution list to maximise it.	Chris Burton	Assistant Chief Executive's	Ongoing June – November 2021	Featured in previous plan, wording for action rephrased.	Councillor Read

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
5.4	Local people feel more connected to their community by engaging in positive activities: getting active, creative and outdoors more often	Delivery events and activities for Rotherham residents					
5.5		Deliver the Rotherham Show in line with national guidance	Leanne Buchan	Regeneration and Environment	September 2021	New	Councillor Sheppard
5.6		Reopening of the Civic Theatre	Leanne Buchan	Regeneration and Environment	September 2021	Links to action in old plan - Roll out the safe re-opening of libraries, cultural and leisure centres.	Councillor Sheppard
5.7		Restoration of Rotherham's heritage sites					
5.8		Begin work on the restoration of Keppel's Column	Leanne Buchan	Regeneration and Environment	July 2021	New	Councillor Sheppard
5.9	Places are clean, welcoming and well-maintained	Carry out a range of environmental improvements around the Borough					
5.10		Delivery of the '£24 million to 2024' Roads Programme to repair approximately 150 roads and footpaths by November	Colin Knight/Tom Smith	Regeneration and Environment	July-November 2021	Featured in previous plan, reworded slightly	Councillor Beck
5.11		Deliver on £489k	Martin	Regeneration	July-November	Featured in	Councillor Beck

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		investment in four additional zonal cleansing teams to further enhance the cleansing regimes in high footfall areas and on main routes and cycleways.	Raper/Tom Smith	and Environment	2021	previous plan, reworded	
5.12		Develop the strategic approach to support the future delivery of a 'pollinator friendly' borough.	Tom Smith	Regeneration and Environment	July-November 2021	Featured in previous plan, reworded slightly	Councillor Beck
5.13		Delivery of the 3-year litter bin programme to improve the quality and location of street litter bins across the borough by investing in additional equipment, including installing 98 solar power bins by November.	Tom Smith	Regeneration and Environment	July-November 2021	Featured in previous plan, reworded slightly	Councillor Beck
5.14		Increase the number of successful outcomes from fly-tipping investigations and non-payment of FPNs and publicise this more widely.	Sam Barstow/Tom Smith	Regeneration and Environment	July-November 2021	Featured in previous plan	Councillor Beck
5.15		Promote the seven day Out of Hours Service,	Sam Barstow/Tom	Regeneration and	July-November 2021	Featured in previous plan,	Councillor Beck

Ref	Outcome	Activity	Lead officer	Lead directorate	Timescales for delivery (from and to)	New action or featured in previous plan?	Lead Cabinet Member
		increasing access for noise and anti-social behaviour complainants.	Smith	Environment		reworded	
	Cross cutting						
6.1	A borough based on social justice where all residents have a good quality of life and are able to achieve their potential	Develop and deliver an action plan to support the Council on the ambition to get to excellent on the Equalities Framework for Local Government.	Jackie Mould/ Steve Eling	Assistant Chief Executive's Directorate	June-November 2021	New action	Councillor Alam
6.2	Carbon emissions for the Council and the borough are reduced	Develop a proactive tree planting strategy, using an investment of £50k for a dedicated engagement officer to lead activity.	Leanne Buchan	Regeneration and Environment	November 2021	New	Councillor Lelliott and Councillor Sheppard
6.3		Develop a Council-building decarbonisation plan.	Jonathon Marriott	Regeneration and Environment	November 2021	New	Councillor Beck
6.4		Implement Community Energy Support Scheme post restriction communication and support plan to reduce Rotherham residents' energy costs, reduce fuel poverty and reduce domestic emissions.	Jonathon Marriott	Regeneration and Environment	November 2021	New	Councillor Brookes and Councillor Sheppard

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PART B – Equality Analysis Form

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

This form:

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

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

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

1. Title	
Equality Analysis title: Year Ahead Plan extension	
Date of Equality Analysis (EA): 28th May 2021	
Directorate: Assistant Chief Executive's Directorate	**Service area: Policy, Performance and Intelligence**
Lead Manager: Jackie Mould	**Contact: jackie.mould@rotherham.gov.uk**
Is this a:	
X Strategy / Policy	**Service / Function** ☐ **Other** ☐
If other, please specify	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance		
Name	**Organisation**	**Role (e.g. service user, managers, service specialist)**
Jo Brown	Rotherham Metropolitan Borough Council	Assistant Chief Executive
Jackie Mould	Rotherham Metropolitan Borough Council	Head of Policy, Performance and Intelligence
Michael Holmes	Rotherham Metropolitan Borough Council	Partnership Officer
Becky Woolley	Rotherham Metropolitan Borough Council	Policy Officer

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)
This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

Covid-19 has had a fundamental effect on the way the Council works and will continue to affect how it operates in the short, medium and long term. The Year Ahead Plan sets out how the Council will work with all Rotherham communities, residents and businesses in these uncertain times; providing ongoing support to those who continue to be affected by the pandemic and helping to build resilience as we all adapt to the challenges ahead.

The key aims of the Year Ahead Plan are to:

- Continue to work with our residents and stakeholders, supporting them and adapting with them to meet current needs in light of the pandemic.
- Continue to manage the ongoing effects of the pandemic, including the local outbreak control plan.
- Continue to drive our ambitious plans for the borough wherever possible.
- Continue to develop and embed new ways of working.

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

Some contextual equalities information relating to Rotherham as a borough is outlined below. It should be noted that much of this data is drawn from Census information which is becoming increasingly dated; full data sets will be reviewed next year when information is available from the 2021 Census, providing a new reliable set of baselines.

- Population estimates indicate that the borough is becoming increasingly diverse with significant international migration, mainly from other EU countries. Based on

the 2011 census, the proportion of residents from Black and Minority Ethnic (BAME) communities increased from 4.1% in 2001 to 8.1% in 2011. The Pakistani community is the second largest ethnic group in Rotherham after White British, with 3% of residents in 2011 and 6.8% of school pupils in 2018.

- Rotherham's BAME population is very concentrated in the inner areas of the town whilst the outer areas were 96% White British in 2011. 42% of BAME residents live in areas that are amongst the 10% most deprived in the country and for some groups the figure is higher. This compares with the Borough average of 19.5%.
- The population is ageing; Rotherham has 52,299 people aged 65 years or over or 21.2% of the population, above the national average of 18.4% (2019). The population aged over 65 is projected to increase to 58,074 people by 2026, with the largest increase being in the number of people aged over 75.
- Rotherham had 56,588 people with a limiting long-term health problem or disability in 2011, with 11.3% saying this limits their activity a lot, compared with the average of 8.3% nationally. Although there have been health improvements, health inequalities remain and in some cases are widening.
- Rotherham has a polarised geography of deprivation and affluence with the most deprived communities concentrated in the central area whilst the most affluent areas are to the south, although the overall pattern is complex.
- Rotherham is one of the 20% most deprived areas in England with 12,667 children living in "absolute poverty" 2018/19.
- The inequality in the pay gap between men and women is substantial, whereby male workers in Rotherham earn £13,409 more than female workers, on average (median gross annual pay). This means women's pay in Rotherham is only 54.6% of men's pay, compared with 64.5% nationally.
- Health inequalities are also significant, both between the borough and the national average and between the most and least deprived communities in Rotherham.

In addition to these factors, the COVID-19 pandemic has exacerbated existing inequalities, with the most disadvantaged communities being hit the hardest.

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

Local data is not currently available for the LGBT+ population but should become available in the future. At the national level, estimates from 2017 based on survey work show 2% of the 16 and over population identifying as LGB with 4.2% in the 16 to 24 age group. In the absence of local data, the use of national data is appropriate.

The longer-term impacts of the COVID-19 pandemic, beyond immediate health concerns, are not currently known. The Council will continue to monitor this, including the impact of protected characteristic groups, as the borough moves into recovery.

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

Equality and social inclusion is a cross-cutting theme within the plan, and an update on equalities forms part of the quarterly updates on the plan. These updates are reviewed by both SLT and Cabinet and are publicly available online.

Engagement undertaken with customers. (date and group(s) consulted and key findings)	As the plan has been developed as a response to COVID-19, an overarching engagement process was not feasible. However, engagement has taken place around individual projects, which has informed the actions that have been agreed as part of this plan and extension. Some examples include: • Engagement with communities around the new Town Centre housing development. • Engagement with Rotherham Heroes, voluntary sector organisations and shielded/vulnerable individuals through the Rotherham Community Hub. • Engagement with local people in support of the delivery of the Local Outbreak Management Plan (and formerly, the Local Outbreak Control Plan.) As part of the new Council Plan, which is being developed in the latter part of 2021, a comprehensive consultation and engagement programme will be carried out.
Engagement undertaken with staff (date and group(s)consulted and key findings)	Multiple surveys have been undertaken with staff throughout the pandemic. The findings of these surveys have informed the development of the 'new ways of working' theme. One of the key equality implications of the COVID-19 pandemic has been around workforce wellbeing, acknowledging that some staff groups, including those with protected characteristics have experienced the last 12 months differently. Examples of action being taken to support the wellbeing of staff include that: • The Council has produced wellbeing guides for staff. • A revised approach was taken to the PDR process for 2020-21 to ensure that the focus of the meetings was around the individual's wellbeing and any required reasonable adjustments that needed to be made. This approach will continue in 2021-22 with the focus firmly on support and wellbeing of each individual member of the workforce. • Staff receive regular communications through employee briefings, newsletters and team

	meetings.

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)

Where required, individual actions within this plan have undertaken an equality assessment and/or full equality analysis when they were taken through the Cabinet decision process. This equality analysis is focussed on the plan as a whole, considering the equality impacts relating to the broad themes. Individual equality analyses have been drawn from to complete this section.

Equalities and social inclusion is a crosscutting theme within the Year Ahead Plan. Examples of how this has fed into the actions agreed for the extension of the Year Ahead Plan are outlined below.

Thriving neighbourhoods

Work will continue to take place through various actions within this theme to engage with protected characteristic groups. Examples include:

- The Staff Volunteering Policy, where reasonable adjustments will be made to ensure that opportunities for staff to volunteer are open to all, including those with disabilities or caring responsibilities.
- Targeted campaigns (with partners) to increase the number of volunteering opportunities / volunteers from communities with protected characteristics through the Rotherham Heroes programme.
- The recruitment of a Community Organiser working to engage tenants from underrepresented groups (i.e. BAME, young, disabled, rural, working).
- Consultation with seldom-heard communities to develop the ward plans.

As well as engagement and outreach to protected characteristic groups, equalities data continues to be monitored in a number of areas, including through homelessness assessments, crisis food provision and the allocation of ward budgets.

Moreover, the refresh of the ward webpages will be made as accessible as possible and will be able to be read by accessibility software.

Better health and wellbeing

The better health and wellbeing theme includes activity around outbreak control. A full EA was completed around the Local Outbreak Management Plan, which outlined mitigating

actions that would be taken. One of the areas that will be monitored and fed through to the Year Ahead Plan is the ongoing work to communicate and engage with protected characteristic groups. Whilst this will be responsive to the evolving situation, it will build on positive work that has already taken place. Examples include:

- Distributing borough-wide leaflets to ensure that key information about restrictions and support available reaches those who are digitally excluded, which is more likely to be older people or people living in areas of high deprivation.
- Translating communications materials into the six most highly spoken languages within the borough after English. This has also included providing a toolkit of resources for community groups and faith leaders to share.
- Providing guidance documents for faith leaders, funeral directors and general public on safe conduct at funerals.

Actions to support both older and younger people are also included within this section of the plan, with a focus on supporting the disadvantaged. This theme also covers actions relevant to disability, such as My Front Door Activity. This programme seeks to provide support to adults with learning disabilities and autism to live a full and rich life.

In addition to these aspects of the plan, a central focus of the better health and wellbeing theme will be work around health inequalities, which has implications for nearly all protected characteristic groups.

Economic recovery

Addressing inequality is being considered through key actions within the economic recovery theme, such as the bids to be submitted to the Levelling up Fund. For all of these bids, consideration of the impacts on protected characteristic groups will be built into the proposals.

Moreover, engagement with local people, including protected characteristic groups has directly informed the development of local regeneration schemes. For instance, engagement with local people has informed the development of the Town Centre house build programme. Additionally, targeted engagement with underserved communities in Eastwood and Templeborough has shaped the Town Investment Plan.

This theme also includes an action to deliver on library schemes. The Library Strategy was agreed in October and aims to improve the accessibility of libraries, meaning this is likely to have a positive impact on protected characteristic groups, including those with disabilities.

The economic recovery theme also captures ongoing activity to deliver the Council's commitment to social value. The approach to social value directly inter-relates with equality objectives through addressing socio-economic inequalities, building local economic resilience to the benefit of the local community. The inclusion of "Living Wage Foundation" living wage accreditation will help to tackle economic inequalities.

New ways of working

A focus on the accessibility of customer services has been incorporated into the Year Ahead Plan, including promoting self-serve and continuing to assist those who are unable to access services digitally. Additionally, one of the key actions included in the plan relates to the delivery of the Rotherham Place Digital Inclusion Strategy. This has significant equalities implications, as national data finds that digital exclusion is more prevalent amongst the elderly, disabled, and individuals from BAME and socially deprived communities.

The other main equality aspect of the new ways of working theme relates to staff, and particularly workforce wellbeing. Engagement with staff has highlighted that some groups have experienced the last 12 months in a different way to others; therefore, a more tailored approach to engaging and supporting specific staff groups is now being undertaken. Activity to support the wellbeing of the workforce has been incorporated into the plan.

Hope and confidence

A full equality analysis was completed in relation to the strategic management and maintenance of Rotherham highways. This EA provides detail as to how the Council has engaged with local people regarding the Highway Works Programme to ensure disadvantaged groups have equal opportunity to access all aspects of the network. The indicative Highway Works Programme includes a substantial schedule of works to improve access to the footway network. These measures provide visually impaired and wheelchairs user's equal access to the network.

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

Barriers and problems to access for individual activities are being addressed through specific equality impact assessments where necessary.

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

The Year Ahead Plan aims to achieve positive impacts on all resident across the borough. However, across the plan, there is a focus on supporting specific groups of residents who have been disproportionately affected by COVID-19. In particular, the outcomes and activities strive for specific positive impacts for:

- Homeless individuals and rough sleepers.
- Those affected by domestic abuse.
- Residents affected by food poverty.
- Unemployed residents/those who are facing financial hardship.
- Residents who have felt lonely and isolated during the pandemic.
- Children and young people who have been most affected by disruptions to education.
- Older people and adults with learning disabilities.

- The digitally excluded.

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

The Year Ahead Plan aims to foster good relations between communities, particularly through the thriving neighbourhoods theme. This theme aims to ensure Rotherham residents, VCS organisations and businesses use their skills and assets to help others and the Council is putting communities at the heart of everything we do. As such, activities strive to have a positive impact on community relations by empowering communities to work together for the good of the borough, and by enhancing the Council's understanding of it communities and any potential for community tensions.

The plan also aims to foster good relations between local people and the Council, through delivery on the following outcome within the hope and confidence theme: "People trust the Council to deliver on its commitments."

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: Year Ahead Plan Extension
Directorate and service area: Assistant Chief Executive's Directorate
Lead Manager: Jackie Mould, Head of Policy, Performance and Intelligence
Summary of findings:
Equalities and social inclusion is a crosscutting theme within the Year Ahead Plan, so has been considered as part of the development of the extension.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Monitor the ongoing equality implications of the Year Ahead Plan.	**All**	**Ongoing**
Provide quarterly update reports to Cabinet, including consideration of the equality implications.	**All**	**Quarterly**

***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**
Jo Brown	Assistant Chief Executive	28/05/2021
Jackie Mould	Head of Policy, Performance and Intelligence	28/05/2021

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	28/05/2021
Report title and date	Year Ahead Plan
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28/05/2021

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	Increases emissions	• Return to Riverside House and other Council buildings as part of plan resulting in potential increase in emissions due to increased energy use – Reopening of Council premises as part of plan such as the Civic Theatre, libraries, cultural and leisure centres resulting in potential increase in emissions due to increased energy use.	• Potential increase emissions across Rotherham as a whole resulting from increased number/use of operational buildings.	• Planned and ongoing actions to mitigate carbon impacts include detailed site surveys to identify interactions to decarbonise operational buildings, implementation of energy awareness training for the Council workforce and continuing to support the private sector led development of Templeborough biomass heat network. • Implementation of a Hybrid Working Policy may result in mitigation of emissions from return to Council buildings, compared to a complete return	• Planned and ongoing actions to monitor carbon impacts include improving the monitoring and data capture processes currently in place, especially for energy generation both internally and throughout the borough.

Emissions from transport?	Unknown impact on emissions	• Potential increase in emissions associated with increased zonal cleansing on main routes and cycleways as part of plan. • Return to Riverside House and other Council buildings resulting in potential increase in emissions as staff previously working from home commute to work. • Potential increase in emissions through fleet emissions associated with delivery of Year Ahead actions, including, for example, grounds maintenance and construction works.	• Potential decrease in long term of carbon emissions across the borough as a result of schemes to improve air quality and increase physical activity in the extended Year Ahead Plan, including works on the Clean Air Zone, the new Cycling Strategy and cycleway construction projects, and Beat the Street sustain plan. • So far there is not sufficient data to determine to what extent the above reductions will offset increases implied and whether there will be a net increase or decrease in emissions.	• A vehicle replacement programme is being developed to consider alternative fuel vehicles, and a potential reduction of fleet emissions will also be achieved by the planned rollout of Telematics. • The Cycling Strategy in development is estimated to reduce overall emissions from transport by ~2% across the borough. • All residential developments, and all developments providing five or more parking spaces, are now expected to provide charging infrastructure, with 20% of parking spaces at non-residential developments required to have charging points and cable routes provided to ultimately serve all parking spaces. • Expansion of EV charging infrastructure.	• Planned rollout of Telematics for fleet vehicles to monitor driver compliance will fuel efficiency.

Emissions from waste, or the quantity of waste itself?	Impact unknown (reduced emissions per household but this is likely to be countered by the increased number of households, developments, and economic renewal)	• N/A	• Potential reduced emissions through Year Ahead actions to encourage recycling and responsible waste disposal, including a three-year litter bin programme, a campaign against fly-tipping and a new system of booking a date for bulky waste collection online.	• Planned recycling improvement and contamination reduction through engagement activities, including a behaviour-focused campaign to reduce waste and contamination. • Plan to work with BDR PFI contractor to continue landfill waste reduction. • Plan to set out and deliver plans to introduce recycling to the Council's commercial waste offer, in order to support schools and businesses to recycle more. • Implementation framework under the Barnsley, Doncaster and Rotherham Joint Waste Plan.	
Emissions from housing and domestic buildings?	Increases emissions	• Potential increase in emissions from new Council properties.	• Potential increase in emissions across the borough as a result of emissions from new homes constructed at Wellgate Place and town centre housing developments.	• All residential developments are now expected to provide charging infrastructure, with 20% of parking spaces at non-residential developments required to have	• Planned work to establish housing stock emission baselines, including establishing these for Council stock and working to

				charging points and cable routes provided to ultimately serve all parking spaces. • The new properties have a B grade EPC rating and an energy rating of 83. • Houses on the town centre developments will incorporate electric vehicle charging points and a financial contribution of £88,500 towards Sustainable Transport will help encourage the switch to lower carbon vehicles. • Planned roadmap to zero carbon for Council housing. • Planned establishment of energy specifications for new Council homes in line with planned regulation changes. • Community Energy Support Scheme launched on 1st March 2021 to provide support for Rotherham residents to reduce energy costs, improve energy	consolidate available evidence on private housing stock.

				efficiency and support with potential Government grants.	
Emissions from construction and/or development?	Increases emissions	Increase in emissions from construction and development projects associated with actions in the current and extended Year Ahead Plan, including: • The libraries refurbishment programme and construction of a new library at Thurcroft • Construction of new cycleways • Investment works at Herringthorpe Stadium • Construction of a new business centre at Manvers • Forge Island development works • Town Centre development works, including public realm scheme and 'pocket park' • Construction of new homes at Wellgate Place • '£24 million to 2024' Roads Programme	• Potential increase in emissions across the borough resulting from construction and future use of new developments.	• All developments providing five or more parking spaces, are now expected to provide charging infrastructure, with 20% of parking spaces at non-residential developments required to have charging points and cable routes provided to ultimately serve all parking spaces. • Construction of new cycleways will have a potential long-term impact of reducing borough-wide emissions. • Implementation of energy awareness training for the Council workforce.	• Planned and ongoing actions to monitor carbon impacts include improving the monitoring and data capture processes currently in place, especially for energy generation both internally and throughout the borough. This data should be publicly available.

		• Greasbrough roundabout upgrade • Parkway widening scheme.			
Carbon capture (e.g. through trees)?	Reduces emissions	N/A	• Potential long-term reduction in emissions through carbon capture associated with proactive tree planting strategy.	• Appointment of the Trees and Woodlands Engagement Officer. • Update to Local Plan Core Strategy. • Adoption of the Tree Management Policy.	N/A

Identify any emission impacts associated with this decision that have not been covered by the above fields:

The Year Ahead Plan contains Climate Impact as a cross-cutting strand. The Council published its first Climate Emergency Annual Report in March 2021. This report included both a Carbon Action Plan for 2021/22, which outlined actions to be undertaken over the subsequent year to reduce emissions, and a progress review of actions carried out/in progress so far.

Please provide a summary of all impacts and mitigation/monitoring measures:

The Year Ahead Plan, approved by Cabinet on 21 September 2020, is the Council's plan for operating in and recovering from the COVID-19 pandemic. The purpose of the plan is to support residents, communities and businesses through the challenges and uncertainty of the pandemic, helping to build resilience whilst also continuing to drive our ambitious plans for Rotherham.

The plan sets out the headline themes and corresponding outcomes and key actions for September 2020 through to May 2021, with the extension to the plan covering the period until November 2021. This captures a variety of activities across all Council directorates.

Climate Impact is one of two cross-cutting themes within the plan and is integral to the delivery of actions under the plan. For all themes, it is considered how actions can contribute towards the Council's carbon reduction target and improved environmental outcomes. All themes under the plan contain aspects which include climate impact considerations, and climate change is particularly relevant to the Economic Recovery theme since carbon emissions are overwhelmingly linked to economic activity, either through consumption, production, or distribution. Embedding this cross-cutting strand across themes also acknowledges the multi-faceted nature of this issue and the need to pool expertise and knowledge from across the Council, as well as collaborating with partners, stakeholders, and communities.

In line with this cross-cutting theme, the Council's first Climate Emergency Annual Report was published in March 2021, and included a progress review of actions which have been completed or are ongoing, as well as a Carbon Action Plan for 2021/22, which outlined actions to

be undertaken over the subsequent year to reduce emissions. This Action Plan captures planned and ongoing activity in areas which are linked to the delivery of many actions under The Year Ahead Plan (as identified above), including:

- Energy: reducing the energy used in Council operations and raising awareness within the workforce and across the borough;
- Transport: reducing emissions from the Council's fleet and from public and private transport usage across the borough;
- Housing: reducing emissions associated with domestic energy usage; and
- Waste: exploring the sustainable processing and reduction of waste working with partners.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Laura Stapleton, National Management Trainee, PPI, ACEX
Please outline any research, data, or information used to complete this [form].	
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	
Tracking [to be completed by Policy Support / Climate Champions]	Sam Blakeborough, Policy Officer, PPI, ACEX Lisbeth Baxter, BDR Manager, R&E

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Appointment of Councillors to serve on Outside Bodies

Is this a Key Decision and has it been included on the Forward Plan?
No

Strategic Director Approving Submission of the Report
Jo Brown, Assistant Chief Executive

Report Author(s)
Barbel Gale, Governance Manager
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Craig Tyler, Head of Democratic Services
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Ward(s) Affected
Borough-Wide

Report Summary
Outside bodies are external organisations which have requested that the Council appoint a representative to them. Outside bodies have separate governance structures to the Council. Appointments to outside bodies can be an important mechanism for community leadership, partnership and joint working and knowledge and information sharing.

At the Annual Meeting on 19 May 2017, the Council approved procedure rules that detail how councillors will be appointed to serve on outside bodies. Cabinet is now responsible for the appointment of councillors to serve on outside bodies. This report presents the nominations received and recommends the appointment of the nominees to the various organisations and partnerships.

Recommendations

1. That the Cabinet agrees that Councillors be appointed to serve on Outside Bodies, as detailed on the schedule in Appendix 1.

2. That Cabinet instructs the Assistant Chief Executive to discontinue membership of Crestra Ltd (formerly Groundwork Creswell Ashfield and Mansfield).

List of Appendices Included

Appendix 1 Proposed representatives on Outside Bodies 2021-2022
Appendix 2 PART A - Initial Equality Screening Assessment

Background Papers
The Council's Constitution.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
No.

Council Approval Required
No

Exempt from the Press and Public
No

Appointment of Councillors to serve on Outside Bodies

1. Background

1.1 Outside bodies are external organisations which have requested that the Council appoint a representative to them. Outside Bodies have separate governance structures to the Council. Appointments to outside bodies can be an important mechanism for community leadership, partnership and joint working and knowledge and information sharing.

2. Key Issues

2.1 The procedure rules governing the appointment of councillors to serve on outside bodies requires the Cabinet to review the list of notified outside bodies and determine whether the authority should make or continue to make an appointment to those bodies. Determination should be based on one or more of the following criteria being met:

- the proposed appointment is a statutory requirement.
- the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
- the proposed appointment would add value to the Council's activities.

2.2 With regard to making appointments, the Cabinet should first consider whether it is appropriate for an appointment to be of a specific office holder either by reference to the constitution of the outside body concerned, or in the light of any other circumstances as it (Cabinet) may determine. The procedure rules do not require the Cabinet to adhere to the principles of political balance.

2.3 The Cabinet is responsible for making any appointment to an outside body, other than those reserved to Overview and Scrutiny Select Commissions. In making such appointments, the procedure rules require the Cabinet to have regard to a Member's current interests prior to making any appointment.

2.4 An enquiry was received in April 2021 from an organisation called Crestra Ltd (previously known as the Groundwork Creswell Ashfield and Mansfield) stating the Council is currently a Company Member of their trust and as such has the right to appoint a board member / trustee. The geographical footprint of the organisation does not correspond with that of the Council and there have been no recent dealings with Cresta Ltd or under its former name of Groundwork Creswell, Ashfield and Mansfield. It is therefore proposed that the Assistant Chief Executive writes to the Company to formally discontinue this association.

3. Options considered and recommended proposal

3.1 The appointment of representatives to outside bodies is at the discretion of the Cabinet. It is evident that the level of appointments to outside bodies has an impact on already busy councillor workloads. Whilst retaining links with outside bodies is an important aspect of community leadership, it is also important that the activities of the Council and councillors are focused on

corporate priorities. Members do have the option to retain the current level of appointments.

3.2 Nominations have been received and have been collated by the Leader of the Council. The Cabinet is therefore recommended to approve the appointment of nominees listed in Appendix 1.

4. Consultation on proposal

4.1 It is incumbent on the Council's political groups to nominate councillors to serve as representatives on outside bodies.

4.2 There is no requirement for consultation beyond internal political group arrangements.

5. Timetable and Accountability for Implementing this Decision

5.1 In accordance with the procedure rules that govern the appointment of councillors to serve on outside bodies, Cabinet is accountable for the decisions it makes in appointing individual councillors. Appointments will take effect following the end of the period where non-executive councillors can call-in decisions on 2 July 2021

6. Financial and Procurement Advice and Implications

6.1 There are no financial implications arising from this report beyond any expenses that may be incurred from a Member's travel to and from a meeting outside of the borough. The Councils budget makes provision for members expenses and these are reported in the Councils annual accounts.

6.2 There are no direct procurement implications arising from this report, however, should any of the outside bodies which also trade as economic operators bid for council contracts there may be a requirement for the appointed Councillor to complete a declaration of interest in line with the Council's Financial and Procurement Procedure Rules.

7. Legal Advice and Implications

7.1 There are no specific legal implications arising from the report, but it is important for individual Councillors appointed to outside bodies to be clear about the nature of the appointment, including whether they have a decision making role or not. As set out at paragraph 12.2 below, different duties and responsibilities will apply depending on the individual councillor's role on the outside body. Councillors appointed to outside bodies will need to be clear as to whether their duty is to the Council or to the outside body and will need to identify any potential conflicts of interest.

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 There are no implications for children and young people or vulnerable adults arising from this report.

10. Equalities and Human Rights Advice and Implications

10.1 As this report is submitted to enable the nomination of councillors for appointment to serve on outside bodies, an equality analysis has been undertaken. Political groups should have regard to the provisions of the Equality Act 2010 when making such appointments to outside bodies.

11. Implications for CO2 Emissions and Climate Change

11.1 There are no implications for CO2 Emissions and Climate Change arising from this report.

12. Implications for Partners

12.1. The appointment of councillors to serve on outside bodies (i.e. external organisations and partnership) is intended to be a mutually beneficial act for both the authority and the bodies listed. The implications associated with the proposed appointments are considered to be positive.

12.2 It is important that partners, as much as councillors, understand the role that councillors undertake in serving on outside bodies. The role of the councillor can be as a representative, trustee or director as the table below demonstrates:

Title	Brief Description of Role
Representative	Represents the Council's interests and provide advice, guidance and contributes at meetings of the organisation.
Trustee	To act in accordance with the trust deed and to protect the trust's assets. They must comply with the Trustee Act 2000.
Director	Has a duty of care towards the company, to act in the best interests of the company as a whole. Directors therefore have a "quasi-trustee" role taking proper care of the assets of the company.

13. Risks and Mitigation

13.1 No risks have been identified in respect of the recommendation in this report.

14. Accountable Officers

Barbel Gale, Governance Manager
Craig Tyler, Head of Democratic Services

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	02/06/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Barbel Gale, Governance* Manager
01709 807665 or barbel.gale@rotherham.gov.uk
This report is published on the Council's website.

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Rotherham Metropolitan Borough Council

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Adults Safeguarding Champion	1		• Councillor Haleem
Armed Forces Champion	1		• Councillor Keenan
Aspire Trust	1		• Councillor Roche
Barnsley and Rotherham Chamber of Commerce	1	Cabinet Member for Jobs and the Local Economy	• Councillor Lelliott
Barnsley, Doncaster, and Rotherham Joint Waste Board	2	Cabinet Member for Transport and Environment and one other member	• Councillor Beck • Councillor Sansome
Chesterfield Canal Partnership	1		• Councillor Beck
Chesterfield Canal Steering Group	5	Ward Members for: • Anston and Woodsetts. • Wales	• Councillor Baum-Dixon • Councillor McClure • Councillor Wilson • Councillor Beck • Councillor Havard
Clinical Commissioning Group – Rotherham Governing Body	1	Cabinet Member for Adult Social Care and Health / Chair of Health and Wellbeing Board	• Councillor Roche
Clinical Commissioning Group - Self-harm and Suicide Prevention Group	1	Cabinet Member for Adult Social Care and Health / Chair of Health and Wellbeing Board	• Councillor Roche
Dinnington Resource Centre and Recreation Group - Board of Trustees	2		• Mrs. J. Havenhand • Mrs J. Mallinder
Don Catchment Working Group	1		• Nominee Required
Emergency Planning Shared Services Joint Committee Rotherham and Sheffield	2	Cabinet Members for: • Jobs and the Local Economy • Corporate Services, Community Safety and Finance	• Councillor Lelliott • Councillor Alam

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Environmental Protection UK - Yorkshire and Humberside Division	4	To be appointed by the Improving Places Select Commission	•
Health and Safety Commission	1	Cabinet Member for Corporate Services, Community Safety and Finance	• Councillor Alam
Health, Welfare and Safety Panel	6	The Panel shall comprise six Elected Members of the Council to be appointed annually, including Member(s) from: • Cabinet Member with responsibility for Corporate Services, Community Safety and Finance • Members from the Overview and Scrutiny Management Board • and the Select Commissions (scrutiny) • Members from the Members' Training and Development Panel	• Councillor Alam •
Learning Disability Partnership Group	1		
Local Government Association – General Assembly	3	• Leader of the Council • Deputy Leader of the Council • One other member	• Councillor Read • Councillor Allen • Councillor Wyatt
Local Government Association – Special Interest Group SIGOMA (Special Interest Group of Metropolitan Authorities	1 (Plus, one named substitute)	• Cabinet Member with responsibility for Corporate Services, Community Safety and Finance	• Councillor Alam • Substitute: Councillor Wyatt
Local Government Yorkshire	1	Cabinet Member for Adult Social Care and Health	• Councillor Roche

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Rotherham Metropolitan Borough Council

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
and Humber - Health and Wellbeing Group			
Magna Board	1		• Councillor Sheppard
National Association of British Market Authorities	1		• Nominee Required
National Association of Councillors	1		• Councillor Wyatt
National Coal Mining Museum for England - Board	1		• Councillor Wyatt
Phoenix Enterprises Ltd	1		• Councillor Lelliott
Regional Joint Health Overview and Scrutiny Committee	1	Chair of the Health Select Commission	• Councillor Yasseen
Robin Hood Airport Consultative Committee	1 (Plus, one named substitute)		• Councillor Lelliott • Councillor Beck
Rotherham Allotment Alliance	2	• Cabinet Member for Social Inclusion • One other member	• Councillor Sheppard • Brian Steele
Rotherham and District Citizen's Advice Bureau	1		• Nominee Required
Rotherham Dementia Action Group	1		• Councillor McNeely
Rotherham Diversity Festival Steering Group	1	Previously appointed to the Voluntary Sector Liaison Officer	• Waheed Akhtar
Rotherham, Doncaster, and South Humber Foundation	1		• Councillor Haleem

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Rotherham Metropolitan Borough Council

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Health Trust Partner Governor			
Rotherham Ethnic Minority Alliance Board	2	• One member • The Voluntary Sector Liaison Officer	• Councillor Khan • Waheed Akhtar
Rotherham Foundation Health Trust - Council of Governors	1		• Councillor Keenan
Rotherham Licence Watch Steering Group	1	Chair of the Licensing Board	• Councillor Ellis
Rotherham Local Safeguarding Children's Board	1	Cabinet Member for Children and Young People	• Councillor Cusworth
Rotherham Partnership - Economy Board		Cabinet Member for Jobs and the Local Economy	• Councillor Lelliott
Rotherham Partnership - Health and Wellbeing Board	3	• Cabinet Member for Adult Social Care and Health • Cabinet Member for Children & Young People's Service • One other member	• Councillor Roche • Councillor Cusworth • Councillor Aveyard
Rotherham SACRE	2		• Councillor Griffin • Councillor Haleem
Rotherham Schools' Forum	1	Cabinet Member for Children and Young People	• Councillor Cusworth
Rotherham Together Partnership Board		• Leader of the Council • Relevant Cabinet Members • RMBC Opposition Group Leader • Chair of Health and Wellbeing Board • RMBC member from the controlling political group (not a Cabinet Member) • Chief Executive	• Councillor Read • Councillor Lelliott • Councillor Cusworth • Councillor Roche • Councillor Alam • Sharon Kemp • Councillor Pitchley
Rotherham Together	1	Cabinet Member for Jobs and the Local Economy	• Councillor Lelliott

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Rotherham Metropolitan Borough Council

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Partnership – Business Growth Board			
Rotherham Together Partnership - Children and Young People's Partnership	1	Cabinet Member for Children and Young People	• Councillor Cusworth
Rotherham Together Partnership - Health and Wellbeing Board	1	Cabinet Member for Adult Social Care and Health	• Councillor Roche
Rotherham Together Partnership - Safer Rotherham Partnership	1	Cabinet Member for Corporate Services, Community Safety and Finance	• Councillor Alam
RUSH House Management Committee	1	To be appointed by Improving Places Select Commission	•
Sheffield City Region – Housing and Infrastructure Board	1	Relevant Cabinet Member	• Relevant Cabinet Member
Sheffield City Region - Combined Authority	1 (Plus, one named substitute)	Leader of the Council	• Councillor Read • Substitute: Councillor Allen
Sheffield City Region Combined Authority - Audit Committee	2 (Plus, one named substitute)	• Chair of Audit Committee • One other member	• Councillor Joanna Baker-Rogers • Councillor Hoddinott
Sheffield City Region Combined Authority - Scrutiny Committee	2 (Plus, one named substitute)	• Chair of Overview and Scrutiny Management Board • One other member	• Councillor Clark • Councillor Barley

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Rotherham Metropolitan Borough Council

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Sheffield City Region Business Recovery and Growth Board	1	Relevant Cabinet Member	• Relevant Cabinet Member
Sheffield City Region Local Enterprise Partnership	1	Leader of the Council	• Councillor Read
Sheffield City Region Education, Skills and Employability Board	1	Relevant Cabinet Member	• Relevant Cabinet Member
Sheffield City Region Transport and Environment Board	1	Relevant Cabinet Member	• Relevant Cabinet Member
South Yorkshire Joint Committee on Archaeology	2		• Councillor Brookes • Councillor Wyatt
South Yorkshire Joint Committee on Archives	2		• Councillor Brookes • Councillor Wyatt
South Yorkshire Leaders Meeting	1 (Plus, one named substitute)	Leader of the Council Substitute: Deputy Leader of the Council and Cabinet Member for Neighbourhood Working)	• Councillor Read • Councillor Allen (Substitute)
South Yorkshire Safer Roads Partnership	1 (Plus, one named substitute)	Cabinet Member for Transport and Environment	• Councillor Beck • Councillor Sansome (Substitute)
Thomas Rotherham College - Board	1		• Councillor Cusworth
Trans-Pennine Properties (Wakefield) Ltd - Yorkshire Purchasing Organisation	1		• Councillor Atkin
Trans-Pennine Trail	1	Vice Chair of Planning Board	• Councillor Atkin

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Rotherham Metropolitan Borough Council

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Trent Regional Flood and Costal Committee	1	This appointment is supported jointly by Rotherham MBC and Doncaster MBC (rotated every four years) • Lead Councillor from Doncaster • Substitute Member	• Councillor Sheppard
Unity Centre Steering Group	1	Voluntary Sector Liaison Officer	• Waheed Akhtar
Voluntary Action Rotherham	1		• Councillor Sheppard
Waste Re-cycling Group Ltd	1	Mr. K. E. Billington, confirmed from 28th July 2004. (as a Director)	• Mr K Billington
Women's Refuge	1	To be appointed by Improving Places Select Commission	•
Women's Strategy Group	1		• Councillor Yasseen
Yorkshire and Humber (Local Authorities) Employer's Association	1	Cabinet Member for Corporate Services, Community Safety and Finance	• Councillor Alam
Yorkshire and Humberside Children and Young People Lead Member Network	1	Cabinet Member for Children and Young People	• Councillor Cusworth
Yorkshire and Humberside Grid for Learning - Foundation Committee	2	• Cabinet Member for Children and Young People • Head of Performance and Quality	• Councillor Cusworth • Sue Wilson
Yorkshire and Humberside Strategic Migration Group	2	Two Members appointed from South Yorkshire (currently Councillor J. Platts from Barnsley and Councillor G. Jones from Doncaster)	
Yorkshire and the Humber Reserve Forces and Cadets Association	1	Armed Forces Champion	• Councillor Keenan

PROPOSED REPRESENTATIVES ON OUTSIDE BODIES 2021/2022

Outside Body	Number of vacant positions	Specific appointment requirements if any	Nominations
Yorkshire Purchasing Organisation	2 (Plus, one named substitute)		• Councillor Atkin • Councillor Wyatt
Yorkshire Purchasing Organisation - Appeal Hearings	2	The Leader of the Council to appoint two councillors as required.	• Councillor Atkin • Councillor Wyatt
Yorkshire Region and Costal Flood Committee	1		• Councillor Sheppard

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: Appointment of Councillors to serve on Outside Bodies	
Directorate: Assistant Chief Executive	**Service area:** Democratic Services
Lead person: Barbel Gale & Craig Tyler	**Contact number:** 01709 807665 & 01709 822103
Is this a: ☐ **Strategy / Policy** ☐ **Service / Function** ☑ **Other** **If other, please specify** There are a number of organisations which are independent from the council but have an impact on its service areas. In order that the council can maintain effective partnerships with a number of these organisations, representatives of the council, usually elected councillors, sit on the various committees and forums that are responsible for them.	

2. Please provide a brief description of what you are screening
The appointment of elected councillors to external organisations and partnerships is intended to be a mutually beneficial act for both the authority and the organisations and partnerships concerned. When making appointments consideration is given as to whether the appointment should be a specific office holder, either by reference to the constitution of the organisation/partnership concerned or in light of any other circumstances, such as members of specific wards.

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? *(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)*	✓	
Could the proposal affect service users? *(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)*		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	✓	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*		✓
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		✓
If you have answered no to all the questions above, please explain the reason		
The appointment of elected councillors to external organisations and partnerships is intended to be a mutually beneficial act for both the authority and the organisations and partnerships concerned. These appointments enable engagement with the wider community both at a local and borough wide level.		

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 list of outside bodies has been developed over time to ensure it is representative of an appropriate number of local and regional organisations that represent and champion a diverse range of disciplines. Many of these are statutory appointments but a significant number have been derived through local choice. The Appointments made by Cabinet to local and regional bodies and organisations helps build relationships with organisations which are constituted to champion equality and diversity and represent the interests of all protected characteristics. In appointing elected Members to these bodies, the Council, through Cabinet, maintains active links with these organisations and ensures mutual understanding around, and the promotion of, core and common beliefs and ethics.
• **Key findings** The outside bodies to which elected members are appointed can be directly associated with the role the outside bodies take to support the expectations and rights of all all protected characteristics. Additional appointments foster links with environmental organisations.
• **Actions** • To ensure appointments have been made to all outside bodies and where required assist the Leader and Cabinet with making those appointments. • To provide continued support to those Members appointed to serve on outside bodies (logistical support – Democratic Services, Policy support – Policy and Performance team, local awareness support – Neighbourhoods Team, thematic knowledge support - directorates) • To capture feedback from members in their role on outside bodies and regarding equalities related matters and impacts, through a mid-year assessment and informal discussions.

Date to scope and plan your Equality Analysis:	1/11/21 – In preparation for 2022 appointments
Date to complete your Equality Analysis:	1/2/22
Lead person for your Equality Analysis (Include name and job title):	Craig Tyler, Head of Democratic Services

5. Governance, ownership and approval

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

Name	Job title	Date
Craig Tyler	Head of Democratic Services	25/5/21

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	25/5/2021
Report title and date	Appointment of Councillors to serve on Outside Bodies 21 June 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	Report Date: 21 June 2021 Date sent for publication: 7 June 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Prescribed Alterations to the Willows Special School

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

Strategic Director Approving Submission of the Report
Suzanne Joyner – Strategic Director, Children and Young People's Services

Report Author(s)
Dean Fenton – Head of Service, Access to Education
01709 254821
Dean.fenton@rotherham.gov.uk

Ward(s) Affected
Borough-Wide

Report Summary

Recommendations

1. That approval be granted to the commencement of a period of pre statutory consultation in relation to proposals to make prescribed alterations to the Willows Special School.

2. That a further report be submitted outlining the outcome of pre statutory consultation and seeking approval to proceed to a period of statutory consultation.

List of Appendices Included

Appendix 1 Equalities Impact Assessment (Initial screening) – The Willows Special School

Appendix 2 Environmental Impact Assessment

Background Papers

The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013

School Organisation (Maintained Schools) guidance for proposers and decision makers (January 2014)

Special Education Needs and Disability (SEND) phase 1 capital projects approved by Cabinet on 19th February 2018.

Determination of proposals to make prescribed alterations at the Willows School under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 approved by Cabinet on 18th March 2019.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Name of Committee – Click here to enter a date.
Name of Committee – Click here to enter a date.

Council Approval Required
No

Exempt from the Press and Public
No

Prescribed Alterations to the Willows Special School Prescribed Alterations to the Willows Special School

1. Background

1.1 Following the implementation of the Special Education Needs and Disability (SEND) phase 1 capital projects programme approved by Cabinet on 19th February 2018, additional capacity was added at the Willows Special School by the building of additional teaching and learning spaces as an extension to the existing school building.

1.2 Permanent changes to the number of registered places at the school with an increase from 100 to 120 planned places and a change to the age range from 7-16 to 7-19 were made by prescribed alterations under the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and approved by Cabinet on 18th March 2019.

1.3 Following the building extension and prescribed alteration outlined above, demand for places has continued to increase and the school funded a capital project to convert the disused caretakers bungalow on site and other school space to create additional teaching and learning space. The number of pupils who will be attending the school in September 2021 is presently 175. Due to Covid 19 restrictions, this has impacted on post 16 transitional arrangements for pupils which adds to the numbers and plans are in place to secure longer term transitional arrangements as part of 6th form opportunities, reducing numbers of pupils on site.

1.4 As a result of the increased cohort, it is necessary to increase the registered number of places at the school. The proposal falls within the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 because the number of pupils in a special school on a permanent basis has increased by 10% or 20 pupils (whichever is the lowest) which is expected to be in place for more than 2 years (as this is considered a permanent increase).

1.5 The school is a Local Authority maintained school and is rated as a good school by Ofsted. The proposal to make a permanent increase in the registered number of places available falls within the Department for Educations agenda to expand successful (good and outstanding rated schools) and popular (demand led) schools.

1.6 A capacity assessment at the school completed in April 2021, determined the capacity of the school to be sufficient for 150 pupils following the LA funded expansion project and school funded adaptations.

1.7 This report seeks approval to commence a period of pre statutory consultation on proposals to increase the number of planned places at the school from 120 to 150 by making prescribed alterations to the school as outlined above.

2. Key Issues

2.1 As the current number of pupils on roll exceeds the registered number of 120 places by more than 10% or 20 pupils (whichever is the lowest), and the registered number is expected to be exceeded by the above criteria for more than 2 years, it is necessary to complete a prescribed alteration process.

2.2 As the above criteria has already been exceeded for 12 months, it is necessary to complete the prescribed alteration within the next 12 months to meet statutory requirements as the registered number of places will still be in excess of 10% or 20 pupils beyond 2 years.

3. Options considered and recommended proposal

3.1 **Option 1:** Maintain the registered number of places at the school at the current level of 120. However as the school is already oversubscribed by above the criteria threshold and has been for the past year, this would mean that in future years parents / carers would be unable to secure a place for their child as the schools current registered number is oversubscribed and pupil numbers would need to be reduced back to the registered number, which would not be achievable within the timeframe.

3.2 The impact of option 1 being that places would need to be sought at other schools or out of authority to meet demand as all special schools in Rotherham are full to their registered number and this trend is set to continue. This would have an impact financially as out of authority places can be more expensive and subsequent transport costs would be increased.

3.2 **Option 2: (Recommended Proposal):** Increase the registered number of places from the current 120 to 150 by prescribed alteration to enable parental preferences for placements to continue to be satisfied in the future avoiding the need to seek placement at another school or out of authority against the wishes of parents/carers.

4. Consultation on proposal

4.1 The proposal falls within the requirements of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 because the Local Authority proposes to change the number of pupils in a special school on a permanent basis by 10% or 20 pupils (whichever is the lowest).

4.2 There is a strong expectation that Local Authorities will consult interested parties (referred to within DfE guidance as pre statutory consultation), in developing proposals. A report should then be brought to Cabinet outlining the outcome of pre statutory consultation on proposals and seeking approval to commence a period of statutory consultation by the publication of a public notice as part of their duty under public law to act rationally and to take into account all relevant considerations.

4.3 The statutory proposal (public notice) must contain sufficient information for interested parties to make a decision on whether to support or challenge the proposed change. The DfE sets out the minimum that this should include in the form of a template document. The proposal should be accessible to all interested parties.

4.4 Following the period of statutory consultation on proposals, a further report should then be brought to Cabinet and as the Local Authority is the decision maker, it must make a decision within a period of two months of the end of the representation period. Where a decision is not made within this time frame, the proposal must be referred to the Schools' Adjudicator for a decision.

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

5.1 **June 2021** - Report to Cabinet seeking approval to commence a period of pre-statutory consultation on proposals.

June/July 2021 - (4 weeks minimum) period of pre-statutory consultation.

October 2021 - Report to Cabinet outlining the outcome of pre-statutory consultation and seeking approval to commence a period of statutory consultation by the publication of a public notice.

October 2021 - Notification to the Department for Education and submission of proposals being consulted upon.

November 2021 - Public Notice period (4 weeks minimum) commences.

January 2022 - Report to Cabinet outlining the outcome of statutory consultation and seeking a determination of the proposals.

January 2022 - Notification to the Secretary of State for Education of the determination of the proposals.

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 procurement implications linked to this proposal.

6.2 The prescribed alteration will enable young people to continue to be placed locally and avoid the need to place with high cost out of area / independent providers in the future.

7. **Legal Advice and Implications (to be written by Legal Officer on behalf**

of Assistant Director Legal Services)

7.1 The Local Authority has a statutory duty under the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013, to consult on the proposals set out in this report.

7.2 The DfE statutory guidance for proposers and decision makers - Making 'prescribed alterations' to maintained schools (April 2016) provides that: Where a Local Authority is the decision maker, it must make a decision within a period of two months of the end of the representation (public notice) period, where a decision is not made within this time frame, the proposal must be referred to the Schools' Adjudicator for a decision.

7.3 The Education Act 1996 requires an English local authority to secure (as far as their powers enable them to do so) efficient education in their area (section 13(1); and so far as is compatible with efficient instruction and training and the avoidance of unnecessary expenditure a local authority must exercise its Education Act powers and duties having regard to the general principle that pupils are educated in accordance with the wishes of their parents (section 9). Provision for a permanent increase in pupil numbers at the school assists compliance with the section 13 duty; consultation assists compliance with the section 9 duty.

7.4 The Equality Act 2010 imposes a public sector equality duty upon public (including local) authorities, (see section 10 below). The promotion of equality of opportunity includes the removal of a disadvantage suffered by persons with disability, or their carers. The need to educate Rotherham children out of area because there is insufficient SEND provision within the Borough could amount to such a disadvantage, and the proposed prescribed alterations if implemented would minimise that disadvantage.

8. Human Resources Advice and Implications

8.1 There are no human resource implications for the Local Authority to consider as the school is resourced to support the cohort.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Additional SEND places created within the borough give more children and young people the opportunity to access high quality provision closer to home to meet their educational needs and in line with parental wishes.

10. Equalities and Human Rights Advice and Implications

10.1 Section 149 of the Equality Act 2010 requires that public bodies, in exercising their functions, have due regard to the need to:

1. eliminate discrimination, harassment, victimisation and other unlawful conduct under the Act,
2. advance equality of opportunity and
3. foster good relations between persons who share a protected characteristic and persons who do not share it.

10.2 An Equalities Impact Assessment was undertaken on the proposed increase in SEND provision across the borough as reported to Cabinet on 19th February 2018. The assessment did not identify any potential for unlawful conduct or disproportionate impact and concludes that all opportunities to advance equality are being addressed. The increase in SEND provision within Rotherham has helped to ensure sufficient provision for the increasing numbers of children within Rotherham and ensure that appropriate provision is made in accordance with parental preference. By acting to ensure children in Rotherham have access to a high-quality school place, the Council is promoting equality of opportunity for all children and young people.

10.3 A further Equalities Impact Assessment (initial assessment) in relation to these proposals was undertaken prior to this report being submitted and is *Appendix 1* to the report. The assessment will be kept under review during the period of the prescribed alteration process and a full equalities impact assessment completed as part of the process paying regard to responses to the pre statutory consultation.

10.4 The Council must ensure it meets its public law duties when making decisions, including meeting its public sector equality duty. It must consider all relevant information, disregard irrelevant information, act in accordance with the statutory requirements and make its decision in a fair and transparent manner.

11. Implications for CO_2 Emissions and Climate Change

11.1 An impact assessment has been undertaken linked to the proposals contained within this report (Appendix 2).

11.2 In relation to the pupils already on roll and attending the school, there will be no changes to journeys although journey planning arrangements remain under constant review by the Corporate Transport Department.

11.3 In relation to post 16 pupils in transition to other settings, an assessment is currently being completed by the Corporate Transport Department to evaluate journey variances, current arrangements and options to reduce impact.

12. Implications for Ward Priorities

12.1 The proposals will have a positive implication for ward priorities across the borough, as more children are able to continue to access specialist provision in line with their parents' wishes within Rotherham in future years.

13. Implications for Partners

13.1 This paper has been developed in partnership with colleagues from CYPS, R&E and Finance. An established SEND Project Board, with representation across Directorates and wider partners ensures the partnership continues to oversee SEND sufficiency projects and implications across all areas are

considered and managed effectively. Education Partners will be fully involved with the development and implementation of plans where required and appropriate.

14. **Risks and Mitigation**

14.1. There are always risks and uncertainties when school place provision is considered, since future pupil numbers are based on estimations. Over provision at one school could influence pupil numbers at other schools. However, current provision is full or over-subscribed within the borough and this trend is set to continue, meaning that more pupils would be placed in provision out of authority increasing the financial burden on the High Needs Block.

14.2 The proposals seek to amend the registered number of places at the school from 120 to 150 to ensure the school remains complaint with statutory requirements.

15. **Accountable Officers**
Dean Fenton, Head of Service - Access to Education

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/05/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Dean Fenton – Head of Service, Access to Education*
Tel: 01709 254821
Email: dean.fenton@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: Prescribed Alteration to the Willows Special School	
Directorate: CYPS	**Service area:** Education
Lead person: Dean Fenton / Jackie Ross	**Contact number:** 01709 254821

Is this a:

	Strategy / Policy		**Service / Function**	x	**Other**

If other, please specify: Change to official number of registered places at the school

2. Please provide a brief description of what you are screening
As the number of pupils at the school currently exceeds the registered number of places by above 10% and this is likely to be the case for more than 2 years (already been so for 1 year), then it is necessary to complete a prescribed alteration under the DfE Prescribed alterations to maintained schools (England) regulations.

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? *(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)*	X	
Could the proposal affect service users? *(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)*	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	X	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*	x	
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		X
If you have answered no to all the questions above, please explain the reason		

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

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

4. Considering the impact on equality and diversity

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

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

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

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

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

The proposal is seeking to commence a period of pre statutory consultation on proposals to increase the registered number of places at the Willows Special School from 120 to 150 registered places.

As the school is a school for children with an Education, Health and Care Plan (EHCP), once a period of pre statutory consultation is approved, the outcome of the consultation will inform recommendations to Cabinet when seeking approval to move to the next stage of statutory consultation on proposals. The consultation will also inform a full equalities impact assessment.

- **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 school is an inclusive school that accommodates pupils who have an Education, Health and Care Plan (EHCP) naming the school.

The prescribed alterations to maintained schools (England) regulations require that as the schools registered number of places (120) has been exceeded by 10% or 20 pupils – which ever is least, and the excess will remain for over 2 years (already been exceeded for 1 year), then prescribed alterations should be made to amend the registered number of places.

- **Actions**

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

The first part of the prescribed alterations process after approval is to consult all stakeholders on the proposals and report back to decision makers on the outcome and seek approval to commence a period of statutory consultation whilst submitting proposals being consulted on to DfE.

Date to scope and plan your Equality Analysis:	
Date to complete your Equality Analysis:	
Lead person for your Equality Analysis (Include name and job title):	

5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening:		
Name	**Job title**	**Date**
Nathan Heath	Assistant Director of Education and Inclusion	13.4.2021

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	9.4.2021
Report title and date	Prescribed alterations to the Willows school
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Scheduled for Cabinet for June 2021 (1st report) seeking approval to commence a period of pre statutory consultation.
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	13.4.2021

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	N/A	• As the proposal seeks to align the actual number of pupils on site to the capacity available, the current assessment is based on current number of 175, as the number is proposed to reduce to 150 post transition to match the capacity assessment this will impact positively on future emissions impact.	N/A	N/A	• Monitoring of transitions will be facilitated via EHCP process.
Emissions from transport?	Impact unknown	• The school currently has an excess number of pupils attending in relation to registered number of places. • Proposals seek to align the registered number of places to capacity of the school. Pupils are already being transported to the school. As pupils leave and new pupils are admitted via an EHCP journeys will need to be re-evaluated.	• Pupils are transported to school via funded transport. • Any changes to school placement would be determined via the EHCP process and transport implications considered at that point.	• As the current number of pupils is currently 175 due to delayed post 16 transitions, the cohort will reduce in the coming months to the onsite capacity assessment number of 150 as transitional programmes are completed and transport arrangements are reviewed as part of transition arrangements.	• Transport to school arrangements are kept under review by the Corporate Transport Unit. • Ongoing monitoring / assessment by Transport Unit.
Emissions from waste, or the quantity of waste itself?	N/A	• There will be no changes to the amount of waste generated.	N/A	N/A	N/A

Emissions from housing and domestic buildings?	N/A	N/A	N/A	N/A	N/A
Emissions from construction and/or development?	N/A	• There is no further construction work to be undertaken. Construction works have already been completed and were coordinated by RMBC Asset Management Service.	• Environmental impact is considered as part of the planning and construction process and would have been considered at that point.	N/A	N/A
Carbon capture (e.g. through trees)?	N/A	N/A	N/A	N/A	N/A

Identify any emission impacts associated with this decision that have not been covered by the above fields:

None

Please provide a summary of all impacts and mitigation/monitoring measures:

Transport implications of school transport arrangements are kept under review by Corporate Transport Unit.
Emissions from buildings will be reduced as a consequence of transitions and alignment of pupils on site to match capacity assessment.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Dean Fenton Head of Access to Education, CYPS
Please outline any research, data, or information used to complete this [form].	
If quantities of emissions are relevant to and have	

been used in this form please identify which conversion factors have been used to quantify impacts.	
Tracking [to be completed by Policy Support / Climate Champions]	Feedback received from Sam Blakeborough

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 May 2021

Report Title
Educational Visits Policy and Guidance

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

Strategic Director Approving Submission of the Report
Suzanne Joyner, Strategic Director of Children and Young People's Services

Report Author(s)
Colin Gratton-Rayson Outdoor Learning Manager
01709 822338 or colin.gratton-rayson@rotherham.gov.uk

Ward(s) Affected
Borough-Wide

Report Summary
The current RMBC educational visits policy is due for revision to reflect current best practice and the change in the education landscape.

The RMBC educational visits policy has been reviewed and rewritten in line with the Outdoor Education Advisors Panel National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom. The new policy concentrates on specific local information, highlighting key issues with reference and links to National Guidance. As part of the rewrite, the appendices have also been rationalised and updated.

Recommendations

1. That RMBC recognise and accept the Outdoor Education Advisors Panel National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom, as the basis for its educational visits policy and guidance.

2. That the revised educational visits policy titled Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance 2021 is accepted as a replacement for Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009.

3. That approval for revisions to the appendices (working documents) of the Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance is delegated to the Strategic Director of Children and Young People's Services, enabling updates to be made in a timely manner as and when required.

List of Appendices Included

- Appendix 1: Equality Analysis Part A and Part B
- Appendix 2: Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance 2021
- Appendix 3: Emissions Impact Assessment

Background Papers

Policy document: Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
None

Council Approval Required
No

Exempt from the Press and Public
No

Educational Visits Policy and Guidance

1. Background

1.1 The Educational Visits Policy and Guidance supports the planning and approval of safe, well organised activities offsite which improve mental health and wellbeing; educational outcomes; resilience; personal and social development; and broadens horizons.

1.2 The Educational Visits Policy and Guidance together with advice and guidance from the designated Outdoor Education Advisor supports schools, and other areas and activities of RMBC when working with children/young people and offsite visits are planned, to meet their legal obligations under the Health & Safety at Work Act (1974), Management of Health and Safety at Work Regulations (1999) and the Children Act (2004).

1.3 The current RMBC document Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009 is based on Health and Safety for Pupils on Educational Visits (HASPEV 1998) and its four supplements (2002) and is due for revision.

1.4 The Outdoor Education Advisors Panel has produced National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom. The National Guidance is web based and has been endorsed by several organisations including teachers' unions, the Health and Safety Executive (HSE) and is referenced in the current Department for Education (DfE) guidance for educational visits.

1.5 RMBC uses a web-based system called EVOLVE (provided by Edufocus) to plan, record and approve educational visits.

1.6 Since the move towards the academisation of schools and the delegation of centrally held funding (directed schools grant) from 1st July 2015, the service (access to EVOLVE and provision of advice and guidance) is chargeable to all schools via a Service Level Agreement.

2. Key Issues

2.1 The current RMBC educational visits policy needs revision to reflect current best practice and the change in the education landscape.

2.2 The government no longer produces detailed guidance in relation to educational visits in the way that led to the production of the current RMBC educational visits policy dated 2009.

2.3 The Outdoor Education Advisor Panel has produced National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom.

2.4 National Guidance has been endorsed by HSE and is referred to in the current DfE guidance Health and Safety on Educational Visits.

2.5 The RMBC educational visits policy has been reviewed and rewritten in line with National Guidance with the new policy concentrating on specific local information or highlighting key issues with reference and links to National Guidance.

2.6 As part of the rewrite the appendices have been rationalised and updated.

2.7 The rewritten policy is titled Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance 2021 and is at Appendix 2 of this report.

2.8 This policy is for schools where RMBC is the employer (community & voluntary controlled schools, community special schools & maintained nursery schools) and is applicable to other areas and activities of RMBC when working with children/young people and offsite visits are planned.

2.9 The policy also applies to non-maintained schools and other educational settings who have purchased Educational Visits Advice and Guidance from RMBC via a service level agreement.

2.9 The Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance 2021 provides an updated policy to reflect the change in the education landscape and current best practice. The policy incorporates the Outdoor Education Advisors Panel National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom and details the specific responsibilities for the management and control of LOtC and educational visits. The updated policy supports positive and safe experiences for children and young people and reduces the risk of legal challenge to staff, establishments and RMBC.

3. Options considered and recommended proposal

3.1 Option 1 – (Not recommended) To continue to use the Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009 and update the links to specific guidance within the policy, however this would not be the preferred option as there have been significant changes to the education landscape and best practice over the past decade which necessitated the policy revision.

3.2 Option 2 – (Recommended) It is recommended that RMBC recognise and accept the Outdoor Education Advisors Panel National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom, as the basis for its educational visits policy and guidance. In doing so the revised educational visits policy titled Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance 2021 be accepted as a replacement for Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009.

3.3 It is also recommended that approval of revisions to the appendices (working documents) of the Learning Outside the Classroom (LOtC) and Educational

Visits Policy and Guidance Appendices is delegated to the Strategic Director of Children and Young People's Services. Enabling updates to be made in a timely manner as and when required e.g. COVID

4. **Consultation on proposal**

4.1 Consultation on the updated policy has been undertaken with service users (schools and other establishments) via email and with the designated Educational Visit Co-ordinator and establishment Head on EVOLVE. The consultation period commenced on 23 March 2021 and concluded on the16 April 2021.

4.2 One response to the consultation was received with the following feedback:

Please include information on preparing parents of students from a special/alternative provision setting.
Ratios and Effective Supervision –please highlight the need to consider special/alternative provision settings.

The policy has been updated to reflect the above feedback.

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

5.1 July 2020: Schools and other service users/customers notified of intention to update the existing policy via email (sent to designated Head and Educational Visits Co-ordinator).

5.2 Revised policy to be in place and used from 1 September 2021

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 financial implications linked to the updated policy.

6.2 There are no procurement implications associated with the recommendations detailed in this report.

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

7.1 The adoption of a policy updates based on well-regarded National Guidance reduces the risk of legal challenge (and complaints short of legal action) based on unlawful discrimination (where children have been excluded because of disability or other protected characteristic under the Equality Act), or the failure of the organisers or providers to secure the health safety and welfare of attendees (giving rise, for instance, to proceedings under the Health and Safety at Work (etc) Act 1974, or a civil claim for damages for negligence and/or breach of statutory duty).

8. Human Resources Advice and Implications

8.1 There are no direct HR implications linked to this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 This policy is for schools where RMBC is the employer (community & voluntary controlled schools, community special schools & maintained nursery schools) and is applicable to other areas and activities of RMBC, when working with children/young people and offsite visits are planned.

The policy also applies to non-maintained schools and other educational settings who have purchased Educational Visits Advice and Guidance from RMBC via a service level agreement.

9.2 The policy supports the planning and approval of safe, well organised activities offsite which improve mental health and wellbeing; educational outcomes; resilience; personal and social development; and broadens horizons.

10. Equalities and Human Rights Advice and Implications

10.1 When establishments plan and run educational visits, they must consider the Equality Act 2010. The policy includes specific reference to the Equality Act 2010 and establishments obligations in section 23 “Inclusion.”

11. Implications for CO_2 Emissions and Climate Change

11.1 The policy supports and encourages educational visits undertaken by schools across the borough (maintained and academies who purchase the service via SLA) and other RMBC services. By their nature educational visits involve transport usually via coach.

11.2 Visits have been a part of education for decades and the policy will not directly impact on the number or type of visits undertaken as the deciding factors are planned outcomes and cost.

11.3 Over the past year due to COVID-19 educational visits have been suspended, as we move further down the COVID Recovery Road Map more educational visits will resume which will result in an increase of emissions from increased use of transport.

12. Implications for Partners

12.1 The recommendations in this paper will provide partners (schools and other establishments) with an updated policy which is easier to access.

13. **Risks and Mitigation**

13.1 The recommendations in this paper reduce the risks to young people, staff, establishments and RMBC from the potential consequences of poor or unsafe practice in relation to educational visits.

14. Accountable Officers

David McWilliams Assistant Director: Early Help, Family Engagement & Business Support
Colin Gratton-Rayson Outdoor Learning Manager

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/05/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Colin Gratton-Rayson, Outdoor Learning ManaColin* Gratton-Rayson Outdoor Learning Manager
01709 822338 or colin.gratton-rayson@rotherham.gov.uk
This report is published on the Council's website.

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Completed at the earliest opportunity it will help to determine:

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- 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: Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance	
Directorate: **CYPS**	**Service area:** **Early Help and Family Engagement**
Lead person: **Colin Gratton-Rayson**	**Contact number:** **01709 822338**
Is this a: [X] **Strategy / Policy** [ ] **Service / Function** [ ] **Other** **If other, please specify**	

2. Please provide a brief description of what you are screening
The revised educational visits policy titled Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance as a replacement for Rotherham LEA Circular 146 Educational Visits Policy and Guidance 2009.

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? *(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)*		No
Could the proposal affect service users? *(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)*	Yes	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	Yes	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*		No
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*		No
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		No
If you have answered no to all the questions above, please explain the reason		

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

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

4. Considering the impact on equality and diversity

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

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

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

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

This policy is for schools where RMBC is the employer (community & voluntary controlled schools, community special schools & maintained nursery schools) and is applicable to other areas and activities of RMBC, such as Early Help, when working with children/young people and offsite visits are planned.

The policy also applies to non-maintained schools and other educational settings who have purchased Educational Visits Advice and Guidance from RMBC via a service level agreement.

Establishments plan and organise their own visits, each establishment has an obligation to comply with the Equality Act 2010

- **Key findings**

As above establishments plan and organise their own visits, each establishment has an obligation to comply with the Equality Act 2010

- **Actions**

The policy includes specific reference to the Equality Act 2010 and establishments obligations in section 23 "Inclusion"

Date to scope and plan your Equality Analysis:	12 April 2021
Date to complete your Equality Analysis:	12 April 2021
Lead person for your Equality Analysis (Include name and job title):	Colin Gratton-Rayson Outdoor Learning Manager

5. Governance, ownership and approval

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

Name	Job title	Date
David McWilliams	Assistant Director, Early Help	13/04/2021

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	29th March 2021
Report title and date	Educational Visits Policy and Guidance 21st June 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	Report date 21st June 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: **Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance**	
Date of Equality Analysis (EA): 12 April 2021	
Directorate: **CYPS**	**Service area:** **Early Help and Family Engagement**
Lead Manager: **Colin Gratton-Rayson**	**Contact number:** **01709 822338**
Is this a: [x] **Strategy / Policy** [ ] **Service / Function** [ ] **Other** **If other, please specify**	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance		
Name	**Organisation**	**Role (eg service user, managers, service specialist)**
Colin Gratton-Rayson	RMBC – Early Help	Manager
Lisa Duvalle	RMBC – Social Care	Service User/Stake Holder
Dean Clark	RMBC – Early Help	Critical Friend

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance

Aim/Scope (who the Policy/Service affects and intended outcomes if known)
This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

This policy is for schools where RMBC is the employer (community & voluntary controlled schools, community special schools & maintained nursery schools) and is applicable to other areas and activities of RMBC, such as Early Help, when working with children/young people and offsite visits are planned.

The policy also applies to non-maintained schools and other educational settings who have purchased Educational Visits Advice and Guidance from RMBC via a service level agreement.

Establishments plan and organise their own visits, each establishment has an obligation to comply with the Equality Act 2010

What equality information is available? (Include any engagement undertaken)
The policy includes specific reference to the Equality Act 2010 and establishments obligations in section 23 “Inclusion”

Are there any gaps in the information that you are aware of?
No

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

Each establishment is responsible for monitoring the impact of the policy in relation to the Equality Act 2010.

If inclusion issues arise support is provided by the Outdoor Learning Manager in liaison with other colleagues as appropriate (e.g. Inclusion Department Commissioning Performance and Quality; Autism Communication Team; Visual Impairment Team; Hearing Impairment Team)

Engagement undertaken with customers. (date and group(s) consulted and key findings)	Draft Policy was shared with service users (schools and other establishments) with document being sent to designated Educational Visit Co-ordinator and establishment Head on EVOLVE. Consultation undertaken between 23 March and 9 April 2021.
Engagement undertaken with staff (date and group(s)consulted and key findings)	Draft Policy was shared with internal service users (including Early Help, Museums, Social Care Looked After Children) with document being sent to designated Educational Visit Co-ordinator and establishment Head on EVOLVE. Consultation undertaken between 23 March and 9 April 2021.

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 policy includes specific reference to the Equality Act 2010 and establishments obligations in section 23 “Inclusion”
Does your Policy/Service present any problems or barriers to communities or Groups? No
Does the Service/Policy provide any positive impact/s including improvements or remove barriers? The policy provides guidance and best practice to support schools and other establishments to run safe and inclusive educational visits.
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 direct impact on community relations.

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: Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance
Directorate and service area: CYPS Ealy Help and Family Engagement
Lead Manager: Colin Gratton-Rayson
Summary of findings:
The policy includes specific reference to the Equality Act 2010 and establishments obligations in section 23 "Inclusion" **Consultation was completed 23 March to 9 April 2021** **Consultation feedback suggested the following:** • **To include about preparing parents of students from a special/alternative provision setting.** • **Ratios and Effective Supervision – to highlight need to consider special/alternative provision settings.**

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Sections to be reviewed/revised taking feedback on board	**D**	**04/2021**

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

6. Governance, ownership and approval		
Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.		
Name	**Job title**	**Date**
Suzanne Joyner	Strategic Director, CYPS	5th May 2021
Cllr Cusworth	Cabinet Member, Children and Young People	27th May 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	12 April 2021
Report title and date	Educational Visits Policy and Guidance 21 June 2021
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

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Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance.

For schools and other establishments where Rotherham Metropolitan Borough Council is the employer and for non-maintained schools and other educational settings where a service level agreement is in place.

Version: Draft V6
Date of Issue:
Date of next review:
Reference: CGR/Evolve
Policy Owner: Early Help & Family Engagement Service
Protective Marking: Access via EVOLVE website only

Rotherham Metropolitan Borough Council

early help

Document Control

Version	Date	Reason for Issue	Issued By

Acknowledgments

This revised Educational Visits Policy and Guidelines, is based on Outdoor Education Adviser's Panel National Guidance and Department for Education (DfE) Guidance Health and safety on educational visits Published 26 November 2018.

Text extracts from National Guidance and DfE Guidance have been used in this document which is produced for non-commercial education and training purposes. Where text from the National Guidance and DfE Guidance has been used, it has not been individually identified as such for purposes of clarity and readability of this document.

It is also based on information contained in the previous edition of LEA Circular 146 which has been re-ordered to be consistent with the new guidelines referred to above.

Acknowledgement is given to the contribution made by information shared through the Outdoor Education Adviser's Panel and contact with Outdoor Education Advisers from other LAs.

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1. Policy for Learning Outside the Classroom (LOtC) and Educational Visits

This policy details the specific responsibilities for the management and control of learning outside the classroom (LOtC) and educational visits within Rotherham Metropolitan Borough Council and replaces document Rotherham LEA 146 Educational Visits Policy and Guidelines (August 2009).

This policy is for schools where Rotherham Metropolitan Borough Council (RMBC) is the employer (community & voluntary controlled schools, community special schools & maintained nursery schools) and is applicable to other areas and activities of RMBC, such as Early Help, when working with children/young people and offsite visits are planned.

The policy will also apply to non-maintained schools and other educational settings who have purchased Educational Visits Advice and Guidance from RMBC via a service level agreement.

Current copies of this document along with additional guidance, forms, example/generic risk assessments etc. are available via EVOLVE website.

Rotherham Metropolitan Borough Council Commitment

- To comply with the relevant legislation.
- To comply with and adopt current National Guidance as produced by the Outdoor Education Advisors Panel.
- To comply with relevant RMBC Policies such as the Health and Safety Policy.
- To have competent responsible persons as detailed within this policy.
- To ensure our risk assessment / management process is sensible and proportionate and focuses on the real risks as directed by the HSE.

2. Provision of National Guidance

Rotherham Metropolitan Borough Council has formally adopted the Outdoor Education Advisers' Panel (OEAP) National Guidance as an integral part of RMBC's 'Learning outside the classroom (LOtC) and Educational Visits (EV) policy'. This ensures that RMBC arrangements are working in accordance with nationally recognised standards and are kept up-to-date.

This policy therefore outlines the main requirements for LOtC and EV and gives links to appropriate sections of the National Guidance if additional information may be required.

The law requires that employees must cooperate with their employer and follow any health & safety arrangements procedures that are put in place; therefore, council employees must follow the requirements of this Policy and of the adopted National Guidance.

Where another employer (such as the governing body of a voluntary aided school) wishes to opt into RMBC's guidance, systems and processes for supporting LOtC activities, they should produce a policy statement that makes this clear within their establishment policy.

Where a LOtC/EV activity is commissioned from an external body, the person commissioning should ensure that the external body has adopted the National Guidance, **or** has systems and procedures in place where the standards are not less than those required by the National Guidance.

3. Status, Remit and Rationale

The National Guidance document 'Status, Remit and Rationale', part of the Basic Essentials folder, clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any of the following:

- Direct supervision of children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.
- Direct supervision of children and young people aged 0-19 undertaking experiences that fall within the remit of Learning Outside the Classroom.
- Facilitating experiences for children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.
- Deploying staff who will supervise or facilitate experiences of or for children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

The 'Status, Remit and Rationale' document briefly touches on legal duties associated with LOtC. For a more detailed explanation of the law and its implications, you are strongly recommended to read the National Guidance document 3.2a Underpinning Legal Framework & Duty of Care legal framework and employer systems.

4. Role-specific Requirements and Recommendations

The National Guidance sets out 'Requirements and recommendations for employers', part of the legal framework and employer systems folder, which include role specific requirements for:

- Director of Children's Services and Lead Member(s) for Children's Services
- Line manager of an Outdoor Education Adviser (or equivalent post)
- Outdoor Education Adviser, titled Outdoor Learning Manager within RMBC
- Advisers (other than an OEA), including Health & Safety Officer

The National Guidance also sets out requirements and recommendations for roles within establishments, part of the legal framework and employer systems folder, including:

- Management Boards and Governing Bodies
- Head teachers and managers
- Educational visit coordinators
- Visit and activity leader
- Assistant leaders
- Volunteer helpers
- Those in a position of parental authority

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5. Ensuring Understanding of Basic Requirements

As an employer, RMBC is required to ensure that its employees are provided with:

- **Appropriate guidance** relating to visits and LOtC activities
- **Training** to support the guidance and to help ensure that it is understood
- Suitable systems and processes to ensure that those trained are kept updated
- Access to advice and support from appointed advisers that have proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

'**Appropriate guidance**' for visits and LOtC in RMBC is the adopted National Guidance produced by OEAP and this policy document with supporting documentation located on EVOLVE.

The relevant **training** courses in RMBC are:

- **Educational Visit Coordinator (EVC)** training – all Rotherham MBC Children's Services establishments are required to have a current Rotherham trained EVC in post. EVCs should attend **revalidation** (refresher) training periodically (e.g. every three years).
- **Visit Leader** training – this course is strongly recommended for all those who lead LOtC activities. Currently there is no revalidation required, however, to meet National Guidance competency requirements, leaders must be current in their knowledge of expectations of good practice, so periodic refresher training is strongly recommended.

Any updates to the policy, etc. that EVCs or visit leaders should be aware of will initially be notified via email to the establishment/EVC and be available via EVOLVE.

When staff members require clarification or further help and advice on visits, they should initially contact their EVC.

For further advice and guidance contact the RMBC Outdoor Learning Manager.

6. Visit Notification and Approval

RMBC provides an electronic web based system, EVOLVE, for the notification and approval of all visits.

Visits are classified into two different categories:

Type 1 - Locally approved visits/delegated approval. For educational visits and activities that do not have additional risks and could be seen as everyday activities which involve no more than an everyday level of risk, such as slips and trips, do not require remote supervision or involve significant hazards. Lead in time for approval is determined by the school/establishment as detailed in their school/establishment educational visits policy.

Whilst is it recommended schools/establishments use EVOLVE for all visits to maintain uniformity in their procedures, take advantage of the statistical information that can be generated by EVOLVE or notify the LA for the purpose of requesting advice and guidance; Schools/establishments may if they wish choose not to use EVOLVE for specific visits – these would normally be activities that do not require consent, be within school time and within walking distance of the school (designated Local Learning Area). Such visits and the process for approving them must be made clear in the school/establishment educational visits policy, leaving no grey areas.

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Type 2 - Notifiable visits/ LA approval. For residential visits, adventure activities (whether licensable or not), international visits and visits where there may be significant hazards whether local or further afield or located in hazardous outdoor environments and visits which include water hazards. EVOLVE applications for type 2 visits should be submitted to the LA 20 working days before the visit and include a copy of the information given to parents providing full details of the visit, a copy of the programme and visit specific risk assessments.

7. Good Practice Requirements and Staff Competence

Good practice is essentially common sense. It arises from a consideration of all the circumstances that apply to the planning, preparation, execution and review of any activity.

Planning should involve:

- Knowledge of the nature of the activity, the location and/or the facilities to be visited.
- Consideration for the particular needs of the specific group of children and young people.
- Awareness and anticipation of situations that could arise, and thorough preparation for all reasonably foreseeable eventualities including the need for alternatives.

Staff participating in offsite activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with this guidance.

All staff and helpers must be competent to carry out their defined roles and responsibilities. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff.

The National Guidance provides further advice regarding the assessment of competence legal framework and employer systems

Where staff hold appropriate qualifications for a particular activity, including first aid, details and a copy of the certificate should be uploaded on to their EVOLVE account/profile.

Refer to the National Guidance document: 'Good Practice for EVC or Visit Leader', found in the Good-practice folder.

8. First Aid

Managers/Head teachers/Visit Organisers have a legal duty to make sure that there is adequate and appropriate first aid provision for those in their care at all times, including during offsite visits. This involves ensuring access to a competent adult who has an appropriate level of first aid training and to adequate first aid equipment to enable all reasonable emergency action to be taken in response to any accidents, illnesses, and incidents.

The following is recommended, based upon the level of external medical assistance available and the likely time required to access it:

- For visits where other external first aid provision is available and qualified first aid assistance is available to respond immediately no first aid training may be necessarily required for accompanying group leaders. However, it is the Overall Group Leader's responsibility to ensure that adequate external cover is always available.

- Consideration should also be given to whether adequate first aid provision is available during the journeys taking into account the length of the journey and known medical conditions.

- For visits where other first aid assistance or professional medical care might not be available immediately, and could take up to 15 minutes to arrive – 6 to 8 hours of first aid training is recommended for leaders. The visit leader and leaders of subgroups that may operate independently should be appropriately competent in first aid or have a trained first-aider as an assistant.

- For visits where other first aid assistance or professional medical care might not be available immediately, and is likely to take more than 15 minutes to arrive (or in more hazardous situations and environments, where the risk of illness or injury might be considered higher than normal) at least 16 hours of first aid training is recommended for leaders with the **content to include** treatment and prevention injuries and illness that are more likely to occur in the environments staff plan to work in. The visit leader and leaders of subgroups that may operate independently should be appropriately competent in first aid or have a trained first-aider as an assistant.

For EYFS under the statutory framework for the early years foundation stage (March 2017) it remains a legal requirement for at least one person with a valid full 12-hour paediatric first aid (PFA) certificate to be available at all times within a professional child care establishment. This includes cover for sickness and annual leave and to accompany children on trips or excursions. The framework also states (paragraph 3.25) “Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate.”

The National Guidance provides further advice regarding first aid see document 4.4b First Aid Good-practice

9. Preparing Children and Young People

Children and young people who are involved in a visit’s planning and organisation, and who are well prepared, will make better informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for an educational visit.

Children and young people should also be involved in planning, implementing and evaluating their own work and should be included in considering any health and safety issues.

The visit leader should ensure that children and young people are capable of undertaking the proposed activity, they should be encouraged to take on challenges but should not be pressured into activities of which they have a genuine fear.

The visit leader should ensure that children and young people understand key information about the visit or activity, including:

- the aims of the visit/activity;
- background information about the activities/venue;
- basic foreign words and relevant foreign culture where appropriate;
- how to avoid specific dangers and why they should follow rules;

- expected standard of behaviour and why safety measures are in place;
- who is responsible for the group or sub-group;
- what items of clothing or equipment they need;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

If there is a change to the planned programme, new activities/venues should be assessed and pupils provided with relevant information.

Refer to National Guidance document 4.2a Group Management and Supervision Good-practice

10. Risk Management

The Management of Health & Safety at Work Regulations 1999 requires employers to assess risks in the workplace. A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Normally, for instance in a workshop, the aim is to eliminate risk wherever possible; however, with offsite visits eliminating all risk, this could also remove many of the benefits associated with the activity and hence be counterproductive. Consequently, whilst risk should be managed, and should be at 'acceptable levels', there needs to be a careful balance between the risk of the activity and the benefits of participation and the learning outcomes.

The Health and Safety Executive (HSE) endorse this approach through their Principles of Sensible Risk Management and advocate that it is important that children and young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

Refer also to HSE: 'School trips and outdoor learning activities: Tackling the health and safety myths'.

Risk assessments should be recorded and identify appropriate controls to minimise the risk of serious harm to students or staff. It is, therefore, necessary to undertake a risk assessment for all type 2 activities and visits. Example/generic risk assessments, which support this policy, are provided on EVOLVE and are a starting point for all visit-specific risk assessments. The example/generic risk assessments should be amended as appropriate and attached to the EVOLVE application.

Type 1 visits may be covered by a school's current policies and procedures and only need a little extra planning beyond the educational aspect of the trip.

The Statutory framework for the early years foundation stage (March 2017) paragraph 3.65 states: "Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios…."

Refer to National Guidance 4.3 Good-practice

11. Planning

Planning should reflect your school / team / service procedures, employer's requirements, legal requirements and good practice. You should ensure that:

- All staff (including any adult volunteer helpers) and the children and young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained (See section 19).
- Proportionate assurances have been obtained from any providers via the Provider Statement or by the provider holding an LOTC Quality Badge (see section 12)
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

At an early stage of the planning process, it is good practice to carry out a brainstorming exercise, in order to identify the benefits and learning outcomes that the activities might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and can also provide some objectivity for the risk-benefit assessment.

Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on- going review and evaluation strategies, including indicators.

It can be helpful to develop activity-specific procedures and risk assessments at establishment level for regular or routine activities. Such procedures should be robust and equate to 'operational procedures' that make it clear how the activity is planned and delivered, as well as assuring educational quality. Such operational procedures can serve as generic risk-benefit assessments, induction checklists for new staff, and monitoring checklists for senior managers. When establishing operational procedures staff should sign to confirm they have read and understood the procedures which should be renewed on an annual basis.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as '**SAGED**':

Staffing requirements – trained? experienced? competent? ratios?

Activity characteristics – specialist? insurance issues? licensable?

Group characteristics – prior experience? ability? behaviour? special/medical needs?

Environmental conditions – like last time? impact of weather? water levels?

Distance from support mechanisms in place at the home base – transport? residential?

Refer to National Guidance 3.3 for check lists personalised by role legal framework and employer systems

12. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of children and young people. It is a vital dimension of risk-benefit management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. Your school/centre's offsite visits policy should clarify the circumstances where a preliminary visit is a requirement.

Where a preliminary visit is not reasonably practicable, you should consider how you will gather sufficient information to make an adequate assessment of the risk-benefit management issues (telephone discussion; website; contacting previous users etc.).

Where a provider is supplying some form of activity delivered by a member of their staff or third party and/or residential accommodation proportionate assurances must be obtained from any providers via the Provider Statement (see Appendix 2); providers holding an LOtC Quality Badge only need to complete part of the form. The Provider Statement should be sent to the provider to complete and it is recommended that this is completed and checked prior to the establishment becoming financially committed particularly when using a new provider.

Providers are required to hold a minimum level of public liability insurance of £5 million. This also applies to campsites except when being used for one night for a light weight expedition camp (usually were the groups are walking in and out of the site) in which case the parents should be advised that no check has been made of the existence or level of public liability held.

Where a provider has less than £5 million public liability insurance but the specific activity is considered to have substantial educational/developmental benefit to the participants, and is considered a low risk, then in consultation with and prior approval from the Outdoor Learning Manager the activity may proceed; provided parents have been advised and their specific consent obtained to the fact that the insurance is less than the expected minimum and agree to accept the potential consequences. A set form of consent will be provided by the Outdoor Learning Manager for this purpose.

Refer to National Guidance document 4.4h Using external providers and facilities Good-practice

13. Monitoring

Employers must ensure that any systems they put in place are effectively monitored.

The RMBC Outdoor Learning Manager will carry out a sample of monitoring visits in schools where RMBC is the employer, however, the main monitoring role within schools and centres is delegated to head teachers/centre managers and their EVCs.

Schools/centres and their EVCs should ensure that appropriate systems are in place for monitoring offsite visits. Monitoring includes checks on procedures, checks on training, reviews following visits, and sampling (field observation) to check that procedures are followed during visits.
Further information on monitoring is available in the National Guidance.

Refer to National Guidance document: 3.2b Monitoring under legal frameworks and employer:

14. Emergency Planning and Critical Incident Support

Incidents and accidents should be recorded following employer/establishment procedures.

Any incidents and accidents involving a provider should be reported to the Outdoor Learning Manager.

All visits require a Home/Emergency Contact back at base who will act as a buffer for the visit leadership team; when a visit extends beyond the school day/out of office hours arrangements must be made for the contact to be available for the entire duration of the visit (i.e. constant cover). Details of how to contact the Emergency Contact must be given to parents.

The role of Emergency Contact back at base can be very demanding when an emergency does occur, and it is important to ensure that the people who have that role are competent. The Home/Emergency Contact should normally be an appropriate senior member of staff.

Most emergencies can be dealt with by the staff on the Visit Leadership Team possibly with support from the establishment.

All schools/establishments should develop an Establishment-level Emergency Plan.

All staff on the visit should be aware of who will take charge in an emergency, the named back up cover and what they are expected to do. Staff should be provided with a Visit Leader Emergency Action Card/Plan.

Refer to National Guidance Emergency documentation Good-practice

A critical incident is an incident where any member of a group:

- has suffered a life threatening injury or fatality
- is at serious risk
- has gone missing for a significant and unacceptable period.
- the incident goes beyond the ability of the Establishment to cope.

All Employers should have a Critical Incident Plan for Off-Site Visit. The RMBC Emergency Plan is in place to support schools / services in the event of a critical incident, if required the establishment should contact the Forward Liaison Officer telephone: 07748 760500

15. Ratios and Effective Supervision

Except in Early Years, the law does not prescribe activity-specific staffing ratios; however, it does require that the level of supervision and group management is ‘effective’. Effective supervision should be determined by a risk assessment that takes account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place

- The age and gender (including developmental age) of the children and young people to be supervised
- The ability of the children and young people (including their behavioural, medical, emotional and educational needs)
- Staff competence

As a starting points for consideration, rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements the following ratio is recommended for day visits:
• School years 1 - 3, 1:6
• School years 4 - 6, 1:10/15
• School years 7 onwards, 1:15/20

Residential visits:
• A minimum of 2 teachers or adults.
• 1 teacher or adult for every 10 pupils (6 pupils for school years 1-3).
• Mixed gender groups should have at least 1 male and 1 female teacher.

The Statutory framework for the early years foundation stage (March 2017) sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings.

Refer to National Guidance document 4.2a Group management and supervision and 4.3b Ratios and effective supervision Good-practice

16. Transport

When planning offsite visits, establishments should give particular consideration to the method of transport to and from the visit. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. RMBC establishments **must** also follow any additional relevant RMBC transport policies and guidance in addition to information contained in this document. All national and local regulatory requirements **must** be followed.

A generic/example transport risk assessment is available on EVOLVE which considers various transport methods and contains additional information.

Self Drive - A number of factors should be considered as part of the driving/transport risk assessment; including, but not limited to, – driver competence, suitability/maintenance of vehicles, insurance, seat belts, weather conditions and driver fatigue.

The level of supervision necessary should be also considered; remember, the driver of a vehicle transporting children or children and young people cannot drive and supervise at the same time. Therefore a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or children and young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted. For longer journeys it is recommended that there is an additional adult/driver.

Transport Hire - Establishments should ensure that coaches and buses are hired from a reputable company and appropriate checks/assurances obtained; the Transport Provider Statement (see Appendix

3) is provided to support establishments in completing this. Refer to National Guidance: 4.5e Hiring a Coach Good-practice

Use of Private Cars - Transporting children and young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures. Where an establishment co-ordinates the use of parent/volunteer transport the Volunteer Drive Declaration should be used to check and record the appropriate information see Appendix 4.

Details of transport to be used must be made clear to parents and explicit parental consent obtained to transport pupils in private cars and by specified persons.

Refer to National Guidance documentation Transport 4.5 Good-practice

17. Charging

Head teachers, managers, curriculum planners, EVCs and visit/activity leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to DfE Guidance document: Charging for School Activities also available on EVOLVE

18. Insurance

For RMBC employees the following insurances apply via RMBC to offsite visits to the same extent as they do on school premises:

- Employers' liability. Indemnifies the school in respect of claims for compensation for bodily injury suffered by any employee. For the purposes of this insurance, persons acting in a voluntary capacity as assistant supervisors are classed as employees.
- Public liability. Indemnifies the school and employees in respect of claims for compensation for bodily injury and third party property damage.

The Insurance Section of RMBC can provide both personal accident and school journey insurance policies for off-site visits to RMBC establishments including maintained schools, a summary of the policy is available on EVOLVE. The Insurance Section is willing to check the level of cover provided by other insurance policies which RMBC establishments may take out for visits.

For maintained schools insurance for domestic (Uk) visits the school journey insurance is notified and paid for retrospectively.

For all international visits and visits undertaken by other RMBC establishments/services insurance must be arranged in advance.

It is strongly recommended that personal accident and school journey insurance is in place for all Type 2 visits.

Where insurance is not provided via the Council, those establishments should ensure they have appropriate insurance in place, similar to that outlined above.

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Refer to National Guidance document 4.4c Insurance Good-practice

19. Parental Consent

Consent is needed for all visits organised by establishments other than schools.

Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity. Specific consent must be obtained for residential activities.

Where consent is required this can be obtained for each visit or on an annual basis see Appendix 5.

Specific consent must be obtained by all establishments for residential activities, see RMBC Parental Consent and Medical Form Appendix 1.

Where consent is required parents must be provided with sufficient information to make an informed decision about the participation of their child (informed consent).

Consent must be in a written form either paper or electronic.

Refer to National Guidance document 4.3d Consent Good-practice

Parents and pupils should be told in advance of the visit, and agree to, the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

20. Consent for Medical Treatment

Parents should give medical consent, providing authority for their child to receive emergency treatment, including administration of an anaesthetic or blood transfusion. The RMBC consent form (Appendix 1) includes medical consent. Schools need to ensure that any use of proprietary medications and of an emergency salbutamol inhaler are in line with the schools Medication Policy

Refer to the National Guidance Document 4.4d Medication Good-practice

21. Safeguarding

It is the responsibility of the Visit Leader, Group Leaders, and all other staff and adults involved, to safeguard and promote the welfare of children and young people during outdoor learning, off-site visits and learning outside the classroom.

Refer to the National Guidance document 4.3e Safeguarding Good-practice.

22. DBS Checks

Employees who work **frequently** or **intensively** with, or have **regular access** to children and young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process. For the purposes of this policy:

- **Frequently** is defined as 'once a week or more'
- **Intensively** is defined as 4 days or more in a month or overnight

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

If you are planning to place an adult, within a situation of professional trust (where children and young people could be vulnerable to physical or mental exploitation or grooming), you should always carry out a common sense risk-benefit assessment.

Refer to National Guidance document Vetting and Disclosure and Barring Service (DBS) Checks found in the Employer folder.

23. Inclusion

The Equality Act 2010 states that the responsible body of a school must not discriminate, harass or victimise a pupil to whom one of the protected characteristics applies (Disability; Gender reassignment; Pregnancy and maternity; Race; Religion or belief; Sex and sexual orientation) in the way that it affords (or not) the pupil access to a benefit, facility or service. There is a duty to make reasonable adjustments.

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender, religion or any of the other protected characteristics. If a visit needs to cater for children and young people with special needs, every **reasonable** effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all **reasonably practicable** measures to include all children and young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Further information on inclusion, including circumstances where it is reasonable to exclude a young person, e.g. on grounds of behaviour, is available in the National Guidance.

Refer to National Guidance document: 3.2e Inclusion, legal framework and employer systems.
Refer to Reasonable Adjustments for Disabled Pupils Equality and Human Rights Commission available on EVOLVE.

24. The Duke of Edinburgh's Award

RMBC is a Licensed Organisation for groups registered in Rotherham to deliver DofE programmes to children and young people aged 14 to 25.

Any group operating under the council's DofE License must adhere to this policy and the DofE Supplement available on EVOLVE. The policy applies to the 'Expedition' section; but is relevant to all

DofE sectional activities (such as canoeing for the 'Physical' section).

25. Adventure Activities Licensing Regulations

Employers, head teachers / managers, EVCs and leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons' Safety) Act established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA) and made it a legal requirement for certain providers of adventure activities to be licensed by the Authority (a role undertaken by the HSE since 2007).

Only activities specified in the regulations come under the scheme. These **'in scope' activities** are – **caving**, **climbing** (except on climbing walls or abseiling towers), **trekking** (as defined) and **watersports** (as defined).

Note: an AALA license is an assurance of safety. It does not accredit educational or activity quality.

Refer to National Guidance document 7a Adventurous Activity Licensing Regulations Specialist-activities-and-visits folder.

26. Specialist Activities and Visits Including Overseas Visits

Example/generic risk assessments for a variety of specialist activities and visits, which support this policy, are provided on EVOLVE and are a starting point for all visit-specific risk assessments.

For additional information for specific activities Refer to National Guidance documentation: Specialist-activities-and-visits. These documents are not stand alone and must be read in conjunction with documents associated with your role.

For overseas visits where a child or young person with a known medical condition is to be in a group where staff are not fluent in the language of the country being visited, then appropriate information should be translated and readily available to be given to the medical services in the event of an emergency.

Before driving a minibus in any country outside the UK, the current specific regulations of that country should be checked. Refer to National Guidance document: 4.5b Transport in minibuses Good-practice

27. The Value and Evaluation of LOtC

Establishments should set up a clear process for evaluating all visits once they have been concluded from the planning through to the visit itself. The National Guidance includes a section on Rigorous Evaluation of LOtC meeting Ofsted expectations Evaluation and Review. Use of the evaluation section on EVOLVE can also support this.

28. Appendices

These appendices contain forms which are designed to assist establishments to organise and conduct educational visits safely and effectively. Forms may be adapted by establishments to meet their individual needs and should be used, as appropriate, alongside the establishments' own forms.

1. Consent Form
2. Provider Statement
3. Transport Provider Statement
4. Volunteer Driver Declaration
5. Annual Consent Form
6. Incident Response Check List

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PARENTAL CONSENT AND MEDICAL FORM FOR AN EDUCATIONAL VISIT
(to be distributed with full details of the visit)

Please print clearly and use additional pages if required

School/Group: _____

Visit to: _____

From: Date/Time: _____ To: Date/Time: _____

1. Name of Participant/student (insert full name)_____

Date of birth _____Home address: _____

2. Emergency Contact information

a) Name of Parent or contact(s):_____relationship to participant_____

Home address: _____
Contact telephone numbers:

Work_____ Home: _____Mobile: _____

b) Alternative emergency contact: Name: _____ relationship to participant: _____

Address: _____
Contact telephone numbers:

Work_____ Home: _____Mobile: _____

c) Name of participant's doctor:_____ Telephone number: _____

Address: _____

3. Return to Home.
I will attend to collect the participant Yes ❑
or the participant will be returning home by _____

4. Swimming ability and water confidence (for activities in or near water)
Please describe the participant's swimming ability: _____

Is the participant water confident with regard to the proposed activity? Yes ❑ No ❑

5. Medical information about the participant
a) Does the participant suffer from any conditions or have additional requirements which the visit leader needs to be aware of for example: medical conditions including any condition and previous injuries, that may restrict, or be aggravated by, physical activities; learning difficulties; emotional or mental health issues; illness; allergies; night-time tendencies (sleepwalking, bedwetting, nightmares); travel sickness etc? Yes ❑ No ❑

If yes, please provide details: _____

_____

b) Does the participant take medication? Yes ❑ No ❑

If Yes, please give details, including how medication is administered, including details of medication, timing, dosage and any side effects the medication may have:

---

c) If the participant has been diagnosed with asthma and prescribed an inhaler, or has been prescribed an inhaler as reliever medication do you agree to the use of an emergency salbutamol inhaler?
Yes ❑ No ❑

d) Please outline any special dietary requirements of the participant:

_____

f) To the best of your knowledge, has the participant been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?
Yes ❑ No ❑

If Yes, please give details: _____

_____

g) Is the participant allergic to any medication? Yes ❑ No ❑

If Yes, please specify: _____

_____

h) When did the participant last have a tetanus injection? _____

6. Coronavirus

a) Is anyone in the household or support bubble currently required to isolate?
Yes ❑ No ❑

If yes when does the 10-day isolation period end: _____

b) Is anyone in the household or support bubble currently showing symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)?
Yes ❑ No ❑

c) Has anyone in the household or support bubble tested positive for coronavirus in the last 10 days?
Yes ❑ No ❑

If yes please provide date when the symptomatic person first had symptoms: _____

7. Declaration

I consent to my child/child in my care (named above) taking part in this visit. I have read and understood the information provided including the risks involved and the detail regarding supervision and the extent and limitations of the insurance provided. I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness, emotional or mental health issues.

I will inform the Visit Leader/Head Teacher as soon as possible of any changes in medical or other circumstances between now and the start of the visit.

I acknowledge the need for my child/child in my care to behave responsibly.

I agree to my child/child in my care receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Yes ❑ No ❑

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I understand the transport arrangements for this visit (*including, if applicable, involving travelling in other people's or staff cars*) and my child/child in my care understands the need to wear a seatbelt.

I hereby give permission for the participant to receive, if necessary, the following proprietary medications, at a dose appropriate to their age, to alleviate these complaints:

1. For colds causing congestion	Decongestant Lozenge (e.g. Tunes)
2. For headache/period pains	Paracetamol or Calpol
3. For insect/plant bites or stings	Proprietary spray or cream
4. For sore lips	Lip Salve or Vaseline
5. For sun protection	Sunscreen

Please list here any activities which your child/child in your care cannot participate in:_____

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE VISIT LEADER ON THE VISIT AND A COPY RETAINED BY THE SCHOOL/EMERGENCY HOME CONTACT

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Provider Statement for Educational Off-site Visits and Activities

FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS AND ACTIVITIES FOR ESTABLISHMENTS WITH ROTHERHAM MBC SERVICE LEVEL AGREEMENT

This form is designed to help the Visit Leader/establishment confirm that a provider meets required standards.

PART 1: To be completed by the Visit Leader

Establishment/School	Click here to enter text.
Email	Click here to enter text.
Visit Leader	Click here to enter text.

Name of Provider	Click here to enter text.
Date(s) of visit	Click here to enter a date.

PART 2: To be completed by the Provider:

Provider - please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A – to be completed by all providers

Yes, No or N/A

1 Learning Outside the Classroom Quality Badge

1.1	Do you hold a Learning Outside the Classroom Quality Badge?	Choose an item.

2 Data Protection

2.1	Do you comply with the General Data Protection Regulations (GDPR)?	Choose an item.
2.2	Will the terms of the contract with the establishment include an outline of how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?	Choose an item.
2.3	Do you accept that you may only take or use photographs of participants with the establishment's specific permission?	Choose an item.

3 Waivers

3.1	Do you guarantee that the establishment, the participants or their parents/carers will not be required to agree any waiver which seeks to limit your liability for death or personal injury?	Choose an item.

4. Coronavirus

4.1	Do all venues and or activity arranged comply with current COVID-secure guidance with measures in place to minimise the risk of infection?	Choose an item.

SECTION B – to be completed by all providers (not holding Learning Outside the Classroom Quality Badge).

4 Insurance

4.1	What is the expiry date of your Public Liability Insurance which will be current during the proposed visit and activities and which covers all directly provided and sub-contracted activity?	Click here to enter a date.
4.2	What is the indemnity limit?	£ Million

5 Health & Safety and emergency policies

5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?	Choose an item.
5.2	Do you have accident and emergency procedures in place, with records available for inspection?	Choose an item.

6 Vehicles

6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used, and EU regulations on passenger seats and seat restraints?	Choose an item.

7 Staffing

7.1	Are staff who have access to young people checked for relevant criminal history and suitability to work with young people?	Choose an item.
7.2	Are there regular opportunities for liaison between your staff and visiting establishment staff?	Choose an item.
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such change be made known to establishment staff?	Choose an item.

8 Accommodation

8.1	Does UK accommodation comply with current fire regulation requirements of the Regulatory Reform, (Fire Safety) Order 2005?	Choose an item.
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned, that it has fire safety and security arrangements equivalent to those required the UK and are records of these inspections available?	Choose an item.
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	Choose an item.
8.4	Are separate male and female sleeping accommodation and washing facilities provided?	Choose an item.
8.5	Is visiting staff accommodation sufficiently close to young peoples' accommodation for adequate supervision?	Choose an item.
8.6	Will all young people have an individual bed to sleep in?	Choose an item.

9 Sub-contracting

9.1	Will you sub-contract any services? (e.g. activity instruction, transport, accommodation)	Choose an item.

9.2	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlines in the other sections of this statement, and are records of checks of sub-contractors available for inspection?	Choose an item.

SECTION C – to be completed if the visit contains taught or instructed activities of any sort

10 Adventure Activities (complete if any activities are licensable under AALA)

10.1	What is your AALA Reference Number and expiry date?	Click here to enter text.	Click here to enter a date.
10.2	Does the licence cover ALL planned activities, which are in the scope of an AALA licence?		Choose an item.

11 Activity Management (complete for all taught or instructed activities)

11.1	Do you have a policy for staff recruitment and training & assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties?	Choose an item.
11.2	Do you maintain a written code of practice for all activities which is consistent with National Governing Body guidelines and, if abroad the relevant laws and regulations of the country concerned?	Choose an item.
11.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced Technical Adviser.	Choose an item.
11.4	Where there is no National Governing Body qualification for an activity are operating procedures, staff training & assessment requirements explained in a code of practice?	Choose an item.
11.5	Will participants have access at all times to a person with a current appropriate first aid qualification and staff practised & competent in accident and emergency procedures?	Choose an item.
11.6	Is there a clear definition of responsibilities between your staff and visiting staff regarding supervision and welfare of participants?	Choose an item.
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current practice, with records kept of maintenance checks as necessary?	Choose an item.

SECTION D – to be completed by tour operators

12 Tour Operators

12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?	Choose an item.
12.2	Please provide details of bonding (ABTA, ATOL etc) with reference numbers and expiry dates	Click here to enter text.

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SECTION E – To be completed if the visit includes an overseas expedition as defined in National Guidance document 7q "Overseas Expeditions" OEAPNG

13 Overseas expeditions

13.1	Do you comply with British Standard BS8848:2014?	Choose an item.

SECTION F – to be completed by all providers

14 Accreditation

14.1	Please provide details of any relevant accreditation with reference numbers and expiry dates	Click here to enter text.

DECLARATION – to be completed by all providers

I confirm that the details given above are correct, and that our organisation will give prior notification of any
significant changes that might adversely affect the safety and wellbeing of user groups.

Signed	Click here to enter text.	Date	Click here to enter a date	
Name	Click here to enter text.	Role	Click here to enter text.	
Provider name	Click here to enter text.			
Address	Click here to enter text.			
Tel:	Click here to enter text.	Email:	Click here to enter text.	
Fax:	Click here to enter text.	Website:	Click here to enter text.	

Thank you for completing this form, please return the completed form to the establishment/school named on page 1.

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PROVIDER STATEMENT- TRANSPORT

FOR COMPLETION BY TRANSPORT PROVIDERS FOR EDUCATIONAL VISITS AND ACTIVITIES FOR ESTABLISHMENTS WITH ROTHERHAM MBC SERVICE LEVEL AGREEMENT

Part 1: To be completed by the visit leader/establishment

Establishment/School	Click here to enter text.
Email	Click here to enter text.
Visit Leader	Click here to enter text.

Name of Transport Provider	Click here to enter text.
Date of visit	Click here to enter a date.

Any Specific requirements that apply to this use such as type of transport or needs of young people attending	Click here to enter text.

Part 2: To be completed by the transport provider

Please answer all questions below with either Yes, No or Not Applicable or supply information requested as appropriate.

1.	We comply with current COVID-secure guidance with measures in place to minimise the risk of infection.	Choose an item.
2.	What is the expiry date of your Public Liability Insurance which will be current during the proposed visit?	Click here to enter a date.
3.	What is the indemnity limit?	£ m
4.	All practices, facilities and equipment comply with DVLA guidelines.	Choose an item.
5.	The staff whom will work / accompany the pupils are appropriately qualified and competent.	Choose an item.
6.	There are procedures in place to ensure all staff working / accompanying young people have been vetted to check their relevant criminal history and suitability to work with young people via the Disclosure and Barring Service with records available on request.	Choose an item.
7.	All equipment and resource provision is suited to the task, adequately maintained and in accordance with statutory requirements and current good practice, with records kept of maintenance checks and any relevant risk assessment.	Choose an item.
8.	Vehicles are kept in a roadworthy condition, comply with existing legal requirements and are appropriately insured.	Choose an item.
9.	Seatbelts are fitted to all seats and are adjustable and in good working order.	Choose an item.
10.	Please specify if coach/es to be provided will have lap belts or 3 point seat belt	Choose an item.
11.	The Visit Leader will have regular opportunity to liaise with our designated staff to discuss the programme/timetable.	Choose an item.
12.	There are appropriate alternative options in the event of bad weather, staff illness, breakdown and other unforeseen circumstances. We have appropriate breakdown cover.	Choose an item.
13.	We have a Code of Conduct for groups that will be provided to the Visit Leader.	Choose an item.
14.	We have documented procedures for dealing with accidents, near misses and emergencies and records are available for inspection.	Choose an item.

15.	We comply with relevant legislation such as the Health and Safety at Work Act and associated Regulations, the Food Safety Act and associated Regulations, the Road Traffic Act etc.	Choose an item.
16.	Our staff comply with domestic and European rules regarding driver hours, will not drive under the influence of drugs or alcohol, and will not smoke or use mobile phones whilst driving.	Choose an item.
17.	Will you sub-contract any booking?	Choose an item.
18.	Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlined in this statement, and are records of checks of sub-contractors available for inspection?	Choose an item.
19.	For any international journeys our drivers and coaches are fully compliant with the relevant current legislation for all countries to be visited/travelling through.	Choose an item.

20.	Please provide PSV Operator Licence Details	Click here to enter text.
21.	Please provide Operator Compliance Risk Score	Click here to enter text.

22.	Please provide details of any relevant accreditation with reference numbers and expiry dates e.g. CHAS, Coach Marque	Click here to enter text.

Additional Comments	Click here to enter text.

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed	Click here to enter text.	Date	Click here to enter a date.
Name	Click here to enter text.	Role	Click here to enter text.
Provider name	Click here to enter text.		
Address	Click here to enter text.		
Tel:	Click here to enter text.	Email:	Click here to enter text.
Fax:	Click here to enter text.	Website:	Click here to enter text.

VOLUNTEER DRIVERS DECLARATION FORM

To the Head Teacher _____ school

I confirm that:

1. **I am willing to use my own vehicle for transporting pupils on educational visits.**
2. **I understand my duty of care and supervision responsibilities.**
3. **I have no known medical condition that affects my driving.**
4. **I have checked the vehicle is appropriately insured for the intended use, including business insurance where required, and will provide evidence of this.**
5. **I hold a valid and current driving licence relevant to the category of vehicle being used and will provide the required details to enable a licence check to be completed.**
6. **The car is legal and road worthy and understand the TAX and MOT status will be checked.**
7. **I understand that I will be using my vehicle at my own risk.**

Details of vehicle to be used	
Make	
Model	
Colour	
Registration Number	

Details to enable a licence check to be completed	
Driver Licence Check Code (obtained from the on-line service)	
last 8 characters of driving licence number	

Signed	
Full Name (Please Print)	
Date	
Home Address	
Mobile Contact Number:	

Back To Contents **Appendix 5.**

ANNUAL CONSENT FORM FOR SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES

Please complete the attached consent/medical form below if you are happy for your child:

a) To take part in school visits and other activities that take place off school premises; and

b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The visits and activities covered by this consent include;
  - all school visits which take place during the school day, holidays or a weekend (not including residential visits).
  - adventure activities
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The school will send you information about each visit/activity before it takes place and ask you to confirm you have read the details and wish you child to be included in the visit/activity by returning a simple reply slip together with any voluntary contribution or payment as appropriate.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete and return the consent/medical information below if you agree to the above.

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ANNUAL CONSENT FORM FOR SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES

Name of student..……..……..……... Date of Birth ……Class/Form……..

Address ……..…..……

…… Home Telephone No. ……..……

Name of parent/carer…….……Relationship ……..……

Work Telephone No. …….. Mobile Telephone No. ……..……

Medical information about your child

a) Please provide details of any conditions which the school needs to be aware of for example: medical conditions including any condition and previous injuries, that may restrict, or be aggravated by, physical activities; learning difficulties; emotional or mental health issues; illness; allergies; travel sickness etc?

b) Please give details of any medication required, including how medication is administered, timing, dosage and any side effects the medication may have:

c) Please outline any special dietary requirements of your child:

d) When did your son/daughter last have a tetanus injection?

Swimming ability and water confidence (for activities in or near water)

Please describe your child's swimming ability:

Is your child water confident with regard to activities in or near water? Yes ❑ No ❑

Declaration

I agree to my son/daughter attending educational visits and activities during the academic year and I acknowledge that to be included he/she will need to maintain responsible behaviour.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities.

I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness, emotional or mental health issues.

I will inform the school of any changes to my child's medical condition or individual needs, agreement to medical treatment and any changes to emergency contact numbers during the academic year.

Signed (Person with Parental Responsibility): ……..…

Full name (capitals): ……Date……

CHECKLIST FOR HEAD TEACHERS RESPONDING TO AN INCIDENT DURING AN OFF-SITE VISIT

Your name:	Your position:	Date:	Time

BACKGROUND:

- Advice for teachers/leaders dealing with emergencies on off-site visits National Guidance Emergency documentation Good-practice. Leaders are advised to have a copy of the emergency procedure with them on the visit.

- This checklist provides guidance for a Head Teacher (back at school) dealing with such a situation. Schools should integrate this advice into their school's general emergency plan.

- When any group is on an off-site visit, the Head Teacher (or a deputy or senior teacher if the Head is on the visit or is unavailable) should provide 24-hour emergency contact for the group**. The Head Teacher or school contact must have, readily available, written details of the visit including a list of all involved, contact arrangements with the group and day and night contact details of parents and staff next-of-kin.**

- Copies of the EVOLVE visit approval form, attendance list, visit details, parental consent forms and the school's staff contact list should provide the necessary information. On residential or after-hours visits, the Head Teacher or school contact may need to take this information home**. Make sure your arrangements will work after hours, at weekends and during school holidays if visits are taking place at these times.**

PLEASE NOTE: The nature of your response will depend on the scale and seriousness of the incident. Not all this form will be relevant in every circumstance.

ACTION:

1. Maintain a written record of your actions using this pro forma and attached log sheet.
2. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can:

Who has informed you of the incident? (usually the visit leader)

Name:	Status:	Telephone Number:	Additional Tel Number(s):
Where are they now and where are they going?			

Remind the visit leader to follow the emergency procedure advice; leaders are advised to have a copy with them on the visit. See National Guidance Emergency documentation Good-practice

Details of the educational visit/activity during which incident occurred:

Location and nature of activity/visit:			
Name of person in charge of activity/visit:		Telephone Number (s)	
Number of people on the visit:	Pupils: Teachers: Other Adults:		

Details of the incident:

Date and time of incident:		Location:		
What has happened?				
People affected:	Name:	Injury:		Where they are / will be taken to:
Emergency Services involved and advice they have given:				
Names and locations of hospitals involved:				
Arrangements for pupils not directly involved in the incident:				
Name of person in charge of your group at the incident:		Telephone Number(s):		

Who to inform

Remember: Keep a record of who is informed and of what on the attached log sheet so that people are not called twice.

Actions	Tick if done
School staff - Depending on time and scale of the incident, inform relevant school staff so that you can delegate tasks.	❑
Parents of any injured pupils - Immediately inform these parents of what has happened and where their son/daughter is. **Record** what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number). In event of a major incident the police may give advice regarding naming badly/severely injured people or fatalities and informing parents. You may also need to inform next-of-kin of any staff who have been involved, again the police may give advice if severely infured or fatalitie.	❑
Parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by who and contact them as appropriate. Parents should first hear of the incident from the school (or from the visit leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed.	❑
Chair of Governors. Contact and inform the Chair of Governors.	❑
Employer. Contact and inform the employer	❑
The LA. Initial contact should be made with the Council's Forward Liaison Officer (FLO): telephone: 07748 760500	❑
Insurers. The appropriate insurers should be informed as soon as possible particularly if the visit is abroad, and the incident results in substantial medical or other expenses.	❑
Pupils and staff at school and their parents. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed. In the event of a serious incident consider how to tell pupils and what support (e.g. from Education Psychology Service) distressed children and adults may require. **Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).**	❑

Media Management

Introduce, if necessary, controls on school entrances and telephones	❑
If RMBC establishment staff are advised to avoid responding to media enquires and direct these to RMBC Communications Team	❑

Reporting of accidents

Tell the staff involved to prepare a written report noting events and times. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours.	❑

Next Steps

Review the incident and its implications with staff as soon as possible. Take advice on the range of support available to you from statutory and voluntary organisations. Arrange any immediate and longer-term support required e.g. help from the LA, counselling from EPS, legal advice, help from local churches or voluntary organisations. Monitor the situation and its effect on individuals for as long as necessary.	❑

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INCIDENT LOG SHEET OF TELEPHONE CALLS AND OTHER MATTERS
(Photocopy for additional sheets)

Nature of incident ……..…
NAME……..…. DATE……..…… SHEET No …….

No.	Time	Name	Information	Action Required	Done (tick)
		From / To			❑
		From / To			❑
		From / To			❑
		From / To			❑
		From / To			❑

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User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	None	N/A	N/A	N/A	N/A
Emissions from transport?	unknown	The updated/revised policy supports and encourages educational visits undertaken by schools across the borough (maintained and academies who purchase the service via SLA) and other RMBC services. By their nature educational visits involve transport usually via coach. Visits have been a part of education for decades and the policy will not directly impact on the number or type of visits undertaken as the deciding factors are planned outcomes and cost. Over the past year due to COVID-19 educational visits have been suspended, as we move further down the COVID Recovery Road Map more educational visits will resume which will result in an increase of emissions from increased use of transport.	As in the previous column the policy applies to establishments across the Borough who purchase the service. From 1 April 2019 – 31 March 2021 8,600 visits were recorded by Rotherham establishments on EVOLVE (visits planning and approval web-based system). Any calculation of millage would need to be completed on an establishment and individual visit basis.	Currently no measures to mitigate emissions have been introduced. Potential measures for RMBC services could include limiting the type of coach or transport provider used e.g. only allowing use of coaches under a certain age or providers that have a carbon offset policy (research would need to be completed into availability of such providers). This option could potentially result in increased costs to either services, users or both which would have a negative impact on experiences offered to young people. The above measures could not be imposed on academies which applies to most schools in the Borough.	None

Emissions from waste, or the quantity of waste itself?	None	N/A	N/A	N/A	N/A
Emissions from housing and domestic buildings?	None	N/A	N/A	N/A	N/A
Emissions from construction and/or development?	None	N/A	N/A	N/A	N/A
Carbon capture (e.g. through trees)?	None	N/A	N/A	N/A	N/A

Identify any emission impacts associated with this decision that have not been covered by the above fields:

None.

Please provide a summary of all impacts and mitigation/monitoring measures:

The updated/revised Educational Visits Policy will not directly impact on increased emissions however by the nature of educational visits (local, national, and international) the use of transport will generate emissions.

Potential measures could be introduced to RMBC services however this is likely to incur increased costs to either services, users or both which would have a negative impact on experiences offered to young people.

From 1 April 2019 – 31 March 2021 8,600 visits were recorded by Rotherham establishments on EVOLVE (visits planning and approval web-based system). Any calculation of millage would need to be completed on an establishment and individual visit basis.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Colin Gratton-Rayson, Outdoor Learning Manager, Early Help and Family Engagement, CYPS
Please outline any research, data, or information used to complete this [form].	
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	
Tracking [to be completed by Policy Support / Climate Champions]	

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Equalities Annual Report – 2020/21

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
Jo Brown, Assistant Chief Executive

Report Author(s)
Jackie Mould, Head of Policy, Performance and Intelligence
Jackie.mould@rotherham.gov.uk

Ward(s) Affected
Borough-Wide

Report Summary
Publishing an annual equalities report is part of the Council's Public Sector Equality Duty. The purpose of the report is to highlight the progress made over the past 12 months towards the equalities agenda, as well as outlining some next steps. The report covers key achievements and case studies from across the Council.

Recommendations

1. Note the progress made over the past 12 months towards the equalities agenda.

2. Note the next steps outlined within the Equalities Annual Report.

List of Appendices Included

Appendix 1 Equalities Annual Report – 2021/22
Appendix 2 Equalities Annual Report – Initial Equality Screening Assessment
Appendix 3 Equalities Annual Report – Carbon Impact Assessment

Background Papers
None.

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Overview and Scrutiny Management Board – 30 June 2018

Council Approval Required
No

Exempt from the Press and Public
No

Equalities Annual Report – 2020/21

1. Background

1.1 Publishing an annual equalities report is part of the Council's Public Sector Equality Duty. The purpose of the report attached in Appendix 1 is to highlight the progress made over the past 12 months towards the equalities agenda, as well as outlining some next steps. The report covers key achievements and case studies from across the Council.

1.2 It has been an exceptional year, with the Council's focus being on responding to and starting to recover from COVID-19. The pandemic has exacerbated existing inequalities, with the most disadvantaged communities being hit the hardest, and has also uncovered latent vulnerability within our communities. Throughout the response to the pandemic, equalities has remained an important priority for the Council, and this will continue to be a priority as the borough moves into recovery.

1.3 Equalities is an integral part of the Council's Year Ahead Plan which will continue to identify the interventions and activities needed to address inequality in the economy, health and community development. Equalities also remains an important part of the Council's outbreak management plan, ensuring that the Council's response is targeted to take account of different needs.

1.4 The Council has made a commitment to reach 'Excellent' within the LGA's Equality Framework by 2022. Work toward accreditation is underway and the council will seek to build on current good practice and to develop its approach further through engagement with elected members, Council officers, partners, and local communities. This will be linked to engagement around the new Council Plan.

2. Key Issues

2.1 The annual report is structured around four themes:

- Understanding and working with our communities. This includes information on the Council's approach to collecting and analysing equalities data, as well as engaging with local people, fostering good relations within communities, and supporting local people to participate in public life.

- Leadership and organisational commitment. This covers how the Council has approached equality and diversity in decision-making, communications, partnership working, priority setting and policy development.

- Responsive services and customer care. This focusses on how equalities considerations have factored into the planning and delivery of in-house Council services, as well as commissioning and procurement.

- Diverse and engaged workforce. This includes information on how the Council's workforce has been supported over the past year, in terms of inclusive working practices, health and wellbeing support and learning and development around equalities.

2.2 In addition to reflecting on the key areas of progress against these themes over the past year, the report also outlines some of the next steps that will be priority areas of action to support the equalities agenda in 2021/22.

3. Options considered and recommended proposal

3.1 That Cabinet:

a) Note the progress made over the past 12 months towards the equalities agenda.
b) Note the next steps outlined within the Equalities Annual Report.

4. Consultation on proposal

4.1 This report is for information and therefore, no decision is required, and no consultation needed.

5. Timetable and Accountability for Implementing this Decision

5.1 Not applicable. This report is for information and no decision is required.

6. Financial and Procurement Advice and Implications

6.1 This report is to highlight the progress made over the past 12 months towards the equalities agenda, as well as outlining some next steps. It is an update report and as such there are no direct financial implications as a result of the recommendations of this report.

6.2 Procurement will continue to support the work around equalities when undertaking procurement projects and through the activity being undertaken in line with the Council's Social Value Policy and commitments.

7. Legal Advice and Implications

7.1 The Council is required to comply with the Public Sector Equality Duty as set out within the Equality Act 2010 in carrying out their functions and must have regard to the need to achieve the objectives set out under Section 149 of the Equality Act 2010 to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 In accordance with Equality Act 2010 (Specific Duties) Regulations 2011, the Council is required to publish information to demonstrate their compliance with the public sector equality duty every 12 months. This report is drafted in compliance with that legal obligation.

8. Human Resources Advice and Implications

8.1 Activity relevant to the workforce is set out under the 'diverse and engaged' workforce section of the report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Throughout the report, there are numerous examples of key achievements where the Council has worked with children and young people and vulnerable adults to support the equalities agenda.

10. Equalities and Human Rights Advice and Implications

10.1 This report is focussed on how the Council has worked to progress the equalities agenda over the past 12 months. As outlined above, publishing an annual report is part of the Council's Public Sector Equality Duty.

10.2 The report also sets out some of the key next steps that will be taken to advance the equality agenda. Where required, full equality analyses will be undertaken.

11. Implications for CO2 Emissions and Climate Change

11.1 This report has no significant implications for CO2 emissions and climate change. However, certain protected characteristic groups, such as older or younger people or those with physical disabilities, are likely to be more vulnerable to the effects of climate change. These agendas are therefore, closely linked.

12. Implications for Partners

12.1. Engagement with partners is integral to tackling inequalities and deprivation. Several examples included within this report refer to partnership initiatives, where the Council has worked with local partners towards the equalities agenda.

13. Risks and Mitigation

13.1 No substantial risks have been identified in connection with this annual report.

14. Accountable Officers

Jo Brown, Assistant Chief Executive
Jackie Mould, Head of Policy, Performance, and Intelligence

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/05/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Jackie Mould, Head of Policy, Performance and Intelligence*
Jackie.mould@rotherham.gov.uk

This report is published on the Council's website.

EQUALITIES

ANNUAL REPORT 2020/21



www.rotherham.gov.uk

Rotherham Metropolitan Borough Council

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FOREWORD

Rotherham Council is committed to achieving equality for all and a cohesive society built on tolerance and mutual respect, where no-one is left behind. Our approach to agreeing policy priorities is underpinned by this, with a focus on tackling inequalities running through everything that we do.

I am proud that equalities considerations have been integral to the partnership response to the COVID-19 pandemic in Rotherham. As reflected in this report, engagement with diverse communities has directly influenced our approach, and we have continued to work closely with the voluntary, community and faith sectors to mitigate the worst inequality impacts from the pandemic.

Of particular note has been the work of the Rotherham Community Hub, supporting our clinically vulnerable residents, along with securing crisis food provision for residents experiencing financial hardship. Additionally, the Bereavement and Registration Service has engaged extensively with faith communities. This work has been vital to support our communities at a time of great need.

I am pleased that our strategic approach and commitment to equalities has developed too. Our resolution about "Black Lives Matter" confirms our determination to tackle discrimination and make Rotherham an anti-racist town. Moreover, the commitment made by Cabinet in November 2020 to achieve "Excellent" under the Equality Framework for Local Government sets the ambition for Rotherham to be among the best in the country in our approach to equalities. This will be a major milestone for the Council and will help to drive better outcomes for local people.

The past year has been a challenging time for our public services, our communities and those involved in driving our economy. We also know that the COVID-19 pandemic has had a disproportionate impact on certain groups, especially those who are already impacted by inequalities or with protected characteristics. Whilst the long-term impacts of the pandemic are not yet known, continuing to put equality at the centre will be key to our approach to COVID recovery.

I invite everyone to join us in celebrating our successes to date and in our positive agenda for equalities. As we prepare our new Council Plan and work on the recovery from the COVID-19 pandemic, now is a critical moment for us all to come together to work for the benefit of all communities.



Councillor Alam

Cabinet Member for Corporate Services, Community Safety and Finance

INTRODUCTION

The Council wants to see a borough based on social justice where all residents have a good quality of life and can achieve their potential. This is underpinned by the recognition that individuals, families and communities do not all have the same starting point or access to the same opportunities.

It has been an exceptional year, with the Council's focus being on responding to and starting to recover from COVID-19. The pandemic has exacerbated existing inequalities, with the most disadvantaged communities being hit the hardest, and has also uncovered latent vulnerability within our communities. Throughout the response to the pandemic, equalities has remained an important priority for the Council, and this will continue to be a priority as the borough moves into recovery.

Publishing an annual equality report is part of the Council's Public Sector Equality Duty. The purpose of this report is to highlight the progress made over the past 12 months towards the equalities agenda, as well as outlining some next steps. The report covers key achievements and case studies from every Directorate within the Council.

The report focusses on four key themes:

Understanding and working with our communities.

Leadership and organisational commitment.

Responsive services and customer care.

Diverse and engaged workforce.

ROTHERHAM CONTEXT

Rotherham is one of four metropolitan boroughs in South Yorkshire and lies at the centre of the Sheffield City Region. The borough is divided into 25 wards covering a wide diversity of urban, suburban and rural areas. Rotherham developed as a major industrial centre of coal mining and steel making which have shaped the Borough's character. Following the decline of traditional industries, regeneration has brought new opportunities to the area including advanced manufacturing.

Rotherham is also proud of its environment where 70% is open countryside; there are 3 country parks and other parks including the award-winning Clifton Park. The large stately home of Wentworth Woodhouse boasts the longest façade in Europe and is surrounded by a 15,000 acre estate.

Rotherham's population has grown from 247,000 in 2000 to 265,411 in mid-2019. Population growth has resulted from natural increase (more births than deaths), net inward migration and longer life expectancy.

General demographic and socio-economic trends have included a growing and increasingly diverse population, with significant international migration, mainly from other EU countries. The population is ageing which not only means more older people but also more disabled people. Inequalities persist for workless, disabled and low paid people, who have been adversely affected by welfare reform since 2012. Health inequalities are also significant in Rotherham, where healthy life expectancy is well below average.

The data available and population estimates indicate that the Borough is becoming increasingly diverse. However, much of the data is now becoming increasingly dated. The full data sets will be reviewed next year when information is available from the 2021 Census, providing a new reliable set of baselines.

Rotherham is a diverse borough and the ethnic profile continues to change. Based on the 2011 census, the proportion of residents from Black and Minority Ethnic (BAME) communities increased from 4.1% in 2001 to 8.1% in 2011. Ethnic diversity is most evident amongst young people. The Pakistani community is the second largest ethnic group in Rotherham after White British.

Rotherham's BAME population is very concentrated in the inner areas of the town whilst the outer areas were 96% White British in 2011. 42% of BAME residents live in areas that are amongst the 10% most deprived in the country and for some groups the figure is higher. This compares with the Borough average of 19.5%.

Rotherham has 52,299 people aged 65 years or over or 21.2% of the population, above the national average of 18.4% (2019). The population aged over 65 is projected to increase to 58,074 people by 2026, with the largest increase being in the number of people aged over 75.

Rotherham has a polarised geography of deprivation and affluence with the most deprived communities concentrated in the central area whilst the most affluent areas are to the south, although the overall pattern is complex.

Rotherham is one of the 20% most deprived areas in England and about 12,667 children were living in "absolute poverty" in 2018/19.

Local data is not currently available for LGBT+ but should become available in the future. At the national level, estimates from 2017 based on survey work show 2% of the 16 and over population identifying as LGB with 4.2% in the 16 to 24 age group. In the absence of local data, the use of national data is appropriate.

A continuing inequality is the pay gap between men and women, whereby male workers in Rotherham earn £13,409 more than female workers, on average (median gross annual pay). Women's pay in Rotherham is only 54.6% of men's pay compared with 64.5% nationally. The pay gap for full-time workers is smaller at £9,705

but women still only earn 69.9% of male earnings, again lower than the national average of 81.8%. Such differences in earnings also mean that pensions tend to be lower for women than men

Rotherham has comparatively low skills, particularly at degree level, and struggles both to retain and attract graduates. Only 34.2% of working age people in Rotherham are educated to degree level or above, compared with 43.1% nationally.

Rotherham had 56,588 people with a limiting long term health problem or disability in 2011, 22% of the population, with 11.3% saying this limits their activity a lot, compared with the average of 8.3% nationally. Although there have been health improvements, health inequalities remain and in some cases are widening.

People in the most deprived parts of Rotherham experience poorer health and die earlier than people living in the least deprived areas. Life expectancy in the Borough is 77.9 years for males and 81.7 years for females, which is below the national averages. The gap between the most deprived 10% and least deprived 10% of Rotherham is 9.9 years for males and 9.5 years for females.



THE PUBLIC SECTOR EQUALITY DUTY

The Equality Act 2010 places a general duty on the Council and others carrying out public functions to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- Advance equality of opportunity between people who share a relevant characteristic and those who do not; and
- Foster good relations between people

The Equality Act reminds us that there can be no fair society if some groups and communities remain disadvantaged because of their legally protected characteristic. The stated protected characteristics are:

- Age
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Disability
- Race – (this includes ethnic or national origins, colour or nationality)
- Religion and belief – (this includes lack of belief)
- Sex
- Sexual orientation

The Equality Duty requires us to take a pro-active approach to embedding equality into everything we do.The Council has a responsibility to ensure that suppliers also take a positive approach to equality. Furthermore, the Equality Duty encourages us to understand how different people will be affected by our decisions.



THE EQUALITY FOR ALL STRATEGY

The Equality for All Strategy sets out the Council's equality objectives and priorities, which are:

1. To provide strong leadership and build organisational knowledge and commitment
2. Evidence-based decision making to provide efficient, responsive services that meet the needs of local people, improving outcomes and customer satisfaction
3. To know Rotherham's local communities and understand their needs
4. To bring residents closer to the decision making process so that they help to shape and improve service delivery
5. To encourage a diverse workforce and an inclusive and supportive workplace

As it has been an exceptional year since the country went into lockdown in March, a review of these objectives did not take place as it would have in a typical year. Equalities has however, remained high on the agenda, and has formed an integral part of the Year Ahead Plan. The Council has also made a commitment to reach 'Excellent' within the LGA's Equality Framework by 2022.

In 2021, it will be a priority for the Council to refresh its equality objectives. The new objectives will take into account the impact of COVID-19 on local people, and will be developed through engagement with elected members, Council officers, partners, and local communities.



UNDERSTANDING AND WORKING WITH OUR COMMUNITIES

To reduce inequalities and challenge discrimination, it is essential that the Council understands the needs and priorities of our communities. This includes collecting and analysing equalities data, as well as engaging with local people, fostering good relations within communities, and supporting local people to participate in public life.

Key achievements in 2020/21 have included:

Launching the Rotherham Community Hub and mobilising the Rotherham Heroes volunteer programme in response to the COVID-19 pandemic.

The Hub was established rapidly towards the end of March 2020 to provide support to any Rotherham resident affected by COVID-19 who was self-isolating or experiencing hardship. Through the Hub, vulnerable residents can request various kinds of support, including help with food shopping, prescription collections, loneliness, and emergency food parcels. A large portion of the residents supported through the Hub have been older residents or those with long-term conditions.

As of 11th April 2021, the Hub has responded to over 6,000 requests for support and delivered 6,033 emergency food parcels. The response has been a truly collaborative effort between the Council, local voluntary and community organisations, businesses and hundreds of 'Rotherham Heroes' volunteers. This has helped to foster good relations within communities, as well as with the Council. Example case studies from Rotherham Hero volunteers are included on page 11.

Holding vaccination 'pop-ups' in key communities.

Vaccination pop-ups have been held in communities where residents may face barriers to vaccination up-take, including language barriers and vaccination hesitancy. Across two vaccination pop-up sites in Ferham and Eastwood, 120 vaccinations were administered. Future sites being considered include Eastwood Village Primary School, Clifton Learning Partnership and Russell Street Mosque. Ensuring equitable take-up across communities is important to address health inequalities in the transmission of COVID-19.

Updating the Joint Strategic Needs Assessment (JSNA) or 'Rotherham Data Hub'.

The Rotherham Data Hub is an openly accessible website which brings together information and data relevant to Rotherham. To reflect the significant challenges over the last year, this has now been updated, with a greater focus on health inequalities and data around the impact of COVID-19. The type of data incorporated in this website has also been expanded, to give a broader view of the issues facing local people.

This data will be used to inform commissioning decisions and strategy development. In particular, the findings of the updated JSNA will inform the refresh of Health and Wellbeing Board priorities and the strategic approach to tackling health inequalities.

Bringing communities together and celebrating diversity in a COVID-secure way through the Rotherham Together programme.

Over 200,000 people have engaged in online activities and targeted events as part of the Rotherham Together creative programme, which was developed to respond to and support recovery from COVID-19. This programme focusses on three themes: Joy, Gratitude and Hope and provides innovative and COVID-secure ways to foster connectedness.

A key part of the programme has been celebrating the diversity of Rotherham's communities. This has included working in partnership with Women of the World to run an online discussion with inspiring women as part of Black History Month and holding virtual events to mark International Women's Day.

Involving communities in the development of the Town Investment Plan to ensure that regeneration activities meet the needs of local people.

Targeted engagement activities, including virtual exhibitions and work with local community groups took place with diverse communities in Templeborough and Eastwood on the Town Investment Plan. The findings of this engagement work have directly informed the development of the plan; for instance, the Council has revised and refocussed interventions in Eastwood with more funding now directed towards housing provision, based on the feedback from local communities. The consultation to date has been invaluable to ensure the projects proposed for the Town Deal meet the needs of local people and help to renew their sense of pride in Rotherham.

Building community intelligence around the impact of the pandemic on protected characteristic groups.

For example, Children and Young People's services have worked with schools to run several surveys relating to the mental health impacts of the pandemic amongst young people. Based on these findings, action has been taken to support schools with the mental health needs of their students, including a full recovery curriculum delivered through PSHCE, targeted work with specific year groups and producing both student and parental wellbeing newsletters.

Encouraging BAME communities and those on low incomes to get physically active.

Grants of almost £40,000 from Sports England were awarded to organisations supporting access to physical activity and sport for BME and people on low incomes, in partnership with Yorkshire Sport Foundation. These projects were focussed on addressing health inequalities and improving health outcomes for disadvantaged communities.

Gearing up for the Women's Euro Football Tournament.

Rotherham is to host 4 matches as part of the Women's Euro Football Tournament throughout July 2022. An important part of the success of the tournament is the legacy it leaves.

It is widely recognised that female participation in sport, physical activity and positions of leadership and management is lower than in the male population. Rotherham's aim is not only to deliver a high-quality tournament, but to utilise the platform of such a high-profile event to:

- Deliver a range of programmes to welcome women and girls into football, focusing on under-represented groups.
- Use football to encourage more women and girls to adopt and maintain a healthier lifestyle.
- Develop leadership opportunities to help women and girls grow the game.

To that end, a number of working groups have been established to deliver a wide range of projects and initiatives relating to female involvement in sport and physical activity. A range of community organisations sit as part of the Euro'22 partnership, including VAR, REMA and Rotherham United Community Sports Trust.

Next Steps:

- Establishing a consistent approach to data collection is an integral part of understanding our communities, so developing clear guidance on this and ensuring that equalities monitoring is embedded as part of Council systems will be an important next step.
- The coronavirus pandemic has exacerbated existing inequalities, as well as uncovering latent vulnerability within our communities. It is likely that the impacts of the pandemic will be felt within our communities for some time, so considering equality will be a key part of recovery planning.
- During the pandemic there have been numerous examples of communities coming together to support each other. As identified in the evaluation of the Rotherham Heroes programme, there is now an opportunity to build on the successful engagement of volunteers and the approach of the Rotherham Community Hub.

CASE STUDIES:

SUPPORTING LOCAL PEOPLE THROUGH THE ROTHERHAM HEROES PROGRAMME.

Rotherham's residents have made an unprecedented offer of support to vulnerable residents in their communities through the community hub and Rotherham Heroes programme. Some examples of the work of the Rotherham Heroes is included below.

JIM AND SARAH* – SCHOOL BUS DRIVERS

Jim and Sarah have been married for 30 years and are both school bus drivers for special needs children and young people. They were furloughed following lockdown. As they were both DBS checked, they knew the volunteering process would be easy and desired to help locally. They both signed up to be Rotherham Heroes.

The Rotherham Community Hub identified their unique skills in helping special needs people and assigned them to food shop for a couple with learning difficulties and two elderly residents. The couple built a strong relationship with one elderly lady who lost her husband to a brain tumour during the pandemic, who wasn't able to see her family often. Jim provided assurance that the couple was here for her and she could call them anytime. This assurance allowed her to build trust, leading to a friendship being formed which the couple hope will continue. The couple found supporting the same people regularly beneficial, as it allowed trust and genuine friendships to form.

CAROL – HOTEL MANAGER

Hotel manager, Carol, was recently furloughed and wanted to give back to her local community by volunteering. Carol gradually built confidence to take on more cases from one food shop a week to now supporting four residents including one weekly prescription collection. Volunteering had a positive impact on Carol's life as she's now reassessing her work life balance seeking ways to volunteer on a part-time basis. Having moved to Rotherham 14 years ago, Carol credits volunteering for building relationships with neighbours and the wider community who she'd had little interaction with since her initial move. Volunteering was a positive experience for Carol, making her feel valued and appreciated, with the weekly volunteer newsletter keeping her in the loop and feeling like an active member of the wider RCH family.

CASE STUDY:

CELEBRATING THE WORK OF OUR TENANTS TO SUPPORT VULNERABLE PEOPLE DURING THE COVID-19 PANDEMIC



In March, the Council held the first virtual Tenant's Open Day. The event focussed on the response to COVID-19, looking back at some of the key achievements from 2020 and recognising the community groups who have gone the extra mile during this particularly tough year. Whilst it was not possible to bring tenants together in person, it was still important to hold this event, to celebrate the role that local people have played in supporting vulnerable people in their communities.

The impact of the pandemic has not been equal, and older people and those with long-term conditions and disabilities have been at a particular risk for loneliness and social isolation, due to rules and guidelines around shielding. Luckily, there are many examples where local tenants have reached out to the most vulnerable within their communities.

One example is Peter – a local 'Fish n Chip' champion. Peter knew that the majority of residents living in his community were older people who lived on their own and who may not have much social contact. He therefore decided to deliver fish and chips to people in his community on Fridays, to connect with local people and lift their spirits. Peter says that this has helped bring the community together and that now "everyone is talking more."

RotherFed have been undertaking weekly befriending calls and have made calls to over 300 individuals to date who are feeling lonely and isolated. 45 active volunteers are currently making calls to 160 residents involved at present. The calls are resulting in many positive outcomes for residents including improved mental wellbeing, reduced loneliness and confidence for employment and training.

An example is Christine, who became a befriending champion. Every week, Christine calls vulnerable people who are at risk of loneliness and social isolation, to have a chat and connect. Christine says "Volunteering has just given me something to reward myself. It's nice to know that I'm helping others what may not have close family or friends like myself."

Another main focus of the event was the Social Housing White Paper, which was released in November 2020, to help listen to tenants' voices, and hold landlords accountable after the Grenfell fire tragedy.

The event was well-attended, and all material is now available to view under the tenant involvement section of the Council website.

CASE STUDY:

YOUNG PEOPLE WORKING TOGETHER TO TACKLE HATE CRIME.



Rotherham Youth Cabinet are a group of young people aged 11 to 18 from across Rotherham, who work to represent the young people in Rotherham to create positive change on issues which are important to them.

Every year, they take part in 'Make Your Mark' which is a national consultation to find out what the main issues are for children and young people. Make your Mark 2019 highlighted hate crime as being the top issue for Rotherham's young people.

In light of this, Youth Cabinet included hate crime as one of the four key aims in their 2020 Manifesto. The aim was:

"We want to ensure people understand what Hate Crime is, know how to report it and encourage reporting of hate crime incidents. We also want people to understand the impact hate crime has on victims and the potential consequences."

As part of their work, the group took over a Council Overview and Scrutiny Management Board meeting and held a review of hate crime within Rotherham. They worked with elected members to question relevant professionals so they could find out what was already happening and what further action could be taken.

From that meeting, young people made ten recommendations which were approved at a full Rotherham Council meeting.

Youth Cabinet members have continued to work on their own projects to try to reduce hate. This has included:

- Making films focussing on racism and disability
- Using social media to share awareness of hate and how to report it
- Working with other young people across the Yorkshire and Humber region to develop learning workshops and delivering these to young people's groups
- Working with Public Transport operators and gaining agreement from them to share links to resources, films and publicity messages through their social media and within transport interchanges.

Most recently, the group have been collaborating with the Community Safety Team on a Hate Incident Charter and Pledge for primary and secondary schools and colleges. The aim is that all schools sign up to this Charter to show that they are committed to tackling hate incidents and to help achieve a consistent approach to hate across Rotherham. The Charter includes eleven statements which schools will pledge towards achieving. All schools who sign up can then display the pledge to show their commitment to tackling hate. Building on this, Youth Cabinet are also currently working on a Charter for younger children.

LEADERSHIP AND ORGANISATIONAL COMMITMENT

The Council has a vital role to play as a local leader in promoting equality across the borough. This means consider equality and diversity in decision-making, communications, partnership working, priority setting and policy development.

Key achievements in 2020/21 have included:

Ensuring that reducing inequality features as an integral part of strategic plans and policies.

This has included incorporating an explicit focus on equalities within the Year Ahead Plan and the Local Outbreak Control Plan. Additionally, in November Cabinet publicly endorsed the ambition to work towards the 'Excellent' accreditation within the Local Government Association Equalities Framework.

Working in partnership to stand against violence and sexual harassment.

The Safer Rotherham Partnership has promoted several campaigns and events with the aim of protecting local people against violence and sexual harassment. This has included the 'Know the Line' campaign, which aims to raise public awareness in Sheffield and South Yorkshire around sexual harassment and violence against women and girls in public places.

The partnership also organised a virtual version of the 'Reclaim the Night' event, which is an annual women's march against rape and male violence. This year, the event focussed on the achievements of successful women in Rotherham, including Councillor Jenny Andrews, BBC newsreader Becky Lancashire and BBC Radio Leeds on air psychotherapist Catherine Asta Labatt.

Additionally, in June 2020, the 'Ask for Angela' campaign, which encourages people to 'Ask for Angela' if they are under threat, was expanded to small local shops. This aimed to reach vulnerable people who have been particularly isolated during lockdown.

Embedding equalities into the member induction and development programme.

Member development is a priority, as Councillors, in their role as decision-makers and community champions, are well-placed to advocate for the equality of all protected characteristic groups within their wards and the borough as a whole.

In preparation for all-out elections taking place in May 2021, the Council has designed the induction programme for elected members. This programme includes a focus on equality and diversity, including the Council's statutory equality duties and the integral role of elected members in supporting the equalities agenda.

Establishing a network of equality champions to build leadership capacity across the Council.

Advantage has been taken of new "virtual" working methods to provide an overarching resource for equalities using Microsoft Teams. This enables the Council to bring everything "equalities" together in one place as a corporate resource and engage services and staff to network, access documents and other resources, share learning and provide peer support.

Using "Teams" means that network members can be alerted when there are new developments posted, including new documents or issues for staff to engage in. This equalities network is an important mechanism to build leadership on equalities across directorates and support the embedding of equalities into all services.

Committing to making Rotherham an anti-racist town.

At its meeting in July, the Council passed a motion committing to making Rotherham an anti-racist town and to stand in solidarity with black and minority ethnic communities. This also included a commitment to work with local communities to understand racism, strengthen the anti-racism

approach of the Council and ensure all staff participate in activity/training that supports them to address prejudice and bias.

Strengthening the role of equalities in decision-making.

All reports for Cabinet and OSMB require an initial screening to be undertaken to determine whether a full equality analysis needs to be conducted. A guide for staff is in place to support this process and to provide key information regarding the equality analysis process. This has strengthened the role of equalities in decision-making and improved oversight for elected members.

Next Steps:

- The Council will engage with elected members, senior officers, the workforce and communities to refresh its equality objectives. These refreshed objectives will take into account the impact of the COVID-19 pandemic.
- Building on improvements that have been made to embed equality impact assessments into decision-making, the workforce will be engaged to review the guidance available, to ensure that staff have the tools they need to produce robust equality analyses.
- It will also be a priority to work with OSMB to ensure effective scrutiny and oversight of the equalities agenda.



CASE STUDY:

ENGAGING WITH THOSE LIVING IN THE CENTRAL WARDS, PARTICULARLY BAME COMMUNITIES AROUND COVID-19.



Certain groups have faced higher risks of contracting coronavirus, including people working in certain occupations, those living in socioeconomically deprived areas and BAME communities. In February 2021, local data in Rotherham showed an overall stalling of the rate but increases for working age adults. It was considered that this was likely to be connected with factors relating to deprivation and the type of employment in Rotherham, particularly the large proportion of people who are not able to work from home.

Based on these factors, a lot of the people who live and work in the Central wards, particularly Eastwood face an increased risk of exposure. Informed by data around the rate of transmissions, it was agreed to take a focussed and targeted approach within the Central wards in Rotherham. There was a four-week campaign to reduce case rates, increase testing and vaccination uptake and ensure isolation compliance. Within this campaign, there was a focus on reaching Eastern European and South Asian communities. This was a truly collaborative effort, including the Council, voluntary and community partners and South Yorkshire Police.

To ensure the messages reached vulnerable communities, including the digitally excluded, there was a big focus on physical communications materials. Thousands of leaflets were distributed in Central wards and were made available in six different languages for community groups to share. Banners and posters were also displayed in visible locations, and the Digi-van was stationed in key communities and areas of high footfall.

Other aspects of the engagement included:

- Targeted work with taxi drivers as a high-risk occupational group. This included sharing information on self-isolation support available, as well as information on testing.
- Regularly meeting with faith and community groups online to co-produce messages and method of delivery.
- Launching the Community Champions campaign to encourage local communities to work together and to keep each other safe.

Following this targeted engagement, testing rates increased in these areas and were generally comparable with the Rotherham average, despite higher levels of deprivation and higher proportion of individuals who are typically considered to be 'underserved.'

This engagement was also key in terms of building vital community intelligence around issues, including testing and vaccination hesitancy. This has informed decision-making, such as the establishment of a drop-in testing facility at the Unity Centre. This is both a practical and a trusted location to many residents living in the local area.

CASE STUDY:

SUPPORTING THE LGBTQ COMMUNITY IN FOSTERING.

"I would say that there are children and young people that need loving homes, and that it just takes a human being to make a family. Love has no barriers, it transcends above any hurdles."
Dave, Foster Carer

The LGBTQ community still faces discrimination and stigma, including when it comes to parenting. The Council wanted to take a stand against this and spread the message that the Council welcomes LGBTQ foster carers.

In 2018, a new fostering information pack was produced with very clear messages around the inclusivity of the recruitment process:

"Foster carers can be married, unmarried, be living together, single, straight, gay and if they have pink hair and wear odd socks, we don't mind one bit as long as they are able to work with us to achieve the required standards to be an approved foster carer."

The Fostering Team has continued to promote this message over the past year. This has included:

- Launching the myth-busting campaign on social media, to challenge perceptions around fostering within the LGBTQ community.
- Holding a virtual drop-in during LGBTQ Fostering Week. This included one of our LGBTQ foster carers answering questions on their experiences.
- Recruiting more same-sex couples to become foster carers; out of 22 new fostering households recruited last year, two were same-sex couples.

As well as promoting the message that LGBTQ foster carers are welcome, the Council is also a member of New Family Social which is the only national LGBTQ charity in the UK with a focus on providing support, improving the treatment of LGBTQ people in the fostering process and encouraging inclusion. New Family Social provides social networks, events and forum, and helps to ensure that LGBTQ foster carers get the support that they need through the fostering process.

In the next financial year, the Council will aim to have a presence at Rotherham Pride again, and continue to hold online events, involving foster carers in promoting fostering for the LGBTQ community. The Council will continue to assess the impact of these campaigns and engage with the LGBTQ community around fostering.

To find out more about fostering in Rotherham, please visit: **www.fosteringrotherham.com**

RESPONSIVE SERVICES AND CUSTOMER CARE

Ensuring that services are accessible to customers and residents, including those with protected characteristics, is a core part of the Council's equality duty. Equalities and inclusivity is a key part of the planning and delivery of Council services, as well as commissioning and procurement.

Key achievements in 2020/21 have included:

Working to improve the accessibility of domestic abuse services for LGBTQ+ people.

A new project has recently been funded through a joint bid to central government by the four South Yorkshire councils. This will be an innovative project led by SAYiT aimed at improving access to domestic abuse services for LGBTQ+ people (Lesbian, Gay, Bi, Trans and other minority sexuality and/or genders) across South Yorkshire. A consultation is taking place to hear from those experiencing domestic abuse within LGBTQ+ relationships.

Delivering social value through commissioning and procurement.

The Council agreed a Social Value policy in October 2019. This policy made it a requirement to incorporate a social value requirement in tender specifications, procurement processes and the letting of contracts. In total, since this policy was agreed, over £1.4m in social value has been committed against the measures set out in the policy. This means that Council contracts are supporting the promotion of local skills and employment, the protection and improvement of the local environment, the capacity of the voluntary and community sector, and local spend in Rotherham. Some examples include that:

- For contracts let by the Council in 2020, at least 82% of staff employed will be paid the "real living wage".
- 4.04 tonnes of CO2e will be saved.
- £14k of charitable donations will be made to local community organisations.

The approach to social value directly inter-relates with equality objectives through addressing socio-economic inequalities, building local economic resilience to the benefit of the local community. The inclusion of "Living Wage Foundation" living wage accreditation will help to tackle economic inequalities.

Securing funding to support Rotherham people facing digital exclusion.

Funding has been secured to support Rotherham people facing digital exclusion. The digital divide has been magnified during the pandemic, as services have moved online to minimise the spread of coronavirus. Certain protected characteristic groups, including older people, are more likely to be digitally excluded, so this has considerable equality implications.

Refreshing the Library Strategy with a focus on improving the accessibility of libraries.

The strategy was agreed in October and sets out plans to redesign and relocate several libraries to make them more accessible and offer ease of access for those with disabilities. This is a positive example of how equalities and inclusivity for protected characteristic groups has directly shaped service planning.

Next Steps:

- Refreshing the current service plan template and strengthening the link between equality analysis and service plan objectives are two key actions.
- There is an opportunity to add equality criteria into the social value portal system, enabling equality to be monitored and measured in contracts.

CASE STUDY:

OPENING A STATE-OF-THE-ART RESPITE FACILITY FOR ADULTS WITH LEARNING DISABILITY AND AUTISM.



The adult social care reset and recovery plan aims to ensure that adult social care is able to adapt to the changing conditions of the pandemic, and an integral part of this plan is the offer of respite facilities to support carers and service-users. On 4th January, the Council opened a new state of the art respite facility for adults with learning disabilities and autism in Conway Crescent.

Conway Crescent replaces two out of date properties at Maltby and Wath. The older properties were not fully accessible and could not provide the services needed to meet peoples' range of complex needs.

Being purpose-built, Conway Crescent has lifts in both houses meaning all eight en-suite bedrooms are fully accessible. One house is fitted with ceiling hoists and the other provides an autism-friendly environment.

The decision to develop this new offer is part of the Council's wider plan to transform services for adults with learning disabilities, providing increased choice and opportunities for greater independence through the My Front Door programme.

Rotherham Council Cabinet member for Adult Social Care Cllr David Roche said: "The new houses at Conway Crescent will bring the Council's respite service right up to date with brand new facilities equipped to serve a wider range of people's needs.

"Our carers are there for their loved ones 24 hours a day, seven days a week. This new respite service will give more opportunities for carers to have a much-needed short break, in order to carry on their very important caring roles."

Conway Crescent has already welcomed a number people through its doors, who have started to benefit from the facilities at the centre. Early feedback has been extremely positive, and staff will continue to work with carers and service-users to support their independence and wellbeing.

For more information about Conway Crescent, please visit Rotherham Council's YouTube page.

CASE STUDY:

DELIVERING ACCESSIBLE CUSTOMER SERVICES DURING THE COVID-19 PANDEMIC.

The Council's Customer Access Strategy, which was agreed in 2018 includes a commitment to 'make sure everyone continues to have equal access to the information and help they need, regardless of their individual circumstances.' This includes a 'digital first' rather than 'digital by default' approach, in acknowledgement that some customers and communities are more likely to find it difficult to access services digitally. For example, national data finds that digital exclusion is more prevalent amongst the elderly, disabled, and individuals from BAME and socially deprived communities.

However, during the COVID-19 pandemic, it was necessary to step down face to face provision, to keep communities safe and prevent the spread of the virus. In light of this, Customer Services adapted the approach to ensure that all residents, including those who face digital exclusion, could continue to access our services.

One way that Customer Services have responded to the needs of digitally excluded residents is through providing assisted access over the telephone. From the beginning of April 2020 to the end of March 2021, Customer Services answered over £465k telephone calls across a wide and diverse range of topics. Moreover, between April 2020 and March 2021, the team has conducted 886 telephone appointments with customers who wanted to apply for a Blue Badge, but who did not have online access. Additionally, video tutorials have also been made available for key online processes to assist customers who find visual content more accessible. Providing this kind of support is integral to ensuring the service is responsive to the needs of all communities.

Ensuring that services are informed by the views and opinions of 'real' customers wherever possible is also a key component of delivering inclusive customer services. This has continued to be a priority throughout the pandemic. In the case of the vehicle licence application process (launched July 2020), a YouTube video was created and shared with the taxi community for feedback. Their comments and suggestions were acted upon to shape the final process, as well as the design and the order of questions.

It remains a priority to ensure all customers, regardless of circumstance continue to have equal access to the help and support they need. Work is taking place with partners through the Rotherham Place Digital Inclusion programme to address digital divides within the community, with a particular focus on the ability of residents in protected groups to access services.

DIVERSE AND ENGAGED WORKFORCE

The Council wants to have a diverse workforce at all levels, which is confident and competent in working together for equitable service delivery. This includes a commitment to supporting the workforce, in terms of inclusive working practices, health and wellbeing support and learning and development around equalities.

Key achievements in 2020/21 have included:

Supporting the health and wellbeing of our workforce.

In acknowledgement that the past year has been a challenging and uncertain time, significant work has taken place to support the health and wellbeing of Council staff. The Council has produced wellbeing guides and have undertaken two wellbeing surveys over the last 12 months. The surveys covered a range of topics including working arrangements and the support provided by the Council. The results of the survey have helped to shape the development of a wellbeing programme and have also highlighted how some staff groups have experienced the last 12 months in a different way to others; therefore a more tailored approach to engaging and supporting specific staff groups is now being undertaken. Topics covered in the wellbeing programme have included an introduction to mindfulness, coping with uncertainty and working from home.

In addition to the wellbeing guides, the Council took a revised approach to PDR for 2020-21 to ensure that the focus of the meetings was around the individual's wellbeing and any required reasonable adjustments that needed to be made. This approach will continue in 2021-22 with the focus firmly on support and wellbeing of each individual member of the workforce.

Wellbeing champions have also been established across the Council, to support the wellbeing agenda and raise awareness across Directorates.

Promoting leadership and development opportunities for women through the bespoke Rotherham Leader programme.

This programme supports current managers to grow their leadership skill set. Of the members of staff who have completed the programme, 82% are women, with the aim that this will help to ensure that women continue to be represented in senior roles throughout the organisation.

Engaging the workforce with the equalities agenda.

Work has taken place to engage the wider workforce with equalities, including through a staff presentation led by the Assistant Chief Executive, which was attended by 82 participants. The presentation gave an overview and direction for the equalities work and how staff can get engaged. Details were also given about how staff can join the Council's Equalities Network.

Presentations have also been given in directorate leadership team meetings, covering the scope of the review, engagement of directorates and role of "champions" to embed equalities work and develop in-house peer support across services.

Next steps:

- Reviewing training and development opportunities across the Council, to ensure that staff needs around training on equality issues are met.
- Re-establishing staff groups representing protected characteristics will form an important part of staff engagement around the equalities agenda.

CASE STUDY:

CELEBRATING THE ACHIEVEMENTS OF FEMALE LEADERS.



As part of International Women's Day, a virtual event was held in March, which brought together over 100 attendees from across the organisation to celebrate the achievements of women within the Council and the wider partnership. This year's theme, 'Choose to challenge' was focussed on what we can all do to challenge and call out gender bias.

Inspiring speakers included Sharon Kemp, Deborah Thomson, Beverly Rennie and Lynne Knox (South Yorkshire Police Superintendent for Rotherham) who discussed their experiences of overcoming barriers and achieving success in their careers.

Workshops also took place to explore the experience of working from home, including work/life balance and looking at how to celebrate the achievements of female colleagues whilst working in different ways. Ideas included:

- Going for a walk at lunchtime.
- Sticking to a routine.
- Checking in with colleagues.
- Sending thank you cards out to team members.
- Celebrating achievements via an internal webpage.

The findings of these workshops were fed back to participants, to share ideas on how colleagues can support their wellbeing whilst working from home.

CASE STUDY:

PARTICIPATING IN SCHEMES TO SUPPORT DISADVANTAGED GROUPS INTO WORK.

Kickstart

Since the start of the Covid-19 pandemic the number of people not in employment has risen sharply. Young people have been recognised to be more significantly impacted than people in other age groups. The Kickstart Scheme provides funding to employers who offer job placements for young people (age 16-24) who are on Universal Credit and at risk of long-term unemployment. The overall aim of the scheme is to support young people to develop new skills and help them to move into sustained employment after they have completed their Kickstart placement.

In October 2020, the Council made the decision to participate in the Kickstart Scheme, offering placements across all directorates. A decision was taken that all placements would be paid at Band A which is above the national minimum wage that is reimbursed through the scheme.

The first placements were advertised and recruited to in April 2021 and recruitment for other placements will be ongoing throughout the year. In total, the Council will have offered 89 placements to young people by December 2021. Examples of some of placements are being offered include:

- Business support and administration
- Museum, art and heritage
- Green spaces
- Community Safety
- Digital services
- Social care
- HR & OD

The Council has taken a collaborative approach to participation in the scheme working closely with service managers, DWP and Pathways Employment Solutions (ACH&PH) to proactively identify and address any potential barriers that young people may face which would prevent them from applying for the placements on offer. This includes the development of pre and post-employment support plans by Pathways Employment Solutions and three days of employability and personal development for each kickstart placement holder. In addition, regular peer support sessions are scheduled throughout the year to help build relationships, support network and a safe space to share experiences amongst the kickstart placement holders.

The Council's scheme is still in the early stages but will be subject to evaluation over the next 12months to formally identify successes and any areas for improvement.

CASE STUDY: CONTINUED

Sheffield Hallam Funded Internships

The Sheffield Hallam Internship Scheme has been designed to support students who are most in need of graduate level work experience in order to support and enhance their employability and job prospects in these challenging times. In April 2021 the council took the decision to participate in this scheme.

The internships are prioritised to the most disadvantaged students including:

- Students from geographical areas of low participation in higher education
- Students from a black, Asian or minority ethnic (BAME) background
- Mature students
- Students that are estranged or care leavers (been in care)
- Students with caring responsibilities
- Students with disabilities
- Students with refugee status
- Transgender students inclusive of non-binary genders

The Council has offered three internships for 100 hours fully funded and the placements offered are:

- CYPS – CYPS Business Support
- R&E – Tourism Research Assistant
- ACH&PH – Computer and Information Systems Support Officer

Currently the internships are open for applications with selection processes due to be undertaken in June and placements commence in July.

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: Equalities Annual Report – 2020/2021	
Directorate: Assistant Chief Executive's	**Service area: Policy, Performance and Intelligence**
Lead person: Jackie Mould	**Contact:** jackie.mould@rotherham.gov.uk
Is this a: [ ] **Strategy / Policy** [ ] **Service / Function** [X] **Other** **If other, please specify** Update report	

2. Please provide a brief description of what you are screening
The purpose of the Equalities Annual Report 2020/2021 is to highlight the progress made over the past 12 months towards the equalities agenda, as well as outlining some next steps. The report covers key achievements and case studies from across the Council. Publishing an annual equalities report is part of the Council's Public Sector Equality Duty.

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? *(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)*	X	
Could the proposal affect service users? *(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)*	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	X	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*		X
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*	X	
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*	X	
If you have answered no to all the questions above, please explain the reason		
N/A		

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 report is explicitly focussed on equality and diversity and the progress made to deliver the equalities agenda. Therefore, the entire report includes a consideration of equality and diversity, and the way that the Council is meeting the needs of protected characteristic groups. Publishing the report is also part of the Council's Public Sector Equality Duty.
• **Key findings** The 'Rotherham context' section outlines relevant equalities data in Rotherham. The four themed sections and the case studies also include detail of how the Council has worked towards the equalities agenda in 2020/2021.
• **Actions** Whilst this is not a decision report, there are number of proposed next steps, some of which will be subject to Cabinet decisions, e.g. the refresh of the equality objectives. For these decisions and next steps, full equality analyses will be completed where appropriate, to ensure that the impact on all protected characteristic groups has been considered in detail.

Date to scope and plan your Equality Analysis:	N/A – full EAs will be conducted for individual schemes and initiatives where appropriate
Date to complete your Equality Analysis:	N/A
Lead person for your Equality Analysis (Include name and job title):	Jackie Mould, Head of Policy, Performance and Intelligence

5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening:		
Name	**Job title**	**Date**

Jo Brown	Assistant Chief Executive	
Jackie Mould	Head of Policy, Performance and Intelligence	

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	25th May 2021
Report title and date	Equalities Annual Report – 2020/21
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – 21st June 2021 Sent for publication – 7th June 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	27th May 2021

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	**No impact on emissions**	N/A	N/A	N/A	N/A
Emissions from transport?	**No impact on emissions**	N/A	N/A	N/A	N/A
Emissions from waste, or the quantity of waste itself?	**No impact on emissions**	N/A	N/A	N/A	N/A
Emissions from housing and domestic buildings?	**No impact on emissions**	N/A	N/A	N/A	N/A
Emissions from construction and/or development?	**No impact on emissions**	N/A	N/A	N/A	N/A
Carbon capture (e.g. through trees)?	**No impact on emissions**	N/A	N/A	N/A	N/A

Identify any emission impacts associated with this decision that have not been covered by the above fields:
None identified.

Please provide a summary of all impacts and mitigation/monitoring measures:
The equalities annual report is a report on progress, not a decision report. Therefore, there are no significant implications for emissions. As well as reflecting on progress, there are a number of next steps proposed within the report. Whilst at this stage, no emissions impacts have been identified, where appropriate, these next steps will come back to Cabinet for approval. At this stage, further CIAs will be completed to assess the emissions impacts.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Jackie Mould Head of Policy, Performance, and Intelligence
Please outline any research, data, or information used to complete this [form].	N/A
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	N/A
Tracking [to be completed by Policy Support / Climate Champions]	

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Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Finance Update

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

Strategic Director Approving Submission of the Report
Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)
Rob Mahon – Head of Corporate Finance
Rob.Mahon@rotherham.gov.uk

Ward(s) Affected
Borough-Wide

Report Summary

This report provides an update to Cabinet on a number of financial matters, including those related to Covid-19. The report is provided as an interim update for Cabinet, following on from the approval of the Budget and Council Tax 2021/22 report at Council on 3 March 2021 and in advance of the Financial Outturn 2020/21 and Financial Monitoring 2021/22 reports to be submitted to Cabinet in July 2021.

Recommendations

1. That the update on the revenue budget financial outturn 2020/21 be noted.

2. That the Councils position on the delivery of the business support grants and Test and Trace support payments be noted.

3. That the Councils approach to the delivery of the Hardship Fund, in providing greater levels of Local Council Tax Support be noted.

4. That the government's main Covid-19 grant support streams as detailed in section 2.5 are noted, along with the continued approach for payment to suppliers as detailed in section 2.7.

5. That the approach taken with regards to Adult Social Care Contributions as detailed in section 2.6, be noted.

6. That the Local Self-Isolation Support scheme is brought to a close at the same time as the Government's Test and Trace Support Scheme.

List of Appendices Included
Appendix 1: Business Grants
Appendix 2: Carbon Impact Assessment
Appendix 3: Equality Screening

Background Papers
Budget and Council Tax Report 2020/21 to Council on 17 February 2020
December Financial Monitoring Report to Cabinet 15 February 2021
Budget and Council Tax Report 2021/22 to Council on 3 March 2021

Consideration by any other Council Committee, Scrutiny or Advisory Panel
No

Council Approval Required
No

Exempt from the Press and Public
No

Finance Update Finance Update

1. Background

1.1 This report is provided to update Cabinet on a number of financial and budget matters following on from the approval of the Budget and Council Tax 2021/22 report at Cabinet on 15 February 2021 and at Council on 3 March 2021.

1.2 The report is an interim update to Cabinet in advance of the more detailed Financial Outturn 2020/21 and Financial Monitoring 2021/22 reports which will be submitted to Cabinet on 19 July 2021.

2. Key Issues

2.1 Revenue Budget Financial Outturn 2020/21

2.1.1 The Financial Outturn 2020/21 report to Cabinet in July 2021 will set out the full details of expenditure against budget for 2020/21, revenue and capital, along with an updated analysis of revenue reserves and an updated position of the Capital Programme.

2.1.2 The Outturn report to July Cabinet will also set out the use of the various Government grants which have been provided to offset the cost impact of Covid, together with an analysis of the grant funding available to continue to support the additional costs due to Covid which continue to be incurred in 2021/22. The reserving of any Covid grant balances is in accordance with the following approval at Council in March 2021 “The transfer of any 2020/21 un-ringfenced Covid funding balances into the Council’s reserves to meet Covid related pressures and costs in 2021/22.”

2.1.3 The Financial Monitoring Report 2020/21 submitted to Cabinet on 15 February 2021 was based on the financial monitoring position as at December 2020, which outlined that the Council anticipated a balanced budget position for 2020/21 or a slight underspend. This forecast position was also outlined in the Budget and Council Tax 2021/22 report which was submitted to the same Cabinet meeting and also to Council on 3 March 2021.

2.1.4 Both reports set out the inter-relationship between the impact of Covid-19 on the Council’s level of spend and loss of income and the Government grant funding compensation for Covid impact, as known or anticipated at that time.

2.1.5 The reports also noted that the impacts on the Council of the latest lockdown, taking effect on 5 January 2021, were still to be fully defined.

2.1.6 There are two main factors contributing to an underspend which is higher than anticipated within the financial monitoring to Cabinet in February 2021 and which are detailed below.

2.1.7 Firstly, the Council has continued to maintain dialogue with Government on the costs to the Council arising from Operation Stovewood; costs which the Council is having to manage within its overall budget. On 30 March 2021, Government confirmed that a grant of £2m would be paid in 2020/21 towards the Council's Stovewood costs. As yet there is no commitment from Government for any further or ongoing support for Stovewood costs.

2.1.8 The second main factor relates to funding from the Government's Contain Outbreak Management Fund (COMF). The Council had received funding of £5.1m by December 2020 from a number of grants linked to COMF, including test and trace support funding, payments per head of population linked to national lockdown and payments per head of population linked to tiered restrictions.

2.1.9 The total cost of the measures that the Council had in place to address outbreak management during 2020/21 was in excess of the £5.1m grant received as at December 2020 and also required a significant amount of funding to be reserved to allow measures to continue across 2021/22.

2.1.10 Within the management of the overall budget and the forecast outturn for 2020/21, the Council therefore took a prudent approach to not anticipate any further funding for COMF and within the overall revenue budget for 2020/21 planned for the additional cost impact of the measures deployed and for an amount of grant to carry forward to 2021/22 to meet existing commitments and also further measures as may be required.

2.1.11 In the event, the Council received further COMF funding for 2020/21 between February and April totalling £3.49m and on 6 April 2021, Government confirmed a COMF allocation for the Council for 2021/22 of £2.1m.

2.1.12 These additional funding confirmations allowed the Council to reassess its COMF costs and funding and around £4m of COMF costs that would otherwise have been a charge to the revenue budget in 2020/21 were able to be appropriately funded from the grant. In addition, the Council is still carrying forward an amount of grant into 2021/22, which alongside the 2021/22 COMF funding will ensure that COMF measures can continue to be deployed as required across the new financial year.

2.1.13 In summary, the headlines of the Revenue Budget Financial Outturn for 2020/21 confirm that the Council has been able to manage the overall cost impact of Covid when Government grant support is taken into account. However, noting that there is currently no further commitment from Government to fund future Stovewood costs, it is planned to reserve £2m of funding for CYPS costs in 2021/22. This would leave an underspend balance of £6.1m to go into the Budget Contingency Reserve. Consideration of emerging demands on this reserve will be given in due course. The Financial Outturn report to July Cabinet will set out the full details of the budget variances and Covid impact.

2.2 Business Support Grants

2.2.1 Support to local businesses affected by the pandemic continues. During the first national lockdown, 3,946 businesses were supported with grants through the Small Business Rates Grant Fund (SBRGF) and Retail, Hospitality and Leisure Grant Fund (RHLGF), with a total grant value of £44.6m. Through the Councils discretionary grant allocation, a further £2.5m of business grants were provided to an additional 274 businesses.

2.2.2 From the outset of the tiered restrictions government introduced the Local Restrictions Support Grant (LRSG) and then from the 1st April the Restart Grant (RG) schemes, through which, over 1,700 businesses have received further support, with a total value of £30.3m. Further support has also been provided via Sheffield City Region, through the Additional Restrictions Grant (ARG), with over 1,600 businesses supported with a total grant value of £6.3m. These grants mainly provide support to businesses not registered for business rates so cannot access LRSG, businesses in the supply chain of those forced to close, licensed taxis and a discretionary scheme for small businesses.

2.2.3 In total, £83.7m of business support grants have been delivered by the Council to over 5,000 businesses (many businesses have been able to access support through multiple schemes). Appendix 1 sets out a detailed breakdown of each of the business support schemes.

2.2.4 The Council continues to deliver business support grants through the remaining live schemes, the Government's Restart Grant and newly developed schemes funded through Additional Restrictions Grant (ARG). These ARG schemes will provide additional support to businesses through the following schemes;

- Outdoor Hospitality Grant, between £1k and £3k available to support costs associated with setting up outdoor hospitality facilities.
- Capital Investment Support, grants of up to £100k to support businesses with projects that will deliver demonstrable growth in the form of new jobs, increased turnover or productivity gains (within 6 months).
- Productivity grants to businesses to fund projects to boost their performance.
- Digital Innovation Grants to enable businesses to become more digitally efficient and robust.

2.3 Self-Isolation Payments

2.3.1 Since 28 September 2020 the Council has been administering the Test and Trace Support Payments scheme, providing a support payment of £500 to people meeting the following criteria;

- Told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently

been in close contact with someone who has tested positive. NHS unique ID is essential.
- Are employed or self-employed
- Are unable to work from home and will lose income as a result
- Are currently receiving or are the partner of someone living in the same house who is receiving at least one of the following benefits: Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit.

To date the Council has awarded 915 payments to individuals, with a total value of £458k. The scheme is due to end on the 30th June 2021, based on the Government's current timeline. Ministers are due to review the continued effectiveness of the scheme, with a view to potentially extending the deadline, it is expected that a decision will be communicated in early June 2021.

2.3.2 In support of this scheme Government provided the Council with a discretionary fund to provide support to individuals who met all the base criteria, except for being on a benefit. In these cases the claimant would have to be considered to be in financial hardship, therefore, 'almost' qualifying for benefits. As approved at Cabinet on 25 January 2021, the Councils scheme would rely on the skill and experience of its housing benefits officers to assess financial hardship. Through this scheme a further 265 payments have been made, with a total value of £133k

2.3.3 To further support the Contain Strategy, to support and encourage self-isolation where required, Cabinet approved, on 25 January 2021, to introduce a local self-isolation support payment scheme. The scheme broadly follows the same principles of the Government's self-isolation support payment scheme, but it is not based on financial hardship. Applicants have to demonstrate a loss of income as a result of having to self-isolate but there is no requirement to demonstrate financial hardship. The aim of the scheme is to encourage and incentivise individuals to self-isolate if they are required to do so and have been unable to access the Government's self-isolation payments or the discretionary payments. The payments are £250 and will be funded from the Control Outbreak Management Fund (COMF). To date, 239 successful applications have been processed to the value of £60k.

2.3.4 The Council's Local Self-Isolation Support scheme, approved at Cabinet on 25th January 2021, was established to provided financial support to those people needing to self-isolate, that couldn't access the government schemes. Therefore, when the government scheme ends, the Council's Local Self-Isolation Support Scheme will also end. At present, this is expected to be the end of June 2021.

2.4 <u>Hardship Fund</u>

2.4.1 The provision of a Hardship Fund to local authorities to enable them to provide additional council tax relief during 2020/21 was first announced in

the Chancellor's Budget on 11 March 2020. The Council was subsequently advised of its Fund allocation of £2.864m for 2020/21.

2.4.2 A delegated officer decision on application of the Hardship Fund was taken on 2 April 2020 by the Strategic Director – Finance & Customer Services, in consultation with the Cabinet Member for Corporate Services & Finance and the Leader of the Council. The decision was to provide an additional award of £200 council tax support to working age claimants on the Council's local council tax support scheme. Where a claimant had a bill of less than £200, then the bill was reduced to zero. The application of the Fund was to be to all those becoming eligible up to and including 31st May 2020.

2.4.3 Following receipt of further Government guidance on use of the Hardship Fund, including clarification that the Fund was to be used to apply to all council tax support claimants throughout the financial year, a further delegated decision was taken on 29 May 2020, again in consultation, to operate the Council's scheme for the whole of the financial year 2020/21, whilst retaining the £200 level of award.

2.4.4 Use of the fund was kept under regular review, to ensure the fund could be maximised, to provide the greatest level of support to LCTS claimants. Consideration of the position on use of the Fund as at the end of November 2020 indicated that the Council would be able to top-up the amount of award from the £200 level, whilst still having enough funding to provide for new council tax support claimants for the rest of the financial year.

2.4.5 On that basis a third delegated decision was taken on 4 December 2021, in consultation, to continue to provide an award of £200 of support to new council tax support claimants and also that top-up payments to all claimants who still had some council tax to pay after the initial award, would be made before the end of the financial year at a level to be determined in February 2021. Following a review of the latest position on use of the Fund and modelling of various options of the value of top-up payments, the fourth and final delegated decision was taken on 17 February 2021, in consultation, which determined the top-up as £250. This meant that the maximum award from the Hardship Fund to a council tax support claimant was £450.

2.4.6 It was expected that this approach would lead to the grant being maximised but also a small overspend. With the exception of a handful of council tax support claims pending receipt of further information to validate the claims, the awards of the Hardship Fund are now completed and the (almost) final position is set out below :

- Hardship Grant funding - £2,864,446
- Value of additional council tax support awarded - £2,917,717
- Excess of support awarded over grant - £53,271

2.4.7 In total, 17,875 council tax accounts have received hardship funding. That's not quite the same as 17,875 households, as when people move house they receive a new council tax account. Therefore, the total number of households will be a slightly lower figure. Taking this into account, summary

numbers of support provided through the Hardship Fund are :

- Around 15,000 council tax support claimants had their council tax bills reduced to zero in 2020/21, either for the whole year for those claimants out of the 15,000 who were in receipt of LCTS for the whole year (around 13,000 claimants), or for those claimants becoming eligible for LCTS during the year (the other 2,000 claimants) they had their remaining 2020/21 council tax liability reduced to zero from the date that they became entitled to LCTS.

- Over 2,000 other council tax support claimants received the full £450 hardship award, but still had some council tax to pay after that award was taken into account and deducted from their liability.

2.5 Covid Grants 2021/22

2.5.1 Should the Government's roadmap out of lockdown continue as planned, it is not anticipated that the Council will see the same level of financial support, through grants, during 2021/22 that it has during 2020/21. However, there have been a number of significant grant funding streams confirmed for 2021/22, a list of the most significant are shown below;

- Tranche 5 of Emergency Funding support provided to local authorities, un-ringfenced grant, £8.3m.
- The extension of the Sales, Fees & Charges Scheme, into the first three months of 2021-22, is expected to generate £1.2m.
- Local Council Tax Support (LCTS) grant will be provided to help Councils manage the financial impact on their budgets from continued increased levels of LCTS claimants during 2021/22, £2.8m.
- Control Outbreak Management Fund (COMF), final allocation of £2.1m.
- Government will provide Section 31 grants to cover the financial impact of the expanded retail discount 2021 to 2022. The reliefs will see businesses in the Retail, Hospitality and Leisure sectors continue to benefit from 100% rates relief from April 2021 to June 2021, reducing to 66% relief for the remainder of the financial year.

2.6 Adult Social Care Client Contributions

2.6.1 As a result of the COVID19 pandemic, interim NHS funding was introduced in March 2020 to facilitate timely discharges from hospital. The new process for hospital discharge (and associated funding) created additional work as not everyone discharged on these schemes would have required a full reassessment under normal circumstances. Due to the additional workload there have been delays in completing the required assessments and updating the social care system. The Council's Charging Policy is that client contributions are backdated in line with the start date for care. In this case this would mean backdating to the date of transition (assessment date) when NHS funding ceases and local funding arrangements resume.

2.6.2 At the point the NHS discharge funding ends, client contributions become payable if determined by an assessment. This could result in backdated charges arising. The Council's charging policy was designed for "business as usual" circumstances and does not account for the impact of a pandemic. Therefore, an officer executive decision was taken by the Strategic Director of Adult Care, Housing & Public Health on the 12th April 2021 to not charge during the period of delay, to ensure that people are treated fairly in the exceptional circumstances that have occurred.

2.6.3 The recommendations of the officer executive decision were:

- Anyone eligible for the interim NHS hospital discharge funding scheme that commenced in March 2020 will not be expected to make client care contribution costs until 12 April 2021.

- Anyone who has been already assessed and who has moved off the interim NHS funding, and has been making a financial contribution towards their care costs will be reimbursed their full client care contribution costs from the date they became eligible for the NHS funding until 11 April 2021 – inclusive.

- No back dated client contribution charges will be applied for anyone whose care services were incorrectly recorded as interim NHS funding codes but who were not eligible for the scheme.

- Anyone eligible to make a client contribution, and who still on the NHS funding scheme will become liable for their client care contribution cost from 12 April 2021.

2.7 <u>Payment to Suppliers</u>

2.7.1 At the outbreak of the Covid pandemic, the Cabinet Office released guidance through a Procurement Policy Note in relation to measures to be adopted to provide supplier relief with the aim of avoiding supply chain collapse or significant financial implications for suppliers.

2.7.2 The Council introduced a range of measures which included immediate payment to suppliers on receipts of goods, ensuring that any disputed invoices are resolved as a matter of urgency and encouraging increased frequency of supplier invoicing where that was helpful to suppliers' cashflow.

2.7.3 Further Cabinet Office guidance released later in the year proposed that supplier payment arrangements should return to normal by October 2020. However, the Council has maintained its arrangements in place to continue to support suppliers whilst the impact of the pandemic continues. This position will be reviewed further before the end of June 2021.

3. Options considered and recommended proposal

3.1 These are set out within the main body of the report

4. Consultation on proposal

4.1 Consultation with residents, business and partners was undertaken as part of the development of the 2021/22 budget.

5. Timetable and Accountability for Implementing this Decision

5.1 The report is mainly an update on a range of financial matters.

6. Financial and Procurement Advice and Implications

6.1 The financial implications are contained within the main body of the report.

6.2 There are no direct procurement implications other than those set out in the main body of the report regarding the payment of suppliers.

7. Legal Advice and Implications

7.1 No direct implications.

8. Human Resources Advice and Implications

8.1 No direct implications.

9. Implications for Children and Young People and Vulnerable Adults

9.1 The report includes reference to the cost pressures on both Children's and Adult Social care budget.

10. Equalities and Human Rights Advice and Implications

10.1 No direct implications.

11 Implications for CO2 Emissions and Climate Change

11.1 No direct implications.

12. Implications for Partners

12.1 The Council is maintaining close liaison and joint working with Partners on Covid matters, with particular regard to Health and Social Care.

13. Risks and Mitigation

13.1. Budget management and spending controls remain as set out within the Council's Financial and Procurement Procedure Rules. Financial Monitoring reports to Cabinet will include information on Covid related spend and financial risk and also outline how this spend and risk is being managed and

mitigated.

14. Accountable Officers

Rob Mahon – Head of Corporate Finance
Graham Saxton - Assistant Director, Financial Services

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	02/06/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Rob Mahon, Head of Corporate Finance*
Rob.Mahon@rotherham.gov.uk

This report is published on the Council's website.

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Covid-19 Business Support Grants

Position as at 20/5/21

Grant Scheme (LRSG schemes are mirrored by ARG)	Business Sectors	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Payment range based on days applicable to grant	Total Grant Paid	Number of grant payments made to businesses (some businesses will have been paid via multiple schemes)	Average payment value
Lockdown 1 Business Grant Support						
Small Business Rates Relief Grant Fund	All those in receipt of SBRR	£10k Grants (RV £1,000-15,000k)	£10,000	£33,530,000	3,353	£10,000
Retail, Hospitality and Leisure Grants	All those in receipt of RHL relief	£10k Grants (RV £1,000-15,000k)	£10,000	£2,520,000	252	£10,000
Retail, Hospitality and Leisure Grants	All those in receipt of RHL relief	£25k Grants (RV £15,001 to £51,000.	£25,000	£8,525,000	341	£25,000
RMBC Discretionary Grant	Small and micro enterprises, charities, childcare nurseries, and market traders	Range of values from grants equivalent to a years rent for market traders, average £2.2k, to grants of £25k for childcare providers with an RV of £15,001 to £51,000 to match governments scheme.	£2.200 to £25,000	£2,479,000	274	£9,047

Grant Scheme (LRSG schemes are mirrored by ARG)	Business Sectors	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Payment range based on days applicable to grant	Total Grant Paid	Number of grant payments made to businesses (some businesses will have been paid via multiple schemes)	Average payment value
Lockdown 2 & 3 Business Grant Support						
LSRG Open (October 14th to 4th November)	Hospitality, leisure and accommodation sector	*£0 to £1,500: £0 (Non-rate payers only)* £15,000 or under: £467 £15,001 to £50,999: £700 £51,000 or over: £1,050	£734-£1,650	£482,261	599	£805
LRSG Tier 3 forced Closure (24th October to 4th November)	Casinos Soft Play centres Adult gaming (amusement arcades) Pubs and bars not serving substantial meals Betting Shops **From 2nd December until 4th January, it also included Hospitality and Accommodation**	*£0 to £1,500: £0 (Non-rate payers only)* £1,500 to £3,000: £250 (Non-rate payers only) £15,000 or under: 667 £15,001 to £50,999: £1,000 £51,000 or over: £1,500	£214-1,286	£88,880	125	£711

Grant Scheme (LRSG schemes are mirrored by ARG)	Business Sectors	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Payment range based on days applicable to grant	Total Grant Paid	Number of grant payments made to businesses (some businesses will have been paid via multiple schemes)	Average payment value
National Lockdown 2 (5th November 1st December)	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	£0 to £1,500: £0 (Non-rate payers only) £1,500 to £3,000: £250 (Non-rate payers only) £15,000 or under: 667 £15,001 to £50,999: £1,000 £51,000 or over: £1,500	£500-£3,000	£2,584,762	1,726	£1,498
New Tier 3 open (2nd December to 4th Jan)	Leisure	£15,000 or under: 467 £15,001 to £50,999: £700 £51,000 or over: £1,050	£1,134-£2,300	£206,726	155	£1,334
New Tier 3 closed (2nd December to 4th Jan)	Casinos Soft Play centres Adult gaming (amusement arcades) Pubs and bars not serving substantial meals Betting Shops **From 2nd December until 4th January, it also included Hospitality and Accommodation**	£15,000 or under: 667 £15,001 to £50,999: £1,000 £51,000 or over: £1,500	£1,620-£3,643	£886,934	1,693	£524
Wet led Pubs (One off)	Wet led pubs	£1000 for all rateable values	£1,000	£101,000	114	£886

Grant Scheme (LRSG schemes are mirrored by ARG)	Business Sectors	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Payment range based on days applicable to grant	Total Grant Paid	Number of grant payments made to businesses (some businesses will have been paid via multiple schemes)	Average payment value
LRSG Top Up Payment	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	£0 to £1,500: £0 (Non-rate payers only) £1,500 to £3,000: £1,500 (Non-rate payers only) £15,000 or under: £4,000 £15,001 to £50,999: £6,000 £51,000 or over: £9,000	£1,500-£9,000	£7,807,000	1,741	£4,484
National Lockdown 3 (5th January to 31st March)	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	£0 to £1,500: £0 (Non-rate payers only) £1,500 to £3,000: £250 (Non-rate payers only) £15,000 or under: 667 £15,001 to £50,999: £1,000 £51,000 or over: £1,500	£1,536-£9,214	£7,951,756	1,741	£4,567

Grant Scheme (LRSG schemes are mirrored by ARG)	Business Sectors	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Payment range based on days applicable to grant	Total Grant Paid	Number of grant payments made to businesses (some businesses will have been paid via multiple schemes)	Average payment value
Restart Grants	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	£1 to £15,000: £2,667 to £8,000. £15,001 to £50,999: £4,000 to £12,000. £51,000 or over: £6,000 to £18,000	£2667 to £18,000	£11,970,151	1,675	£7,146
Additional Restrictions Grant Specific Schemes						
ARG Top up Payment	Hospitality, indoor entertainment venues, and accommodation	£15,000 or under: £4,000 £15,001 to £50,999: £8,000 £51,000 or over: £12,000	£4,000 - £12,000	£2,530,000	441	£5,737
Taxi Support (One off)	Rotherham licensed taxi drivers	£1,000	£1,000	£837,000	837	£1,000
Supply chain (One off)	Businesses in the supply chain of those forced to close due to the national lockdown	£3,000 to £15,000: £3,736 £15,001 to £50,999: £5,600 £51,000 or over: £8,400	£3,736-£8,400	£398,237	60	£6,637

Grant Scheme (LRSG schemes are mirrored by ARG)	Business Sectors	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Payment range based on days applicable to grant	Total Grant Paid	Number of grant payments made to businesses (some businesses will have been paid via multiple schemes)	Average payment value
Open Business Grant	These grants are being made to acknowledge loss of trade and costs associated with staying open at a time of lack of footfall on the High St and reduced consumer confidence in visiting businesses that can remain open to the public.	£1 to £15,000: £1,400 £15,001 to £50,999: £2,100 £51,000 or over: £3,150	£1,400 - £3,150	£92,400	59	£1,566
Hardship (One off)	Businesses suffering from a loss of trade and that have been unable to access any of the existing business grant schemes. These are expected to be primarily small and microenterprises, including businesses registered too recently to qualify for central government support.	£2,000 payment No maximum level set, though the scheme is aimed at small businesses / home based businesses / mobile businesses	£2,000	£676,000	339	£1,994
Total				**£83,667,107**	**15,525**	

* This is not 15,451 separate business, the Council has ensured each business has been paid for each scheme it is eligible for, based off 1 application. Therefore, a business will appear on multiple schemes, the total number of businesses supported is over 5,000.

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	*no impact on emissions*	N/A	N/A	N/A	N/A
Emissions from transport?	*no impact on emissions*	N/A	N/A	N/A	N/A
Emissions from waste, or the quantity of waste itself?	*no impact on emissions*	N/A	N/A	N/A	N/A
Emissions from housing and domestic buildings?	*no impact on emissions*	N/A	N/A	N/A	N/A
Emissions from construction and/or development?	*no impact on emissions*	N/A	N/A	N/A	N/A
Carbon capture (e.g. through trees)?	*no impact*	N/A	N/A	N/A	N/A

Identify any emission impacts associated with this decision that have not been covered by the above fields:
None.

Please provide a summary of all impacts and mitigation/monitoring measures:
As this report is a financial update on previous events, updates on levels of funding moving forwards and doesn't approve anything directly to happen, it does not have any carbon implications.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Rob Mahon, Head of Corporate Finance, Finance and Customer Services.
Please outline any research, data, or information used to complete this [form].	
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	
Tracking [to be completed by Policy Support / Climate Champions]	

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Initial Equality Screening Assessment (Part A)

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title:

Is this a:

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

If other, please specify

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

The Council has a framework of budgetary monitoring and reporting that ensures budget management is exercised within annual cash limits.

Each month the Budget Manager receives timely information on income and expenditure to enable them to fulfil their budgetary responsibilities. Following the review of the budget information, each budget manager provides a forecast of their projected outturn position on each service. The Strategic Director subsequently provides a consolidated forecast for their directorate to the Chief Finance Officer and relevant Cabinet Member.

A budget monitoring report, which includes an up-to-date outturn forecast, information about significant variances from approved budgets and proposals for dealing with them, is submitted to Cabinet at least 6 times a year, culminating with

the Councils Financial Outturn report.

Whilst the framework described above relates to revenue budgets, the capital programme is also similarly monitored and reported alongside the Council's revenue position.

The financial monitoring position report summarises the key variances for each directorate and considers the key financial pressures and risks.

This report is the penultimate financial report in the financial year, it sets out the Councils outturn position in brief as the full revenue outturn position is not presented to cabinet until July. The report also covers off any other key items to be noted at the time.

Given that the revenue and capital budgets have been approved by Council in February each year, when equality assessments would have been considered at that time in respect of the budget proposals, there are no further issues in respect of equality and diversity.

3. Relevance to equality and diversity

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

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

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

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

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

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

4. Considering the impact on equality and diversity
If you have not already done so, the impact on equality and diversity should be considered within your proposals prior to carrying out an **Equality Analysis.** Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation. Please provide specific details for all three areas below and use the prompts for guidance.
• **How have you considered equality and diversity?** *n/a*
• **Key findings** ***n/a***
• **Actions** ***n/a***

Date to scope and plan your Equality Analysis:	n/a
Date to complete your Equality Analysis:	n/a
Lead person for your Equality Analysis (Include name and job title):	n/a

DRAFT

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	21 May 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	21 May 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	

DRAFT

Rotherham Metropolitan Borough Council

Public Report with Exempt Appendices
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Town Centre Masterplan Implementation Update

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)
Rory Battye, Economic & Initiatives Officer, RiDO
01709 254472
Rory.battye@rotherham.go.uk
James Green, Senior Inward Investment, Programmes and Projects Officer, RiDO
01709 255837
James.green@rotherham.gov.uk

Ward(s) Affected
Boston Castle

Report Summary

This report provides an update on the delivery of the Town Centre Masterplan and in particular seeks Cabinet approval for the funding and implementation of phases 2, 3 and 4 of the public realm improvements contained in the Town Centre Masterplan.

Recommendations

1. Cabinet approves the implementation work of Town Centre public realm improvements on Effingham Street and Howard Street (Phase 2) and Upper Millgate and Forge Island Riverside Gardens (Phase 3) utilising secured grant funding as part of the Councils Future High Streets Fund bid.

2. Cabinet approves the design works for Market Square, Upper Howard Street, Drummond Street and Eastwood Lane (Phase 4) utilising secured grant funding as part of the Council Future High Street Fund bid as part of the overall Market Redevelopment Project.

List of Appendices Included

Appendix 1: Initial Equality Screening Assessment.
Appendix 2: Public realm detail
Appendix 3: Finance (Exempt Item)
Appendix 4: Carbon Impact Assessment

Background Papers

Phase Town Centre Masterplan Public Realm Improvements Phase 1 - December 2019
Forge Island Development Report - June 2018
Rotherham Town Centre Masterplan Report - July 2017

Consideration by any other Council Committee, Scrutiny or Advisory Panel
No

Council Approval Required
No

Exempt from the Press and Public
Yes or No? If yes, use text below.

Yes – Appendix 3

An exemption is sought for this Appendix under paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A of the Local Government Act 1972 is requested, as this report contains sensitive commercial information of letting a tender.

It is considered that the public interest in maintaining the exemption would outweigh the public interest in disclosing the information, as the Councils commercial interests could be prejudiced by disclosure of this commercial information.

Town Centre Masterplan Public Realm Improvements Phase 1

1. Background

1.1 At its meeting of 11th September 2017, Cabinet and Commissioners' Decision-Making Meeting resolved to approve the Town Centre Masterplan.

1.2 Significant progress has been made with several key projects included in the Town Centre Masterplan. The key site of Forge Island now has a development partner selected and planning permission was secured for the site in June 2020. A cinema operator has been secured for the site, with Arc Cinema signing up to a long lease early in 2021. The Council has delivered the first phase of flood works on the site and the second phase of works consisting of the canal barrier are due to commence in Summer 2021. Additional works have also commenced with the demolition of Riverside Precinct and Chantry Buildings due to complete in July 2021, opening up views of the Minster for the main island site and a key pedestrian link to the wider town centre.

1.3 The redevelopment of Rotherham Markets, including the relocation of the Central Library, has had concept designs prepared and funding has been secured via the Future High Street Fund, with works programmed to commence in 2022.

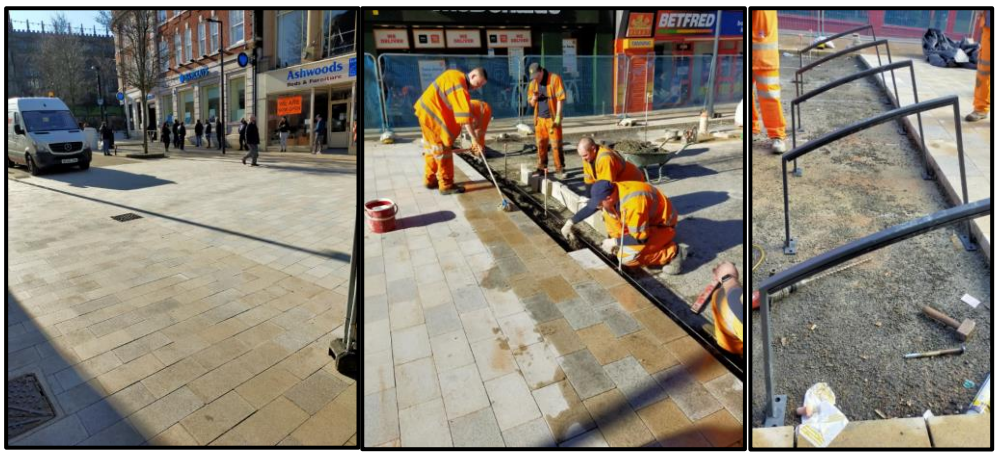
1.4 Good progress has also been made with one of the keys aims of the Town Centre Masterplan, reintroducing a resident population to the town centre. The Council is currently on site with three developments that form the area referred to as 'Riverside Residential' delivering high quality town centre living opportunities.

1.5 The Council is also on site with delivery of the 'Town Deal Accelerator' project. This includes the demolition of the former retail unit at 9-13 High Street which is nearing completion, alongside the delivery of a landscape led scheme to be followed by a residential led redevelopment in the future.

1.6 The masterplan also identified a package of public realm improvements, across key strategic areas, to help improve the function, aesthetics and linkages into and across the core of Rotherham town centre.

1.7 The Masterplan highlighted the critical importance of public realm enhancements to help encourage and improve movement and connectivity, particularly between Forge Island and the wider town centre, and to improve the physical environment and experience within the town centre.

1.8 Phase 1 of the scheme was approved in December 2019 which included the redevelopment of Bridgegate, Frederick Street and College Street which are currently either complete or are in progress.



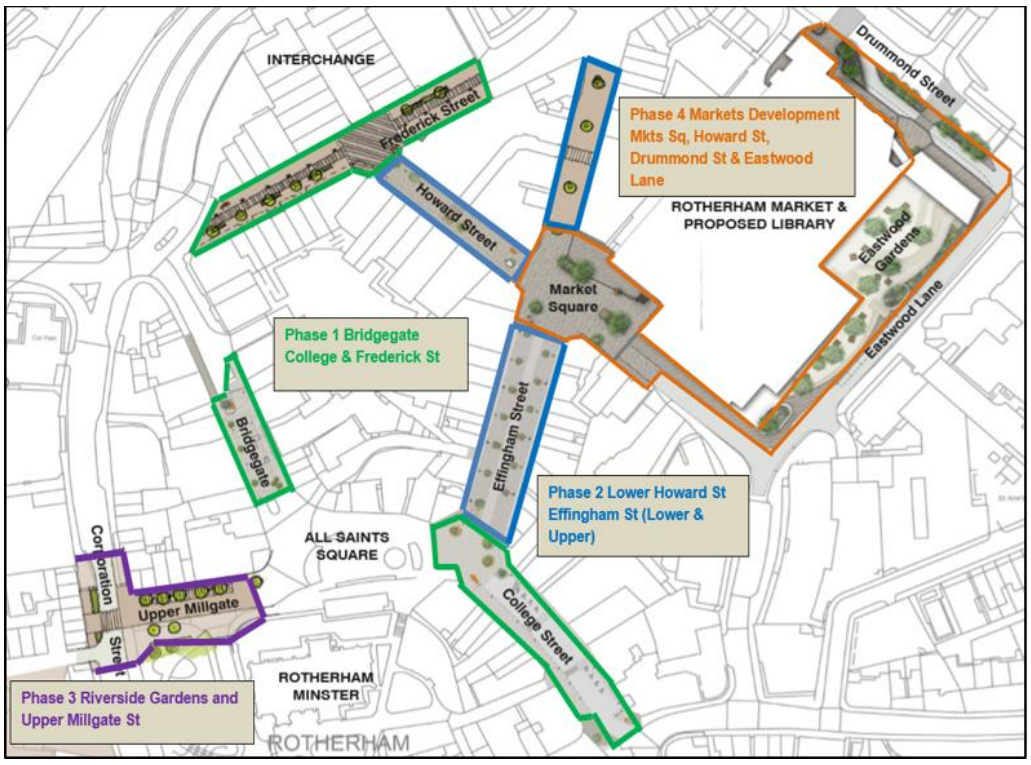
In progress pictures of Bridgegate

1.9 On the 1st April 2021, the Council was informed by the Secretary of State that the revised proposal, submitted in January, for £12.6m from the Future High Street Fund had been awarded. These funds are part of a programme worth £29.9m that will deliver Riverside Gardens Forge Island (Phase 3) Rotherham Markets, Library & Community Hub (Phase 4), the relocation of Grimm & Co as well as Public Realm improvements.

2. Key Issues

2.1 The locations proposed for improvement as part of the public realm Phase 2 scheme are detailed in Appendix 2. Phase 3 and 4 are identified in the map below, summarised as:

- Phase 2 - Howard Street (Frederick Street to Market Square), Effingham Street.
- Phase 3 – Forge Island Riverside Gardens and Upper Millgate.
- Phase 4 – The Markets Development, Market Square, Upper Howard Street, Drummond Street and Eastwood Lane.



2.2 Phase 2 will be designed and delivered by the Council's in-house teams utilising a procurement compliant framework that has been prepared.

2.3 A separate Cabinet Report on the Markets and Library redevelopment including Phase 4 of the Public Realm will be prepared and presented later this calendar year.

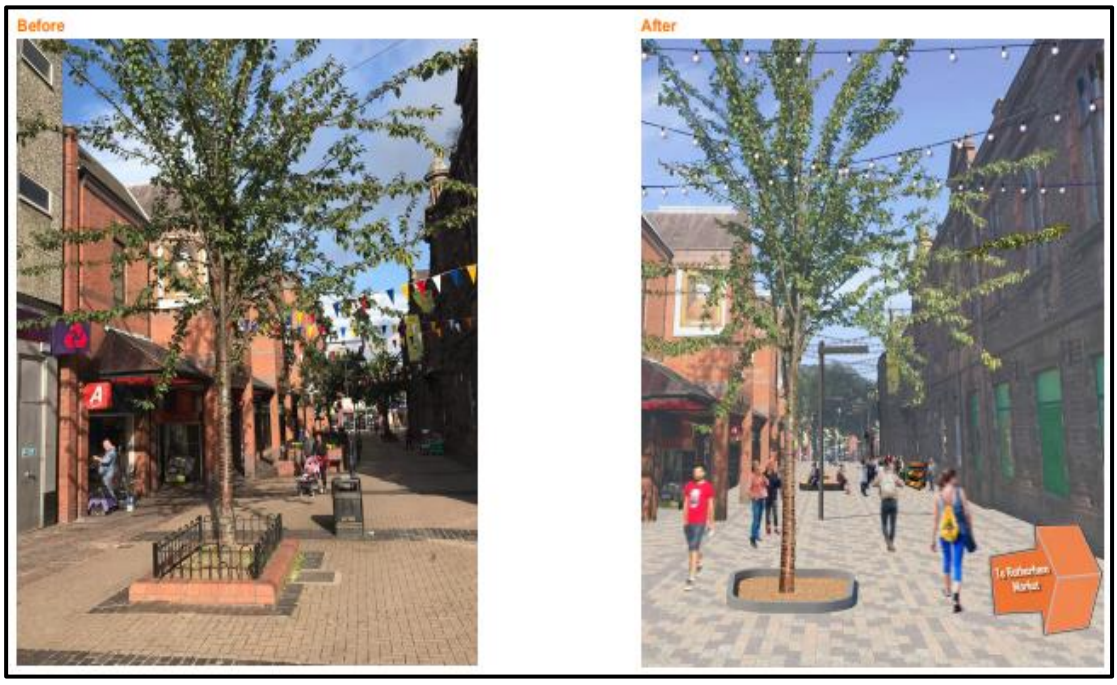
2.4 Works proposed as part of the scheme include:

- Replacement and upgrade of old and tired surface materials.
- Improvements and upgrade to lighting to help improve safety.
- Improved layout of market stalls along Effingham Street to provide additional space for traders and space to expand the offer to other street markets including continental food markets.
- Infrastructure works to provide new power supplies for market stalls and events.
- Feature lighting to add interest to the street scene.
- Upgrading of street furniture and landscaping.
- The Forge Island Riverside Garden design will utilise the riverside location and the change in levels to create a fun landscape for play and interaction.
- A connection back into Minster Gardens and All Saints Square would be achieved via a scheme of works at Upper Millgate.
- Enhancing the markets development, by creating a new Market Square, and Eastwood Gardens.
- Improvements around the new Library on Drummond Street.

Effingham Street Concept Design



Howard Street Concept Design



3. Options considered and recommended proposal

3.1 Options considered are as follows:

Option A – do nothing. This would mean one of the key interventions of the Town Centre Masterplan would not be implemented and the works which have already commenced would not be completed to the full effect.

Option B – deliver elements of Phase 2 (Lower Howard Street & Effingham Street), 3 (Riverside Gardens & Upper Millgate) and 4 (Markets Redevelopment Public Realm). This would implement selected sections of public realm on an ad-hoc basis, which would not deliver all of the intended benefits of the works and would delay delivery.

Option C - implement Phases 2(Lower Howard Street & Effingham Street) and 3 (Riverside Gardens & Upper Millgate) and the design works for Phase 4 (Markets Redevelopment Public Realm) as outlined above and detailed in Appendix 2. This would deliver the remaining phases of public realm improvements and help achieve the benefits expected from the scheme as detailed in the adopted Masterplan. This is the recommended option.

3.2 It is therefore recommended that Option C is accepted and taken forward.

3.3 It is recommended that this project is added to the Council's approved Capital Programme, with funding taken from the approved Capital Programme Budget of the Town Centre Investment Fund and approved Grants. The estimated cost of this project is shown in the exempt Appendix 3.

4. Consultation on proposal

4.1 Consultation has and will continue to take place with a wide range of stakeholders and groups to ensure all users and stakeholders feedback is incorporated within the final designs.

4.2 At the outset on the 9 January 2019, an initial stakeholder meeting took place on the plans for the Town Centre public realm improvements. This included representatives from the voluntary sector, a member of the Business Growth Board town centre sub-group that represents town centre businesses, Ward Members, the Cabinet Member for Jobs and the Local Economy and Council officers.

4.3 Further consultation has taken place with Rotherham Older Peoples forum, the Business Growth Board town centre sub group, senior officers within Children's and Young People's service and external parties including Rotherham Open Arts Renaissance (ROAR). Consideration of the proposed scheme has also been given by the Rotherham Voice and Influence Partnership group on 3 March 2019, which is chaired and run by young people.

4.4 As part of the consultation process, meetings have taken place with South Yorkshire Police and this dialogue will continue. Consideration is to be given to "Secure by Design" standards; the police initiative which supports the principles of "designing out crime". This includes the layout of communal spaces, the use of lighting, removal of street furniture (which may cause issues of anti-social behaviour) and advising on any design decisions which could increase the risk of crime. Bollards were introduced following meetings with the counter terrorism team

4.5 The public realm proposals were discussed with Members as part of the

Transforming Cities funding workshop led by the Transportation Unit on 14 March 2019.

4.6 Regular project meetings have and continue to take place with the Project Team which includes officers from Highways, Transportation, Drainage and Landscape design.

4.7 A Members information seminar took place as part of a wider Masterplan Project seminar on 2 October 2019. The event updated and informed Council Members on the progress of the Town Centre Masterplan and offered Members the opportunity to give feedback on the proposed scheme. This initial feedback was positive and the designs were well received. Several suggestions were made, including emphasising the need to incorporate trees and green space and ensuring that the proposals are welcoming and accessible to all.

4.8 On 9 October 2019, a meeting took place with a selection of young people from the Barnardo's Young Carers Council.

4.9 On 17 and 18 October 2019, businesses were visited by Council officers to discuss the plans and provide feedback.

4.10 A public information event took place on 29 October 2019 on the Tuesday street market, to inform town centre users of the developments which are proposed as part of the delivery of the adopted masterplan.

Feedback received from the public and users of the town was positive, including:

- Higher seats are needed in some places for those less able to get up and down.
- Trees should be retained where possible.

4.11 Consultation with a student focus group at Rotherham College took place on 6 November 2019.

4.12 As part of the promotion of the works which are to take place, a press release will be produced to bring the proposed public realm improvements to the attention of the public. This will also incorporate the work which the Rotherham Advertiser is doing in relation to the "Standing Up for Sitting Down" campaign. This is a national initiative to improve access to local high streets by improving the seating available to those who need it; this will include upgrading benches which will be more user-friendly.

4.13 On 3rd March 2020, an on street Public Information event took place to inform the public of the up and coming public realm schemes in the Town Centre, this also included the detailed concept designs for Bridgegate. The feedback from the public was generally positive in relation to the designs, with feedback on the town centre as whole.

4.14 On the 18th November 2020, an online public information event took place

(due to COVID restrictions), which looked for feedback and opinions from the public on the final designs of the public realm scheme on Frederick Street. Feedback was positive with general comments around the condition of the town centre and lack of businesses.

4.15 On the 2nd March 2021, an online public information event took place (due to COVID restrictions), which looked for feedback from the public on the final designs of the Public realm scheme on College Street. Feedback was positive with general comments around the condition of the town centre and lack of businesses.

5. Timetable and Accountability for Implementing this Decision

5.1

Activity	Target Date
Procurement exercise for a materials framework.	Apr – Jun 2021
Detailed designs of Phase 2 to RIBA Stage 4.	Jan 2022
Phase 2* works commence on site.	Mar 2022
Phase 2 complete.	Mar 2023
Detailed designs of Phase 3 to RIBA 4.	Jan 2022
Phase 3** works commence on site.	Jun 2022
Phase 3 complete.	Mar 2023
Detailed designs of Phase 4 to RIBA 4.	Jan 2022
Phase 4*** works commence on site.	May 2022
Phase 4 complete.	Feb 2024

*Lower Howard Street & Effingham Street
** Riverside Gardens & Upper Millgate
***Markets Redevelopment Public Realm

5.2 Accountability for implementation of this decision lies with the Strategic Director, Regeneration and Environment.

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 indicative costs of £6.9m for Phases 1-3 of the public realm works are contained within the exempt Appendix 3. This will deliver public realm works in Rotherham Town Centre on Frederick Street, Bridgegate, College Street, Effingham Street, Howard Street, Upper Millgate and Forge Island Riverside Gardens. The funding for the works can be contained within the already approved Capital budget for the Town Centre Investment Fund (TCIF) to deliver the Masterplan agreed for Phase 1 plus additional grant awarded to the Council specifically for public realm improvements. Appendix 3 details these funds. The design works for Phase 4, estimated at £225k, are funded from the Future High Street Fund allocation.

6.2 All works undertaken must be in compliance with the Public Contracts Regulations 2015 and the Council's own Financial and Procurement Procedure Rules. This includes planning effectively by working with the

procurement service to develop procurement business cases to consider and debate a range of issues and scenarios prior to the commencement of any tender and collectively agree on proposed solutions to be incorporated into the tender process or the resulting contractual agreement.

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

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

8. Human Resources Advice and Implications

8.1 There are no direct HR implications arising from this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Initial engagement with CYPS took place with senior officers on 31st January 2019 where consideration was given to how young people could be positively involved.

9.2 Public realm was considered by the Rotherham Voice and Influence partnership group, which is chaired, and run be young people on 3 March 2019. received was positive and further discussions are to take place with the Voice and Influence Partnership who have identified a number of additional groups to engage with.

9.3 The Rotherham Voice of the Child Lifestyle Survey 2018 borough wide report has also been taken into consideration as part of the feedback from young people.

9.4 A meeting took place with a representative from Public Health in March 2019 to discuss the inclusion of reducing obesity promotion as part of the design and using the scheme to promote activity and exercise for users.

9.5 Consultation will continue to take place throughout the process. This will include further meetings with Barnardo's, a meeting with Rotherham Sight and Sound and a public information event.

10. Equalities and Human Rights Advice and Implications

10.1 The Initial Equality Screening form has been completed.

Consideration of accessibility and the needs of all will be reviewed and implemented as part of the design process, to ensure it adheres to current regulations.

11. Implications for CO_2 Emissions and Climate Change

11.1 It is envisaged that the impact of these works will be local in nature. The waste materials it is anticipated will be taken from site and recycled by the

Councils Highways Delivery Team as crushed aggregate. The contractors carrying out the works will be using heavy machinery, and the delivery/movement of materials will have an impact which is currently unknown. The power supply to the street market will be reviewed to remove the need for generators.

11.2 The public realm works are focused on improving the pedestrianised zones in the town centre and will encourage people to walk and cycle, with the inclusion of the cycle lane on Frederick Street and the link to the Riverside Walk. Dwell time will be encouraged in the improved and new green spaces, such as Riverside and Eastwood Gardens. New more efficient street lighting and catenary and LED feature lighting will add interest to the street scene.

Established trees in the town centre are to be protected and failed specimens will be replaced as part of these works.

12. Implications for Partners

12.1 The work in the town centre may cause temporary disruption within the specified project area(s). All business operators in the project area(s) will be consulted and notified of works within their vicinity in advance and will be kept informed of works and duration.

13. Risks and Mitigation

13.1 Funding not approved - All funding is either approved or imminent, Future High Street Fund has now had final sign off by MHCLG.

13.2 Defrayal of expenditure; Transforming Cities Fund and Building Back Fund must be deferred by 31st March 2022, Future High Street Fund must be deferred by 31st March 2024 - All grant funding will be frontloaded with the Councils contribution defrayed last.

14. Accountable Officers

James Green, Acting Investment and Economic Initiatives Manager, Investment & Economic Initiatives Team

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	03/06/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Rory Battye, Economic & Initiatives Officer, RiDO*
Rory.battye@rotherham.gov.uk

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Town Centre Masterplan Implementation Update	
Directorate: Regeneration and Environment	**Service area:** RiDO
Lead person: Rory Battye	**Contact number:** 01709 254472

Is this a:

	Strategy / Policy		**Service / Function**	X	**Other**

If other, please specify

Request for spend and authority to spend

2. Please provide a brief description of what you are screening
The Service is requesting to draw down funding from the identified Capital Programme, Town Centre Infrastruture Fund, and externally sourced grant funding, and approval of proposed designs to enable the redevelopment of Public Realm within the Town Centre as part of the adopted town centre Masterplan.

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? *(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)*		x
Could the proposal affect service users? *(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)*	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	x	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*		x
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*		x
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		x

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

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

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

4. Considering the impact on equality and diversity
If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made**.** Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation. Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).
• **How have you considered equality and diversity?** *(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)* The proposed interventions within the town centre will take equality and diversity in to consideration. During the consultation process, which has been taking place since January 2019, a number of groups and external and internal stakeholders have been contacted to ensure the needs of users are captured, considered and incorporated (where paracticable) in to the designs.
• **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 proposed plans for the town centre will enhance the public open space(s) and provide opportunities for town centre users to socialise together. The improved open space will also provide additional areas to hold events in the town centre, further providing opportunity for increased social interaction. Equipment and furniture etc. will be selected to ensure it is accessible and suitable for all users. Safety improvements will be made to ensure the town is a welcoming environment, including improved lighting and the removal of steps and raised areas (where practicable). Additional disabled parking is being introduced on College Street which will enable users to park in the Town Centre.
• **Actions** ***(think about** how you will promote positive impact and remove/reduce negative impact)*

Date to scope and plan your Equality Analysis:	Spring/Summer 2021
Date to complete your Equality Analysis:	12/09/2021
Lead person for your Equality Analysis (Include name and job title):	Rory Battye, Economic & Inititiatives Officer

5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening:		
Name	**Job title**	**Date**
Tim O'Connell	Head of RiDO	

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	18/03/2021
Report title and date	Town Centre Masterplan Implementation Update
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Emerging Town Centre Wide Public Realm Palette

FORGE ISLAND DEVELOPMENT

Emerging proposals show a contemporary, industrial palette, creating a distinctive character for this destination. This includes a modern grey blend of paving with corten steel accents. The large scale spaces and aspirations for Forge Island provide opportunity for ambitious design statements.

FORGE ISLAND CANALSIDE

The proposed palette aims to compliment the Forge Island Development. It includes silver grey resin bound gravel and warm/rusty toned porphyry cobbles. Timber, corten steel and dark grey steel is used for features and furniture.

RETAIL & MOVEMENT STREETS

There is a clear need to simplify, reduce clutter and unify the core streets in Rotherham. Themes can be drawn from Forge Island and the palette must be able to react to a wide variety of locations. Proposals include a new Rotherham blend of pavers (greys and warm tones) and the occasional use of Scoutmoor sandstone creating a unified 'carpet' in the town centre core. Timber, colour accents and dark grey steel is used for furniture and features.

MINSTER QUARTER

Future schemes that relate to the setting of All Saints should follow the lead of previous schemes. This includes sandstone setts/slabs and consideration of bespoke details. Furniture and features can vary from the wider town centre to emphasise this distinctive quarter.

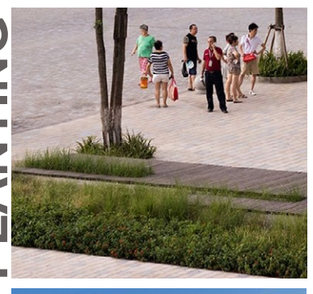
HARD MATERIAL

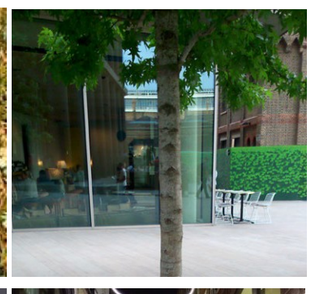
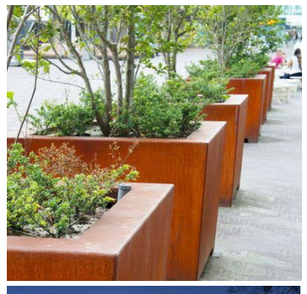
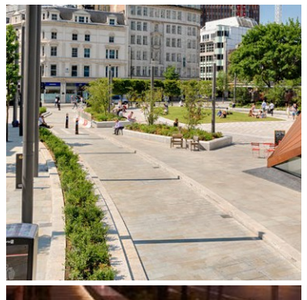
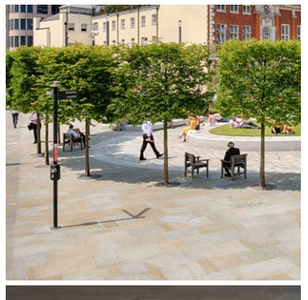




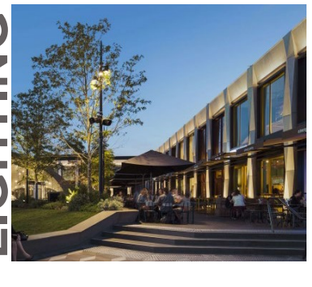
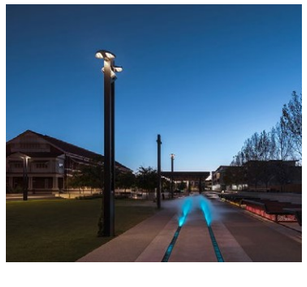

FURNITURE

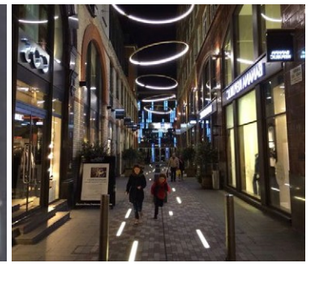
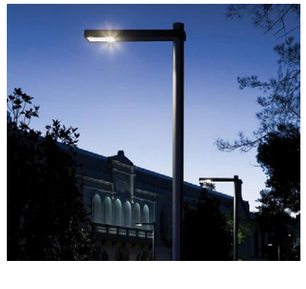
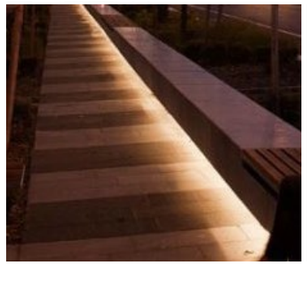
PLANTING



LIGHTING


Public Realm Layers

The proposed design considers three layers to the public realm. Paving should be robust, simple and contemporary. This will be overlaid by furniture, trees and planting that avoids clutter and allows flexibility of use of the streets. Within this permanent environment there is huge opportunity to enliven the public realm through pop up and temporary interventions.

TEMPORARY

POP-UP ELEMENTS











PERMANENT

FURNITURE, TREES & PLANTING





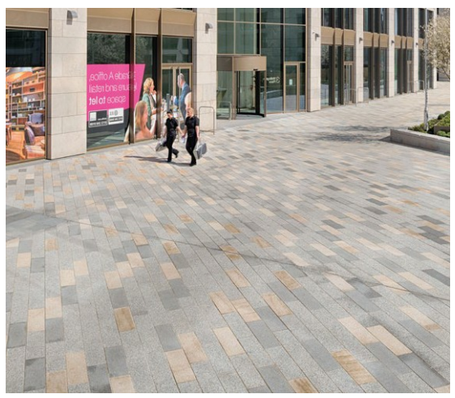






PAVING











Retail & Movement Streets Inspiration

Retail and movement streets can offer an improved visitor experience for Rotherham Town Centre. Inspiration is taken from many places that have achieved a simple contemporary, clutter free environment that creates a stage for activity and increases footfall.













Retail & Movement Streets Palette

Through this process a palette has been developed for Rotherham's 'Retail & Movement Streets'. Potential products are provided to set a benchmark and are to be confirmed/agreed. Sample panels for paving will be provided to agree exact blends/colours.

1/2.



3.



4.



5.



6.



7.



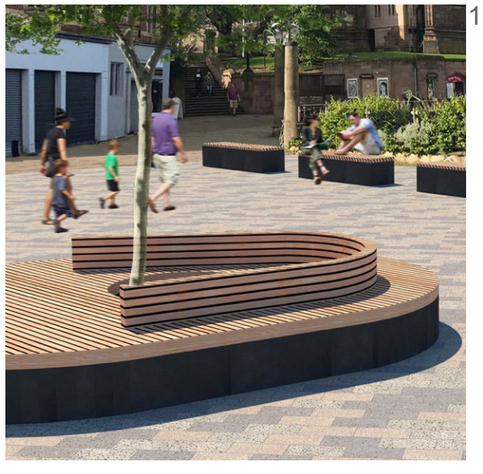
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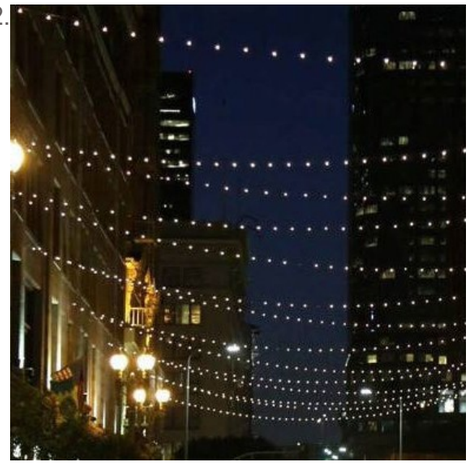
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11.



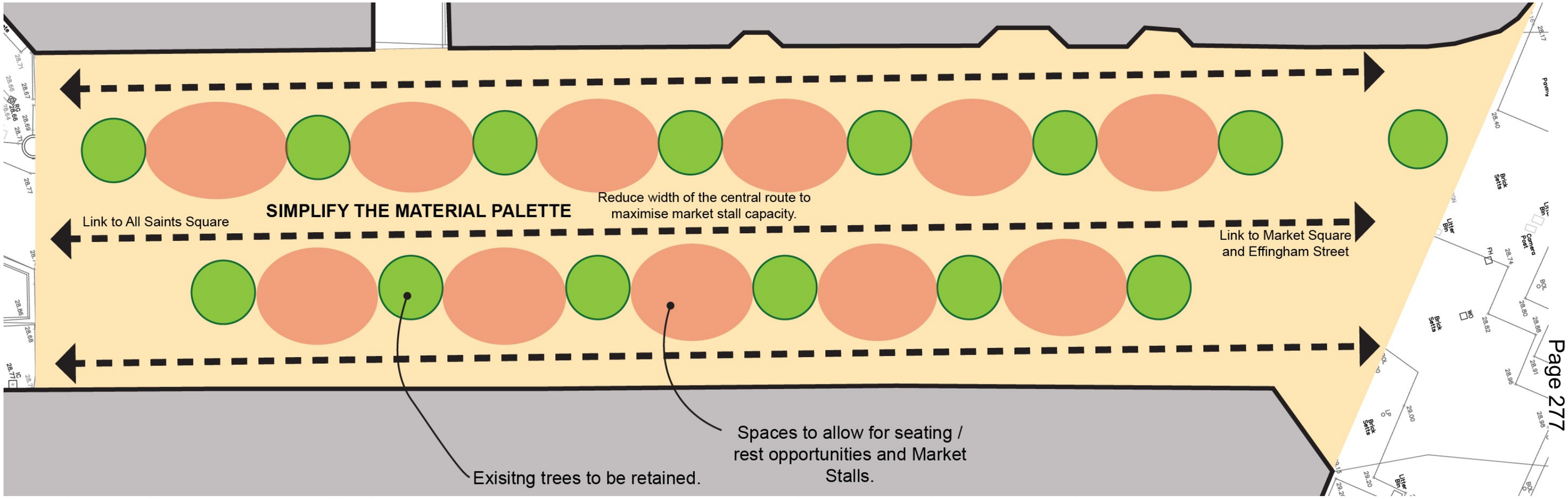
12.



1. Option 1 - Granite paving setts in various size units and a blend of colours that brings together the grey palette on Forge Island and the buff palette around the Minster. The blend and colour mix varies to help delineate space and highlight activity areas/ seating areas.
2. Option 2 - Concrete paving blocks in various size units and a blend of colours that brings together the grey palette on Forge Island and the buff palette around the Minster. The blend and colour mix varies to help delineate space and highlight activity areas/ seating areas.
3. Simple elegant style of street light column and fixture in grey finish.
4. In ground LED feature light.
5. Simple, elegant style of litter bin in grey finish.
6. Simple, elegant style of cycle stand in grey finish.
7. Bespoke perch feature for leaning against or use as table for food/ coffee/laptop. Option to incorporate wifi or phone charger points.
8. Simple elegant style of bollard in grey finish. Options to include drop bollards as required.
9. Timber seating in various sizes/ layouts and a mix of backless and with backs. Legs to be in grey finish.
10. Bespoke timber tree island incorporating informal seating.
11. Moveable planters in various sizes/ colours.
12. Catenarylighting.

Analysis - 1. Effingham Street

Effingham Street is a major pedestrian and retail street that joins Market Square and All Saints Square. The design should improve the infrastructure and visitor experience for the bustling market that stretches along the street. At either end of the street there is opportunity to create gathering areas.



Positive Features to Enhance



Pedestrianised street.



Thriving market use.



Existing mature street trees.

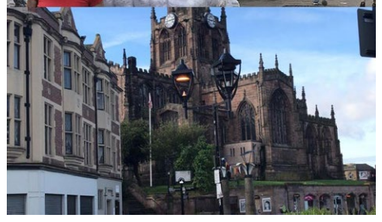
Observations to address



Over complicated material palette.

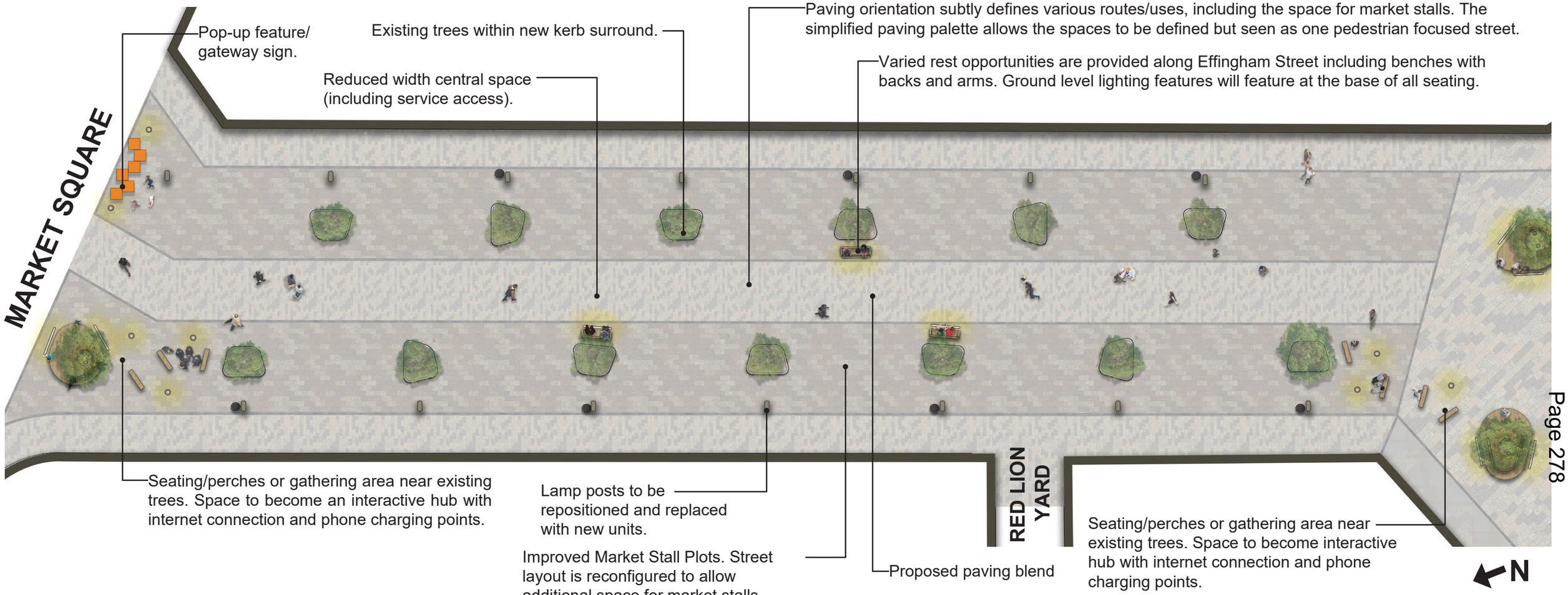


The current street layout constrains the markets use and the quality of market stall infrastructure/branding could be improved.

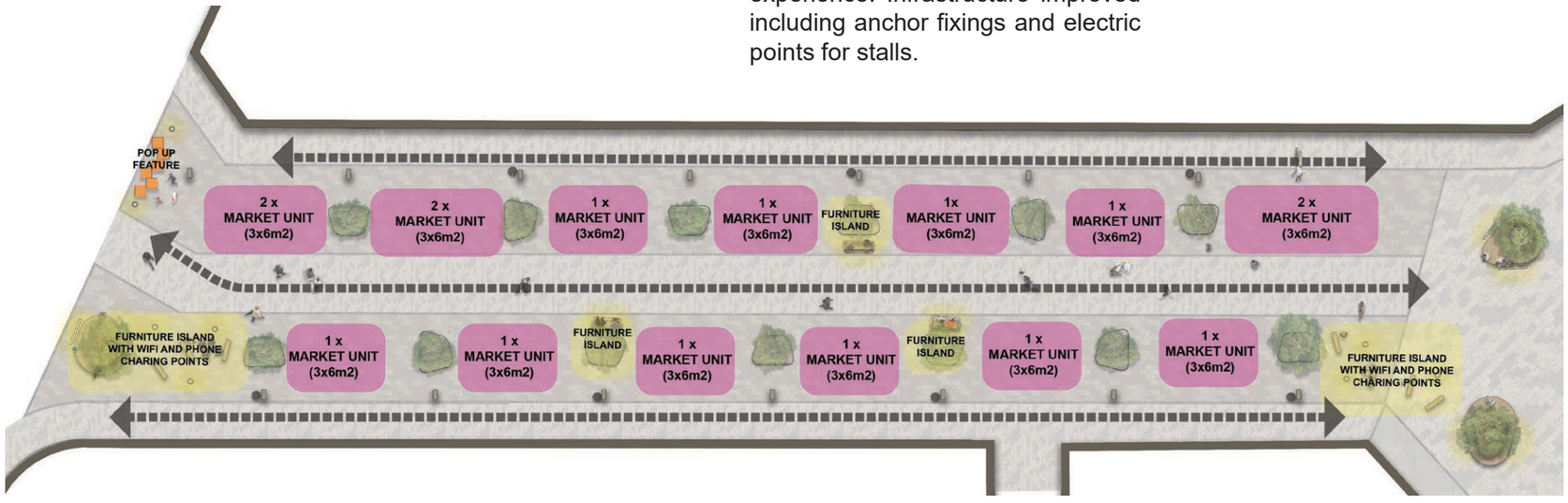


Maximise opportunities to enjoy the Minster setting.

1.Effingham Street Concept Design - NTS



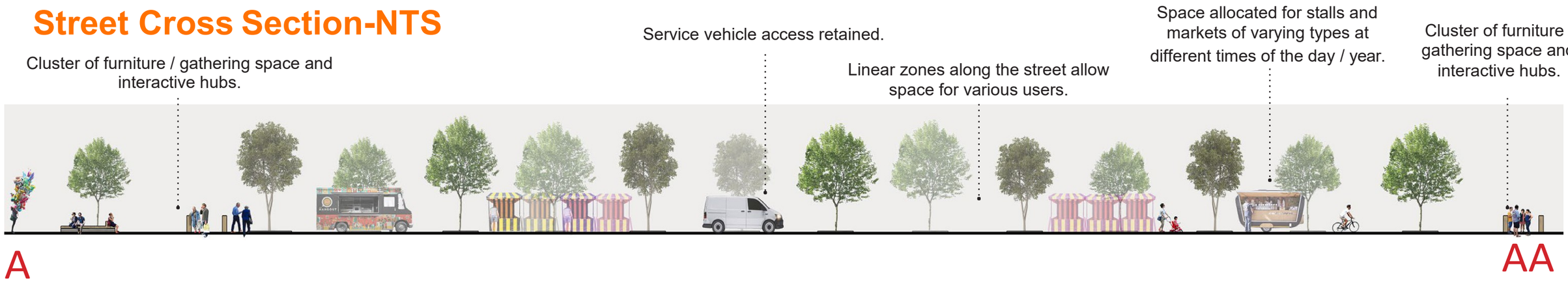
MOVEMENT AND SPATIAL ORGANISATION

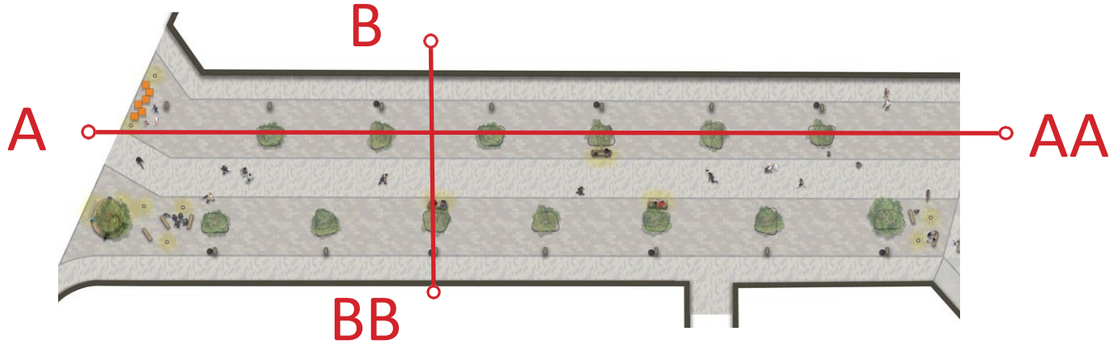


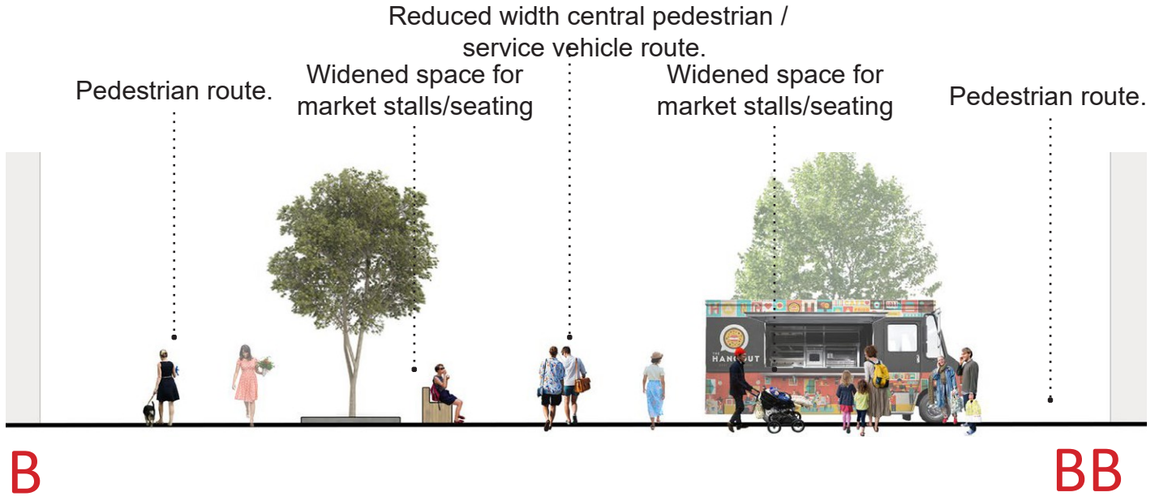
“The design aims to improve the infrastructure and visitor experience for the bustling market that stretches along the street. At either end of the street there is opportunity to create gathering areas”.

1. Effingham Street Concept Design

Street Cross Section-NTS

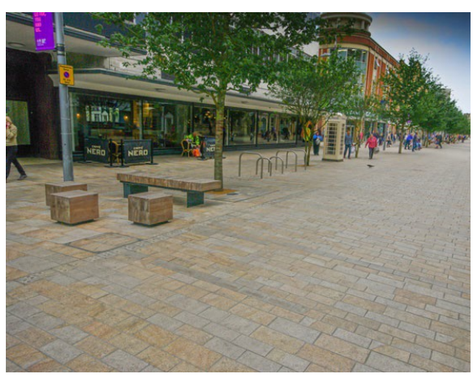






Precedent Images









1. Effingham Street Concept Design

VISUALISATION

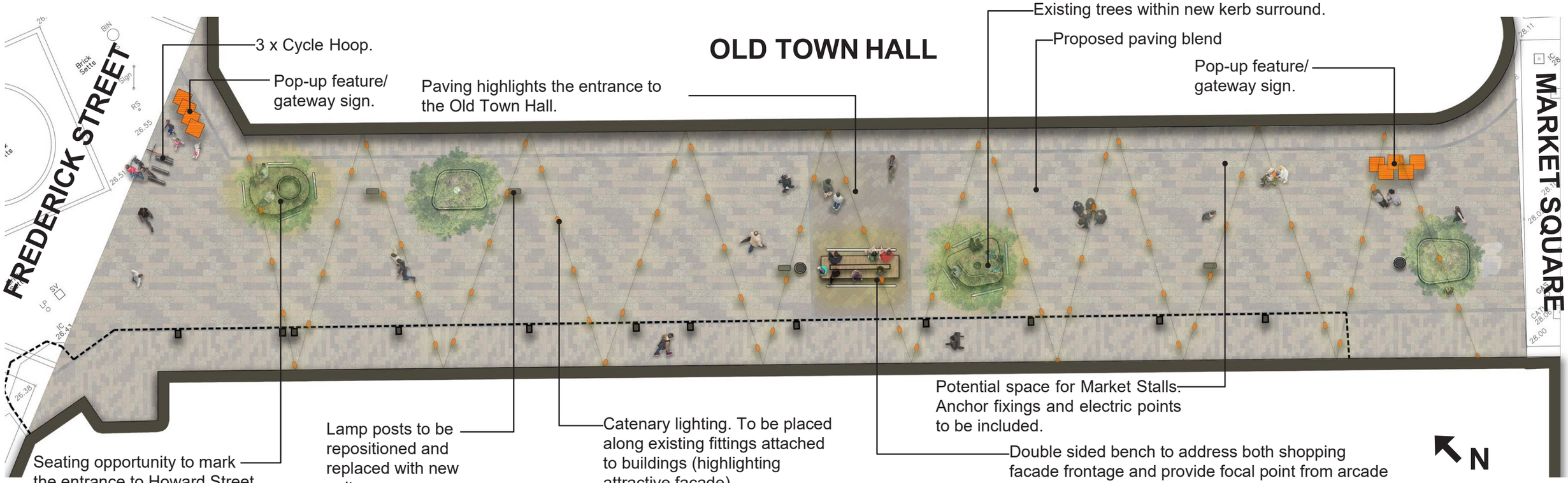
Before



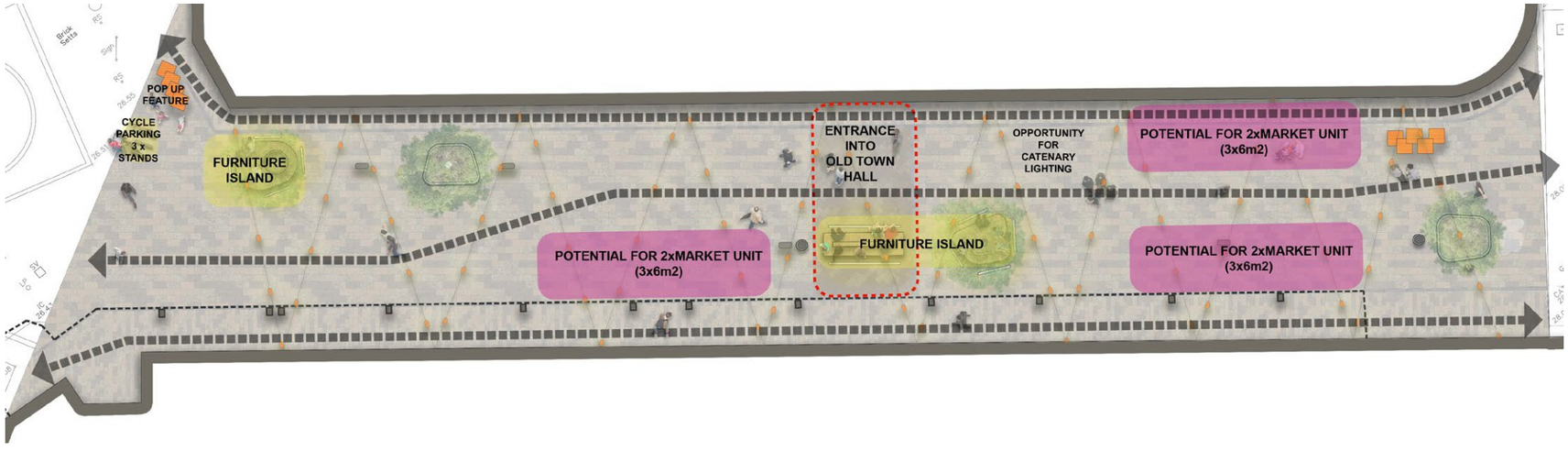
After



2. Howard Street Concept Design - NTS



MOVEMENT AND SPATIAL ORGANISATION

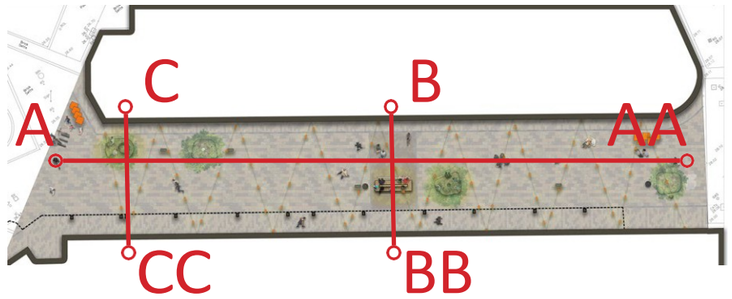


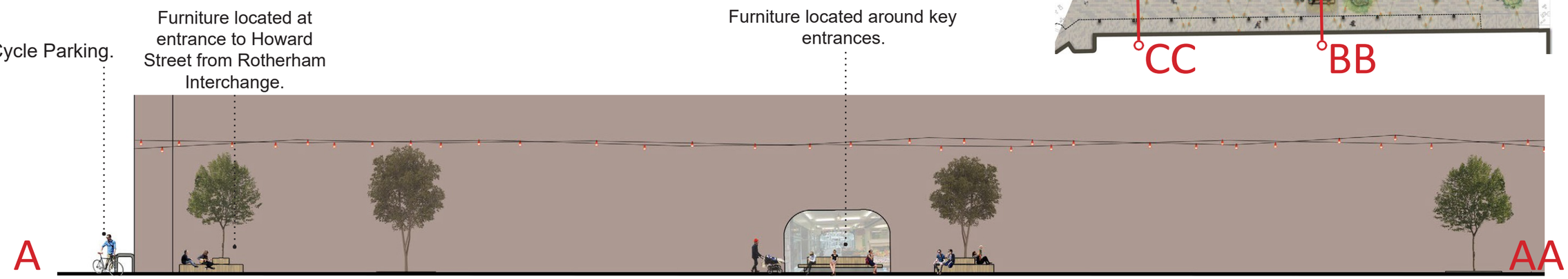
“The design aims to reduce clutter, highlight the Old Town Hall and improve its ability to accommodate market stalls”.

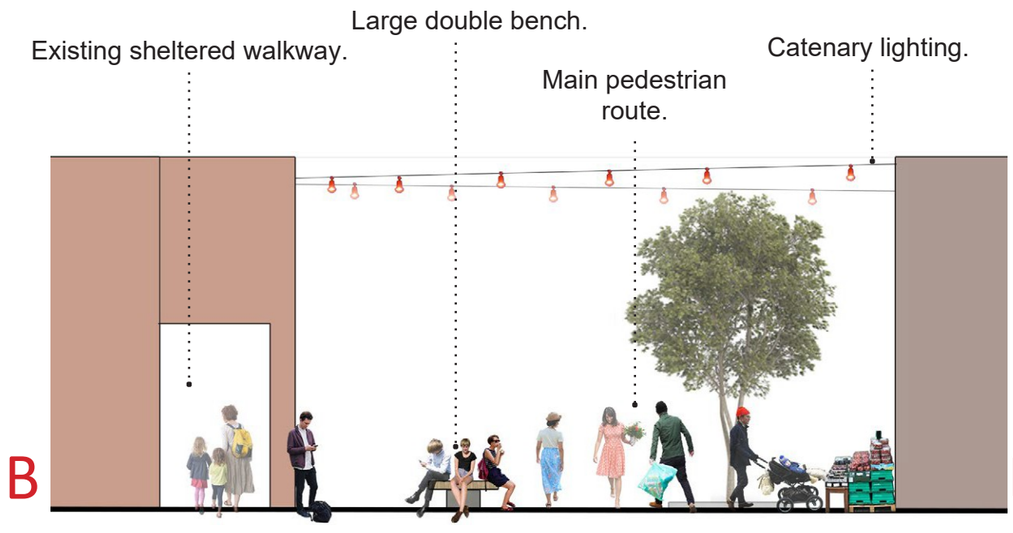
2. Howard Street Concept Design

Street Cross Section-NTS

Street Cross Section - refer to next page







Catenary lighting wires offer the opportunity to hang various temporary installations such as seasonal or artistic features.



Precedent Images









2. Howard Street Concept Design

VISUALISATION

Please note that a layer of pop up and temporary features are shown for illustration purposes only within the proposed permanent public realm.

Before



After



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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	No impact on emissions	n/a	n/a	n/a	n/a
Emissions from transport?	No impact on emissions	n/a	n/a	n/a	n/a
Emissions from waste, or the quantity of waste itself?	Increases emissions	• Current public realm paving materials will become a waste product that need to be removed from site.	• Impacts deemed to be local.	• Anticipated that all materials taken from site will be recycled by the Councils Highways Delivery Team.	n/a
Emissions from housing and domestic buildings?	No impact on emissions	n/a	n/a	n/a	n/a
Emissions from construction and/or development?	Increases emissions	• Contractors carrying out the works using heavy machinery, delivery of materials impact unknown	• Impacts deemed to be local.	• Cycle lane included on Frederick Street. Riverside Gardens has the potential to link into the River Walk from the new Westgate Residential sites. Power supply to the street market will be reviewed to remove the need for generators. New more	

				efficient street lighting and catenary and LED feature lighting will add interest to the street scene.	
Carbon capture (e.g. through trees)?	• Reduces emissions - minimal	• Replacement of dead trees, protecting established, additional green space.	• Impacts deemed to be local.	• Protecting and maintaining established trees in the Town. The works will replace several dead trees and increase the level of green space, Riverside Gardens, Eastwood Gardens.	

Identify any emission impacts associated with this decision that have not been covered by the above fields:

None.

Please provide a summary of all impacts and mitigation/monitoring measures:

It is envisaged that the impact of these works will be local in nature. The waste materials it is anticipated will be taken from site and recycled by the Councils Highways Delivery Team as crushed aggregate. The contractors carrying out the works will be using heavy machinery, and the delivery/movement of materials will have an impact which is currently unknown. The power supply to the street market will be reviewed to remove the need for generators.

The public realm works are focused on improving the pedestrianised zones in the town centre and will encourage people to walk and cycle, with the inclusion of the cycle lane on Frederick Street and the link to the Riverside Walk. Dwell time will be encouraged in the improved and new green spaces, such as Riverside and Eastwood Gardens. New more efficient street lighting and catenary and LED feature lighting will add interest to the street scene.

Established trees in the town centre are to be protected and failed specimens will be replaced as part of these works.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Rory Battye, Economic Initiatives Officer, RiDO **Town Centre Masterplan Implementation Update Carbon Impact**
Please outline any research, data, or information used to complete this [form].	None
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	None
Tracking [to be completed by Policy Support / Climate Champions]	Sam Blakeborough, Policy Officer, PPI, ACEX

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Local Plan: Adoption of Supplementary Planning Documents

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

Strategic Director Approving Submission of the Report
Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)
Helen Sleigh, Senior Planning Officer
01709 823831or helen.sleigh@rotherham.gov.uk

Ward(s) Affected
All wards

Report Summary
Cabinet approval is sought to adopt the following Supplementary Planning Documents (SPD):

- Affordable Housing SPD
- Development Viability SPD
- Natural Environment SPD
- Transport Assessments, Travel Plans and Parking Standards SPD
- Community Facilities SPD

Rotherham's Local Plan provides the framework for determining planning applications. Supplementary Planning Documents provide additional detail and guidance to support policies in the Local Plan. Once adopted, they are a material consideration to be taken into account when determining planning applications. Supplementary Planning Documents help improve planning applications, which in turn can speed up the planning process and produce better outcomes for the community.

Recommendations

1. That Cabinet approves the adoption of the Supplementary Planning Documents at Appendices 3 to 7.

List of Appendices Included

Appendix 1 Equality Part A – Screening
Appendix 2 Carbon Impact Assessment
Appendix 3 Affordable Housing SPD
Appendix 4 Development Viability SPD
Appendix 5 Natural Environment SPD
Appendix 6 Transport Assessments, Travel Plans and Parking Standards SPD
Appendix 7 Community Facilities SPD
Appendix 8 Consultation Statement

Background Papers

National Planning Policy Framework
https://www.gov.uk/guidance/national-planning-policy-framework

Rotherham Local Plan 2013 – 2028
https://www.rotherham.gov.uk/planning-development/guide-local-plan/1

Adopted Statement of Community Involvement
https://www.rotherham.gov.uk/downloads/download/80/statement-of-community-involvement

Consideration by any other Council Committee, Scrutiny or Advisory Panel
No

Council Approval Required
No

Exempt from the Press and Public
No

Local Plan: Adoption of Supplementary Planning Documents

1. Background

1.1 Rotherham's Local Plan provides the framework for determining planning applications. Supplementary Planning Documents (SPD) provide additional detail and guidance to support Local Plan policies. Once adopted, they are a material consideration to be taken into account when determining planning applications. The documents also offer further assistance and clarification to applicants when preparing planning applications. SPDs provide detailed guidance to landowners, planning agents and developers to help improve the quality of submitted planning applications, which in turn can speed up the planning process and produce better outcomes for the community.

1.2 Following adoption of the Local Plan Core Strategy (2014) and Sites and Policies documents (2018), the Council is preparing new planning guidance documents. Following Cabinet approval (Cabinet 20 July 2020, minute 35 refers), public consultation was undertaken on the following draft Supplementary Planning Documents between 17 August and 14 September 2020:

- Affordable Housing SPD
- Development Viability SPD
- Natural Environment SPD
- Transport Assessments, Travel Plans and Parking Standards SPD
- Community Facilities SPD

2. Key Issues

2.1 Consultation on the draft SPDs was undertaken in line with The Town and Country Planning (Local Planning) (England) Regulations 2012 and the Council's adopted Statement of Community Involvement. In response to the consultation the Council received 28 representations, broken down as follows:

Affordable Housing	6 representations
Development Viability	2 representations
Natural Environment	10 representations
Transport Assessments, Travel Plans and Parking Standards	6 representations
Community Facilities	4 representations
Total	**28 representations**

All representations received have been considered and the Consultation Statement at Appendix 8 provides a summary of the issues raised, the Council's response and how the SPDs have been amended as a result. The statement also identifies where changes have been made to the draft SPDs to reflect recent changes to national planning guidance, specifically with respect to changes to permitted development rights and to changes to the Use Classes Order.

2.2 A summary of the key elements of each document and the changes made following consultation is provided below:

Affordable Housing	Supports the delivery of affordable housing negotiated through S106 Planning Obligations. • Sets out that affordable housing should be provided that reflects local housing needs informed by the Council's Strategic Housing Market Assessment (2018). • Replaces the earlier Interim Affordable Housing Guidance, to reflect the National Planning Policy Framework and the adopted Local Plan.
Changes to SPD following consultation	• Included reference to Secured By Design accreditation and additional guidance regarding security in designing new developments. • Contact details section added. • Included an appendix with further guidance on abnormal development costs.
Development Viability	Establishes over-arching principles in the determination of planning applications where challenges to viability of the delivery of policy compliant affordable housing are made. • Provides additional guidance on the appraisal methodology, information requirements and review procedures that the Council will apply when evaluating submitted evidence. • Seeks to ensure that development is not made unviable by the Plan's affordable housing and other planning policy requirements. The supporting evidence to the SPD has tested a cross-section of sites allocated in the Local Plan. • Details the approach the applicant shall follow if they contest viability; enabling the Council to evaluate the accuracy and relevance of such challenges in informing

	its decision-making. • Sets out the key stages for review at subsequent dates should the Council accepts lower than plan policy requirements at the time of its decision. This will ensure that any uplift in values following commencement of development on site are captured, to further meet local plan policy requirements.
Changes to SPD following consultation	• Paragraphs 40 and 44: references to 'competitive return' replaced with 'minimum return' to reflect guidance and ensure consistency. • Included a contacts section consistent with other SPDs. • Included an appendix with further guidance on abnormal development costs. • In addition, the Council will include a schedule of Fees on its website, that will be reviewed annually. The Fees Schedule will set out standard costs to be paid by applicants in relation to the review mechanism.
Natural Environment	Provides guidance to support developers in considering the natural environment, particularly wildlife habitats and species, and geology within development proposals. • Provides clarity on when ecological and/or geological surveys are required to support planning applications, how to report on the outputs from such surveys and essential mitigation required. • Establishes the procedure for the discharge of relevant planning conditions. • Sets out that the natural environment should be considered at each stage in the planning process.
Changes to SPD following	• Provided further guidance in relation to watercourses, blue / green infrastructure,

consultation	landscape buffers, bats, biodiversity decline, biodiversity benefits in the design of SuDS, water plants, wildflower-rich grassland, and hedgehog holes in fences and walls. • Further guidance regarding Biodiversity Net Gain provided. • Included reference to and guidance in relation to other documents including RMBC Waterways Strategy, Water Framework Directive, River Basin Management Plan, Our Green Future, The Wildlife & Countryside Act 1981 and Protection of Badgers Act. • Greater reference to biodiversity, connectivity, and amenity in relation to blue/green infrastructure. • Guidance provided on Impact Risk Zones. • Various changes to paragraphs to improve structure and clarity. • Appendix 4 to SPD updated to remove duplicated reference to Sheffield and Rotherham Wildlife. • Minor amendments to correct typographical errors and to replace references to ‘we’ with ‘the Council’. • Paragraph 22 updated to reflect the current position following the UK’s departure from the EU.
Transport Assessments, Travel Plans and Parking Standards	Sets out detailed guidance on the way the Council expects parking and travel plan policies in the Local Plan to be applied in specific circumstances or localities. • Provides guidance on the preparation of transport assessments, travel plans and sustainable transport opportunities to support the submission of planning applications. • Establishes the general principles

	applicable to parking and sustainable transport, including cycling and cycle storage, and how these are considered through the planning process. • Provides a methodology for the analysis of transport impacts of development proposals and their mitigation through the prioritisation of sustainable transport. • Sets out that the impacts of transport on climate change including air quality and carbon emissions, are of utmost importance and are a priority for the Council.
Changes to SPD following consultation	• Paragraph 14 amended to clarify that the Council will consider on a case by case basis whether a Transport Statement or Transport Assessment will be required, and that the scope should be agreed prior to submission of a planning application. • Various changes made to reflect the role of Highways England and consideration of impacts on the Strategic Road Network, including amendments to provide further clarity in paragraphs 19, 21, 30, 31 and 45. • Additional guidance provided regarding electrical vehicle charging infrastructure within larger estates or landholdings. • Updated parking standards to reflect the recent changes to the Use Classes Order by removing references to specific use classes but retaining the descriptions of uses to which specific standards apply, and amending table headings and titles to remove reference to specific use classes and provide appropriate descriptions. • Clarified that the minimum length of a parking bay between the highway boundary and a garage door is 5.5 metres but that the preferred length is 6 metres.
Community Facilities	Sets out the information or evidence that an applicant is expected to provide to

demonstrate compliance with relevant Local Plan policies.

- Provides clarity on what is a reasonable range of services and facilities and whether new facilities are required as part of development proposals.

- Explains the exceptions to this requirement where applicants can robustly demonstrate that such provision would not be viable or would threaten the viability of the overall scheme.

- Clarifies those facilities that are considered to serve a community need and provides clear guidance on the route to satisfying Local Plan policy.

Changes to SPD following consultation

- Included reference to encouraging engagement with communities and to work with the community to deliver the community facilities and services which are required.

- Clarified that it will be important to clearly establish the relevant geographical area within which to assess currently available provision and for this to be agreed with the Local Planning Authority.

- Amended paragraph 29 to clarify that assessments and evidence submitted shall be undertaken in accordance with current good practice guidance; shall provide a robust, impartial, independent, and transparent assessment of the supply of, and current and future demand for, those uses proposed to be lost.

- Clarify that the assessment shall be based on an appropriate and justified catchment area, which depending on circumstances may be borough-wide and or require consideration of cross-boundary demand with other Local Authority areas.

- Clarify that the involvement of, and discussion with, key stakeholders will be

required. And the need to refer specifically to Sport England guidance: Assessing Needs and Opportunities and Playing Pitch Strategy Guidance.

2.3 Once adopted, these documents will become an essential part of the decision-making process when determining planning applications.

2.4 The following documents are superseded by replacement SPDs and will be withdrawn on publication of the adopted SPDs:

- Affordable Housing Interim Planning Statement
- Transport Assessments, Travel Plans and Parking Standards Good Practice Guidance
- Local Wildlife Good Practice Guidance

3. Options considered and recommended proposal

3.1 **Option 1: Adopt the SPDs with the amendments**
Adopting the documents as SPD will provide clear guidance to applicants, helping speed up the planning process by minimising time-consuming amendments or negotiations often necessary following submission of planning applications. Adoption of the documents will ensure they have more weight in planning decision-making and provide support for the Council to refuse non-compliant planning applications. This will give greater certainty to the community and prospective developers on the Council's preferred approach to the subjects covered by SPDs.

3.2 The amendments detailed in the Consultation Statement at Appendix 8 are considered necessary to ensure the guidance contained in each document is robust, clear, relevant, and appropriate.

3.3 **Option 2: Adopt the SPDs without amendments**
The amendments detailed in the Consultation Statement at Appendix 8 are considered necessary to ensure the guidance contained in each document is robust, clear, relevant, and appropriate. Not incorporating these amendments into the final Supplementary Planning Documents will make the guidance less robust and reduce the ability of the Council to withstand challenge (for example at planning appeal); it may result in the need to revise the SPDs in the near future.

3.4 **Option 3: Decline to take forward the adoption of SPDs**
There is no requirement that the Council prepares adoptable Supplementary Planning Documents. However, they provide valuable additional guidance to applicants by providing clarity on Local Plan policy requirements and enable the Council to refuse non-compliant planning applications.

3.5 Should the Council decide not to adopt the documents they will have limited weight in the future when determining planning applications. The weight to be

given to the documents as “good practice guidance” will be considerably less than if they were adopted as SPD.

3.6 **Option 1 is the recommended option,** to ensure that the documents are robust and have appropriate weight when making planning decisions.

4. Consultation on proposal

4.1 Consultation was undertaken via the Council’s planning consultation website between 17 August and 14 September 2020. This notifies interested parties (including statutory consultees, members of the public and other stakeholders) on the Local Plan consultation database and allows and encourages comments to be submitted online, in accordance with the Council’s adopted Statement of Community Involvement. A notice was also placed in the local press. Copies of the SPDs were posted to consultees on request, with a small charge to cover printing and postage.

4.2 Preparation of the final SPDs was undertaken by, or in conjunction and consultation with, other relevant services. The Ecologist within the Green Spaces Team has prepared the Natural Environment SPD. The Transportation Service has prepared the Transport Assessments, Travel Plans and Parking Standards SPD, based on current practice within the team advising on planning applications. Both SPDs are based on earlier Good Practice Guidance published to support the Sites and Policies Local Plan through its examination and subsequent adoption.

4.3 The Council’s Affordable Housing officer has supported the preparation of the Affordable Housing SPD; prepared to preplace earlier interim Affordable Housing Guidance. The views of the Asset Management Team were sought in the preparation of the Community Facilities SPD and the Council’s Development Management Service within the Planning Service has reviewed all the SPDs.

5. Timetable and Accountability for Implementing this Decision

5.1 Subject to approval by Cabinet, the final SPDs and the accompanying consultation statement will be published on the Council’s website and be used for pre-application advice and decision making on planning applications. All those who provided comments on the draft documents will be notified.

5.2 To achieve consistency with the Council’s document style, minor changes to numbering, formatting and images may be made prior to publication of the documents.

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 This consultation was carried out via the Council's planning consultation website and therefore the costs associated with this consultation were limited to minimal printing and advertising costs. These costs have been managed within the Service's existing approved revenue budget.

6.2 Procurement are satisfied with the approach set out. There may be some costs which are minimal (i.e. printing and advertising). Any chargeable goods or services required by the Council should be sought in accordance with section 52 of the financial and procurement procedure rules.

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

7.1 The adoption of the SPDs will ensure that decision-making is more robust by providing greater detail and advice to support existing policies in the Local Plan since they are a material planning consideration. Furthermore, since the SPDs are informative, they provide clear guidance to applicants in the pre-application stage, ensuring the process of decision-making is transparent and open.

8. Human Resources Advice and Implications

8.1 There are no Human Resources implications associated with the adoption on the SPDs.

9. Implications for Children and Young People and Vulnerable Adults

9.1 The SPDs will assist in delivering the Council's strategy and policies set out in the Local Plan. These include promoting and delivering sustainable patterns of development, the creation of mixed and sustainable communities, reducing pollution, protecting community resources and facilities, and conserving and enhancing the quality of the built and natural environment.

10. Equalities and Human Rights Advice and Implications

10.1 The Supplementary Planning Documents (SPDs) will assist in delivering the Council's strategy and policies as set out in the adopted Local Plan. These policies include promoting and delivering sustainable patterns of development, the creation of mixed and sustainable communities, protecting community resources and facilities, and conserving and enhancing the quality of the built and natural environment. An Integrated Impact Assessment (which included Equalities Impact Assessment) was prepared to support the adoption of the Core Strategy (2014) and Sites and Policies Document (2018). These two documents, along with the Barnsley, Doncaster Rotherham Joint Waste Plan (2012), make up the Rotherham Local Plan.

10.2 The SPDs will be used by applicants submitting planning applications across the borough. The outcome will be planning decisions which comply with relevant planning policies. SPDs aid understanding of Local Plan policies and provide additional guidance to aid their implementation, but they do not create new planning policy.

10.3 The SPDs have been subject to public consultation and comments received have been considered in preparing the final documents.

11. Implications for CO_2 Emissions and Climate Change

11.1 Climate change poses a significant threat to environments, individuals, communities, and economies on local, national, and international scales. In recognition of this the Council has aimed to be net carbon neutral as an organisation by 2030, and for Rotherham as a whole to achieve the same position by 2040.

11.2 The Supplementary Planning Documents (SPD) proposed to be adopted, promote best practice. The Natural Environment SPD and Transport Assessments, Travel Plans and Parking Standard SPDs, will both assist in the mitigation of CO2 emissions. There could be potential for a reduction in energy consumption should existing community facilities be saved from demolition and reused for community or other purposes; thus, reducing the impacts arising from delivery of new buildings or facilities on site.

Demolition of existing buildings rather than re-use releases embedded carbon, and potentially requires greater energy consumption and use of scarce resources to build new buildings and/or facilities. It is not possible to identify the exact impact at present.

11.3 The SPD on Transport Assessments, Travel Plan and Parking Standards sets out the requirement for developers to undertake Transport Assessments to demonstrate how new development will improve, provide and promote travel by public transport, cycling and walking and minimise travel by car. The SPD establishes a package of measures to manage access to a development or institution; to reduce the impacts of vehicular transport on local roads and the environment.

The Supplementary Planning Documents provide further guidance and clarity to developers in bringing forward planning applications for development; reducing the carbon footprint of development; promoting higher sustainable construction standards; building climate resilient dwellings; minimising impacts of carbon emissions harmful to local air quality, the natural environment and health.

The willingness of developers to work towards zero carbon developments is a key driver to change and future government legislation will effectively regulate development on site to be zero carbon. However, without legislation, the Council can promote best practice sustainable construction techniques through its Local Plan and Supplementary Planning Documents but cannot insist on such development.

There is a significant demand for new homes in the borough and the Council is committed to determining planning applications in accordance with Local Plan policy as expeditiously as it can.

12. Implications for Partners

12.1 The implications for partners or other directorates are mainly associated with the additional guidance provided within the SPDs, regarding the implementation of Local Plan policies.

13. Risks and Mitigation

13.1 The Council may be open to legal challenge should the SPDs not be produced in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012. Legal advice will be sought, as necessary.

14. Accountable Officers

Simon Moss, Assistant Director – Planning, Regeneration and Transport
Nigel Hancock, Head of Planning and Building Control

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	28/05/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Helen Sleigh, Senior Planning Officer*
01709 823831 or helen.sleigh@rotherham.gov.uk

This report is published on the Council's website.

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Draft Supplementary Planning Documents	
Directorate: Regeneration & Environment Services	**Service area:** Planning Policy Team Planning, Regeneration and Transport
Lead person: Helen Sleigh Senior Planning Officer	**Contact number:** 01709 823831
Is this a: ☑ **Strategy / Policy** ☐ **Service / Function** ☐ **Other** **If other, please specify**	

2. Please provide a brief description of what you are screening
Adoption of the Supplementary Planning Documents (SPDs) will provide additional guidance for implementing a range of adopted Local Plan policies. Integrated Impact Assessment (which included Equalities Impact Assessment) was completed to support the adoption of the Core Strategy and Sites and Policies Document which together form the Rotherham Local Plan. The SPDs will be used by applicants submitting planning applications across the borough. The outcome will be planning

decisions which comply with relevant planning policies and which will have an impact on residents, workers, visitors or other users of any future development.

3. Relevance to equality and diversity		
All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity. The following questions will help you to identify how relevant your proposals are. When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.		
Questions	**Yes**	**No**
Could the proposal have implications regarding the accessibility of services to the whole or wider community? *(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)*	✓	
Could the proposal affect service users? *(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)*		✓
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	✓	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*		✓
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*		✓
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		✓
If you have answered no to all the questions above, please explain the reason		
The SPDs are intended to provide further guidance to all applicants applying for planning permission as to how Local Plan policies will be implemented and planning decisions made. As such the documents will provide assistance to all.		

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

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

4. Considering the impact on equality and diversity
If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made**.** Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation. Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).
• **How have you considered equality and diversity?** *(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)* The SPDs have been subject to public consultation and comments received have been considered in producing the final documents for adoption. The SPDs are themselves, subservient to the adopted Rotherham Local Plan and offer further guidance and protocols for implementing the policies of the Local Plan: Core Strategy (2014) and Sites and Policies Document (2018). There is a clear hierarchy within the adopted development plan, and supplementary planning documents sit below the level of the strategic policies of the Local Plan. At the time of preparation of both the Core Strategy and Sites and Policies Document the Council undertook Equalities and Health Impact Assessments. These assessments are included within the accompanying Integrated Impact Assessments (IIAs) published alongside both parts of the Local Plan on the Planning Policy web page. https://www.rotherham.gov.uk/planning-development/guide-local-plan/1 The outputs and recommendations arising from the Health and Equalities Assessments, that were prepared at each stage of plan preparation, are taken into account in drafting the policies of the Local Plan. Therefore, any subsequent subsidiary and supporting planning guidance including Supplementary Planning Documents, are prepared in accordance with the Local Plan and fully reflect the equalities assessment and the outputs and recommendations, previously undertaken and included within the accompanying IIAs.
• **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 provision of further planning guidance aims to ensure the Local Plan is delivered to its fullest extent and ensures there are benefits to local people arising from new development opportunities; and that impacts on the community and wider environment are mitigated in accordance with the vision of the Local Plan: "to minimise inequalities through the creation of strong, cohesive and sustainable communities".

- **Actions**

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

The preparation of supplementary planning documents is a positive approach to ensuring the Local Plan and its policies can be implemented to its fullest extent. The guidance within these documents removes any possible ambiguity and misunderstandings that developers and landowners may choose to proclaim in submitting planning applications. The guidance will assist the Council in achieving the best possible outcomes from new development opportunities for its own communities and all people.

Date to scope and plan your Equality Analysis:	
Date to complete your Equality Analysis:	
Lead person for your Equality Analysis (Include name and job title):	

5. Governance, ownership and approval

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

Name	Job title	Date
Andy Duncan	Planning Policy Manager	15/4/21

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	15 April 2021
Report title and date	Local Plan: Adoption of Supplementary Planning

	Documents
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – 21 June 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	15 April 2021

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User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	No Impact on Emissions	N/A	N/A	N/A	N/A
Emissions from transport?	Reduce Emissions	N/A	• The Supplementary Planning Documents provide policy guidance for developers. The SPD on Transport Assessments, Travel Plan and Parking Standards sets out the requirement for developers to undertake Transport Assessments to demonstrate how new development will improve, provide and promote travel by public transport, cycling and walking and minimise travel by car. The SPD clarifies that developments should contribute to more direct and safe walking and cycling routes that fit in	• The Supplementary Planning Documents provide further guidance and clarity to developers in bringing forward planning applications for development; reducing the carbon footprint of development; cutting vehicular emissions harmful to local air quality, the natural environment and health.	N/A

			with the surrounding network. • Where Travel Plans are required in support of a planning application, it establishes a package of measures to manage access to a development or institution; to reduce the impacts of vehicular transport on local roads and the environment; and promotes sustainable modes of travel to and from the site, including the provision of secure cycle parking, accessible bus stops and legible and secure routes to accessing public transport. One of the principle aims of a travel plan is to discourage unnecessary car use. One of the main benefits is to reduce the carbon footprint of new development and the cutting of vehicular emissions harmful to		

			local air quality, the natural environment and to health. • The provision of electric vehicle charging points is also a key component of minimising the impact of new development on carbon emissions and promoting moves toward cleaner personal energy consumption, through the provision of necessary infrastructure.		
Emissions from waste, or the quantity of waste itself?	No Impact on Emissions	N/A	N/A	N/A	N/A
Emissions from housing and domestic buildings?	Reduce Emissions	n/a	• There is potential for a reduction in emissions; the Viability Appraisal methodology and guidance could be used to determine whether higher standards of construction can be delivered on site alongside all other required planning obligations. However, challenging viability is	• The Supplementary Planning Documents provide further guidance and clarity to developers in bringing forward planning applications for development; reducing the carbon footprint of development; promoting higher sustainable construction	n/a

			often undertaken by developers, to limit the contributions that developers make, to delivering sustainable communities. • The use of sustainable construction techniques; minimising impacts on carbon emissions and building climate resilient dwellings is an aspiration of the Local Plan. However, success in achieving such aspirations is currently limited. • The provision of electric vehicle charging points is also a key component of minimising the impact of new development on carbon emissions and promoting moves toward cleaner personal energy consumption, through the provision of necessary infrastructure for each new home built.	standards; building climate resilient dwellings; minimising impacts of carbon emissions harmful to local air quality, the natural environment and health.	

Emissions from construction and/or development?	No Impact on Emissions	N/A	N/A	N/A	N/A
Carbon capture (e.g. through trees)?	Reduce Emissions	N/A	• The Supplementary Planning Documents proposed to be adopted promote best practice. The Natural Environment SPD and Transport Assessments, Travel Plans and Parking Standard SPDs will both assist in the mitigation of CO2 emissions, by limiting impacts of new development on the natural environment and protecting the natural environment.	• Improvements and creation of new green space and landscaping for the benefit of the natural environment will promote carbon capture.	N/A

Identify any emission impacts associated with this decision that have not been covered by the above fields:

The SPD on Transport Assessments, Travel Plan and Parking Standards sets out the requirement for developers to undertake Transport Assessments to demonstrate how new development will improve, provide and promote travel by public transport, cycling and walking and minimise travel by car. The SPD establishes a package of measures to manage access to a development or institution; to reduce the impacts of vehicular transport on local roads and the environment.

The Supplementary Planning Documents are to guide decision-making on planning applications, will influence the reduction of CO2 emissions; as climate change and the promotion of climate resilient developments are embedded throughout the Council's own Local Plan policies, and promote and deliver sustainable construction.

The willingness of developers to work towards zero carbon developments is a key driver to change and future government legislation will effectively regulate development on site to be zero carbon. However, without legislation, the Council can promote best practice sustainable construction techniques through its Local Plan and Supplementary Planning Documents but cannot insist on such development.

There is a significant demand for new homes in the borough and the Council is committed to determining planning applications in accordance with local plan policy as expeditiously as it can.

Please provide a summary of all impacts and mitigation/monitoring measures:
The Supplementary Planning Documents provide further guidance and clarity to developers in bringing forward planning applications for development; reducing the carbon footprint of development; promoting higher sustainable construction standards; building climate resilient dwellings; minimising impacts of carbon emissions harmful to local air quality, the natural environment and health.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Helen Sleigh, Senior Planner, Planning, Regeneration and Transport
Please outline any research, data, or information used to complete this [form].	Relevant research/data used to inform this assessment 1. National Planning Policy Framework (2019) 2. Rotherham Local Plan Core Strategy (2014) 3. Rotherham Local Plan Sites and Policies Document (2018)
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	N/A
Tracking [to be completed by Policy Support / Climate Champions]	Andy Duncan, Planning Policy Manager and Climate Champion, Built Environment – Planning

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Rotherham local plan

Supplementary Planning Document No. 8
Affordable Housing











Prepared by Professor Stephen Walker

June 2021

www.rotherham.gov.uk

Rotherham Metropolitan Borough Council

Affordable Housing

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Executive Summary

Improving Understanding of Affordable Housing Policy

- This Supplementary Planning Document [SPD] sets out **additional guidance on the delivery of affordable housing to assist developers**, amplifying and clarifying Rotherham's adopted Core Strategy [RMBC 2014] and Sites and Policies Local Plan [RMBC, 2018].
- In addition to the Council's own housing delivery efforts, **the Council will work with other housing providers** to deliver an appropriate range of new affordable homes in accordance with its Housing Strategy, including Registered Providers, private developers, charitable agencies and other public sector partners and local housing groups.

National Policy Context

- National planning policy requires local planning authorities to deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities. **The Council** is working to achieve this by identifying housing needs and **has set policies in its adopted Local Plan to meet these needs in full by securing a wide range of new homes.**
- The National Planning Policy Framework [NPPF] seeks to significantly boost the supply of housing to achieve healthy, inclusive and safe places. **Specifically, paragraph 62 of the NPPF requires local planning authorities to identify where affordable housing is needed and set policies for meeting this need on site**, unless off-site provision or a financial contribution can be robustly justified and that this leads to creating mixed and sustainable communities.
- At the time of writing, the **current guidance defines different types of affordable housing** including affordable housing for rent, starter homes, discount market sales housing and other routes to home ownership such as shared ownership homes. As guidance develops the Council shall follow national guidance in its practice.

Local Policy Context

- In order to create and sustain mixed and balanced communities, in accordance with national planning policy, **The Borough Council's Core Strategy CS7 "Housing Mix and Affordable Housing" requires affordable housing to be provided as part of housing developments over a certain size as set out in the table immediately below:**

Table 1 Thresholds and Affordable Housing Contributions

	Location	Threshold(1)	Contribution
Residential Developments, including Mixed Uses	All Housing Market Areas in Rotherham [i.e. Borough-wide]	10 or more [gross] dwellings or site area of 0.5 hectares or more [gross] irrespective of the number of dwellings or more and greater than 1,000m2 [total gross] floor-space	25% on-site, subject to vacant building credit [14% being Affordable for Rent & 11% being Affordable for Sale Products]

- CS7 specifies that 25% of all homes on qualifying sites affordable housing will be sought by negotiation from developers. **Of these, the Council will require at least 56% of these homes to be for rent, to meet needs in the borough; the other 44% of these homes to be affordable homes for sale.** Developments that seek to avoid the requirements of this policy with unacceptably low density by failing to make efficient use of land or by artificially subdividing land into smaller sites shall not be permitted. The full requirement for the cumulative policy requirement of all the sites shall be required otherwise planning permission shall be refused.
- Overall, Rotherham planning authority has been **shown to be delivering its affordable housing policy requirement over the last decade.** This evidence also shows that the **planning authority has been flexible and respectful of market conditions and site specific matters** that can affect both viability and the ability of a site to deliver its quotient of affordable housing in accordance with local plan policy.
- The Council's Housing Strategy 2019-2022 [RMBC, 2019] has **identified a number of priorities it is pursuing including the provision of affordable housing, and improving and increasing the overall stock of housing in both Council ownership as well as in the private sector.** Complementary priorities relate to the building of more council homes and where appropriate releasing sites in the Council's ownership for new uses and additional housing provision.
- As set out in CS7, the **affordable homes should be provided on site**, and dispersed across the development scheme to provide for mixed communities. Whilst CS7 requires provision of affordable housing on-site, in exceptional circumstances the Council may consider off-site provision or a payment in lieu of on-site provision. In these circumstances, the developer shall contact the Affordable Housing Officer in all cases.

Growing Housing Need and Worsening Affordability

- The 2019 SHMA indicates that **716 additional households per year will require support in meeting their housing needs** in Rotherham Metropolitan Borough area.
- It also concludes that **affordability has significantly worsened** over the period since 2012. Indeed, households living in inadequate housing in Rotherham register an even

1 This reflects the changes to the site capacity threshold in government guidance

lower level of affordability, which clearly limits their options regarding future housing choices largely to renting.

Working with the Council

- Developers are advised to **contact the Council's Affordable Housing Officers to discuss the size and type of affordable homes needed in any particular area**, and to ensure that a registered provider of rented housing with a local presence in the management of affordable homes is involved.

Contesting Viability

- **The Borough Council has prepared a specific Supplementary Planning Document on Viability [RMBC, 2020]. Any applicant/developer who intends to contest the viability of their proposed development should in the first instance contact the Planning Officer and carefully read and follow the viability review procedures that the Council shall be following in evaluating a submitted Financial Viability Appraisal [FVA].**
- **The Viability SPD also provides advice and support for applicants** regarding the kinds of questions the Council shall be asking, and it stresses that the process of review and evaluation involves an open-book approach. This is to **ensure transparency, equity and consistency for all applicants** and an appropriate oversight by decision-makers and relevant third-parties.
- **The approach adopted by the Council is in accordance with national planning and viability guidance, and given the existence of its recently adopted Local Plan, there is a presumption that that all developments are viable.** It is important for applicants to recognise that **the process of contesting viability will need to demonstrate the existence of special or exceptional circumstances to justify departure from the Council's extant planning and affordable housing policy requirements. In the absence of these, the Council shall be minded to refuse planning permission.**

Preamble

1 This Supplementary Planning Document [SPD] sets out additional guidance on the delivery of affordable housing to assist developers, amplifying and clarifying Rotherham's adopted Core Strategy [RMBC 2014] and Sites and Policies Local Plan [RMBC, 2018].

2 A strategic priority of the Council's Corporate Plan is to provide a range of housing to meet the current and emerging needs. In addition to the Council's own delivery efforts, the Council will work with other housing providers to deliver an appropriate range of new affordable homes in accordance with its Housing Strategy, including Registered Providers, private developers, charitable agencies and other public sector partners and local housing groups [e.g. community land trusts; self-builders; and custom-builders].

National and Local Planning Policy Context

3 National planning policy requires local planning authorities to deliver a wide choice of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities [NPPF, MHCLG, 2019a]. The Council is working to achieve this by identifying housing needs and has set policies in its adopted Local Plan to meet these needs in full by securing a wide range of new homes.

4 In order to create and sustain mixed and balanced communities, in accordance with national planning policy, Core Strategy CS7 "Housing Mix and Affordable Housing" requires affordable housing to be provided as part of housing developments over a certain size [see overleaf for a full explanation].

5 The definition of affordable housing for planning purposes is provided in the National Planning Policy Framework [NPPF] glossary [MHCLG, 2019a], and is included within the glossary to this SPD. This is important, as it defines what homes the Council will accept as an affordable housing contribution.

6 The National Planning Policy Framework (NPPF) provides the overarching national requirements for planning policy; local planning documents must be in conformity with these policy requirements.

7 The NPPF defines affordable housing as:

"Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers) as defined in the NPPF Glossary[(2)]."

2 This is likely to include "First Homes", a new affordable housing product being currently developed by MHCLG in January 2020.

8 The NPPF seeks to significantly boost the supply of housing[3] to achieve healthy, inclusive and safe places[4]. Specifically, paragraph 62 of the NPPF requires local planning authorities to identify where affordable housing is needed and set policies for meeting this need on site, unless off-site provision or a financial contribution can be robustly justified and that this leads to creating mixed and sustainable communities.

Policy CS7 Housing mix and affordability

Extract from Rotherham Local Plan, Core Strategy 2013-2028, RMBC, June 2014, pp.76-79

a. Proposals for new housing will be expected to deliver a mix of dwelling sizes, type and tenure taking into account an up to date Strategic Housing Market Assessment for the entire housing market area and the needs of the market, in order to meet the present and future needs of all members of the community.

b. The Council will seek the provision of affordable housing on all housing development according to the targets set out below, subject to this being consistent with the economic viability of the development:

i. i. Sites of 15 dwellings or more or developments with a gross site area of 0.5 hectares or more; 25% affordable homes on site

ii. ii. Sites of less than 15 dwellings or developments with a gross site area of less than 0.5 hectares; 25% affordable homes on site or a commuted sum of £10,000 per dwelling to contribute towards provision off site. Any agreed commuted sums would be subject to the provision of a payment scheme agreed between the Council and the applicant.

Where it can be demonstrated that these targets would prevent the delivery of a viable scheme, the precise level of provision will be negotiated, based on a viability assessment. Any viability assessment shall be carried out at the expense of the applicant, according to the principles set out below:

The applicant will raise any viability issues with the Council during the pre-application stage. If a third party appraisal is required the applicant, the Council and the third party consultant will meet to scope the details of the appraisal.

An "open book" approach is required, whereby development finances and their underlying assumptions are subject to appraisal in order to support a claim.

At the very least the applicant will need to provide evidence for the following items:

- Projected Gross Development Value (GDV) (e.g. rents, prices, yields; discounted values)
- Construction costs and programme (e.g. £/m², unit size (m²), build period)
- Finance, fees and all other associated costs (e.g. rate of interest, fee rates, lump sums)

3 See paragraph 59 of NPPF, 2019.
4 See paragraph 91 of NPPF, 2019.

- Gross Profit margins (e.g. % on costs; % of GDV)
- Residual Land Value (i.e. the budget to buy the land) or Land Price (if already purchased)

New self-build homes will be exempt from the requirement to provide affordable housing. This exemption will apply to homes built or commissioned by individuals, families or groups of individuals for their own use and that will be owner-occupied.

c. Where the need for affordable housing has been identified in local service centres and Green Belt villages, which cannot be met on infill sites or in nearby larger settlements small scale rural exception sites will be supported either within the village or as small extensions to the village, as a means of providing affordable housing.

The Council will seek every opportunity to work positively with developers and other partners to deliver affordable housing and a mix of housing types to meet local needs through use of its own land, all available funding opportunities, innovative development models and other available means. Detailed implementation guidance will be laid out in an Affordable Housing Supplementary Planning Document. When considering the mix of house types to be included in any proposal, regard shall be given to the identified needs of people with special requirements including disabled people, older people and people from minority ethnic backgrounds.

9 To encourage re-use of brown-field land, any affordable housing contribution due will be off-set by the amount of existing gross floor space, in accordance with the vacant building credit instrument.

10 On qualifying sites[5] at least 10% of the affordable homes planned for on the site should be available for affordable home ownership as part of the overall quantity of affordable housing being sought on the site, although there are some exceptions to this[6].

5 Specifically, these are sites with a capacity of 10 or units and/or of 0.5 or more hectares.
6 See paragraph 64 of NPPF, 2019.

Affordable Housing Delivery in Rotherham [2011 and end of 2019]

11 Overall, Rotherham planning authority has been shown to be delivering its affordable housing policy requirement over the last decade. Any deviations from the policy requirement were justified by specific site matters, whether this relates to a lack of viability or where the planning authority has negotiated a different housing mix or an off-site commuted sum that had been judged to be equivalent in planning policy terms. It also reveals that the planning authority has been flexible and respectful of market conditions and site specific matters that can affect both viability and the ability of a site to deliver its quotient of affordable housing in accordance with local plan policy.

Table 2 Compliance With Affordable Housing Policy

AH Policy Compliance	Number of Qualifying Schemes	Comments
Higher than policy	3	e.g. With aid of HCA grant; agreed different AH housing mixes that generate additional AH units.
Policy compliant	29	i.e. 25%
Compliant, but with alternative housing mix	2	e.g. Bungalows taken on a 1: 2 ratio
Compliant, but with compensatory Commuted Sums	4	
Compliant, but with compensatory Overage payments	1	
Lower, as a result of claiming Vacant Building Credit	3	
Total	**42**	

12 Of the 42 agreements to deliver affordable housing on qualifying sites over the period 2011 to 2019, no fewer than 36 of these delivered the planning authority's affordable housing policy requirement either directly through delivery on site, by accepting a different housing mix, or commuted sums which were deemed to provide equivalent compensation for a number of actual units that would normally be delivered on-site.

13 It is worth noting that the AH policy could not be delivered because Vacant Building Credits have been claimed on 3 sites, which reduced the provision of affordable housing on these sites.

14 Interestingly, there are three other sites where a higher proportion of affordable housing has been achieved [one because of public subsidy, the other 2 because of agreements with the developers to deliver a different mix of affordable units].

15 The full report on Affordable Housing Delivery in Rotherham, 2011-2019 is located in Appendix 6.

What is Affordable Housing?

16 Affordable Housing is formally defined in the NPPF to provide different types of housing to meet the needs of those who cannot afford to buy on the open market or rent privately.

17 At the time of writing, the NPPF (MHCLG, 2019a) defines different types of affordable housing including affordable housing for rent, starter homes, discount market sales housing and other routes to home ownership such as shared ownership homes.

Affordable and Social Rented Homes

18 For households on the lowest incomes and those to whom the Council owes a re-housing duty [including households on the Council's Housing Register], the Council requires an element of affordable housing to be provided as social rent and/or affordable rented housing. Affordable and social rented housing is housing let by Affordable Housing Providers to eligible households via the Council's Housing Register, Key-Choice.

19 The Council accepts both social rent and affordable rented homes owned and managed by Affordable Housing Providers as meeting this need.

20 Social rented housing is owned and managed by Affordable Housing Providers including the Council, for which guideline target rents are determined through the national rent regime and should be made available in perpetuity. Properties in Council ownership are subject to Right to Buy by tenants, except those affordable dwellings secured through planning obligations in accordance with the Council's local plan policy requirements.

21 Affordable rent must not exceed 80% of the local market rent, inclusive of service charges and must not exceed the Local Housing Allowance (LHA) for the relevant property type in the relevant location and should be made available in perpetuity.

22 The Valuation Office Agency (VOA) is responsible for calculating the LHA. They apply a list of rents that are paid for private sector tenancies across the broad rental market area for each property category.

23 The Council generally welcomes new Affordable Housing Providers working in the area. However, due to the need to achieve viable developments and reflecting the geographical position of Rotherham, the Council's preference is for one of Rotherham Council's Preferred Affordable Housing Providers to be appointed, unless the Council wishes to take over ownership itself. Please refer to Appendix 2 for the list of the Council's preferred Registered Providers.

- Should a new Affordable Housing Provider wish to work in Rotherham, the Council will typically seek additional requirements for the delivery of rented housing as follows:
- Be registered as an Affordable Housing Provider with Homes England [or its successor];
- Be eligible to bid for and receive housing subsidy;
- Have experience of managing the relevant or a similar tenure type;

- Where a RP does not have an existing local management presence, it can demonstrate how an effective local housing management service will be provided; and
- Be willing to enter into nomination arrangements or let their homes in accordance with Rotherham Council's Key Choice register, to ensure homes are provided for the benefit of the local community.

24 For these reasons, the Council shall use planning obligations to provide a mechanism for the Council to approve an Affordable Housing Provider against the above criteria.

Starter Homes/First Homes

25 Starter Homes[7] are designed to meet the housing needs of young first time buyers by being offered to buyers at a minimum of 20% below their open market value and less than the price cap set for the Local Authority which for Rotherham is presently £250,000. The properties are expected to be offered to people who have not previously owned their own home and are between the ages of 23 and 40. Provisions regarding eligibility have been introduced through the Housing and Planning Act 2016 and secondary legislation is awaited regarding detailed eligibility criteria. Further guidance will be provided accordingly when secondary legislation comes into force, particularly relating to restrictive covenants and protecting the discount so that it is available to future owners.

Discount Market Sales Homes

26 Discount markets sales housing is a route to affordable home ownership where the property is discounted by at least 20% below local market levels. It is essential to ensure that homes are genuinely affordable to local people, based on local incomes and local house prices or rents.

27 To ensure discount market homes are affordable and remain so, a restriction on the disposal price to an amount not exceeding a specified percentage of the market value will be imposed, together with an obligation requiring any subsequent purchaser to enter into a similar restriction. This is achieved through the S106 agreement which will effectively require subsequent purchasers to enter a deed of adherence to the terms of the S106 agreement. A note shall also be registered on the title of the property at the Land Registry requiring a certificate from the Council that the relevant terms of the S106 agreement have been satisfied before a new owner's interest can be registered.

28 Eligible households for first and future purchasers of Discount Market sales homes must be registered and eligible on the Help to Buy North register, or any successor organisation, being the register of low cost home-ownership maintained by the Zone Agent.

29 The Council will also seek to ensure that Discount Market Homes are the only residence of the applicant and are not normally sub-let[8]. Discount Market Homes are not available to assist buy-to-let investors or those who will own any property other than their Discount Market Home after completing their purchase. If the applicant is a homeowner, they will need to have a sale in place before they can reserve on the Discount Market scheme and the home must be sold

7 This affordable housing product may become First Homes. RMBC will follow national guidance in its practice.
8 Presently, the First Homes consultation guidance allows sub-letting for specific periods of times and in certain circumstances. RMBC will follow national guidance in its future practice.

at the time of completion of their purchase. Discount percentages from open market will be set in S106 agreements rather than as a fixed price to ensure that future owners benefit from this affordable housing product on a consistent and equivalent basis.

30 Developers are encouraged to consider the level of discount necessary to ensure affordability at an early stage in the development process and advice in this aspect can be provided at pre-application planning stage by the Council's Affordable Housing Officer. The officer shall advise the developer of the required maximum price of a property on a site-by-site basis in accordance with national guidance. Presently the minimum discount is 20%, while for First Homes' products it is suggested that the discount will be 30%.

31 For avoidance of doubt, a discounted price does not include properties merely because they are at the cheaper end of the market or because they are otherwise sold at less than market value, as generally they would still be still be more than expensive than those in housing need can afford .

Private Intermediate Rented Homes [including Build-to-Rent & Rent-Plus schemes]

32 Intermediate[9] rented homes can be provided by private sector housing, including Build-to-Rent. Such homes should be made available in a form which is equivalent to Affordable Rented homes provided by Affordable Housing Providers in terms of affordability. The monthly rent is typically above social housing rent levels but below those of open market rent; so that it is capped at 80% of the market rent or the Local Housing Allowance, whichever is the lowest in perpetuity.

33 Build-to-Rent is purpose-built housing that is typically 100% rented out can form part of a wider multi-tenure development comprising either flats or houses, but should be on the same site and/or contiguous with the main development. Schemes will usually offer longer tenancy agreements of three years or more, and will typically be professionally managed stock in single ownership and management control. Affordable rented homes provided by Affordable Housing Providers remains the Council's preference for meeting the needs of households seeking rented housing, as this provides long term assured tenancies and the administration and management arrangements are transparent and subject to national government regulations setting minimum standards.

34 Under the NPPF [MHCLG, 2019a], private sector providers are able to deliver affordable private rented homes. Schemes proposing private intermediate rent may be supported by the Council. Please contact the Council's Affordable Housing Officer who will be able to explain the Council's preferred approach to securing and managing private intermediate rented homes. The mechanism for delivery will be secured through S106 agreements.

Shared Ownership

35 There are a number of shared ownership products delivered by Affordable Housing Providers and private developers.

9 For further explanation see the glossary in the NPPF [MHCLG, 2019a]

36 Shared ownership enables the occupant to purchase an equity share in their home, starting at 25% of the equity, via a conventional mortgage. Rent will then be charged upon the unsold equity and shall not exceed 2.5% of value as specified by Homes England. This is so that parity is maintained between the value and the rent of the property. Purchasers are able to acquire additional shares up to 100% of the equity. However, in some locations[10], this will be limited to 80% of the equity, unless the Affordable Housing Provider covenants to repurchase the home.

37 Given the imbalance between typical local income levels of prospective purchasers in Rotherham and the relatively high open market values for shared ownership properties, the Council will seek to establish the total monthly costs, including the rent element. Shared Ownership homes must be genuinely affordable based on local incomes. The mechanism for delivery will be secured through S106 agreements.

Shared Equity

38 Shared equity enables the occupant to purchase an equity share in their home via a conventional mortgage. The Affordable Housing Provider retains a mortgage or charge on the property for the remaining equity and there is no rent or interest charged on this share. If so desired, purchasers are able to staircase to 100% ownership.

39 Upon resale, if the purchaser has not chosen to staircase to 100% ownership, the equity loan is repaid to the Affordable Housing Provider in relation to the percentage share retained. For example, if 75% share purchased and 25% Equity Charge to the Affordable Housing Providers, 25% of the resale value at the time of the sale, would be payable to the Affordable Housing Provider.

Older Persons and Specialist Housing

40 The Council is required to meet the needs of residents who require specialist forms of housing as well as general needs housing. For example, fully adapted accommodation for wheelchair users, housing for older people including Extra Care and supported housing for young people.

41 Proposals for types of specialist and age-targeted housing, for example sheltered or Extra Care will generally [but not always] fall within Use Class C3 as set out below and will be subject to affordable housing requirements and should:

- Be individual self-contained units of accommodation;
- Have individual occupancy rights as tenant or leaseholder;
- Provide housing management services to all residents;
- Provide communal facilities within the development;
- Provide access to 24 hour care and support services available to meet the need of the individual resident;
- Be based on housing needs and demographic data indicating an increasing requirement for housing suitable for older people, including those with physical disabilities.

10 Applicants should contact the Affordable Housing Officer for further information.

42 The Council's Housing Strategy 2019-2022 [RMBC, 2019] identifies that for meeting the needs of older people is to provide housing based solutions across all tenures. These are often the most cost-effective solutions to meet individual aspirations to remain in their own home. Specialist housing may be in the form of supported housing schemes where homes are provided together with additional communal space and facilities or self-contained general needs homes and should be able to be adapted to the changing needs of the occupants including accommodating a wheelchair consistent with Part M of the Building Regulations, or successor regulations. The form and level of provision will vary through negotiation with the Affordable Housing Officer.

Retirement dwellings

43 Schemes which provide self-contained accommodation for older people with an age restriction, for example retirement flats for those persons over 50 years of age, shall be required to contribute towards affordable housing as are all forms of Use Class C3 residential homes.

44 The Council reserves the right to seek on-site provision in the first instance. However, it is recognised that such developments may not be viable for on-site affordable homes due to factors such as high service charges, management arrangements and communal facilities. In these circumstances, the Council may, at its discretion, negotiate off-site commuted financial contributions from retirement schemes to put towards affordable housing provision elsewhere.

Extra-care Housing

45 To meet the growing needs of an older population and provide a choice of care for those with particular care requirements, Extra-care housing schemes may be the most appropriate way of meeting those requirements.

46 Extra-care schemes will be subject to planning obligations under S106 depending on the specific characteristics of the relevant scheme. The obligation to make an affordable housing contribution will depend upon the Use Class the scheme is judged to be by the Council. A change of use application to C3 Use, at a later date, might become subject to the provisions within Core Strategy CS7 in relation to affordable housing.

47 The Council shall take all the attributes of a scheme into account in determining the Use Class and will not consider any one factor as the defining criterion. Applicants are recommended to contact the Affordable Housing Officer in the first instance to ensure that they understand and identify the factors that distinguish the differences between Use Classes C2 and C3.

48 The composition of the affordable housing will be the subject of negotiations and may be Extra-care housing or general needs housing or a mixture of both. The Council shall ensure that demand for proposed Extra-care facilities can be demonstrated as part of this negotiation.

49 Core Strategy CS7 seeks on-site provision of affordable housing except in exceptional circumstances where an equivalent off-site contribution can be justified. In assessing suitability of such sites for the provision of affordable housing, the Council will take into account the size, suitability and the economics of provision. However, there may be circumstances in which the

Council seeks off-site provision, or a broadly equivalent financial contribution in lieu of on-site provision in respect of Extra-care housing schemes.

50 The Council encourages Extra-care proposals to adhere to the Government's latest guidance on design and resilient principles. Such principles embrace the need for good light, ventilation, room to move around, storage etc. and for such properties to be able to adapt to the occupants' changing needs over time.

51 The Government recommends that developments that provide affordable housing incorporate the above design principles where funding for Extra-care schemes is applied.

Self-build and custom-build housing

52 The Self-Build and Custom Housebuilding [Time for Compliance and Fees] Regulations 2016 came into effect which places a duty upon local planning authorities to grant

"suitable development permission in respect of enough serviced plots of land to meet the demand for self-build and custom house-building in the authority's area"[11].

53 The Council keeps a formal register of individuals or interested associations that are seeking a plot of land in the Metropolitan Borough to construct a self-build or custom-build house as a sole or main residence. The Council will explore options to grant suitable development permissions to meet this demand. To be considered suitable, a plot needs to have access to, or be provided with, road access, connections to electricity, water and waste water. Currently, to be accepted on the Self-build and Custom House-building Register you need to be over 18 years old, a British Citizen, a national of an EEA state or Switzerland, be seeking the plot to occupy as sole or main residence, meet a local connections test, and meet a financial viability test.

54 The Council expects self-build or custom-build plots to be provided within larger strategic development sites, but it may also negotiate the provision of plots on smaller housing sites on a case-by-case basis. The Council's approach is set out in the Site and Policies Local Plan [RMBC, 2018]. See in particular, policy SP11 Development in Residential Areas, pages 47 and 48 of the Sites and Policies Document, RMBC, June 2018.

55 The Council keeps a self-build and custom house-building register of individuals and associations of individuals who are looking for serviced plots of land in Rotherham. Eligibility for entry on the register is set out in the Government's Planning Practice Guidance on self- build and custom build housing[12].

56 Government policy does not distinguish between self-build and custom-build, however, the Housing and Planning Act states that:

"Self-build and custom house-building' means the building or completion by -

- Individuals,

11 See Housing and Planning Act 2016.
12 See Self-build and Custom House-building Act 2015 [as amended by the Housing and Planning Act 2016]

- Associations of individuals, or
- Persons working with or for individuals or associations of individuals, of houses to be occupied as homes by those individuals."

57 Self-build housing involves the selection of a site and the commissioning of the building of a home by an individual. Much of the work may be done by the owners or may be arranged through an architect/ contractor to manage the construction process. Self-build may be a route to more affordable home ownership for some families. **Self-build plots will not be accepted as an eligible form of housing in lieu of affordable housing as sought or delivered according to planning policies, but in addition to the required amount of affordable dwellings.**

58 Custom-build housing differs from self-build in that the individual may work with a developer to build their home. Custom-build is a more straightforward delivery process than self-build as the developer usually finds the plot, offers one-off designs, manages the build through their own contractual processes and arranges development finance.

Housing Need

59 Rotherham Metropolitan Borough Council's Housing Strategy 2019-2022 [RMBC, 2019] has identified a number of priorities it is pursuing including the provision of affordable housing, and improving and increasing the overall stock of housing in both Council ownership as well as in the private sector. Complementary priorities relate to the building of more council homes and where appropriate releasing sites in the Council's ownership for new uses and additional housing provision. The Housing Strategy has been informed by Rotherham's 2015 Strategic Housing Market Assessment [SU, 2015] and its recently completed 2018 Strategic Housing Market Assessment [SHU, 2019], and recent statistics from the Council's housing needs register. Importantly, these datasets are informed by responses from households across the borough to a questionnaire asking them about all aspects of their current housing situation and future housing options.

60 The reason for a high level of affordable housing need in the borough is the high cost of buying homes on the open market in relation to local incomes. The relationship between the cost of homes and wages is termed "affordability".

61 The Council's 2018 Strategic Housing Market Assessment (SHU, 2019) assesses future needs for both market and affordable housing, the type and mix of homes required and the needs of specific groups across the six Housing Market Areas comprising Rotherham. It has been prepared in accordance with the planning policy guidance, including the modified guidance on calculating affordable housing need. A key finding is that "overall there is an annual shortfall in affordable units of 716 in Rotherham" [SHU, 2019, p119].

62 The 2018 SHMA [SHU, 2019] indicates that 716 additional households per year will require support in meeting their housing needs in Rotherham Metropolitan Borough area. It concludes that affordability has significantly worsened over the period since 2012. Indeed, households living in inadequate housing in Rotherham register an even lower level of affordability, which

clearly limits their options regarding future housing choices. It found that most of these households [73%] in housing need would only be able to afford rented housing[13]. Of the remaining 27%, a smaller number of households can afford shared ownership with low percentages of equity purchase and residual rent on the outstanding equity, although they may not be able to get a mortgage.

63 Unless specifically agreed with the Council's Affordable Housing Policy Officers, the Council therefore require affordable housing provision to be split 56 per cent rented and 44 per cent shared ownership or other intermediate tenures. In accordance with Rotherham's 2019 Housing Strategy 2019 - 2022, affordable rented housing may be provided at up to 80% of market rent, provided it is under the maximum Local Housing Allowance. The Council are likely to need to change this split once details of starter homes'/first homes' requirements are set out in secondary legislation.

64 The Council's recently published SHMA reveals that the routes to the delivery of affordable housing units **cannot only rest on their delivery through new private housing developments**. Indeed, the Council recognises this challenge has it harnesses delivery through other mechanisms as set out and demonstrated by the Council's Housing Strategy, 2019-2022.

65 Developers are advised to contact the Council's Affordable Housing Officers to discuss the size and type of affordable homes needed in any particular area, and to ensure that a registered provider of rented housing with a local presence in the management of affordable homes is involved. Contact details for Registered Providers operating in the borough are listed in Appendix 2.

66 The addition of affordable rent to the government's definition of affordable housing in 2012 and the reduction in public subsidy for developers to provide affordable housing has resulted in a reduction in provision of social rented housing. The additional rent achieved with affordable rent helps to enable the delivery of affordable housing without government grant.

67 Affordable rented housing is defined nationally as rent at no more than 80 per cent of market rents. However, in Rotherham this difference between market and social rent levels is relatively small. Thus, for households seeking to become homeowners, the provision of affordable housing for rent or shared ownership remains challenging; for the latter a lack of savings/deposit is the main reason.

68 The government has been changing the definition of affordable housing resulting in a wider choice of housing products that can count as affordable housing. Starter/First homes will provide for broadly the same market as shared ownership housing. Currently the national planning definition of affordable housing includes starter homes [i.e. low cost market homes], with a requirement for 10% of homes on a qualifying site to be starter homes. **The Borough Council shall require all other affordable housing to be rented housing [i.e. 15%], available to those on the council's Housing Register**.

69 Core Strategy CS7 "Housing Mix and Affordable Housing" [RMBC, June 2014] sets out the Council's policy requirement for housing developers of schemes of 15 or more dwelling

13 Based on a 2 bedroom property

units[14] to provide 25% of all housing on their developments as affordable homes. In negotiating affordable housing provision on development sites, the Council will use planning obligations to secure the homes as "affordable" homes for successive occupiers; a requirement of CS7 and of the national definition of affordable housing [NPPF, MHCLG, 2019a].

70 CS7 specifies that 25% [see section on viability below] of all homes on qualifying sites affordable housing will be sought by negotiation from developers.

71 As explained above, the Council will require at least 56% of these homes to be for rent, to meet needs in the borough; the other 44% of these homes to be affordable homes for sale. **Developments that seek to avoid the requirements of this policy with unacceptably low density by failing to make efficient use of land or by artificially subdividing land into smaller sites shall not be permitted. The full requirement for the cumulative policy requirement of all the sites shall be required otherwise planning permission shall be refused.**

72 As set out in CS7, the affordable homes should be provided on site, and dispersed across the development scheme to provide for mixed communities. Whilst CS7 requires provision of affordable housing on-site, in exceptional circumstances the Council may consider off-site provision or a payment in lieu of on-site provision. In these circumstances, the developer shall contact the Affordable Housing Officer in all cases.

73 **In such exceptional circumstances, the Council may accept provision of affordable housing contributions off-site, or by a payment in lieu of on-site provision. In both cases, the Council must be satisfied that:**

- **the contribution is sufficient to provide for the construction of at least the same number, type and size of dwellings on a suitable different site (including the value of the land) and the financial contribution does not result in less affordable housing being provided overall;**
- **appropriate arrangements are in place identifying the alternative site on which the affordable housing is to be provided;**
- **any off-site provision or payment is of broadly equivalent value relative to on-site provision, taking into account that land for affordable housing should be provided at nil value.**

14 NPPF paragraph 63 has amended this threshold; currently the threshold relates to sites with a capacity of more than 10 dwelling units or of 0.5 hectares or more.

Viability

74 The Refresh Affordable Housing Study 2019 tested, and confirmed that qualifying housing developments across the borough can generally provide 25% of homes as affordable[15], which is the proportion set out in the Council's Core Strategy (CS7)[RMBC, 2014]. The changes in the definition of affordable housing, including introduction of affordable rented housing, potentially including Starter Homes, and Help To Buy scheme in recent years have significantly improved viability for the developer, notwithstanding that there is now rarely any government funding available to developers. In respect of the latter, the Refresh Affordable Housing Study [RMBC, 2019], published as the evidence base to support this SPD, tested viability with nil public grant. Indeed, this position has coincided in developers booking super-normal profits [See FAME, 2019], which are substantially higher than those typically assumed in contestable viability cases [which normally cite blended rates of profits of around 17.5% of gross development value].

75 The Council will maintain the approach from the Interim Planning Statement on Affordable Housing [RMBC, 2010] on the contribution percentage of affordable housing. **Having regard to the demonstrable housing need within the borough, developers will be normally be required to make a 25% provision for affordable housing, unless there are clear, substantiated reasons why this is not deliverable. The Council will take into account the specifics of the site, the type of housing, and other considerations in reaching a policy requirement for each individual site. In accordance with national guidance, the Council expect this requirement to have been taken into account in the site's residual land value.**

76 As affordable housing is a positive planning policy requirement rather than mitigation, the Council calculate affordable housing requirement from the gross number of homes proposed. In calculating the number of affordable homes to be provided on a site, fractions of homes will sometimes result. **In order to avoid requirements for fractions of homes the Council will therefore round up any part requirement of an affordable housing dwelling in line with common convention at 0.5 of a home, and round down at 0.4 or less. A replacement home would not therefore make any contribution.**

77 **Should a developer demonstrate that rounding up from half a dwelling or more would result in the development being unviable, the Council will, in the first instance, negotiate a variation in tenure of some affordable homes, or fewer affordable homes.**

15 See Appendix 6 of this SPD for further information on Rotherham's record on its Affordable Housing Delivery.

Vacant Building Credit and Abnormal Development Costs

78 On previously used [i.e. brown field] land where existing vacant [but not abandoned] buildings are being re-used or demolished and rebuilt, the Council shall deduct the existing gross floor-space from the affordable housing requirement in line with the national vacant building credit policy. This is currently based on calculating the relevant vacant floor-space as a proportion of total new development, and applying this proportion to the proposed development.[16]

79 **There may be some circumstances where abnormal development costs[17] would make the scheme unviable to deliver. Where developers demonstrate to the Council's satisfaction that providing the amount of affordable housing required by this policy would not be economically viable, the Council will follow the following cascade mechanism to assist with delivering a viable scheme:**

- **Vary the tenure mix of the affordable housing [e.g. more intermediate homes and fewer rented homes], size, and/or type of homes to be provided;**
- **Reduce the overall number of affordable homes;**
- **To negotiate a commuted sum in lieu of on-site delivery.**

Financial Contributions In Lieu Of On-Site Affordable Housing Provision

80 As explained above, the Borough Council will only accept a financial payment in lieu of on-site provision in exceptional circumstances. The Council use a standardised method for calculating contributions in lieu of affordable housing provision, based on an equivalence approach. This involves calculating the financial benefit to the developer of not including affordable housing on the development site. **The Council will use this equivalence methodology when it accepts that the scheme may make a financial contribution rather than provide affordable housing required on the development site, or exceptionally, on a different site**. This money will be ring-fenced to assist in delivery of more affordable housing.

81 The calculation is based on the additional value to the developer of not providing affordable housing on-site [i.e. the difference between 0% and 25%, or other required proportion, with a transfer value of 40% to a Private Registered Provider]. If the scheme was to provide on-site affordable housing, the developer would receive about 40% of the market value on transfer of these homes to a Registered [Housing] Provider. If Starter/First homes are involved, developers will receive 80% of the market value although this percentage may change in the future following revisions to Central Government guidance.

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16 The Council will require documented evidence regarding the status and use of the site and buildings in determining the applicability of the vacant building credit.

17 The Council shall need to be convinced that these are reasonable and proportionate and be based on documented evidence. Further guidance on what will, and will not be considered as "abnormal development costs" is set out in the guidance note at Appendix 7.

82 **To calculate the payment in lieu that should be provided, the Council will multiply the total number of affordable homes required under the policy by the floor-space of the market homes proposed**. This calculation generates the total floor-space of the affordable homes required to have been provided on site. **This will be multiplied by the gross development value per square metre [£/m2] at the time of viability is being contested to calculate the required commuted sum**. See Appendix 3 which illustrates the calculation with a worked example.

83 **For each application, the Council will consider whether it needs to include an "overage" clause if the sales value of market homes increases significantly before the housing is first occupied, or the size of homes on the development site is subsequently changed.**

Contesting Viability

84 The Borough Council has prepared a specific Supplementary Planning Document on Viability [RMBC, 2020]. Any applicant/developer who intends to contest the viability of their proposed development should in the first instance contact the Planning Officer and carefully read and follow the viability review procedures that the Council will be following in evaluating a submitted Financial Viability Appraisal [FVA].

85 The Viability SPD also provides advice and support for applicants regarding the kinds of questions the Council shall be asking, and it stresses that the process of review and evaluation involves an open-book approach. This is to ensure transparency, equity and consistency for all applicants and an appropriate oversight by decision-makers and relevant third-parties.

86 The approach adopted by the Council is in accordance with the NPPF [MHCLG, 2019a] as well as the NPPG for Viability [MHCLG, 2019b] and given the existence of its recently adopted Local Plan, there is a presumption that that all developments are viable. It is important for applicants to recognise that the process of contesting viability will need to demonstrate the existence of special or exceptional circumstances to justify departure from the Council's extant planning and affordable housing policy requirements. In the absence of these, the Council shall be minded to refuse planning permission.

87 In short the Council's **Viability Review Mechanisms** can be summarised as follows:

- Where schemes do not comply with the Council's Local Plan policy requirements for affordable housing and related mitigation measures arising from schemes [for viability reasons following an independently evaluated open-book appraisal of the costs and revenues], a review mechanism [or re-appraisal of scheme viability] shall be incorporated in a planning obligation [Section 106 legal agreement] to ensure that any uplift in a scheme's net value is shared with the Council in the form of an improved affordable housing contribution.
- As such, these reviews are required prior to near completion or at agreed phases or trigger points during development. The review mechanisms will typically set out a clear, simple and certain method and will include a Council's expectations for additional homes on-site

or off-site, or for receiving an equivalent financial contribution in the form of a commuted sum.

- The circumstances where such a review is required include:
  - Where there is a delay in starting on site [e.g. of at least 12 months];
  - On submission of reserved matters' applications;
  - Where a large site is to be built out in phases;
  - At the end of a development, which after consideration of and accounting for the developer's risk, it is appropriate for the Council to take a commuted sum to support the delivery of affordable housing.

88 For the above kinds of circumstances the Council shall require these are incorporated into a legal agreement prior to the consideration of the planning application by the Council's planning board.

Qualifying Developments for Affordable Housing Provision

89 Affordable housing provision will generally be required from residential developments within the C3 Use Class[18] over the site size threshold in CS7 and the NPPF (2019). This generally includes retirement homes, as well as self-contained studio flats for single-person households, and other self-contained flats, whether specifically aimed at students or not. Assisted living and or Extra Care flatted developments, and other sui generis residential developments, such as cluster flats for students may be required to make provision; these will be considered on a case-by-case basis, and in some cases, an off-site contribution may be considered more suitable. CS7 does not apply to residential institutions within C2 use class, such as care homes and nursing homes.

Table 3 Thresholds and Affordable Housing Contributions

	Location	Threshold[19]	Contribution
Residential Developments, including Mixed Uses	All Housing Market Areas in Rotherham [i.e. Borough-wide]	10 or more [gross] dwellings or site area of 0.5 hectares or more [gross] irrespective of the number of dwellings or more and greater than 1,000m2 [total gross] floor-space	25% on-site, subject to vacant building credit [14% being Affordable for Rent & 11% being Affordable for Sale Products]

18 Town and Country Planning (Use Classes) Order 1987
19 This reflects the changes to the site capacity threshold in government guidance

Rural Exception Housing

90 People who cannot afford to access market housing that meets their needs, either to rent or to buy, need affordable homes. In many rural areas of borough, Green Belt, landscape and environmental designation policies restrict opportunities for development of affordable homes.

91 Core Strategy CS7 [RMBC, 2014] and Sites and Policies 8 infilling Development within the Green Belt [Sites and Policies Document [RMBC, 2018] allows for the development of small-scale affordable housing schemes inside or outside of existing settlements as an exception to other Local Plan policies, subject to stringent criteria, including requirement for a local connection and the affordable housing to be secured in perpetuity. In determining whether a site is suitably small-scale, consideration will be given to identified local affordable housing needs and to previous applications for rural exception housing. The sustainability of windfall proposals will be assessed against Policy CS3 Location of New Development.

92 **Rural Exception Housing, which is affordable housing for local needs, provided in perpetuity, will be secured where there is recent evidence of need for affordable housing within the Borough's rural areas. Rural exception housing is usually delivered on small sites by Registered Providers, the Council, and by private developers. Affordable housing on these sites in the Borough shall be exempt from the right to buy or acquire, but may also be possible to be delivered without a government grant, via a mechanism which ensures the homes will remain affordable in perpetuity.**

93 To ensure that the housing is secured permanently to meet local affordable housing needs, the Council will require the affordable housing provider to enter into a planning obligation with cascade provisions, to provide for situations where there may not be local need for that size of accommodation in the Borough at the time.

94 **The Council's cascade allocation approach to allocation of rural exception housing generally requires the housing to be allocated to :**

- **people with a local connection to the parish (through residence, employment or close family), followed by**
- **those people with a local connection to adjacent parishes within the borough who meet the criteria, and finally**
- **those people with a connection to the metropolitan borough of Rotherham in accordance with its published scheme Rotherham Key Choices [or equivalent scheme].**

95 The Council will consider the specifics of each area's needs at the time of the application, and will use its discretion to ensure that the planning obligation includes the most appropriate allocation cascade for that development site.

96 Despite relatively higher land values across the borough, occasionally a developer may consider that a proposed rural exception scheme would be unviable without public subsidy. In these situations where there is no public subsidy available, and where there are no alternative sites available to provide the identified housing needs, as required by national policy, the Council may consider permitting the minimum number of market homes to make the scheme viable,

but not at the expense of raising land values. The Council may also consider allowing at least one market home where this would result in a significant improvement in the housing mix (tenure, type or size) or rent levels.

97 The inclusion of market housing must serve to benefit the rural affordable housing stock and not inflate the "threshold land value". This is the "minimum land value requirement to incentivise a reasonable landowner"[20] to sell the land. To ensure that developers take into account the policy requirements of land potentially suitable for rural exception housing, where a developer proposes that at least one market house needs to be included to make the rural exception scheme viable, the Council will require submission of a development viability appraisal in accordance with the Council's SPD on Viability [RMBC, 2020].

98 In considering the appraisal, the Council will limit the threshold land value for small rural exception sites. It is convention that these sites' land values **exclude any hope value arising from gaining planning permission**[21]. Where agreement cannot be reached, external consultants will be appointed at the developer's cost to provide an independent assessment of the scheme's viability. Any market housing must improve the mix of market housing in the village, and must be integrated into the rural exception development.

Sustainable Design and Construction

99 Sustainable development is central to land use planning. The overall aim of the Core Strategy [RMBC, 2014] and the Sites and Policies Local Plan [RMBC, 2018] are to promote development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

100 Climate change presents a number of challenges for the Council. In order to address these challenges and to deliver national policy and the Council's aspirations for sustainable communities and buildings through the local planning system, the Council will amplify its approach in the forthcoming Supplementary Planning Document on Planning Contributions in 2020. This SPD shall be setting minimum sustainability standards for new build residential and non-residential developments in the borough in accordance with adopted Local Plan policy requirements and aspirations.

101 The forthcoming local guidance expects residential developments, including all affordable homes, to achieve:

- a water efficiency standard of 110 litres per occupant per day;
- a 'Good' Building for Life standard;
- Secured By Design accreditation; and
- to reduce carbon emissions through the provision of on-site low and zero carbon technologies.

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20 See NPPG for Viability, MHCLG, 2019b.

21 Presently, the Existing Use Value of Agricultural Land in Rotherham is around £22,500 per hectare [see "Land Value Estimates for Policy Appraisal", MHCLG, 2018].

102 Homes with blank gable ends should be avoided in any new developments, and the presence of windows will provide extra surveillance over the area. Front and back entrances should be well lit. Where feasible access to the rear of the properties should be prevented. In addition, any garage doors should comply with recommended standards.

103 The Council recognise that developers or householders may wish to use alternative sustainable design and construction assessment methods, or for large-scale developments "BREEAM for Communities". A planning condition will allow for a developer to use an acceptable alternative standard.

Table 4 Thresholds and Contributions for Sustainable Design and Construction

	Location	Threshold	Requirement
Residential Homes, including Affordable Homes	Borough Wide	1 or more [gross] dwellings	A water efficiency of 110 litres per occupant per day A 10% reduction in carbon emissions through the use of low or zero carbon technologies

Community Participation

104 The Council places importance in the engagement of local communities in the process of bringing forward suitable housing sites at the pre-application stage. Proper engagement by Developers with local residents at pre-application stage is important to develop public confidence in the house building industry, as well as to dispel misunderstanding or preconceptions. Recent changes to the planning system have emphasized the importance of public participation accordingly the Borough Council has refreshed and recently published its Statement of Community Involvement [2019].

105 Also, it is important to encourage effective practice at pre-application stage and in the provision of information to support applications. Developers are encouraged to enter into pre- application discussions with the Council. This will facilitate the expeditious determination of planning applications. See Appendix 4 regarding the Borough Council's Key Negotiating Principles.

How Affordable Housing is Delivered in Rotherham

106 The following diagram sets out and summarises how affordable housing is delivered in Rotherham and the roles of the various partners involved.

Delivery of New Affordable Homes	• The majority of affordable homes are delivered by developers on private sites through S106 Agreements. • Private house builders therefore have a crucial role to play in ensuring affordable homes are delivered alongside market homes. • In rural settlements and exceptionally, the development of market housing can cross-subsidise the delivery of affordable homes, without relying on • public subsidy.
Developers and House Builders	• Provide affordable housing advice to applicants. • Negotiate affordable housing level, tenure and type in accordance with policy. • Advise on the location of the affordable housing on the site to ensure the homes are integrated and pepper-potted [i.e. tenure blind] throughout the site. • Enabling role to bring forward delivery.
Rotherham Metropolitan Borough Council	• Independent housing associations, charitable organisations and companies. • Provide and manage affordable housing, particularly affordable rent products and shared ownership.
Affordable Housing Providers [RPs]	• Hold a register for people seeking to buy an affordable home. • Advertise all affordable homes for sale. • Checks eligibility of applicants and approve those eligible.
Help to Buy North	• Hold a register for people seeking to buy an affordable home. • Advertise all affordable homes for sale. • Checks eligibility of applicants and approve those eligible.
Planning Department	• Advise applicants of planning issues and obligations. • Determine planning applications.
Elected Members	• Consulted on planning applications and comment on negotiations for Deeds of Variations.

Implementation of Policy

107 Decisions regarding the type of affordable housing to build on suitable sites should reflect the local housing needs and the individual site's attributes. This, therefore, will be a matter of negotiation and agreement between the Borough Council and the Landowner/Developer, but should contribute to satisfying the needs identified in the most recent Strategic Housing Market Assessment [SHU, 2019] and other relevant local housing needs evidence.

108 **In entering into a voluntary legal agreement with the Borough Council, all reasonable legal costs incurred by Legal Services of the Borough Council will be reimbursed by the developer.**

109 Though the delivery of affordable housing is a high priority in Rotherham, the Borough Council recognises occasionally a full policy compliant scheme cannot be delivered due to concerns about viability. In these cases, the Council will examine the balance of all planning and policy requirements so that schemes can proceed toward delivering viable schemes.

110 In establishing the appropriate level of affordable housing for individual development proposals, the Borough Council shall apply a number of planning criteria to assess the appropriateness of each planning application. The following summarise the issues that shall be used in this regard:

a) Location of Affordable Homes

b) Alternative Provision

c) Tenure Preference and Tenure-Blind

d) S106 Legal Agreements to secure Affordable Housing through Planning Obligations

e) Planning Practice Guidance on Obligations

f) Site Suitability:

1. Abnormal Development Costs and Competing Uses

2. Other Considerations

g) Integration of Affordable Housing Units

h) Scheme Quality

i) Sheltered Housing/Retirement Communities

j) Timing of Affordable Housing Provision within Development Schemes

k) Social Housing Provision: using Registered Social Landlords [RSLs]

l) Public Subsidy

These are briefly explained in turn below.

a) Location of Affordable Homes

111 On-site provision of affordable homes is the preferred option of the Borough Council, which is in accordance with NPPF and other planning practice guidance, and on-site provision shall be sought in the first instance in all cases.

b) Alternative Provision

112 Off-site provision shall only be considered where there are sound planning reasons that on-site provision is not possible or appropriate. The Borough Council will also wish to be assured that any off-site provision is actually deliverable.

113 The provision of financial contributions in lieu of on-site or off-site provision is the Borough Council's least preferred option. As such, it will only be considered in exceptional circumstances. The Borough Council will need to be satisfied that this approach will result in the required provision of affordable housing.

c) Tenure Preference and Tenure-Blind

114 On any site where affordable housing is provided the tenure split should reflect the findings of the Strategic Housing Market Assessment or latest Housing Needs Survey in terms of the most appropriate tenure, mix, type and size of new affordable homes. Any assessment of housing need in relation to an individual site will also include:

- Current information of the Borough's Housing Register.
- Information from Parish/Town Council surveys or appraisals.
- Evidence on recent availability of affordable housing opportunities throughout the Borough.
- The number of right-to-buy sales that have taken place in the Borough.
- Evidence from the Office of National Statistics [e.g. demographic, local economy]
- Current priorities set out in the Borough's Housing Strategy [2019-2022] and subsequent strategies.

115 If planning or other circumstances affect the Developers' ability to provide exactly what is requested, an alternative mix of dwellings will be considered, as long as this meets identified local needs. This approach is informed by, as well as accords with, the latest central Government guidance. The current tenure preference is set out in the table in paragraph 88 in this SPD.

d) S106 Legal Agreements to secure Affordable Housing through Planning Obligations

116 Central Government guidance advises that both Planning Conditions and Planning Obligations will be used to ensure that the affordable housing built is occupied only by people that fall within the identified categories of need for affordable housing. The Borough Council recognizes that Planning Conditions and/or Planning Obligations, S106 and nomination agreements should be flexible to enable and encourage the scheme to proceed.

e) Planning Practice Guidance on Obligations

117 Where planning obligations are used they should be consistent with current national planning practice guidance on planning obligations. This makes it clear that affordable housing elements

of residential or mixed use developments required by local plan policies on mixed communities and provided through planning obligations should be provided in kind and on-site. Borough Council Officers will expect the Heads of Terms of S106 Agreements to be agreed by the time a planning application is taken to Planning Board. This will ensure the effective delivery, occupancy and future management of the affordable housing. See also Appendix 5.

f) Site Suitability:

1. Abnormal Development Costs and Competing Uses

118 Abnormal development costs are those that could not have been reasonably foreseen in advance. Where policy indicates that affordable housing be included, its provision should be a fundamental part of any site appraisal and viability study. Thus, in itself, the provision of affordable housing does not represent an abnormal development cost.

119 Within a site viability study, it is recognised that there are likely to be differentials between the development costs of [and the income from] a market home when compared to the costs of providing [and any income from] an affordable home. Any differential in costs will not be treated as an abnormal development cost.

120 The Borough Council shall consider any legitimate abnormal development costs associated with development proposals when assessing the proportion of affordable housing sought, but this does not include the impact of standard development costs such as demolition, contamination, landscaping costs, as well as archaeological, ecological and other technical surveys. Further guidance on what will, and will not be considered as "abnormal development costs" is set out in the guidance note at Appendix 7.

121 **In a circumstance where a Developer wishes to highlight legitimate abnormal development cost concerns as reasoning for reducing the proportion of affordable housing, or for its exclusion altogether, those proposals must be substantiated by comparative scheme feasibility studies that demonstrate viability with:**

- **The exclusion of affordable housing [i.e. all-market scheme]; and**
- **The inclusion a range of affordable housing [between 0% and 25%].**

Crucially, none of the costs in the viability appraisal should presume the availability of public grant or subsidy.

122 Given that there are different ways in which affordable housing can be provided, **comparative scheme viability studies must consider all possible options. All evidence must be provided in a form that can be assessed independently.**

123 Other than abnormal development costs, there may also be instances where affordable housing provision renders a site's redevelopment for residential purposes less viable than a competing alternative use[22]. Where a developer wishes the Borough Council to consider such a situation, financial evidence, to be treated confidentially by the Council, shall be required to support such

22 This requires that legitimate alternative [permitted by planning] uses shall be subject of a viability appraisal at the same time as the testing of the housing scheme's viability.

a claim. The Borough Council will appoint an independent professional when viability issues are raised of this nature whose will be paid for by the applicant.

2. Other Considerations

124 In assessing site suitability, the Borough Council will take into account all relevant planning considerations.

g) Integration of Affordable Housing Units

125 **In pursuit of tenure-blind developments, affordable homes should be distributed throughout developments and integrated with open-market homes to promote social mix and inclusion on the street scene, rather than being segregated in discrete and often peripheral areas**. The Borough Council prefers small clusters of affordable housing units; however the Council will agree the location of the affordable housing units on a site-by-site basis so that they will be in locations across the development. **The external design of the affordable homes should also be compatible with the open-market homes, in terms of elevation detail and materials, to enable them to be integrated visually within the development. Affordable housing proposals should comply with all relevant local planning policies and national guidance and standards**. See also paragraphs 98-101 regarding Sustainable Design and Construction in this SPD.

h) Scheme Quality

126 **New affordable homes should be built to achieve 'Good' Building for Life standard and embrace carbon-saving technologies**. This will improve the quality of the design and construction of these homes and will reduce running costs in line with the requirements for the provision of sustainable development outlined in NPPF [MHCLG, 2019a].

i) Sheltered Housing/Retirement Communities

127 The Borough Council acknowledges that innovative models of housing provision for older people have emerged including retirement villages. Key features include high levels of care available, 24hour on-site staffing and extensive facilities. Good practice is contained in a recent JRF research reportJ[(23)]. Such housing can directly or indirectly contribute to meeting affordable and special needs housing. The Borough Council will therefore seek an affordable housing contribution in meeting the 25% affordable housing quota. The economics of provision of the whole scheme, the availability of public subsidies and other site specific factors shall be material to how much housing can be reserved for those with lower incomes or for which nominations can be offered to the housing authority.

j) Timing of Affordable Housing Provision within Development Schemes

128 In accordance with the Borough Council's tenure-blind objectives, **the Borough Council wishes to encourage the integration of affordable homes with open-market homes, the former delivery will be phased as the development is completed, but in all circumstances shall not be any later than 70% of the sale of open market units**. This

23 oseph Rowntree Foundation, 2006, "A Guide to Planning for Continuing Care Retirement Communities".

approach assists social integration and the establishment of mixed communities at an early stage.

k) Social Housing Provision - Use of Registered Providers [RPs]

129 The Borough Council considers the involvement of RPs and the Homes England's preferred non-RP Developer partners, to be the preferred practicable suppliers of social housing, due to the long-term security offered to tenants and the maintenance of affordable rents and management services.

130 RPs develop a range of different forms of affordable homes both for rent and forms of home ownership, both with and without public subsidy. Whether subsidy is applied or not, RPs are obliged to meet 'Good' Building for Life standards in terms of construction and performance. Therefore, applicants will need to take account of this requirement in the planning and delivery of affordable homes in which RPs are to be partners in provision.

131 The Borough Council works with a range of RPs in partnership with neighbouring Local Authorities. These arrangements [i.e. Programme Partnership Agreements] include an agreed mechanism to deliver nominations for those people who are eligible and in need of affordable housing. Such eligibility for accessing all new affordable and intermediate homes in the Borough is determined by the households' acceptance on the Council's Housing Register. Where a developer proposes to meet obligations to supply affordable housing in partnership with a RP, they are strongly advised to contact Rotherham's Affordable Housing Officer at an early stage to discuss the most appropriate arrangements.

132 A list of RP partners and non-partners is listed in Appendix 2.

l) Public Subsidy

133 Public subsidy [i.e. social housing grant or other public subsidy] to provide affordable housing is limited, and cannot be expected or assumed in any developers' proposals for the provision of affordable housing. Homes England has adopted this position in recognition of the fact that indiscriminate use of public subsidy merely serves to inflate the cost of land.

134 As a result, **developers and landowners should calculate the cost of planning contributions to affordable housing on the basis that public subsidy shall not be available**. However, according to changing priorities and need Homes England, from time-to time, does provide public subsidy for proposals involving provision of affordable homes for BME and for older persons. Developers should, in the first instance, liaise with the Borough Council's Affordable Housing Officer to obtain more specific information on this matter.

135 Developers should also be aware that the policy of delivering affordable housing without public subsidy was supported by the First Secretary of State in a landmark appeal decision.[24] Where a social housing grant is secured, it would be limited to the amount that would be necessary to convert the scheme from financially non-viable to financially viable.[25] Social Housing Grant

24 Appeal decision, dated 22nd July 2004, following a Call-in Inquiry, Hinckley and Bosworth Borough Council.
25 For an explanation of viability, see Viability SPD, RMBC, 2020 and The Affordable Housing Refresh Study, RMBC, 2019.

will always be dependent upon certain building, design and energy efficiency standards being achieved.

136 **Failure to provide any information to justify any viability issues or alternatively to provide the required amount and type of affordable housing at an affordable cost, shall justify the refusal of planning permission**. Applicants are strongly advised to contact the Council's Affordable Housing Officer and read the Borough Council's forthcoming SPD on Viability [RMBC, 2020].

Monitoring and Review

137 The Borough Council will monitor the supply and delivery of affordable housing units in the Borough. This will be in relation to its Local Plan policies and other Council initiatives set out in its 2019-2022 Housing Strategy. The Council is obligated to provide details of affordable Housing delivery to National Government. To achieve this, an obligation will be placed on Developers within the S106 agreements to submit details of affordable housing delivery to the Council as and when requested.

138 It will also monitor the housing requirements through future housing needs surveys and strategic housing market assessments.

139 The Borough Council will also monitor and report on the delivery of the Section 106 Obligations and requirements to ensure that the terms are met and that any commuted payments have been utilized within the specified period.

140 The Borough Council will also monitor and report on the delivery of its Community Infrastructure Levy receipts and spending to ensure that their terms are met.

141 Other indicators that the Borough Council shall consider monitoring encompass:

- Local house price and rent data indexed against local income levels.
- Progress in reducing the number of vacant properties.
- Progress in reducing waiting lists, homelessness and those in temporary accommodation.
- Change in the number of social housing units in the Borough of Rotherham.
- Progress in improving the quality of the housing stock [e.g. energy efficiency, unfitness, disrepair].

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Contacts

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/xfp/form/535

Email:	planning.policy@rotherham.gov.uk
Telephone:	01709 823869
Website:	https://www.rotherham.gov.uk/localplan
Post:	Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/xfp/form/216

Email:	development.management@rotherham.gov.uk
Telephone:	01709 823835
Website:	https://www.rotherham.gov.uk/planning
Post:	Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix 1: Glossary

Types of Affordable Housing[26]

Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Social rented housing is owned by local authorities and Registered Providers [as defined in section 80 of the Housing and Regeneration Act 2008], for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with Homes England.

Affordable rented housing is let by local authorities or Registered Providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent [including service charges, where applicable].

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include starter homes, shared equity (i.e. shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing. Homes that do not meet the above definition of affordable housing, such as "low cost market" housing, may not be considered as affordable housing for planning purposes.

Affordability

Affordability of housing is generally reported using the ratio of lower quartile house price to lower quartile earnings. This is the government's favoured indicator for affordability, as affordability is most likely to be an issue for people such as first time buyers, whose wages are lower.

The higher the ratio, the less affordable housing becomes; it is in effect how many times a person's salary would be needed to buy a home.

Data sources that are typically used to determine affordability are the Annual Survey of Hours and Earnings [ASHE, ONS] and HM Land Registry.

26 The Borough Council are aware that other affordable housing products [e.g. First Homes] may be developed and thus shall respond accordingly.

Registered Providers [RP]	Registered Providers (RPs) are independent housing organisations registered with Homes England under the 1996 Housing Act. Most are housing associations, but there are also trusts, co-operatives and companies.
Existing or Current Use Value [EUV/CUV]	This is the market value that specifically reflects the current use of the property only and disregards any prospect of development other than for continuation/expansion of the current use [www.rics.org.uk].Each use class [in planning terms] thus generates its own derived value according to local market conditions. On an equivalent basis, situation [i.e. location] rather than site [i.e. the physical capacity of the site] determines EUV or CUV.
Land Value	Prior to any transaction/exchange, this is ultimately a guess-estimate. But what a site might be worth must take explicit cognisance of and be informed by (local) market conditions and evidence, site specific attributes, and local planning policies and requirements [see National Planning Policy Framework, MHCLG, 2019a]. Indeed, at the point of a viability review, the agreed land value in the original appraisal should be used, unless the site has been acquired since and evidence is provided of the purchase price. Yet, any purchase price used shall be benchmarked against both market values and sale prices of "comparable" sites in the locality. Any significant overbid for the site at the point of review shall be disregarded. Where market value is used, it should have regard to the Local Plan policies and all other material planning considerations, including planning and affordable housing obligations and disregarding that which is contrary to the Local Plan, whilst providing the "minimum requirement to incentivise a reasonable landowner" to enable the development to be deliverable. As both purchase price and market value address landowner profit, the latter should not otherwise be included in the appraisals. Crucially, the Council's approach will be to use a site's existing use value [EUV] plus an appropriate premium to evaluate a site's viability position.
Land Price: "offers" and "transactions"	"Offer" prices are expressions of worth or value; they are expressions of expectation and not a product of a transaction or an exchange. On the other hand, prices relate to actual transactions, where the seller and buyer through negotiation and bargaining come to agree a price where exchange [and hence a transaction] can occur. Depending upon market conditions and position on the property cycle, offer prices tend to be higher than transaction prices: in a depressed market these can be 8% to 10% difference; in a rising market, the difference is likely to be much smaller; and in times of extreme competition for land, the difference not only disappears, but a price war can occur to secure ownership rights in the land/property markets.

Local Housing Allowance [LHA]	LHA is the housing benefit for tenants of privately rented accommodation. LHA is a flat rate allowance towards rent costs, calculated based on the circumstances of the tenant [such as family size] and the broad area they live in. If a household's rent is less than the 'Valuation Office determined' LHA for the type of property, their claim will be assessed on their rental liability, not the LHA amount. If their rent is more than the LHA they will normally have to pay the extra themselves.
Residual Land Value [RLV]	This is the land bid budget available to a developer or a prospective owner. It is the residual left over after "all" costs [i.e. build costs, fees, finance, planning obligations, CIL payments and provision of affordable housing] and profits are subtracted from the gross development value. Thus, it reveals the Developer's maximum budget available to buy the land. See Ratcliffe, J, Stubbs, M. & Keeping, M. [2009] Urban Planning and Real Estate Development, Routledge [3rd Edition], especially Chapter 13.
Rural Exception Housing or Sites	Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.
Housing Register	Rotherham Metropolitan Borough Council housing register of persons who qualify to be allocated housing accommodation under the 1996 Housing Act.
Supplementary Planning Document [SPD]	These planning documents provide further information and guidance on the implementation of policies in the development plan. Prepared with public consultation, although they do not form part of the development plan and are not subject to independent examination.
Viability/Viable	The test for viability is that the evidence indicates that the current cost of building out the entire site (at today's prices) is at a level that would enable the developer to sell all the market units on the site (in today's market) at a rate of build out evidenced by the developer, and make a competitive return to a willing developer and a willing landowner. In other words, a scheme is said to be viable if the developer has enough money to BUY the land, build out the scheme and achieve its target/hurdle rate of capital profit. Critically, the test of viability does not seek to confirm the land price paid by the developer. Thus the viability test simply seeks to find the site's value/worth at the time of the valuation [i.e. now at the point/date of contestability or Appeal] and not the price paid by the developer at some other time.

Appendix 2: List of Registered Providers in Rotherham

List of Registered Providers [RP] Partners and Non-Partners Operating in Rotherham

ROTHERHAM COUNCIL RP PARTNERS

1. South Yorkshire Housing Association, 43-47 Wellington Street, Sheffield S1 4HF; Telephone: 0114 290 8354; Contact Natalie Newman – email: n.newman@syha.co.uk
2. Together Housing Group, Harrison Street, Wakefield, WF1 1PS; Telephone: 01924 206990; Contact: Graham Wingfield – email: Graham.Wingfield@togetherhousing.co.uk
3. The Guinness Partnership, 20 Westfield Terrace, Sheffield, S1 4GH; Telephone: 0114 228 8456; Contact: Tim Morton –email: Tim.Morton@guinness.org.uk
4. Johnnie Johnson Housing, Head Office, Astra House, Spinners Lane, Poynton, Cheshire, SK12 1GA; Telephone: 01625 870117; Contact: James Bromfield – email: James.Bromfield@JJHousing.co.uk
5. Arches Housing Limited, 122 Burngreave Road, Sheffield, S3 9DE; Telephone: 0114 228 810; Contact Christine Boucher – email: chrib@archeshousing.co.uk
6. Great Places Housing Group, Southern Gate 729 Princess Road, Manchester, M20 2LT; Telephone: 0161 447 5077; Contact Peter Lyas – email: peter.Lyas@greatplaces.org.uk

NON-PARTNER RPs OPERATING IN ROTHERHAM

1. Wakefield District Homes; Contact: David Boyes-Watson, Telephone: 01977 724648 - Email: dboyes- watson@wdh.co.uk
2. Stonewater; Contact: Martin Fox, Telephone: 01422 313782 – Email: martin.fox@stonewater.org.uk
3. ACIS Housing; Contact: Ruth Barnett, Development Coordinator Acis Group, Telephone: 01427 675767 – Email: ruth.barnett@acisgroup.co.uk
4. Yorkshire Housing; Contact: Sian Grindley, Telephone: 0113 825 6116 – email: sian.grindley@yorkshirehousing.co.uk
5. Equity Housing Group; Contact: Scott Grayson, Business Development Manager; Telephone: 0330 123 4460 – Email: scottg@equityhousing.co.uk
6. Action Housing; Contact David Palmer, Head of Housing & Asset Development; Telephone: 01709 821251 [ex. 202] – Email: David.Palmer@action.org.uk

Appendix 3: Worked Example of Commuted Sum in Lieu of On-Site Affordable Housing

Example of the Commuted Sum payable in lieu of on-site Affordable Housing provision in Rotherham Metropolitan Borough Council.

Planning Application for 16 apartments

	Total	Market	Affordable
Number of Dwellings	16	12	4
Size of Dwellings [gross m2/unit]	60	60	60
Total Floor space [gross m2]	960	720	240
RMBC AH Policy requirement	25.00%	75.00%	25.00%

	Total [£/unit]	£/m2
Market Value of Dwellings [£]	£124,950	£2,082.50

Commuted Sum Payable	% of Market Value	£/unit	£/m2	Total to be paid
Rate applied	40.00%	£49,980.00	£833.00	
Total Commuted Sum Payable				**£199,920.0**

Applicants are advised to contact the Council's Affordable Housing Officer, who shall provide further advice and guidance.

Appendix 4: Rotherham Metropolitan Borough Council's Key Negotiation Principles: Planning Obligations, including Affordable Housing

Key Negotiation Principles

1. The need for a planning obligation and the Borough's likely requirements should be identified and relayed to a potential developer at the earliest possible stage. Normally, this would be at the pre- application stage [or very shortly after a planning application has been submitted if it has not been discussed in advance]. Exceptionally, the need for a planning obligation may be identified later in the process, e.g. following the identification of some obstacle to the granting of consent or where a significant issue arises following public consultation on the planning application.
2. The Borough Council can only insist on contributions that are necessary but it can accept contributions that are desirable providing they serve a demonstrable planning purpose.
3. Different contributions must not be sought from different developers and Council Officers must follow the same approach when dealing with developers of Council-owned sites as they would with developers of privately-owned sites.
4. Obligations that are not essential cannot be used to justify proposals that would otherwise be unacceptable [i.e. **can't make a "bad" application "good"**].
5. In an appeal situation, the Secretary of State has indicated that he will only support obligations which are **necessary**, even though it can be lawful for a planning authority to receive obligations which are only **desirable**.
6. The Borough Council is required to notify the Secretary of State of certain categories of "departure applications" and where the Borough Council itself has an interest in the application it is required to notify the Secretary of State of its own applications. The Council's legal team will need to advise whether a S106 planning agreement from which the Borough Council benefits constitute an "interest", thereby triggering the fuller notification requirement.
7. Planning obligations can only be required where the Borough Council considers that specific improvements are necessary to the granting of planning permission.
8. The Borough Council can legitimately receive [and hence negotiate] benefits which go beyond Local Plan policy and NPPF advice and guidance so long as a clear distinction is maintained between what is essential and what is desirable.
9. Where there is concern that the viability of a scheme is becoming critical, Council Officers shall ask the applicant to adopt an open book valuation, whereby independent consultant or District Valuer advice is obtained in order to test viability and ensure reasonableness. Where this cannot be negotiated, the Council's Planning/Affordable Housing Officer will commission the necessary information and seek reimbursement of costs from applicants. Otherwise, planning permission will be refused.
10. Written confirmation that the applicant has agreed to the matters to be included in the planning obligation should be obtained from the applicant as soon as it secured.

Source: Extract from Interim Planning Statement, Affordable Housing, 2010, RMBC

Appendix 5: Heads of Terms - Model Legal Agreement

In delivering affordable housing, reference should be made to Planning Obligations: Practice Guidance and Model Planning Obligation (Section 106) Agreement [2006], which can be accessed from: www.communities.gov.uk. In particular, see Annex A to the Model Agreement: Affordable Housing Drafting Notes.

With regard to Rotherham's approach, Heads of Terms must be agreed at an early stage and certainly prior to consideration of a planning application by the Borough Council's Planning Board. The following details will be required for the drafting of the legal agreement:

- Name of the owner and evidence of title to the application site
- Name and contact details of any mortgagee, who shall be required to enter into the agreement

The owner shall be required to covenant in the agreement:

- To construct on site the required percentage or number of affordable housing units of a particular size/type and to an appropriate standard, in accordance with the Council's policy outlined in this document.
- Not to occupy more than a given percentage of market housing units until the affordable housing units have been transferred to a Registered Provider [RP] or other body approved by the Council.
- The transfer price to the RP shall be reflected in rent levels or shared lease prices obtainable by the RP, based on local incomes and local house prices.
- That all affordable housing units shall be used in perpetuity for the provision of affordable housing subject to safeguards for a mortgagee in possession either of the RP or of an individual purchaser.
- That the affordable housing units shall not be disposed of other than by an assured tenancy or a shared ownership lease or other approved form of tenure, again subject to safeguards for mortgagees.
- That the affordable housing units shall not be occupied other than by persons meeting the specified eligibility criteria.

The legal agreement shall contain appropriate safeguards for the owner, in the event that a PRP or other approved body cannot be found to take a transfer of the affordable housing units.

A fee will be payable to cover the cost of the preparation, completion and registration of the legal agreement, which will be registered on the Register of Local Land Charges.

Appendix 6: Affordable Housing Delivery in Rotherham 2011-2019.

Affordable Housing Delivery in Rotherham 2011-2019

Based on individual planning applications covering the period 2010 to July 2019, it has been possible to track and record the extent to which RMBC's affordable housing policy requirement is being met.

Rotherham's Affordable Housing Policy

It is important to note that the planning authority's affordable housing policy has undergone some changes, based on refreshed data on viability and in response to changes in national policy. In the decade 2000 to 2010, the affordable housing policy pursued a two-tier approach. In Rotherham's Housing Market Renewal areas the affordable housing requirement was set at 7.5% and in the rest of Rotherham the policy was set at 15% of a scheme's total number of dwellings. After viability appraisal studies had been conducted in 2010 and 2011, the evidence supported a change in the affordable housing policy and after public consultation the planning authority raised the affordable policy requirement to 25% for sites of 15 or more dwellings. For smaller sites [of fewer than 15 units] the planning authority sought commuted sums equivalent to £10,000 per unit which were to be spent to deliver off-site affordable housing. As a result of changes in national policy, the affordable housing policy for smaller sites [of 10 units or fewer] was abolished and this is the national policy position presently.

Planning Applications and Pace of Delivery

Of all the planning applications examined, forty two were granted with a requirement to deliver affordable housing. Of these, fifteen separate applications relate to Waverley; and two other permissions relate to another large residential development scheme at Sawn Moor [which was built out by Barratt/David Wilson Homes and Persimmon between 2013 and 2017]. The remaining permissions are individual schemes. The table below summarises the above permissions according to the number of dwellings being delivered.

Table 5 Planning Permissions Delivering Affordable Housing

Total Number of Dwellings	Number of Permissions	Total Number of Dwellings	Number of Permissions
1-14	1	126-200	6
15-30	7	2301-300	3
31-50	6	301-400	1
51-75	5	Total	42
76-125	13		
126-200	6	**Total Number of Dwellings**	**4,046**

Of the 4,046 dwellings that have been granted planning permission, 617 are affordable housing units; which crudely represents a 15.24% percentage. However, not all of these dwellings have been built out yet. Indeed, data shows that of the original 655 affordable housing units to be delivered, 356 have been built and the remainder [i.e. 263] are scheduled to be built out in the future; it is difficult to be specific as delivery is dependent upon the pace of delivery of market homes.

The pace of delivery is a key factor in residential development, and this obviously has a strong effect on the delivery of the affordable housing units. Broadly, delivery depends on a number of factors including:

- Nationally, the state of the general economy;
- Locally, the position in the local housing market cycle;
- The scale and complexity of any proposed residential development; and
- The specific constraints/opportunities arising from the site and its situation.

Examining the planning applications where affordable housing is legitimately sought by the planning authority, it is clear that the larger sites are built out in phases, often over four or more years. Some of these sites have been built out more quickly because market confidence has been high and rising. Some sites have been built at a slower rate simply because of market context and this is well exemplified by the record of delivery at Waverley; in more recent years at Waverley the pace of delivery has been much improved.

Affordable Housing Delivery

Of the 655 affordable housing units, 388 units have been delivered over the period 2011 to the end of 2019. The annual rate of delivery of the affordable units is revealed below:

Table 6 Delivery of Affordable Housing 2011 - 2019

Year	2011	2012	2013	2014	2015
AH Units	16	15	56	26	64
Year	2016	2017	2018	2019	Total
AH Units	45	10	13	112	356

The remaining affordable units [i.e. 263 units] are planned to be delivered in the coming years alongside their market homes.

A key issue involves whether these numbers indicate that the planning authority's affordable housing policy is being met. The data below shows the policy position:

Table 7 Compliance With Affordable Housing Policy

AH Policy Compliance	Number of Qualifying Schemes	Comments
Higher than policy	3	e.g. With aid of HCA grant; agreed different AH housing mixes that generate additional AH units.
Policy compliant	29	i.e. 25%
Compliant, but with alternative housing mix	2	e.g. Bungalows taken on a 1: 2 ratio
Compliant, but with compensatory Commuted Sums	4	
Compliant, but with compensatory Overage payments	1	
Lower, as a result of claiming Vacant Building Credit	3	
Total	42	

Of the 42 agreements to deliver affordable housing, no fewer than 36 of these delivered the planning authority's affordable housing policy requirement either directly through delivery on site, by accepting a different housing mix, or commuted sums which were deemed to provide equivalent compensation for a number of actual units that would normally be delivered on-site. It is worth noting that the AH policy could not be delivered because Vacant Building Credits have been claimed on 3 sites, which reduced the provision of affordable housing on these sites. Interestingly, there are three other sites where a higher proportion of affordable housing has been achieved [one because of public subsidy, the other 2 because of agreements with the developers to deliver a different mix of affordable units].

There are **eight other residential schemes** where presently their planning status is uncertain. Specifically:

- **Four schemes are not proceeding; three** of these were judged to be **unviable; and another scheme** is unlikely to proceed **as the applicant has been declared bankrupt**;
- **One** is proceeding, though rather slowly, however a **commuted sum** has been agreed instead of on- site provision; and
- There are **three other applications where their planning status remains undetermined**, though there are **agreements in principle to deliver the affordable housing policy requirements** [i.e. 25%].

If the **three above schemes do proceed**, these will deliver 482 dwellings, of which 120 will be affordable, meaning that the planning authority's policy of seeking 25% affordable housing [or equivalent] on these sites is also being met.

Concluding Remark

Overall, the planning authority has been **shown to be delivering its affordable housing policy requirement over the last decade**. Any deviations from the policy requirement were justified by specific site matters, whether this relates to a lack of viability or where the planning authority has negotiated a different housing mix or an off-site commuted sum that had been judged to be equivalent in planning policy terms. **It also reveals that the planning authority has been flexible** and respectful of market conditions and site specific matters that can affect both viability and the ability of a site to deliver its quotient of affordable housing in accordance with local plan policy.

Prepared by Professor Stephen Walker on behalf of Rotherham Planning Authority

9th December 2019

Appendix 7: Abnormal Development Costs Guidance

This guidance note sets out what will, and will not be considered as "abnormal development costs" by Rotherham Metropolitan Borough Council.

The following guidance is based upon the assumption that a developer has carried out "due diligence" in the acquisition of the proposed development site and has satisfied themselves of matters associated with the site history and previous uses. This is usually done by means of an "environmental audit" and limited site investigation to identify any liabilities and development constraints before purchase of the site.

The local planning authority's adopted Local Plan includes a large number of newly allocated green field sites, but there remain a high number of "brownfield sites" suitable for development. Whichever type of site is being considered for development, their specific attributes shall be reflected in the valuation and ultimate purchase price of the site in accordance with current national guidance and its subsequent updates [NPPF, MHCLG, 2019 and NPPG on Viability, MHCLG, 2019b].

The following development costs will not normally be considered as "abnormal":

- ✗ Demolition of existing buildings and clearance of the site.
- ✗ Removal or treatment of underground obstructions, cellars, basements and storage tanks.
- ✗ The location and treatment of abandoned mineshafts identified on Coal Authority search enquiries.
- ✗ Diversion of existing services, sewers, culverted watercourses and overhead power lines.
- ✗ Extinguishment of highway rights and grubbing out of any existing highway infrastructure that may affect the development.
- ✗ Re-profiling of a sloping site.
- ✗ Provision of retaining walls and retaining structures on a sloping site.
- ✗ The provision of land drainage unless associated with leachate control measures from a former landfill or encapsulation location.
- ✗ Additional foundation and drain protection measures to safeguard buildings from the presence of trees.
- ✗ The eradication /treatment of Japanese knotweed or other invasive plant species.
- ✗ Any anticipated costs for on-site or off-site mitigation measures sought and secured through Section 106 legal agreements [typically called planning obligations], including the delivery of affordable housing.

The following may be considered as "abnormal" development costs:

- ✓ Probe drilling and pressure grouting of cavities and voids associated with former mine workings and geological faulting beneath the footprints of buildings within 50metres of the ground surface.
- ✓ The removal of, or on-site treatment of combustible/carbonaceous fills from beneath the footprints of proposed buildings.
- ✓ The on-site treatment of highly contaminated materials by specialist techniques such as, encapsulation/entombment or bio-remediation.

- ✓ The provision of a capillary break layer to prevent recontamination of near surface soils as a result of re-charging of potentially contaminated ground water.
- ✓ The provision of an engineered cap layer to protect end users/ building fabric from contaminants.
- ✓ Protection measures to foundations/drainage systems to safeguard against very aggressive ground conditions, i.e., sacrificial materials, protective coatings and treatments.
- ✓ Provision of active gas protection measures and certain aspects of passive gas protection measures to safeguard occupants of proposed buildings from elevated levels of ground gas, i.e., gas proof membranes, sub-floor ventilation blankets and ventilation provisions.

It should be noted that the above is not meant to be an exhaustive list and the Developer should recognise and accept that each site will have its own constraints and the Council shall look at the merits of each site carefully.

In the event that a developer considers that abnormal development costs will be incurred, it will be the responsibility of the applicant to demonstrate how the costs have been derived. A site investigation report, remediation statement, detailed foundation drawings and calculations of how the abnormal costs have been derived must be submitted with the application.

The costings should take account of extra-over costs only. The Council shall expect that applicants provide a comparison breakdown of costs for the same development with normally anticipated "brownfield" specification to compare with the costings for the "abnormal" specification that is proposed.

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Prepared by Professor Stephen Walker on behalf of Rotherham Metropolitan Borough Council.

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Rotherham local plan

Supplementary Planning Document No. 9
Development Viability









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June 2021

www.rotherham.gov.uk

Rotherham Metropolitan Borough Council

Development Viability

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Acronyms

AH	Affordable Housing
ADC	Abnormal Development Costs
ARY	All Risk Yield
BC	Build Costs
CF	Cash Flow
CRI	Compound Rate of Interest
CP	Capital Profit
DF	Development Finance
DY	Development Yield
DCF	Discounted Cash Flow
DRI	Discounted Rate of Interest
EUV or CUV	Existing or Current Use Value
GDV	Gross Development Value
IRR	Internal Rate of Return
LP	Land Price –offer/transaction
LV/RLV	Land Value/Residual Land Value
NPV	Net Present Value
RLVE	Residual Land Value Estimate
PRP	Private Registered Provider
V	Viable/Viability
YP	Year's Purchase

Executive Summary

1 This Supplementary Planning Document [SPD] sets out over-arching principles that Rotherham Metropolitan Borough Council, as the local planning authority, shall apply in evaluating development viability, as part of the planning decision process, in accordance with national guidance.

2 This SPD does not alter the Council's existing planning policies, but provides additional advice on the appraisal methodology, information requirements and review procedures that the Council intends to apply when evaluating submitted viability evidence. Importantly, its purpose is to provide greater clarity to developers and third party interests, including members of the public, and should be read alongside the Local Plan and the planning authority's other associated planning guidance.

3 The Council's adopted Core Strategy [RMBC, 2014] and its Sites and Policies Local Plan [RMBC, June 2018] are further supported by an Affordable Housing Refresh study of Viability [RMBC, June 2019a] which has sought to update the viability position of residential development in Rotherham. This study has tested a cross- section of the sites that are included in the Council's adopted plan to ensure that development is not rendered unviable by the plan's affordable housing and other planning policy requirements. Accordingly, and in conformity with national guidance, the Council expects all planning applicants to deliver full policy compliant schemes, especially as the vast bulk of the sites included in its recently adopted plan are green field sites that have been released from green belt designation.

4 The Affordable Housing Refresh study also demonstrates that the Council has been successful in delivering affordable housing in accordance with its extant policies, and where this has not been possible, for example because of site conditions, the Council has been flexible in accepting a different mix or numbers regarding on-site affordable housing provision or commuted sums that have been judged to be of equivalence.

5 This SPD details the approach applicants shall follow if they elect to contest viability [see Section 4]. It reveals the evidence that must be presented and the format in which this must be submitted in order that the Council [and where necessary its advisors] can evaluate its accuracy and relevance in informing its decision-making [see Section 3].

6 To support this process of review and evaluation, Section 2 of the SPD provides guidance on the appraisal methodologies that are typically used in carrying out development viability appraisals, the kind of evidence and assumptions that are to be adhered to in its assessment and it proffers a number of questions that the Council's officers will be posing. Consistency and equity are the goals that the Council is seeking in all applications that are subject to viability and review.

7 Thus, this SPD is presented to applicants in a spirit of support as well as openness/transparency that the Council wishes to embrace and for which all applicants shall reciprocate. Further advice and support is provided in Appendix 2; the Council strongly recommends that applicants read its contents prior to making a decision to proceed.

8 The viability review process, which is set out in Section 4, shall focus on the principal variables determining the residual land value estimate generated by the appraisal methodology. In this regard, the key variables of values and costs will be scrutinised; it shall be expected that applicants present their evidence base where it shall be robustly examined including the site's existing use value. The existing use value [plus a premium] is used to determine an acceptable land value benchmark which, in accordance with guidance, shall reflect the minimum required to incentivise a reasonable landowner. The Council shall expect the applicant to demonstrate the site's current use value by confirming the existence of an operational business otherwise the Council shall discount its worth accordingly. Land prices shall not be accepted by the Council.

9 In situations where developments are unable to achieve policy compliance, applicants shall be subject of a subsequent viability review mechanism, which shall be secured through a planning obligation. The viability review mechanism will depend on a number of factors, especially relating to the scale and the phasing of development. The viability review mechanism that is set out in Section 4 and supported by the information in Appendix 4 shall be evaluated by the Council to confirm if applicants are able to deliver further policy requirements based on the evidence submitted by the applicant.

10 The Council's position is one that the sites in its Local Plan are able to deliver full policy compliant schemes. The Council recognises that, exceptionally, there may be circumstances where this is not possible and, thus, the viability review mechanisms contained in this SPD shall be embraced, otherwise applications seeking planning permissions shall be refused.

Section 1: Preamble

11 Development viability is an important aspect in the planning process being underpinned by the National Planning Policy Framework [MHCLG, 2019a] and the accompanying Planning Practice Guidance for Viability [MHCLG, 2019b]. Appraising viability is undertaken when local planning authorities produce Local Plans. As part of the planning application process, the core purpose of contesting viability is to confirm that developments are deliverable, while explicitly taking into account Local Plan policy requirements, such as the provision of affordable housing, infrastructure and delivery of environmental policies, site specific attributes and local market context and sentiment. Rotherham Metropolitan Borough Council's [RMBC] adopted Core Strategy [RMBC, 2014] and Sites and Policies Local Plan [RMBC, 2018] require developers seeking to challenge planning policy requirements to provide development [viability] appraisals to demonstrate that each scheme is not fully policy compliant, especially in respect in the provision of affordable housing.

12 A recently prepared research paper demonstrates the degree to which RMBC's affordable housing policies has been met [RMBC, 2019b]. Of the 43 qualifying development schemes [2011-2019] where there was an agreement to deliver affordable housing[1], no fewer than 36 of these delivered the planning authority's affordable housing policy requirement either directly through delivery on site, by accepting a different housing mix, or commuted sums which were deemed to provide equivalent compensation for a number of actual units that would normally be delivered on-site. **Applicants need to be aware that overall, the evidence confirms that the planning authority is successfully delivering its affordable housing policy requirement.** Any deviations from the policy requirement can be explained as being due to specific site matters, whether this related to a lack of viability or where the planning authority had to negotiate a different housing mix or an off-site commuted sum that were judged to be equivalent in planning and housing policy terms. Importantly, it also reveals that the planning authority has been flexible and respectful of market conditions and site specific issues that affect both viability and the ability of a site to deliver its quotient of affordable housing in accordance with local plan policy.

13 Currently there is a range of different guidance relating to viability. The focus of this Supplementary Planning Document [SPD] is the guidance that serves site-based development viability appraisals[2] and the rigorous approach that shall be taken by the local planning authority in evaluating development viability appraisals. This SPD sets out over-arching principles that the local planning authority shall apply in evaluating development viability, as part of the planning decision process, in accordance with national guidance. Indeed, it is prescient to stress to applicants that current national guidance states:

"Where up-to-date policies have set out the contributions expected from development, planning applications that comply with them should be assumed to be viable. It is up to the applicant to demonstrate whether particular circumstances justify the need for a viability assessment at the application stage. The weight to be given to a viability assessment is a matter for the decision maker, having regard to all the circumstances in the case, including whether the plan

1 In the early part of this period, Rotherham had a two tiered affordable housing policy, which were significantly lower than the current rate of 25% on qualifying sites.

2 Rather than whole plan strategic housing viability assessments.

and the viability evidence underpinning it is up to date, and any change in site circumstances since the plan was brought into force. All viability assessments, including any undertaken at the plan-making stage, should reflect the recommended approach in national planning guidance, including standardised inputs, and should be made publicly available." [Paragraph 57, p.16, NPPF, MHCLG, February, 2019]

14 Proposals should be designed in a way that accords with Local Plan policies, including for the provision of affordable housing taking account of the overall Local Plan requirements with a policy compliant tenure mix and split.

15 The Council is aware that in some exceptional circumstances, a proposal may generate insufficient value to support the full range of developer contributions [for example on sites with known contamination or remediation requirements].

16 In instances where, in the opinion of the applicant, a scheme cannot meet policy requirements, applicants are required to robustly demonstrate that the site is clearly unviable by submitting a Financial Viability Appraisal [FVA].

17 The SPD proffers greater clarity to developers and third party interests, for example, members of the public, and should be read alongside the Local Plan and the Council's other associated guidance. Crucially, it does not alter existing policies, but provides additional advice on the appraisal methodology, information requirements and review procedures that the Council intends to apply when evaluating the submitted viability evidence.

18 **In the spirit of openness and to further help applicants fully understand the Council's approach, applicants are strongly advised to read Appendix 2. This explains the Council's approach in evaluating a contested viability appraisal, particularly setting out key issues and principles of the appraisal methodologies, and transparency with regard to the generation and presentation of evidence by applicants, and the kinds of questions that are likely to arise in conducting the evaluation. If an applicant is in any doubt as to whether they should contest viability, they should contact the planning officer dealing with their application.**

Scope of this document

19 This SPD provides guidance on:

- What is expected of applicants submitting viability appraisals in support of applications, including the process involved and required information;
- How the Council will consider submitted viability appraisals; and
- Guidance on future viability review mechanisms in cases where the affordable housing target or other policy requirements are not met following the consideration of a submitted viability appraisal.

20 Of course, there is no need for applicants to submit a viability appraisal if they are willing to meet all planning policy requirements in respect of their proposal.

Status and use of this document

21 In accordance with relevant legislation, this SPD has been subject to consultation, review of feedback received and then formally adopted by the Council. It supplements the Council's Core Strategy [RMBC, 2014] and its Sites and Policies Local Plan [RMBC, 2018] and forms a material consideration in the determination of planning applications. Thus the SPD should be taken into account during the preparation of proposals for residential and mixed-use or non-residential development from the inception stages and when undertaking development viability and negotiating site acquisitions. The rest of the SPD is organised as follows:

Section 2: Provides detailed guidance on the viability appraisal process.

Section 3: Provides guidance for applicants on the typical information requirements that they will be expected to provide to support their viability appraisals and the Council's review procedures.

Section 4: Provides guidance on the use of future viability review mechanisms for all applications where policy requirements are not met in full at the time planning permission is granted.

22 Further supporting information is presented in the following appendices:

Appendix 1: Glossary of Terms

Appendix 2: Advice to Applicants and Council Officers

Appendix 3: An explanation of financial weights used in a static Residual Land Valuation Estimate.

Appendix 4: An example of an Inputs Template

Appendix 5: An example of the Outputs Templates

Appendix 6: Formulae used in the Viability Review Mechanisms

Appendix 7: Links to active spreadsheets containing the Formulae used in the Viability Review Mechanisms

Appendix 8: Abnormal Development Costs Guidance

23 Finally, in the event of any doubt, applicants are urged to contact the relevant Planning Officer handling their planning application in the first instance.

Section 2: Development Viability and Negotiation

Preamble

24 The economic viability of development is important in terms of supporting delivery in both plan making and when determining planning applications [MHCLG, 2019a].

25 The Council has accounted for the cumulative impact of its policy requirements on development viability as part of the evidence base supporting the independent examination of its Core Strategy [RMBC, 2014] and Sites and Policies Local Plan [RMBC, 2018] and its recently published Affordable Housing Refresh study covering site-based viability [RMBC, 2019].

26 It is the Council's role to determine the most appropriate approach to be taken in each viability case. This SPD sets out guidance on the approach and appraisal methodology considered appropriate in the context of supporting delivery of the Local Plan and making sure that the maximum possible provision of necessary planning obligations is achieved on the particular site, and reflecting scheme circumstances, bearing in mind that this relates to the land and to planning; and is not an approach that is tailored or responsive to the applicant's particular circumstances in any way.

27 All Financial Viability Appraisals [FVA] shall be submitted in a clear and accessible format with full supporting evidence to substantiate the inputs and assumptions used [as set out in this SPD] and shall be submitted alongside a planning application in order for it to be validated. Section 3 provides templates of the data/evidence sources [i.e. inputs] and expected outputs from the viability appraisal [see pp.26-28].

28 The FVA will be scrutinised and evaluated by the Council's planning officers [and when appropriate] with advice from a suitably qualified external consultant and the cost of this external consultant is to be borne by the developer/applicant. The evaluation will consider whether the approach adopted and variable inputs and assumptions used are appropriate and adequately justified by evidence and will determine whether the level of planning obligations and other Local Plan requirements proposed by the applicant are the maximum that can be viably supported or whether further obligations and/or a greater level of policy compliance can be achieved. During evaluation, the Council may request clarification or additional information. Where appropriate, the Council will be prepared to consider reasonable compromise but will expect applicants to present FVAs that demonstrate the nearest to policy compliant proposals possible, having demonstrated satisfactorily that full compliance cannot be achieved. If a FVA is not agreed by the Council and follow-up/negotiation is appropriate, the Council will expect that further review costs are also paid by the applicant.

29 The cost of the Council's review of the FVA and any other associated costs [for example related to any follow-up or negotiation requiring the Council's further review or additional support by its external consultant] will be paid in advance by the applicant – before the review or follow-up work proceeds. In some instances it may be necessary also for the Council or applicant to commission additional specialist services to enable the Council to properly assess the scheme, depending on the nature of the proposals and the dialogue on the information supplied.

30 On completion of the FVA [or any follow-up review FVA], the Council will indicate if additional planning obligations are required over and above those proposed by the applicant through their FVA. Heads of Terms will be included in the Council's Planning Report, reflecting the outcome of the viability process. An application will be recommended for refusal of planning permission if terms cannot be agreed.

31 Where reductions in affordable housing provision are agreed on viability grounds the Council will include the estimated scheme Gross Development Value [GDV] and build costs at the time of planning permission in a planning obligation. Additionally, potential affordable housing units will also be identified[3] in planning obligations where affordable housing is not being provided in full or in part on viability grounds. This will enable affordable units to be provided at a later stage if there is an improvement in viability and it subsequently proves possible to provide such units. [See Section 4 which sets out in detail the Council's Viability Review mechanism].

32 NPPF guidance encourages transparency of evidence wherever possible. The Council requires that the FVA must be open and transparent and that it adopts an "open book" approach [MHCLG, 2019b].

33 To ensure openness and transparency in the planning process, all viability evidence will be made publicly available on the public planning register alongside other planning application documentation. Redaction of any information will only be allowed in exceptional circumstances, and any justification provided as to the extent of harm that would occur if the information was disclosed will be placed on the public planning register, whether or not accepted.

34 If a FVA submitted to the Council is to be relied on for the purposes of determining a planning application [the Submission VA], the Council will expect that this appropriately represents the viability of the development and is consistent with corresponding information that an applicant has themselves relied upon to inform commercial decisions.

35 The Council will not accept viability arguments where it is not given the ability to properly assess the validity of the appraisal that is relied on. It is essential the Council is provided with a full working electronic version of the viability appraisal methodology that can be fully tested and interrogated. All assumptions shall be accessible and capable of variation to observe the impact on the appraisal methodology's outputs[4].

3 This will include a site plan showing the layout of the final approved scheme plan, which will be integral to a S106 planning obligation.

4 The Council will generally not make the live working version of a viability appraisal methodology accessible to third parties, other than to those who have a specific role in advising the Council on viability matters. These advisors will be required not to release the appraisal methodology to any third party.

Summary of Viability Appraisal Requirements

36 The minimum requirements for a FVA and the submission of supporting information are set out in Sections 2 and 3 but the following shall be noted:

- A FVA should contain:
  - A summary of the main viability appraisal assumptions;
  - A detailed appraisal containing the information required by Section 3 as a minimum, with supporting evidence;
  - A summary clearly setting out the exceptional reasons that make the development proposal unviable; and
  - A request to vary usual affordable housing requirements and or any planning obligations that have been deemed necessary to mitigate the scheme's development impacts.
- Assumptions used in the FVA shall be generally evidenced from an independent expert or publicly accessible source.
- The applicant shall provide a written statement that the FVA appropriately represents the viability of the development and is consistent with corresponding information that the applicant has themselves relied upon to inform commercial decisions; and that the costs and values applied in the FVA submitted to the Council are consistent with current costs and values within [or used as a starting point for] FVAs that the developer or responsible body is relying on for internal or financial purposes[5].
- A statement that the agency or consultant undertaking the FVA has not been instructed on the basis of performance related pay or incentivised in any other way according to the outcome of the viability process and the level of planning obligations that the applicant is required to provide.
- The applicant must clearly demonstrate, with reference to viability evidence, that the proposed level of planning obligations is the maximum that can be provided and that the scheme is deliverable with this level of provision; and a statement that the scheme as proposed to be deliverable is based on the information provided to the Council.
- Where the applicant does not intend to build out the scheme themselves, they may be expected to provide evidence from a developer with experience of delivering schemes of a similar type and scale to demonstrate that the scheme is capable of being delivered on the basis of the evidence presented in the VA.
- The financial viability of schemes will change over time due to the prevailing economic climate and changing property values and construction costs. On large sites with extended build out times and particularly in cases for schemes granted in outline, a Review FVA is likely to be required for each phase and/or updated when each reserved matter application is made.

37 Where the Council is satisfied that developer contributions cannot be met in full due to financial viability, the Council will choose to:

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5 If 'outturn' values and costs are applied within an appraisal presented to the Council, these should also be consistent with those relied on by the applicant - see Section 3.

- Negotiate the affordable housing requirement in accordance with Local Plan Policy CS7 [RMBC, 2014]. This could include:
    - Modifying the phasing of the delivery of affordable housing requirements, but only in appropriate circumstances where justified;
    - Reduced or revised affordable housing requirements [including adjustments to tenure mix and split]; and/or
    - A Review VA for the claw back of an affordable housing financial contribution in the event that the completed development proves to be more financially viable than anticipated in the submitted FVA.
    - The Council will not engage in a Review of VA which leads to lower provision at subsequent stages.
- Negotiate other planning obligations. This could include:
    - As a priority, the provision of site specific infrastructure in phases or with deferred timing or trigger points;
    - Reducing the scope of contributions or in-kind requirements provided the scheme would still remain acceptable in planning terms. This could be through altering the scope or specification of a particular piece of infrastructure or negotiating reduced commuted sums;
    - Mechanisms for the Planning Authority to claw back a financial contribution in the event that the completed development proves to be more financially viable than anticipated in the FVA[(6)].

Transparency of evidence

38 To ensure openness and transparency in the planning process, all viability information will be made publicly available on the public planning register alongside other planning application documentation. Redaction of any information will only be allowed in exceptional circumstances, and any justification provided as to the extent of harm that would occur if the information was disclosed will be placed on the public planning register, whether or not accepted.

39 It is common practice for applicants to seek to place confidentiality restrictions on viability information, normally as a request for exemption from disclosure under the Environmental Information Regulations 2004 and the Freedom of Information Act 2000, on the basis that this would adversely affect the confidentiality of commercial information which protects a legitimate economic interest.

40 However, the Council recognises the importance of public participation and the availability of viability information in the planning process to inform local Councillors, officers and consultees. The Council considers that disclosure would not cause an 'adverse effect' which would outweigh the public benefit of such an action; and that information submitted as a part of, and in support of a FVA should be treated transparently and be available for wider scrutiny. In submitting

6 So long as these particular planning obligations are not necessary to make a development acceptable in planning terms.

information, applicants should do so in the knowledge that this will be made publicly available alongside other application documents and in accordance with current national guidance on viability.

41 The Council will allow exceptions in very limited circumstances and only in the event that disclosure of an element of a FVA would clearly cause harm to the public interest to an extent that is not outweighed by the benefits of disclosure. Applicants wishing to make a case for exceptional circumstances shall provide full justification as to the extent to which disclosure of a specific piece of information would cause an 'adverse effect' and harm to the public interest, that is not outweighed by the benefits of disclosure.

42 The Council will consider this carefully, with reference to the 'adverse effect' and overriding 'public interest' tests in the Environmental Information Regulations, as well as the specific circumstances of the case. Such issues should be raised at an early stage within the pre-application process.

43 The Council has the right to provide information to external parties advising it on viability matters to fulfil its statutory function as Local Planning Authority. Regardless of any decision not to make specific elements of an appraisal publicly available information will be made available, on a confidential basis, to Planning Committee members or any other Council member who has a legitimate interest in seeing it.

44 The Council may also need to release information to a third party where another body has a role in providing public subsidy; or where the application is subject to a planning appeal. Any decision not to disclose information will be subject to the Council's obligations under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Development Appraisal Methodology

45 The Residual Land Value [RLV] appraisal methodology is a tool to determine whether a scheme will proceed or not. It determines the 'residual' value that is left available to pay a landowner for their land, once the costs of development [and a reasonable capital profit for the developer] are deducted from the gross development value [GDV] generated by the development. If a proposal generates sufficient positive land value after also supporting a suitable level of profit as well as necessary development costs and planning obligations, it will generally be capable of implementation from a viability point of view. If not, the proposal may not go ahead, unless there are alternative funding sources to 'bridge the gap' or other compelling drivers for it to progress. In all cases, the Council will always seek to mitigate the development impacts arising from the development [in addition to affordable housing] to ensure that applicants pay, as far as practicable, the true and full cost of their proposals and so minimise any spill-over costs on those not directly involved in the development decisions.

46 Any additional land value provided by a development over and above the value of the site in its existing use [inclusive of a premium], or an accepted policy compliant alternative use, is dependent on the grant of planning permission and be in compliance with the Local Plan[7].

47 The RLV appraisal methodology is the most appropriate to use in this context and is consistent with the longstanding principle that policy requirements associated with securing planning permission are development costs that influence the level of any uplift in land value from the grant of planning permission or change of use of land for development. Applied properly this appraisal methodology and approach is therefore appropriate for appraising viability as part of the planning process given that the purpose of the planning system is to achieve sustainable and resilient development.

48 Landowner expectations and speculation on land values need to be balanced against the legitimate needs of communities accommodating new development, including the provision of affordable housing and infrastructure. Ultimately, the landowner will make a decision on implementing a scheme or selling on the basis of return and the potential for market change, and whether an alternative development might yield a higher value. The landowner's 'bottom line' will be achieving a residual land value at a premium above the 'existing use value' a reasonable landowner would expect to make development worthwhile. Further details on the application of existing use value are set out below on pages 15-16.

49 It is not considered appropriate to apply a fixed land value as an input within a development appraisal based on price paid for land or on an aspirational sum sought by a landowner. In such cases the developer's capital profit rather than the land value, would become the output of the residual valuation. This can result in a high fixed land value which is inconsistent with the outcome of the FVA which shows an unviable scheme. Other changes to a scheme, such as an increase or reduction in density [which can increase or decrease residual (land) value] may not be reflected in an appraisal where the site value has been fixed and is not the output of the appraisal methodology.

Benchmark land values

50 National guidance confirms that current or existing use value provide an appropriate basis for comparison with a residual land value to determine whether this incentivises a reasonable landowner to release a site and achieve a minimum return[8].

51 Benchmark land values, based on the existing use value or alternative use value of sites, are key considerations in the appraisal of development viability as they indicate the threshold for determining whether a scheme is viable or not. A development is deemed to be viable if the residual land value is equal to or higher than the benchmark land value. At this level, it is considered that a reasonable landowner will receive a competitive, yet minimum return and it is assumed will willingly release the land for development.

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7 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that "where in making any determination under the planning Acts, regard is to be had to the Local Plan the determination shall be made in accordance with the plan unless material consideration indicates otherwise.

8 Planning Practice Guidance for Viability, MHCLG, May and September, 2019b

Assessing Existing Use Value/Alternative Use Value

52 Existing use value is defined as the value of the site[9] in its existing use, assuming that it remains in such use. It does not include any hope value[10] to reflect development on the site for alternative uses. Existing use values can vary significantly depending on the demand for the type of buildings or land uses relative to other areas. For instance, open green field land or other forms of previously undeveloped land or unused land have significantly lower existing use values.

53 It is important that any reference to existing use value is fully justified with comparable evidence specific to its current use. It excludes any 'hope value' associated with proposed development on the site or potential alternative uses.

54 Development, particularly residential, generates significantly higher land values and landowner expectations. In accordance with new national guidance [MHCLG, 2019b], the Council will expect benchmark land values for green field sites to provide a "minimum return" to a "reasonable landowner". Thus the premium on the EUV is likely to be around seven times[11], which is sufficient to allow policy compliant developer contributions[12] to be provided. In these circumstances, the developer makes a satisfactory level of profit and the landowner gets their windfall. It is a common approach to utilise an Alternative Use Value, or an Existing Use Value plus a premium to determine the benchmark land value and assess whether the residual land value provides a competitive return for the landowner.

55 The Alternative Use Value or an Existing Use Value plus a premium approach may be informative in establishing the benchmark land value. This method reflects the need to ensure that development is sustainable [by taking into account site specific circumstances and complying with policy requirements] and should reflect the value of the landowners' existing interest [prior to grant of consent] and the need to provide a relevant incentive for the landowner to release the land for future development.

56 Any Alternative Use Value, or Existing Use Value plus a premium should be limited to those uses which have an existing implementable permission for that use in that there is an observable operational "business". The Council will need to be convinced that this kind of evidence used in the viability appraisal is robustly sourced and authenticated.

57 An Alternative Use Value approach to the benchmark land value will only be accepted where the alternative use would comply with the Local Plan. Sufficient information should be submitted to allow the principle of the alternative use to be assessed on a "without prejudice" basis to any future application that might be submitted.

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9 Market transactions used to justify an existing use value must be genuinely comparable to the application site, and should relate to sites and buildings of a similar condition and quality, or otherwise be adjusted accordingly and shall **exclude a land value uplift relating to future changes** in uses derived through the grant of planning permission.

10 This is an element of market value that reflects the prospect of some more valuable future use or development in excess of the existing use value.

11 However, there is no standard premium; for each site, definitive evidence needs to be provided to support the premium relating to risk profiles of the use of the site.

12 This includes affordable housing and other developer contributions sought in the Council's extant Local Plan.

58 In all cases, land or site value should reflect the site characteristics and conditions, planning policies including affordable housing, planning obligations and the appropriate Community Infrastructure Levy [CIL] rates. Such an approach significantly reduces inflated land values arising from the grant of planning permission, based on assumptions which do not adequately reflect planning policy and would likely make these unviable. This is in accordance with the internal logic of the appraisal methodology used in conducting development viability.

Market Value Approach

59 There is no single threshold land value at which land will come forward for development and there are a number of potential difficulties in the analysis of land market transaction to inform the benchmark exercise in FVAs. Such issues might be:

- Overall – comparability of sites, schemes and circumstances, particularly across different planning authorities.
- Potential overestimates of value based on past transactions ["market comparables"].
- Potential for other transactions ["market comparables"] to not fully reflect current planning policy requirements such as those relating to affordable housing and density within the planning authority.
- Differences in existing use value depending on observable business operations and any income generating existing uses.
- Land transactions are speculatively based on assumptions of growth in values.
- Transactions may relate to sites of different sizes, densities, mix of uses and costs to facilitate development.

60 Reliance on transactions that are not comparable may therefore lead to inappropriate views on a site's land value or worth. This restricts the ability to secure development that is viable, sustainable and consistent with the Local Plan.

61 Comparable, market-based evidence can be used to inform the Alternative Use/Existing Use Value plus Premium, but should always be appropriately adjusted to ensure that transactions are genuinely comparable, reflect current policy requirements and have not been inflated through assumptions of growth in values. If this is not possible, limited weight can be given to this and any benchmark land value that is reliant on them and the Council will rely on the Existing Use Value plus a Premium approach applying the guidance set out in this SPD.

Section 3: Information Requirements – Evidence, Variable Inputs and Assumptions

Required Information and Evidence Base

62 The submitted FVA should contain as a minimum the following information and data, which is set out in Table 1 below. The following information informs how a viability appraisal is generated.

Table 1 Viability Appraisal: Required Information and Variable Inputs

	Information and data required	Notes
Appraisal format	• Printed and electronic version of appraisal in format that can be fully tested and interrogated. • Appraisal methodology utilised for the appraisal including details of any appraisal software or toolkits used. • The unit of measurement must be metric.	

Scheme details	• Gross and net site area and densities.
	• Residential unit numbers, sizes and types of units including the split between private and affordable tenures.
	• Floor space areas:
	  ◦ Residential: Gross Internal Area [GIA] and Net Saleable Area [NSA].
	  ◦ Commercial & other Uses: Gross Internal Area [GIA] and Net Internal Area [NIA].
	• Proposed specification for each component of development, consistent with assumed costs and values, and target market or occupiers.	

Development programme	• Project plan, including land acquisition, pre-build, construction and marketing periods and phasing. • Viability cash flow where possible the timing and phasing of cost and revenue inputs [including interest rates, capitalisation rates; loan costs; residential sales rates with reference to project or build out plans and contracts and land or development or letting agreements as relevant].	
Gross Development Value	• Anticipated residential sales values, ground rents, sales rates [per month], and assumptions regarding forward sales and supporting evidence. • Anticipated rental values, yields and supporting evidence. • Details of likely incentives. • Rent-free periods, voids for any commercial element. • Anticipated value [and timing of payments] of affordable units based on evidence	• Assumptions relating to development values should be justified with reference to up to date transactions and market evidence relating to comparable new build properties within a reasonable distance from the site, and, where relevant, arrangements with future occupiers where possible. • Information relevant to comparable properties should be fully analysed to demonstrate how this has been interpreted and applied to the application scheme. • Development appraisals should be informed by discussions with a RP of affordable housing – providers may be able to indicate their likely offer prices.

	Information and data required	Notes
	• including details of discussions with Registered Providers [RP] & RP offers. • Substitution values and revenues for less or no affordable housing. • Where house prices have been transformed, reference to its source is essential. The Council will draw on the ONS New House Price Index to verify such transformations.	• Affordable housing values assumed within a FVA should reflect the offer/s made by RPs for purchasing the affordable housing element of the development. Where input is not available, information on rents, management and repair costs, voids, yields /payback period requirements should be submitted. For Shared ownership - % share and rent level on retained equity. Estimated % of market value (MV) and £/m2 indications are also useful benchmarks helping inform a view on the revenue assumptions. • Evidence of calculations underpinning affordable housing values, including details of rental and capital receipts [including, where relevant, stair-casing], • Discussions with RPs and subsidies should be provided.
Build Costs	• Build costs [£/m2] based on Build Cost Information Service [BCIS], with values correctly reflecting the specific proposal, and justified to show that an appropriate and reasoned approach has been taken in estimating the costs. • BCIS data are building prices. It will be expected that applicants extract the contractor's rate of profit [equivalent to 5% of prices] to arrive at a baseline build cost, which is inclusive of preliminaries. • Abnormal or exceptional costs not reflected in the land value/price, providing underlying details. • Where applicants seek to rely on a specific assessment of build costs rather than a recognised publicly available source of information [likely to be the case for larger schemes]: expected build cost and supporting evidence including a fully detailed elemental cost plan demonstrating the basis of cost estimations and evidence of contractor costs. Disaggregated abnormal costs [if relevant] that can be benchmarked against BCIS data. • Details of other costs such as demolition and supporting evidence including clarity on any	• Development costs adopted within FVAs are typically determined based on current day figures at the point of the planning permission. • The BCIS is a publicly available source of cost information which can be used in FVAs. The selection of BCIS values must correctly reflect the specific nature, location and size of proposal, and be justified to show that an appropriate and reasoned approach has been taken in estimating the costs. In such instances where costs are agreed by the Council, this would be an acceptable basis of cost inputs as part of a review mechanism, linked to the Tender Price Index [TPI]. • Abnormal costs should come with an explanation of the need/relevance and cost estimate information / reasoning for the assumed cost levels (refer to the guidance note at Appendix 8 regarding abnormal development costs). • It should not be assumed that abnormal costs would necessarily be borne exclusively at the expense of compliance with the Local Plan, as a site involving abnormal development costs is likely to attract a lower land value than could be achieved on a site where this was not the case. • Where a specific assessment of build costs is relied on, rather than standardised costs from a recognised source, or where any abnormal costs are applied, build costs will be reviewed on an open book basis as a part of a viability review. Costs should be provided for different components

	Information and data required	Notes
	additional assumptions such as relating to external/site works.	of the scheme including market and affordable housing. • The Council will expect a clear correlation to be evident between a development's specification, assumed build costs and development values.
Fees	• Sales and letting and professional fees and relevant supporting evidence	• Build sales and marketing costs. These should be expressed based on unit costs rather than as global percentages.
Developer's Capital Profit	• Profit on all Costs or of GDV. • Supporting evidence from applicants to justify proposed target rates of profit taking account of the individual characteristics of the scheme. • For a policy compliant scheme a blended rate should be revealed based on different rates according to the risks associated with market housing units and those being delivered as affordable housing units.	• In accordance with the national PPG for Viability [MHCLG, 2019b] the Council will avoid a rigid approach to profit levels. The Council will consider the individual characteristics of each scheme when determining an appropriate profit level and will require supporting evidence from applicants and lenders to justify why a particular return is appropriate, having regard to site specific circumstances, market conditions and the scheme's risk profile. • The appropriate level of developer profit will vary from scheme to scheme. This is determined by a range of factors including property market conditions, individual characteristics of the scheme, comparable schemes and the development's risk profile. The lower the scheme's risk profile, the lower the level of required profit and vice versa. • Profit requirements for affordable housing are generally much lower than those for market sale units given the lower levels of risk associated with securing occupation of affordable units compared with the sale of market units and a more certain exit route. • Assumptions made must be balanced and internally consistent. In line with this, it should be made clear how the profit level has been adjusted taking into account the other assumed inputs within an appraisal. For example, where a high build cost contingency or other costs at the upper end of typical parameters are adopted as means of mitigating risk, this would equally be expected to influence the assumed profit target. • The Council expect that the actual developer return that is produced as part of the applicant's FVA should form the profit threshold [rather than any higher figure] or be regarded as a reasonable return for the applicant. • The most common approach to calculating developer's capital profit in FVAs submitted as part of the planning decision process is either as

	Information and data required	Notes
		a factor **of GDV** or **on all the costs of building out the site**.
Benchmark Land Value	• Existing Use Value (EUV) based on evidence including existing income, comparable data and details of condition of existing site. Justification for any alternative use value or the EUV plus premium, taking account of circumstances of site and planning policy together with this SPD. • Freehold/leasehold titles. • Tenancy schedule - to include lease summaries [where appropriate]. • Details of income that will continue to be received over the development period [where appropriate]. • Arrangements between the landowner and developer, including any land transfer, sale, development or tenancy agreements [where appropriate]. • Evidence on how benchmark land value reflects extant planning policy	• See Section 3 [above]. • Land value should reflect extant policy requirements, planning obligations and CIL charges. • The current application of a 'market value' approach has raised concerns which can inappropriately reduce planning obligations. Where these concerns are evident the Council will rely on the Existing Use Value plus a premium approach applying the guidance set out in this document. • Lower levels of affordable housing should only be tested where warranted by genuine site specific viability constraints [including where an acceptable benchmark land value cannot be achieved] as defined under the terms of this guidance. • An Alternative Use Value benchmark land value will only be accepted where there is a valid consent for the alternative use or if the alternative use would clearly fully comply with the Council's extant Local Plan. • In any event bearing in mind that land can be overpaid for – a historic or actual site purchase is not an appropriate indicator of current site value.
Planning Obligations and other Development Contributions	• Planning obligation [or S106] costs. • Community Infrastructure Levy [CIL] rates.	• Likely S106 & CIL costs shall be included as a development cost in a FVA. • The timing and level of planning obligations that can be supported as a part of the VA process will be considered. Where these are necessary to make development acceptable in planning terms however, where these cannot be secured, planning permission will not be granted. • Any CIL instalment policy should be reflected in assumed timings of payments or in accordance with the Council's payments' schedule [RMBC, CIL Instalments Policy, 2016].
Development finance	• Finance costs appropriate to the type of proposal, reflecting that finance costs vary throughout the development period, with the majority of interest costs typically incurred during construction and bearing in mind the assumed land purchase timing[s].	• A standardised approach will generally be adopted to finance costs which should be appropriate to the type of proposal. • The viability appraisal methodology should reflect that finance costs vary throughout the development period, with the majority of interest costs typically incurred during construction.

	Information and data required	Notes

Other Fees and Costs	• A statement to verify accuracy of information submitted [see Inputs Template for further information, pp.22-25].
	• Other information requested by the Council having regard to the specific application.
	• Depending on individual site circumstances further information may be required, this may include:
	  • Developers market analysis report;
	  • Details of company overheads;
	  • Copy of financing offer letter;
	  • Copy of cost plan;
	  • Board report on scheme;
	  • Letter from auditors concerning land values and write offs;
	  • Sensitivity analysis showing different assumption options e.g. low, medium and high scenarios [see in particular Outputs Templates 2 and 3 on pp.27-28].	

Additional Notes:

A. **Gross Development Value [GDV]** is determined by assessing the total value of a development based on the value of the individual uses within the development. This is derived from the sales values of any units to be sold and the rental value of any units to be rented which are capitalised using a 'yield', to give an overall capital value [including ground rents]. Development values adopted within FVAs are typically determined based on current day figures at the time of determination. The ONS New Build House Price Index is an appropriate base on which to update new build house prices to the datum point of a FVA [when relevant].

B. **Building Costs:** The Building Cost Information Service [BCIS] is a publicly available [subscription] source of cost information which can be used in FVAs. The selection of BCIS inputs must correctly reflect the specific nature, location and size of proposal, and be justified to show that an appropriate and reasoned approach has been taken in estimating the costs. In such instances where costs are agreed by the Council, this would be an acceptable basis of cost inputs as part of a review mechanism, linked to the Tender Price Index [TPI), as a measure of the movement of baseline building costs.

Inputs Template: Variable Inputs and Assumptions

63 In submitting a FVA, an inputs' template has been prepared to illustrate the way the variable inputs can be summarised to give the Council a convenient way of checking inputs and understanding the primary variables used in generating the submitted viability appraisal [see Table 2 below]. All applicants will be required to utilise this template in their submitted FVA. Applicants may wish to supplement these to reflect the specific attributes of their scheme.

Table 2 INPUTS TEMPLATE: Variable Inputs and Assumptions

Variable	Description	£/unit; £/m^2; £/week
Prices [Market Homes]	List house types e.g. Detached	£k/£m^2
	Semi-detached	£k/£m^2
	Terraced	£k/£m^2
	Apartments	£k/£m^2
Prices [Affordable Homes]	Detached	£k/£m^2
	Semi-detached	£k/£m^2
	Terraced	£k/£m^2
	Apartments	£k/£m^2
Rents [Affordable Homes]	Detached [£/week]	£/week
	Semi-detached [£/week]	£/week
	Terraced [£/week]	£/week
	Apartments [£/week]	£/week
	Yield to capitalise Affordable rents [%pa]	X%
Rents [Market Homes]	Detached [£/week]	£/week
	Semi-detached [£/week]	£/week
	Terraced [£/week]	£/week
	Apartments [£/week]	£/week
	Yield to capitalise Market rents [%pa]	X%

Commercial Uses	**Use Class**	**Rent**	**All Risk Yield**
	Offices	£/m^2/pa	%
	Retail	£/m^2/pa	%
	Industrial/Warehousing	£/m^2/pa	%
	Others	£/m^2/pa	%
Build Prices [cite date], rebased to the Council's local cost adjustment factor	**Residential [illustrative]**	**Build Prices**	**Floor space/unit [m2]**
	Detached Homes	£/m^2	m^2
	Semi-detached Homes	£/m^2	m^2
	Terraced	£/m^2	m^2
	Apartment	£/m^2	m^2
	Commercial Use Class [illustrative]	**Build Prices**	**Floor space [m2]**
	Offices	£/m^2	X
	Retail	£/m^2	X
	Industrial/Warehousing	£/m^2	X
	Others	£/m^2	X
	Others	£/m^2	X
Infrastructure and Abnormal Developments Costs [ADC]	Infrastructure Costs [lump sum]		£x
	ADC1 [lump sum]		£x
	ADC2 [lump sum]		£x
	ADC3 [lump sum]		£x
	ADC4 [lump sum]		£x
Developer's Target Rate of Profit	Market Homes [% of GDV]		X%
	Affordable Homes [%of GDV]		Y%
	Specific rates for Commercial Uses		Z%

Fees and Other Relevant Costs	Professional Fees [%]	X%
	External Works [%]	X%
	Contingency [%]	X%
	Preliminaries [%]	X%
	NHBC [£/unit]	£x
	Planning Fees	prescribed
	Marketing Fees	£/unit or £/m^2
	Estate Agents' fees [%]	X%
	Legal Fees on site acquisition [%]	X%
	Legal Fees on Sales [%]	X%
	Stamp Duty Land Tax	prescribed
	Bank Fees : Valuation and Monitoring [£]	£x
	If BCIS price data used, specify Extracted Contractor's rate of profit [%]	%
Time & Interest Rate	Total Development Period [months]	X
	Total Build-out period [months]	X
	Void Periods [months]	X
	Build out Rates	Units/month
	Sales Rates	Units/month
	Debit Rate of Interest [%pa]	X%
	Credit Rate of Interest [%pa]	X%
	Discount Rate [%pa]	X%
RMBC Planning Policy Requirements to deliver a Compliant Scheme	AH Provision Policy Requirement [%]	%
	AH For Sale [%]	%
	AH For Rent [%]	%
	CIL - Market Homes only [£/m2]	£x
	CIL for other Use Classes [£/m2]	£x
	S106 Costs [£/m2]	£x

Dwelling Unit Sizes	Detached [m2]	X
	Semi-detached [m2]	X
	Terraced [m2]	X
	Apartments [m2]	X
Scheme Totals - Residential	Residential Land Area [Hectares]	X
	Number of Dwellings	X
	Total Floor space [m2]	X
	Average size of dwelling units [m2]	X
Scheme Totals – Other Uses	Other Uses Land Area [Hectares]	X
	Total Floor space [m2]	X
Overall Scheme Gross Site Area	Total Land Area [Hectares]	X
	Residential [ha]	X
	Green Spaces [ha]	X
	Agriculture [ha]	X
	Commercial/Mixed Uses [ha]	X
	Highways [ha]	X
	Others…..specify [ha]	X
Development Appraisal	Appraisal Methodology & name of proprietary software if relevant	Cash Flow Residual Land Valuation
	Residual Land Value Estimate	an output [£/ha]

64 The variable inputs recorded in the above template will need to be supported by documentation relating to the sources used and written explanation regarding any transformation of the data inputs submitted. This will enable the Council to authenticate inputs and proceed to evaluate outputs.

Outputs Template: Viability Appraisal Outputs

65 The Council requires that the submitted FVA adopts a standardized style and format for presenting the main outputs stemming from carrying out a FVA for contesting the viability of the proposed scheme. There are two templates that will need to be prepared. Of course applicants may wish to supplement these.

Outputs Template 1

66 The template [in Table 3] covers standardised outputs for the appraised scheme, specifically the main elements of gross development value, build costs, fees, finance, capital profit and lastly the residual land value, including the benchmark land value applied to judge the status and position of viability.

Table 3 Outputs Template 1: Standardised Viability Appraisal Outputs

Planning Application Number: RB2020/XXXX				
Site Name:				
Gross Site Size [hectares]				
Total Number of Dwellings				
Summary Outputs	**All Market Scheme**	**% of GDV**	**Policy Compliant Scheme**	**% of GDV**
Gross Development Value (GDV)	£x	100%	£x	100%
Building Costs, External Works & Extra Works	£x	x%	£x	x%
All Professional Fees, including Bank Fees & Stamp Duty Land Tax	£x	x%	£x	x%
Planning Obligations and Other Contributions	£x	x%	£x	x%
Interest Charges	£x	x%	£x	x%
Developer's Capital Profit	£x	x%	£x	x%
Residual Land Value Estimate [RLVE]	£x	x%	£x	x%
Residual Land Value Estimate [RLVE] £/hectare	£x	void	£x	void
Benchmark Land Value [£/hectare]	£/ha		£/ha	
Capital Profit as a % on All Scheme Costs	x%		x%	
Capital Profit as a % of Gross Development Value	x%		x%	
Cash Flow discount rate [%pa]	x%		x%	

Outputs Template 2

67 Table 4 covers iterations of a policy compliant scheme [as set out in Table 3 above] by applying sensitivity testing of the key variable inputs, which are selected in accordance with the internal logic of the appraisal methodology [see Ratcliffe, et al, 2009, p.422]. If relevant, applicants are advised to provide additional iterations to reflect other specific circumstances relating to the proposed scheme under review.

Table 4 Outputs Template 2: Standardised Sensitivity Outputs of A Policy Compliant Scheme

Planning Application Number: RB2020/XXXX				
Site Name:				
Iteration [Cash Flow Discounted at X%pa]	**RLVE [£/hectare]**	**% change in RLVE from Policy Compliant Scheme**	**Benchmark Land Value = (EUV + (EUV*Premium)) [£/hectare]**	**Is Scheme Viable?**
RLVE - All Market	£x	VOID	£x	VOID
Base-line RLVE - AH Policy Compliant	£x	x%	£x	TRUE/FALSE
Base-line + Fall in House Price by 5%	£x	x%	£x	TRUE/FALSE
Base-line + Rise in House Price by 5%	£x	x%	£x	TRUE/FALSE
Base-line+ Fall in Building Costs by 5%	£x	x%	£x	TRUE/FALSE
Base-line + Rise in Building Costs by 5%	£x	x%	£x	TRUE/FALSE
Base-line + Fall in Interest Rates by 2% points pa.	£x	x%	£x	TRUE/FALSE
Base-line + Rise in Interest Rates by 2% points pa.	£x	x%	£x	TRUE/FALSE
Base-line + Extend Build period by 6 months	£x	x%	£x	TRUE/FALSE
*The above iterations can be changed in the active spreadsheets so long as these are declared to the Council.				

68 Sensitivity analysis provides evidence to the Council of the relative power of the key variables affecting the status of viability for the contested scheme. It is important that there is consistency in the outputs displayed in Table 3: Outputs Template 1 and those displayed in Table 4: Outputs Template 2. Applicants are also encouraged to tailor the sensitivity analysis in accordance with the particular attributes of their proposed scheme.

69 It is seldom that a development project can be evaluated adequately on the basis of a single set of figures reflecting a single set of assumptions. The concept of a sensitivity analysis is a simple yet effective one, whereby each of the key variables [value (i.e. price/rents/yields), build costs, interest rates, time] is altered in turn in an informed and realistic way, so that the developer can test how sensitive the proposed land bid is to possible changes in these variables [see Ratcliffe et al 2009:422].

70 Accordingly, and a priori, small changes in any one of the [above] principal variables can often exert a disproportionate effect on the residual land valuation sum.

71 The applicant/developer should appraise any scheme with zero AH so as to provide a baseline against that the policy rate of AH% can then be compared. Indeed the developer should also set out the impact of applying various rates of AH% [i.e. from zero up to the Local Plan policy requirement]. The sensitivity analysis should then subject each of those sets of data to say +/- 5%, 10%, 15%, 20% fluctuations in each of the key variables but especially baseline prices (i.e. values, yields and rents) and baseline build costs.

72 The numbers and mix of AH for rent and sale will have different impacts on viability [with AH for rent having the most negative impact on the RLV] and so re-appraising the mix of these AH units may help render the development scheme viable.

73 Changes in the cash profiles should also be considered, particularly the payment received by the developers from RPs regarding the part-purchase of the affordable homes or involving CIL payments or planning obligations.

74 Equally, consideration shall be given to phasing planning obligations arising so as relieve the cash flow without compromising the integrity of the development in planning terms and the Council's Local Plan.

75 Appendix 5 contains illustrations of completed Output Templates for Tables 3 and 4.

Section 4: Viability Review Procedures

Preamble

76 The assessment of viability at planning application stage [Submission VA] may have had the effect of reducing the policy requirements that a development would otherwise have to meet. One potential outcome could be a reduced provision of affordable housing. Figure 1, overleaf, displays the routes that a planning application can follow. The normal route simply illustrates that all fully policy compliant schemes are most likely to gain planning permission. All other applications will be required to follow the Viability Tested route.

77 The purpose of this section of the SPD is to explain the route and the triggers involved in the viability review mechanism.

78 In order to ensure that the maximum reasonable level of affordable housing is provided in line with Core Strategy Policy CS7 [RMBC, 2014, p.76], and that other plan requirements are met, the Council will require viability review through planning obligations on all residential/mixed use applications which do not meet the affordable housing requirement and or policy requirements in full at the time planning permission is granted.

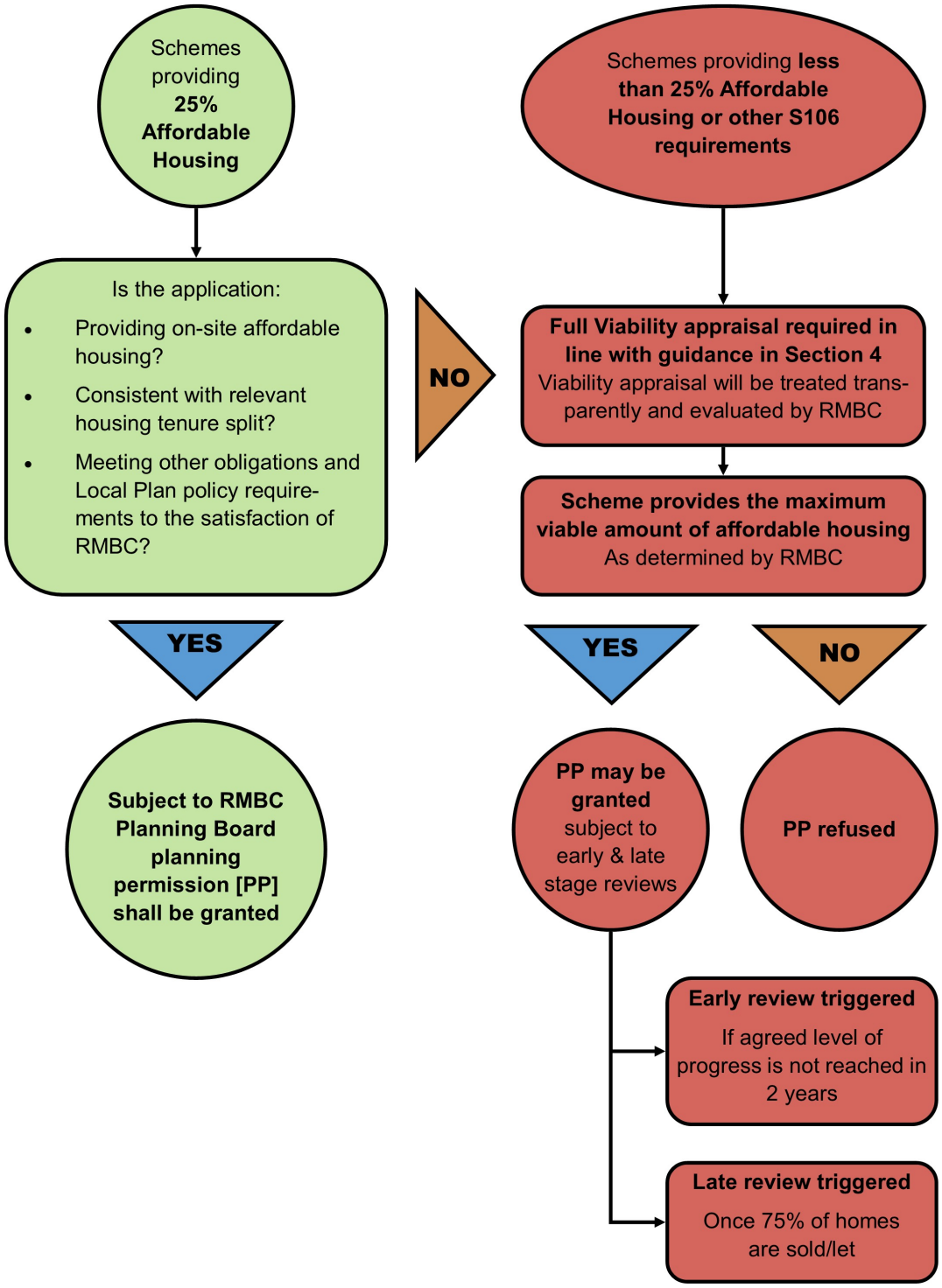
79 Property markets have experienced significant changes in recent years at a local and national level. The recently completed refresh study [RMBC, 2019] attests to the continuing viability of the Council's planning and affordable housing policy requirements. However, the Council understands that the viability of a scheme may be notably different by the time of implementation due to changes in market conditions; and uncertainties in relation to aspects of a VA at the application stage. Development values adopted within viability appraisals are typically determined and based on current day values at the point of the planning permission. However there is usually a time lag between the planning stage and delivery of the development with applicants normally having up to three years to implement a development and the construction period further delaying the point at which values are realised. During this time significant changes can occur to the viability of a development. As such, the practice of viability review to ensure that proposals are based on an accurate assessment of viability at the point of delivery has become increasingly well established.

80 The purpose of the viability review mechanism, once development on-site has commenced[13], is to ascertain whether additional policy compliance can viably be achieved at the point of delivery. The viability review mechanisms should not result in a reduction in policy compliance which is likely to affect the acceptability of a development proposal. At any point in time, of course, the applicant can submit an entirely new planning application.

81 A viability review will determine whether a development is capable of providing additional affordable housing or meeting other unmet planning policy requirements, deemed unviable at planning application stage through the Submission VA.

13 This is triggered by the issue of a commencement notice in relation to CIL Regulation 67.

Figure 1 Viability Review Mechanism Procedures



The approach to viability review

82 In order to ensure that the maximum reasonable level of affordable housing is provided in accordance with the Council's Core Strategy Policy CS7, and other plan requirements are met, viability review mechanisms are required to be secured through planning obligations. Figure 2 [overleaf] summarises the procedures and the actions stemming from the particular viability review triggered. In particular, the role of using planning obligations as an integral aspect of securing possible affordable housing and other planning requirements if a scheme's viability position has improved since the date at which the planning permission had been granted. In the spirit of openness, both applicant and the planning authority shall be committed to following these procedures to ensure consistency and fairness in the process.

Additional provisions capped based on extant policy requirements

83 The purpose of a viability review is to determine whether greater or full compliance with the Council's Local Plan can be achieved to accord with the Council's duty to deliver and implement its Local Plan. Therefore any additional obligations will be capped based on the policy terms of the Local Plan [including the Council's Local Plan affordable housing target] with the aim of securing the provision of policy requirements that were previously determined not to be deliverable.

84 Where a 'surplus' revenue or profit is generated over and above the 'target' or 'base' profit level [which is necessary to ensure a viable development], this will be prioritised for a greater level of policy compliance [capped by relevant policy requirements]. In most instances the Council shall deem it appropriate for a developer to receive a share of surplus revenue or profit to incentivise the developer to maximise value.

85 Thus, after any outstanding policy requirements are met, any additional 'surplus revenue' will be retained in its entirety by the developer as additional profit. Further details on the Council's approach to determining the cap and additional developer profit are set out below in the remaining parts of this section of the SPD and in Appendices 6 and 7 which contain the relevant formulae that shall be applied on a case-by-case basis.

Timing of viability reviews

86 Where affordable housing and other policy requirements are not met at application stage due to viability considerations, the Council will require applicants to enter into review mechanisms with integral Section 106 agreements. These will enable a re-assessment of viability to determine whether additional affordable housing and other planning obligations can be provided at a later date [see Figure 1].

87 Reviews may take place prior to or at an early stage of development enabling additional on-site affordable housing to be provided, or at a later stage based on actual values and costs that will generally result in an additional financial contribution. On phased schemes viability reviews may be required at different stages of the development process.

Figure 2 Early and Late Stage Viability Appraisal Review Procedures

Stage 1: Planning Permission granted at lower level of affordable housing provision than required by Local Plan policy.
The S106 Planning Agreement will require a layout plan showing the location of a full policy compliant Affordable Housing scheme, to be appended to it.
The layout plan will also highlight those affordable housing properties to be delivered at grant of planning permission stage and all appropriate details associated with the type (according to the NPPF glossary) of affordable housing provision to be provided.

Stage 2: Pre-implementation Stage Viability Review	
Route 1:	**Route 2:**
Community Infrastructure Levy Regulation 67 Commencement Notice Issued	Community Infrastructure Levy Regulation 67 Commencement Notice Issued
No necessity to Review if implementation expected within 12 months of Regulation 67 commencement.	If implementation will not be substantially complete within twelve months of Regulation 67 commencement then within three months of the start date a pre-implementation stage review of viability will be required.
No substantial changes to market conditions and to viability have occurred since the signing of the S016 Planning Agreement.	If Viability has improved then it is expected that further affordable housing units will be provided on site.
Build out completed.	S106 Planning Agreement – amendments to schedule and layout plan signed and added to Planning Register.

Stage 3: Mid-Stage Viability Review when development is to be delivered on site in phases
Viability Assessment of development on whole site taking into account values, build costs and surplus realised in initial stages of development and estimates for future stages.
If Viability has improved then it is expected that further affordable housing units will be provided on site.
S106 Planning Agreement – amendments are made to the schedule and layout plan signed and added to Planning Register.
Repeat this stage at three yearly intervals (or to be agreed with the LPA) until full policy compliance achieved or 75% of market residential units are completed on site.

Stage 4: Advance Stage Viability Review
This is triggered when 75% of the market residential units have been completed, or within three months of practical completion of other schemes, where the Advance Stage Review enables the viability assessment to be based on up- to-date, accurate and robust information.
If a surplus has been achieved to date through actual delivery of a scheme on site, then financial contributions will be sought towards off-site affordable housing provision or other policy requirements, capped to the level required by Local Plan policy.

88 Viability reviews carried out at an early stage in the development or prior to the implementation of later phases have the benefit of increasing the likelihood that additional affordable housing can be provided on site. The advantage of undertaking viability reviews towards the end of a development on the other hand is that better, robust, and up-to-date values and costs can be taken into account; and is based on up-to- date and accurate viability evidence, all of which will go towards supporting the delivery of the Local Plan.

89 The Council will therefore require viability reviews to take place at the following stages.

- For **all schemes** requiring a Submission VA at planning application stage: At an advanced stage of development **[Advanced Stage Review VA]**, a review will ensure that viability is accurately assessed and up-to-date;
- On **phased developments**[14]: In view of the priority given to on-site delivery of affordable housing[15], an additional viability review will be required prior to substantial implementation of the development **[Pre-implementation Review VA]** where this does not occur after 12 months of the Commencement Notice, which is required by Community Infrastructure Levy Regulation 67; and
- For **large phased schemes**[16]: A further review will be required at a mid-point stage in the development [prior to implementation of the second half or later phases of the development] **[Mid-term Review VA]**.

Viability review process

90 The applicant is required to submit updated information consistent with this SPD, as per that submitted at initial planning application stage [Submission Viability Appraisal] including any necessary supplementary information following a review of this by the Council. The review will assess changes to gross development value and build costs[17], the key variables most likely to change. This will apply to the development as a whole [incorporating all uses] and be based on formulas [which are displayed in Appendix 6] to be included in the planning obligation.

91 These formulae will be used to determine whether 'surplus revenue or profit' will be generated over and above required developer returns[18]. A proportion of any additional value generated as a result of increased values or reduced costs will be retained by the developer as an additional profit allowance to ensure that they also gain from the improved scenario[19]. This allowance will be higher for mid-term and advanced stage reviews to ensure that a developer remains incentivised to maximise values and minimise costs prior to the review.

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14 Typically sites of 100 or more residential units 10,000 m2 or greater commercial schemes or mixed use schemes – however, to be assessed by the Council based on circumstances of individual schemes.
15 See Core Strategy CS7: Housing Mix and Affordable Housing
16 Threshold for 'large phased developments': 200 or more residential units [or 4 hectares or more] or 20,000m2 or greater for commercial/mixed use.
17 See Radcliffe et al [2009], especially p.422.
18 The starting point for the review is that, it was determined that the approved scheme is deliverable at application stage (see Sections 2 and 3).
19 This is calculated as a factor of value and costs to ensure that the developer potentially stands to gain in either scenario.

92 In the event of a 'surplus' being identified on viability review, this is used to determine the level of additional affordable housing that can be provided [capped by the strategic affordable housing policy requirement i.e. 25%] based on the opportunity cost to the developer of converting market housing into affordable housing as determined by the difference in value of market housing compared to its value as affordable housing. For other planning obligations that were not fully addressed at application stage, the level of any additional financial contribution [capped at a policy compliant level] will be determined by the initial formula at each stage, as set out below.

93 In order to increase the likelihood of additional affordable housing being provided on site following a review at any stage, potential affordable units will be identified in planning obligations where affordable housing is not being provided in full or in part on viability grounds through an Additional Affordable Housing Schedule[20] to be appended to the planning obligation. This will enable affordable units to be provided at a later stage if there is an improvement in viability and it subsequently proves possible to provide such units.

Pre-Implementation Viability Review

94 For phased developments, where a development has reached 'substantial implementation' within 12 months of the Commencement Notice [as triggered by CIL Regulation 67], market conditions and the viability of a scheme remains relatively unchanged, a Pre- Implementation Viability Review would not normally be required. If substantial implementation occurs after 12 months of the Commencement Notice [as triggered by CIL Regulation 67], at which point the initial VA will be deemed to be out of date]. As a result, a Pre-Implementation Viability Review will be required and this shall take place within no more than 3 months after this trigger point.

95 Reviews which take place prior to implementation of a phased development should deliver additional on-site affordable housing in accordance with an Additional Affordable Housing Scheme to be appended to the planning obligation. This should identify the units to be converted to affordable housing in line with the Council's required tenure split. Where there is remaining surplus which does not amount to the provision of one whole affordable housing unit, this surplus amount should be used as a contribution for off-site affordable housing [i.e. in the form of a financial commuted sum] or to provide any further planning obligations that were required, but found to be unviable at application stage. The same applies in the case of Mid-Term Viability Reviews.

96 In the case of Pre-Implementation Viability Reviews prior to substantial implementation, the developer will receive a share of any surplus in line with typical profit requirements. The majority of sales and rental income will be received at a later date and so the developer will remain incentivised to maximise value after the review has taken place.

97 The Pre-Implementation Viability Review formula is displayed in Appendix 6. This review operates in two stages:

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20 The potential affordable housing units will be detailed in an Additional Affordable Housing Schedule. This will comprise a site plan identifying the potential housing units together with a table stating their plot numbers, unit types and sizes.

- **Firstly**, by using **Formula A**, calculate the level of any surplus profit or revenue available for on-site affordable housing or other policy requirements; and then
- **Secondly**, by using **Formula B**, determine the level of additional affordable housing floor space deliverable from any surplus profit or revenue.

98 Any surplus will be used to determine those units identified in the Additional Affordable Housing Schedule that will be converted to affordable housing up to the affordable housing policy requirement cap. For other policy requirements which take the form of a financial contribution, only Formula A will apply. Appendix 6 contains the formulae and associated explanations that applicants shall use to evaluate their scheme.

99 An active spreadsheet will be made available to review applicants; a link is provided in Appendix 7. The variable inputs relating to GDV and Build Costs will be extracted from an applicant's original and updated viability appraisal calculations which must be prepared and presented in accordance with the review procedures set out in this SPD.

100 The above approach sets out a clear basis for calculating the level of any additional requirements that could viably be provided while recognising that in some instances adjustments to the calculations may be warranted according to the circumstances of a specific proposal. For example, in circumstances where the conversion of different tenures would be appropriate, such as intermediate housing to social rented housing, the Council may apply an alternative formula which takes into account the difference in values of the relevant tenures.

Mid-term Viability Review

101 In the case of 'large phased developments', a Mid-Term Viability Review will be required which takes place prior to implementation of later phases of a development[(21)]. These should deliver additional on-site affordable housing in later phases in accordance with an Additional Affordable Housing Schedule to be appended to the planning obligation.

102 Mid-Term [and Advanced Stage] Viability Reviews shall assess the development as a whole, taking into account values, build costs and surplus that have been realised in the initial stages of the development as well as estimates for the subsequent phases. This is necessary to ensure that affordable housing provision is maximised and that other policy requirements that were not achievable at application stage, are met where viable. Where build costs were based on BCIS build costs in the application stage appraisal, these will be index linked from the date of the previous review using the BCIS Tender Price Index [TPI].

103 The Mid-term Viability Review will operate in two stages:

- **Firstly**, by using **Formula C,** calculate any surplus based on the approach set out below in the **Advanced Stage Viability Review**; and **then**
- **Secondly**, by using **Formula B**, calculate the surplus to determine the level of additional affordable housing that can be provided on-site in accordance with an Additional Affordable Housing schedule to be appended to the planning application **[see section on Pre-implementation Reviews above]**.

21 At a mid-point stage in the development (prior to implementation of the second half/ later phases of the development).

Advanced Stage Viability Review

104 Advanced Stage Viability Reviews will be required on all residential/mixed-use applications which do not meet the Local Plan affordable housing target and or all policy requirements at the granting of planning permission on the basis of an agreed Submission VA [and any subsequently provided information]. For residential-led schemes, Advanced Stage Viability Reviews should be undertaken on sale of 75% of market residential units, and for other schemes, within a three month period prior to practical completion. This enables the assessment to be based on up-to-date, accurate and more robust information, while also retaining the ability to secure the additional provision of policy requirements[(22)].

105 The outcome of this review will typically be a financial contribution towards off-site affordable housing provision or other policy requirements. In the event that a surplus is generated, any contribution payable will be capped according to the level of contribution required by policy and associated guidance. For affordable housing contributions, this will be based on the level of surplus required to provide additional affordable housing to meet the overall affordable housing target. The contribution and cap will be calculated in accordance with Formulae C and D that are set out in Appendix 6.

106 Again, in some instances adjustments to the calculations may be warranted according to the circumstances of a specific proposal. For example, where market and affordable housing values were clearly distinguished in the original appraisal calculation, it may be appropriate to allow for differential costs when determining the Advanced Stage Affordable Housing Cap.

Considering Changes in Values and Costs at Planning Application Stage

107 In line with NPPG[(23)], the Council will always consider development viability based on current costs and values at application stage. The NPPG envisages that for phased schemes, however, it may be appropriate to consider projected changes in values or costs at planning application stage. This is distinct from viability review which considers changes in values and costs at the point of delivery.

108 If a VA assumes projected changes in development values and build costs, these should be fully justified, reasonable and consistent with long-term new build trends, current market conditions and market expectations.

109 Whether or not projected values and costs are applied, viability reviews will be necessary to assess actual changes in values and costs.

22 This will normally be achieved through a restriction on occupation of market units and or payment into a secure account determined by the Council.

23 National PPG for Viability: Key principles in understanding viability in plan making and decision taking: see https://www.gov.uk/guidance/viabilityhttps://www.gov.uk/guidance/viability.

Material Changes

110 Where material changes are proposed that would make the scheme less compliant[24] with the Local Plan, this would require a new planning permission and could not be addressed through a VA review. The information and data set out in Table 5 should be provided on an open book basis for evaluation as part of a review.

Table 5 Information required for Viability Review Mechanisms in relation to Material Changes

Required Information & Data	Notes	Comments
Gross Development Value [GDV]	GDV [all gross receipts or revenue received] supported by evidence, including but not limited to: • Audited company accounts detailing all sold/ let transactions. • Certified sales contracts or completion certificates detailing the purchase price for each sale. • Land Registry records showing sale price information. • Other receipts [e.g. income from ground rents].	
Estimated GDV	Estimated GDV for the unsold or un-let components of the development at the point of review using detailed comparable information taking into account: • Any sales/ lettings that have taken place on the development [see also Section 3]. • Income from any other sources.	
Average residential values [£/m2]	Average residential values [£/m2] for market and affordable housing across the scheme based on the information provided above.	
Actual build costs incurred	Payments made or agreed to be paid in the relevant building contract, including receipted invoices, or costs certified by the developer's quantity surveyor, costs consultant or employer's agent.	This is not required at application stage where build costs are based on relevant [index linked] BCIS figures.
Estimated Build Costs	Estimated Build Costs to be incurred for the remainder of the development based on agreed building contracts or estimation provided by the developer's quantity surveyor or cost consultants [see Section 3].	This is not required at application stage where build costs are based on relevant [index linked] figures.

24 Whether for the remainder of a site [once started] or if the development of the scheme has failed to start.

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Appendix 1: Glossary of Terms

Glossary/Acronyms

AH	Affordable housing	These comprise social rented, affordable rented, intermediate housing for sale or rent, including Starter Homes, provided to eligible households whose needs are not met by the market. Eligibility is determined with regards to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision. Homes that do not meet the above definition of affordable housing, such as "low cost market" housing, may not be considered as affordable housing for planning purposes. For additional explanation of each type of affordable housing see National Planning Policy Framework [MHCLG 2019a].
A Priori	A Priori	An "a priori" argument is one where certain basic principles or hypotheses are assumed to be true. Therefore, it is not necessary to use empirical evidence but rely on the axioms being true [www.economicshelp.org]
	Abnormal Development Costs	Abnormal development costs are dependent on site specific circumstances and may include decontamination, land stabilisation and land forming or raising. Any abnormal costs identified since the original appraisal may be included in the appraisal, and the applicant should provide site specific evidence [cost estimates or invoices], benchmarked against comparable evidence, where relevant and available. These may need to be verified by independent consultants. In some cases these shall be reflected in market value and costs, and care will need to be taken to avoid double counting. Further guidance on what will, and will not be considered as "abnormal development costs" is set out in the guidance note at Appendix 8.
BC	Build Costs	Cost estimate data is likely to be drawn from roughly similar schemes. These or known tender price evidence may need to be updated if the baseline appraisal is dated. Site specific evidence based on reported cost estimates or invoices should be provided by the appellant and assessed against comparable market evidence. Where comparability is at issue, these can be benchmarked against the most detailed possible sections of Building Costs Information Service [BCIS] or other appropriate data sets or verified by independent cost consultants. BCIS data is expressed as cost per sq m of Gross Internal Area [GIA] requiring adjustment to Net Internal Area (NIA) used to estimate Gross Development Value. While BCIS data excludes the cost associated with the provision of external areas [car parking, landscaping etc], preliminaries and contractor's profit rate are included so be watchful that these are extracted and certainly not double counted. Additionally, Fees connected with Professional Services and Finance Costs [i.e. interest charges] will also be triggered. The cost impacts of any changes to legislation and Building Regulations [Part L] since the baseline appraisal scheme can be taken into account.
	Cash Flow	The cash flow of an appraisal, particularly for larger schemes, is fundamental. It determines both a significant input (finance costs) and a key output measure (i.e. return on capital employed which is the relationship of capital invested to profit generated). Costs for a typical project are front loaded

		with a time gap between costs (land, infrastructure and building works) and income (say dwelling sales). The duration of this period and magnitude of the gap between costs and income will determine the finance costs incurred. A key point to examine is how the movement of costs or incomes can reduce finance costs – for example by bringing forward part of a grant to fund early infrastructure [e.g. from Housing Infrastructure Fund] or delaying an 'up front' land receipt or S106 obligation until the project begins to generate income. The opportunity to improve viability through this sort of approach is significant and applicants shall be required to demonstrate that these matters have been attempted.
CRI	Compound Rate of Interest	Interest that accrues on the initial principal and the accumulated interest of a principal deposit, loan or debt. Compounding of interest allows a principal amount to grow at a faster rate than simple interest, which is calculated as a percentage of only the principal amount [www.investopedia.com]. The cost of borrowing money and related arrangement fees to fund the site acquisition, site preparation, land holding costs, construction and all major capital costs and fees may be included. Some developers fund these costs in whole or part from their own capital reserves. Supporting evidence from the appellant will be required to justify either the known borrowing costs and/or any assumed costs, when the developer intends to finance the scheme from their own funds. Debt finance costs can include incurred loan arrangement costs, if evidenced. Any differences from the original appraisal should be demonstrated and explained. Typically, it is assumed at all costs are funded 100% [whether from a third party or from own funds].
	Development Finance	An optimum cash flow minimises the quantity of development finance needed. The other driver of finance costs is the interest rate applied, for example 6.5 per cent. Considerations which a bank funder may make in setting this rate include the debt to equity ratio (how much of the scheme is being funded by the bank compared to the equity partners of the development e.g. the developer), the loan to value ratio (how the loan value compares to the value of any security offered such as the land) and other measures which give confidence as to the robustness of the proposals. The extent of public sector funding and any guarantees of the bank's capital will have a significant effect. The Council recognises that the financial status of the applicant will ultimately dictate the terms and conditions attached to development finance; whatever its rate, the appraisal methodologies assume that these are funded 100% from own funds or an external source.
DY	Development Yield	This can only be computed from developments owned or occupied on a lease [e.g. typically for commercial activities]. Rental income is divided by actual cost incurred in realizing the development. [www.rics.org.uk]. An investor would select those projects with the highest DY, everything else remaining equal.
DCF	Discounted Cash Flow	As firms operate by raising finance from various sources which is then usually invested in real assets [e.g. land and property], such investment spending involves outflows [payments] of cash causing inflows of cash. Typically these cash flows do not occur all at the same time i.e. the pattern and the size of the cash flows trigger the need for third party financing which accrue interest charges. Arising from the fact that investment involves opportunity cost, then the need to adjust the cash flow purely to take account of the time

		value of money, requires that a discount rate be applied to all future cash flows to adjust them back to present day values. It is only at today's values [i.e. Now] that projects net benefits can be compared and appraised. As most development projects take more than 1 year to complete and exit the site with a known profit receipt, the need for discounting exists.
DRI	Discounted Rate of Interest	There is NOT a unique rate of discount. However, guidance can be sought from HM- Treasury's Green Book, which identifies the Government's rate for underpinning its investment decisions [i.e. 3.5%pa] for projects with a life expectancy of up to 30 years. For longer periods, the discount rate is lower [see HM Treasury, 2018, 26]. Other discount rates are used commonly in evaluation projects, For example, The Economics of Climate Change: The Stern Review [2007] assumed a discount rate, r=1.4%. This is controversial, but in essence applies a greater weighting to future costs/benefits. See: HM Treasury [2018) The Green Book: Appraisal and Evaluation in Central Government; also: http://www.cbabuilder.co.uk/Discount1.html. Since private individuals and businesses are much more impatient than Governments, the rate to be applied is likely to be higher than these two rates. In the absence of known discount rates used by private developers, Havard [2008] argues that it is acceptable to apply the market rate of interest or the opportunity cost of capital being used in the appraisal. The chosen interest rate used in discounted cash flow analysis will determine the present value of future cash flows. The discount rate takes into account the time value of money (the idea that money available now is worth more than the same amount of money available in the future because it could be earning interest) and the risk or uncertainty [i.e. of loss] of the anticipated future cash flows [which might be less than expected].
EUV or CUV	Existing (or Current) Use Value	This is the market value that specifically reflects the current use of the property only and disregards any prospect of development other than for continuation/expansion of the current use [www.rics.org.uk].Each use class [in planning terms] thus generates its own derived value according local market conditions. On an equivalent basis, situation [i.e. location] rather than site [i.e. the physical capacity of the site] determines EUV or CUV.
	Fees [relating to Land, Build Costs and Sales]	These may include agents' fees, legal fees, site promotion, sales and other costs and fees where appropriate. Incurred relevant costs and fees, evidenced by reference to invoices, receipts, and other sources, are to be preferred but clear justification will be required if they exceed evidence on standardised figures.
GDV	Gross Development Value	This is the aggregate Market Value of the proposed development assuming that the development is complete at the date of valuation in the market conditions prevailing at that date [www.rics.org.uk]. In the viability appraisal, this is almost certainly the largest sum to be calculated. Therefore, any changes to its value will have the greatest impact on the RLV. Thus, providing affordable housing, which by necessity involves a reduction in value, means that the RLV [the budget to buy the land] will be sensitive to any planning policy requiring the delivery of affordable housing. Hence, it is important for sensitivity analysis to have been conducted and the results presented in a clear and easily read format. For market sales and private rented housing, viability appraisals should be supported by scheme specific evidence from comparable development schemes, taking into account type of property, location and delivery. Appraisal

		comparables should be "achieved", rather than "asking" prices and exclude marketing incentives [e.g. fit out, payment of stamp duty]. Rents should be passing rents from recent letting and exclude service charges. Where comparability is at issue, these can be benchmarked against published sources e.g. Land Registry, Hometrack or agents' market reports. For affordable housing [including all types of schemes], the appraisal should, where relevant, include the lump sum payment to the developer by the landlord [typically a housing association or a RP] that is the capitalised net rent. Evidence should be provided to support this figure. Where the affordable housing is not going to be sold to a registered provider [i.e. a housing association or RP] or no evidence of sale price can be provided, gross development value of the affordable housing should be appraised, to compare capitalised net rent with development cost. Sales prices for market housing, equity sharing and discount market sales in the revised appraisal should be those current at the time of the appraisal and assumed to remain static throughout all phases of the development programme.
IRR	Internal Rate of Return	The discount rate that drives the Net Present Value [i.e. of all the cash flows relating to revenues minus costs] to ZERO is also known as the Internal Rate of Return [IRR] for that particular cash flow. Importantly, each cash flow will have its own particular IRR. The IRR is found by trial and error[25] by applying present values at different rates of interest in turn to the net cash flow. It is sometimes called the discounted cash flow rate of return. In development financial viability appraisals the IRR is commonly, although not always, calculated on a without-finance basis as a total project IRR [See also www.rics.org.uk].
	Land Price: "offers" and "transactions"	"Offer" prices are expressions of worth or value; they are expressions of expectation and not a product of a transaction or an exchange. On the other hand, prices relate to actual transactions, where the seller and buyer through negotiation and bargaining come to agree a price where exchange [and hence a transaction] can occur. Depending upon market conditions and position on the property cycle, offer prices tend to be higher than transaction prices: in a depressed market these can be 8% to 10% difference; in a rising market, the difference is likely to be much smaller; and in times of extreme competition for land, the difference not only disappears, but a price war can occur to secure ownership rights in the land/property markets.
	Land Value	Prior to any transaction/exchange, this is ultimately a guess-estimate. But what a site might be worth must take explicit cognisance of and be informed by (local) market conditions and evidence, site specific attributes, and local planning policies and requirements [see National Planning Policy Framework, MHCLG, 2019a]. Indeed, at the point of a viability review, the agreed land value in the original appraisal should be used, unless the site has been acquired since and evidence is provided of the purchase price. Yet, any purchase price used shall be benchmarked against both market values and sale prices of "comparable" sites in the locality. Any significant overbid for the site at the point of review shall be disregarded.

25 If using Microsoft Excel© this can be easily calculated

		Where market value is used, it should have regard to the Local Plan policies and all other material planning considerations, including planning and affordable housing obligations and disregarding that which is contrary to the Local Plan, whilst providing the "minimum requirement to incentivise a reasonable landowner" to enable the development to be deliverable. As both purchase price and market value address landowner profit, the latter should not otherwise be included in the appraisals. Crucially, the Council's approach will be to use a site's existing use value [EUV] plus an appropriate premium to evaluate a site's viability position.
NPV	Net Present Value	The sum of the discounted values of a prospective cash flow, where each receipt/payment is discounted to its present value at a discount rate equal to a target rate of return or opportunity cost of capital.
CP	Capital Profit	A developer's capital profit has two elements: the return for undertaking a project and a compensation for the risk involved. (Myers, 2019) Profit is treated as a "cost" in the Residual Land Value [RLV]. In this regard, Ratcliffe et al [2009] argues that the development industry seek a target rate of profit of between 15% and 25% on costs [the equivalent in value terms is 13.04% and 20% of value respectively]. Capital Profit levels [developers' return] vary significantly between projects to reflect the size and risk profile of the developer and the risks related to the development project. Any changed assumptions on developer profit (before interest and tax) since the baseline appraisal will need to be justified and evidenced from comparable schemes or data sources such as IPD Development Return Index and other supporting indices [e.g. FAME], However, the local planning authority and Planning Inspectorate may also want to reference existing financial appraisal guidance where it provides ranges for typical profit level
RLV	Residual Land Value	This is the land bid budget available to a developer or a prospective owner. It is the residual left over after "all" costs [i.e. build costs, fees, finance, planning obligations, CIL payments and provision of affordable housing] and profits are subtracted from the gross development value. Thus it reveals the Developer's maximum budget available to buy the land. See Ratcliffe, J, Stubbs, M. & Keeping, M. [2009] Urban Planning and Real Estate Development, Routledge [3rd Edition], especially Chapter 14.
RP	Registered Social Landlord or Registered Provider	Also known as a Housing Association, a Local Council or a charitable association [e.g. a Community Land Trust].
	Sensitivity analysis	This is a means by which a scheme's inherent risks and uncertainties are evaluated. Typically the four prime variables of value/rent, yield, cost, time are appraised understand how they affect a scheme's development's viability.
	Preliminaries [i.e. Site Investigation, security; preparation and Infrastructure Costs]	These costs may include demolition; ecological, geotechnical, archaeological and other site investigations (including those undertaken before site purchase or for planning); basic on-site infrastructure and services. Site specific evidence (reported cost estimates or invoices) should be provided by appellant and benchmarked against comparable market evidence, where relevant. These may need to be verified by independent cost consultants. In some

		cases these will be reflected in market value and care will need to be taken to avoid double counting.
	Viable	The test for viability is that the evidence indicates that the current cost of building out a full policy compliant scheme [at today's prices] is at a level that would enable the developer to sell all the market units on the site [in today's market] at a rate of build out evidenced by the developer, and offer a sum that includes the minimum requirement to incentivize a reasonable landowner to sell. In other words, a scheme is said to be viable if the developer has enough money to BUY the land, build out the scheme and achieve its target/hurdle rate of capital profit, while delivering a full policy compliant scheme. Critically, the test of viability does not seek to confirm the land price paid by the developer. Thus, the viability test simply seeks to find the site's value/worth at the time of the valuation [i.e., now at the point/date of contestability or Appeal] and not the price paid by the developer at some other time.
YP	Year's Purchase	It is the reciprocal of the yield [i.e. initial year].The amount that is yielded by the annual income of property; used in expressing the value of development in the number of years required for its income to yield its purchase price, in reckoning the amount to be paid for annuities, etc. (www.dictionary.reference.com). As such it tells you how many years' rental income is needed to achieve the break-even point. The shorter the better!
ARY	All Risk Yields	The ARY is the risk of not collecting rent. As applied to different commercial elements of a scheme (i.e. office, retail, etc.) and is usually calculated as a year's rental income as a percentage of the value of the property (www.rics.org.ukwww.rics.org.uk)
	ARY [yield] moving in	Yield % is falling. It represents the "tone" of the market at a particular point in time. Thus stems from an in-balance in the market, where the stock of property in the short run is fixed [as are their use classes] and so if demand for the space and use of the stock is rising, the risks of not collecting the rents by investor is falling. The attributes in such a market are exemplified by continued growth and buoyant economy; increased competition; lower risks and greater rewards [rising values].
	ARY [yield] moving out	Yield % is rising. As above, but where demand for the existing stock of buildings/land is now falling. The risks of not collecting the rents by the investor are rising. The attributes in such a market are exemplified by economic recession; over supply or contracting demand; rising voids and vacancies; greater risks and lower rewards [falling values].

Appendix 2: Advice to Applicants and Council Officers

Preamble

In reviewing a submitted FVA, the Council wants applicants to fully understand the process and the factors that the Council will focus on in evaluating a contested viability appraisal. Therefore, the Council believes it is important to re-iterate these in the form of questions and raising issues relating to viability principles and the internal logic of the appraisal methodologies. Indeed, these same issues will be central in the Council's officers' approach in evaluating the submitted FVA.

The following commentary is provided to clarify that an open and transparent approach to viability is being sought by the Council. Consistency and equity are the goals that the Council is seeking in all applications that are subject to viability and review.

Headlines for Applicants and Council Officers

Key questions and issues of principle

- What are the main differences in the applicant's offer regarding affordable housing [and other relevant planning requirements] in respect of the planning authority's policy requirements?
- It is important to identify the appraisal methodology used and be aware of its relative strengths and weaknesses. This means: is it a cash flow appraisal or an appraisal where more basic assumptions have been applied regarding the calculation of interest charges?
- How much a developer may have paid for land is not the key test of viability and its appraisal. Rather, it is what the land is worth by reference to up-to-date market evidence of costs and values now that is important, inclusive of site conditions and extant planning and affordable housing policy requirements.
- So be clear on whether a residual land value estimate or a land price is being used.
- Changes to the GDV will have the most powerful effect on the RLV and ultimately on the site's viability position.
- Be clear of the existence of different ways of representing the developer's profit. It is a target rate of profit set by the developers. Thus it is an input alongside the other major costs to be covered by the value created from building out the scheme. Though capital profit is welcome, it is not much use in decision-making, if it is expressed simply as an absolute sum.
- Capital profit is best expressed as a proportion [%] on all the Costs or of the GDV so that different schemes can be compared on an equal basis.
- Additionally, it is normal to apply different rates of profit to cover the different levels of risk in the real estate sectors. Thus, affordable housing attracts a lower target rate of profit, typically around 6% on Costs [or 5.66% of GDV] because there is a more certain exit strategy relating to a known ending owner. Market homes attract a higher rate of profit, typically between 15% and 25% on Costs [or 13% to 20% of GDV], as most of these are built but without a known end occupier and owner. Other asset classes are likely to have different target rates of profit according to their risk profiles and market sentiment.
- In respect of the input profit rates, the Council will draw on guidance from case law where relevant.

- Using the sensitivity analysis as a starting point, test whether the assumptions made about the key variables [value (i.e. price/rents/yields)], build costs, interest rates, and time] are evidence-based and that they are robust, reasonable and justifiable.
- Small changes in any one of the [above] prime variables often exert a disproportionate effect on the residual land valuation, with value and cost being the most powerful of these variables.
- The numbers and mix of AH for rent and sale will have different effects on viability [with AH for rent having the most negative impact] and so re-appraising the numbers and/or mix of these may help render the development scheme to become viable.

Development Viability Appraisal Methodologies

Restating the principles underpinning appraisal methodologies

- By definition a viability appraisal is a snapshot, being a direct product of current market prices and costs that are set within known and declared development assumptions; it is an appraisal at today's prices and costs [i.e. now]. But we know that viability is a relative and thus a dynamic concept, and so with sensitivity analysis appraisals can be easily and conveniently updated to take account of changes in the policy environment, as well as market uncertainties and future changes in the key variables that shape a scheme's viability.
- Viability appraisals are typically conducted in a controlled spreadsheet environment. Since there is no single or agreed preferred approach, it is important that those reading the results from spreadsheets have confidence in their structure and that they take into account all the usual variable inputs and project parameters associated with the proposed development scheme. The critical issue is not the medium in which the viability appraisal is conducted but the assumptions and variable inputs applied in conducting the viability appraisal. In short, the spreadsheets utilised should be active and fit-for-purpose in that the results from them can be thoroughly reviewed and subject to [public] scrutiny by the relevant interested parties [e.g. The Council, The Planning Inspectorate; as well as other consultees].
- Viability appraisal is simply the practical application of economic theory tailored to a number of different development sites [and where appropriate other uses] conducted within a spreadsheet environment, where critical assumptions are known and made explicit.
- Efficient market hypothesis contends that markets ought to reflect all the relevant costs and values, so that a developer's land bid offer-price reflects in a clear and obvious manner the full and true costs of providing affordable housing and other local planning policy requirements [that are typically secured through S106 and other legal agreements]. However, because of imperfect knowledge and skills, landowners' price expectations may be higher than the offer prices being made by applicants and developers. In the context of affordable housing requirements [with/without public grant/subsidy] *a priori*, it is contended that these requirements will lead to lower land values. In fact the central purpose of a viability appraisal is to ascertain the relative land values that reflect alternative development scenarios, especially those shaped by variations in the proportion of affordable housing. As a general principle there is an inverse relationship between the level of affordable housing and the outturn land value; as the requirements for the former increase the latter decrease.

- Once the RLV appraisal calculations have been made, these values simply denote the maximum budget available to buy the land. Viability is confirmed if the developer is found to have a sufficiently large enough budget to buy the land in current market conditions compared to the site's Existing Use Value [plus a premium][26].

Viability Appraisal Methodologies

Some guidance on the likely appraisal methodologies

It is a requirement of this SPD that applicants declare their appraisal methodology from the outset.

In practice there are two basic methods that can be adopted to conduct a viability appraisal:

- A static Residual Land Valuation Estimate; and
- A cash flow Residual Land Valuation Estimate.

A static Residual Land Valuation Estimate [RLVE]

This appraisal methodology is a relatively coarse valuation. It is based on a methodology that assumes:

- All the building and sales occur at the same time, instantaneously [i.e. NOW].
- All funds are borrowed from a third party [i.e. opportunity cost of capital].
- A market rate of interest is applied.
- Financial weights[27] are applied in accordance with industry norms, to ensure that not all funds are borrowed from day one and accrue at a compound rate of interest and then paid back at the end from sales' receipts.

Despite the above adjustments [i.e. finance charge weights] the main criticism of the "static" appraisal method is that it is not precise enough in the way it reflects the incidence of time and money payments during the period of development, according to Ratcliffe et al [2009, p.410]. However, the quality of the valuation is as good as the assumptions applied. The valuation is not invalidated, it just means that in adopting this approach, one has to recognise and, importantly, understand the implications and [some would say] the limitations if this method is used.

A cash flow Residual Land Valuation Estimate

The cash flow appraisal methodology is a more dynamic method as it better reflects reality whereby an applicant/developer can appraise the pace and phasing of the scheme with cash flows of income and expenditure taking place at (ir)regular intervals throughout the development period that reflect the actual characteristics of the project being appraised. Thus the pattern of sales and costs dictate the financing requirements and so unlike a static appraisal methodology financial weights are not required as the cash flows are under the direct management of the applicant/developer. These will ordinarily appraise different scenarios according to acceptable or required cash flow profiles, in this way the applicant/developer can accelerate development if markets are viewed to be rising, and slowdown construction or even stop development if demand is weak or dramatically falls.

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26 Further explanation of EUV is provided in Section 2 of this SPD [i.e. pp. 15-16]
27 See Appendix 2 which displays typical financial weights used in a static development appraisal methodology

The cash flow appraisal methodology gives explicit prominence and thus control over the pattern and timing of costs and values, which is how house builders and developers actually appraise potential development opportunities and options.

In the cash flow appraisal methodology, if the developer's discounted rate of interest is not known, it is normal to apply the market rate of interest or the opportunity cost of capital.[28]

The cash flow approach generates all the same kinds of output as the static appraisal methodology [i.e. in that it identifies the budget available to the developer to buy the land]. Remember, this is not the same as the price of land, which would only be recorded and/or known if a transaction had been made.

Both appraisal methods should generate the required outputs. In summary form:

- Gross development value in total; £/unit or £/m²;
- Build Costs, including preliminaries, external works, abnormal development costs, professional fees;
- Interest Charges;
- Capital Profit; total, % on costs or % of GDV;
- Other Fees and Charges, including S106 agreements, Community Infrastructure Levy [CIL], Stamp Duty Land Tax [SDLT], planning & National House Building Council [NHBC] fees, etc.,
- RLVE – baseline [without Affordable Housing], but providing other planning policy requirements;
- RLVE – Local Plan Policy Affordable Housing Provision, including other planning policy requirements;
- RLVE – sensitivity analysis using changes to the key variable inputs [i.e. prices (rents; yields); build costs; interest rates and time];
- Existing Use Value [plus a Premium] or Alternative Use Value for the site

This SPD requires applicants who choose to contest viability to submit their evidence in a standardised format using the Input and Output Templates that are presented in Section 3 [above].

A priori, any changes in variables that affect the computation of value [the worth of the development now] will have the greatest impact on the residual [land] value; equally any changes that affect variables and elements near the top of the valuation [e.g. in prices or rents or build costs] will affect the residual [land] value the greatest.[29]

Viability Scrutiny and Review

In reading any appraisal, there are a number of obvious questions that shall be posed. Equally, the applicant needs to understand that their submitted appraisal will be scrutinised using these kinds of

28 Havard, T. [2008] Contemporary Property Development London: RIBA Publishing [2nd Edition]
29 See Ratcliffe, J, Stubbs, M. & Keeping, M. [2009] Urban Planning and Real Estate Development, Routledge Press [3rd Edition], especially Chapter 14, p.422.

questions by the Council. The following questions/issues [see below] are presented as illustrative of the Council's approach prior to formally evaluating a submitted VA.

Questions to ask/consider

☐ What methodology has been used: static appraisal or cash flow appraisal?

☐ Using a static appraisal, what financial weights have been applied and are these reasonable or industry standard norms? [See Appendix 3 of this SPD for further information.]

☐ Are the data inputs and outputs expressed or presented as £/ft² or £.m²? Beware that some valuers/surveyors do not stick to one common unit of measurement. The conversion factor between ft² and m² is 10.76391042ft²=1m².

☐ Using a cash flow appraisal, what is the justification for the pace and phasing of the development being such that it is? The Homes England guidance stresses the importance that this is declared and justified as the outturn price may have to be discounted to generate higher sales' rate.[30]

☐ Using a cash flow appraisal, what discounted rate of interest has been applied? Why this amount? [Is it the amount shown in the company accounts?] If not, does the rate mimic the market rate of interest?

☐ Irrespective of the method, are the reporting outputs [cited in the Output Templates in Section 4] presented in the format requested by the Council and is it reasonably easy to connect the results to the key underlying assumptions and evidence provided by the applicant?

Key components of the Viability Appraisal

This section covers the primary components of the residual land valuation estimate.

A: Gross Development Value

GDV is the largest sum in the appraisal equation and therefore changes to it have the most powerful effects on the residual land valuation estimate [RLVE] and thus ultimately on the viability of a scheme.

Check the assessment of different elements that comprise the GDV [in the Glossary of Terms], particularly as Affordable Housing attract substantially lower transfer values. For example, if a market home is £100; then affordable homes for sale [Intermediate/Starter Home] is expected to be £80, while an affordable rented home could be close to £40 to £45. It is vital that the evidence for setting these values is clearly referenced to current and local market conditions and that these can be clearly verified by the Council as part of the viability review.

30 HCA [2009] Investment and Planning Obligations, Responding to the Downturn, Good Practice Note, London: Homes and Communities Agency [in 2018 it was renamed Homes England].

A land's or property USE determines its land or property VALUE. The use class order, and hence planning, has an integral role in determining, holding, and reducing both relative and absolute land values.

In accordance with national guidance, whatever an applicant or developer has paid for land is not a key factor in a test of viability appraisal. The true test of viability is what the land is worth NOW, in today's market of values and costs, respecting the site's condition and, of course, the Council's extant affordable housing and other planning policy requirements set in its Local Plan.

As markets are typically subject to cyclical fluctuations [i.e. they change as a result of both internal as well as external factors], officers and applicants need to be aware that any land valuation estimates shall only remain valid for a relatively short period of time.

It is vital to know if land values or land prices are being used and it is important to test whether these are evidence-based and that they are a good reflection and representation of up-to-date local market conditions [i.e. at the time of the appraisal].

The basic equation to identify the Developer's land budget (GDV – (BC + P) = RLV) can also be re-arranged to calculate other elements providing certain values are known [as shown in the Table 3 below].

Key components of the appraisal methodology

GDV - (BC + P) = RLV	Here the Land Value is a residual. This is the maximum amount that can be paid for the land by the developer.	Vital for those who are seeking to sell or buy land.
GDV - (BC + LP) = P	Here, with a known Land Price, the Profit is a residual in this equation.	This shows the amount of profit that might be achieved by the developer having bought the land.
GDV = (BC + P + RLV)	Here the GDV is made up of the three main "cost" elements which explicitly include the developer's profit.	This reveals the three basic "costs" that comprise the Value of the completed development.
Explanatory Notes		
GDV= Gross Development Value, inclusive of all known income streams		
BC = Building costs, inclusive of preliminaries, external costs, abnormal development costs, fees and finance, SDLT, Local Plan policies requirements, etc.		
P= Developer's target rate of profit for market and affordable housing units		
RLV = Residual Land Value, which represents the budget to buy the land		
LP = Land Price declared to have been paid by the applicant/developer		

Questions to ask/consider

☐ Does the evidence of current/existing use land values stem from reliable sources?

☐ How recent is it? [up to 3 - 6 months old can be considered 'recent']

☐ Does the data evidence reasonably reflect the market NOW?

☐ Does it represent local market conditions?

☐ Have the calculated land value[s] taken into account the Council's extant planning policies, including affordable housing, site conditions and local market conditions?

☐ Does the review of values compare what is currently achieved in the area to the maximum that could be achieved given the project proposals?

☐ Are things which drive value (e.g. parking spaces or overlooking a park) been identified and the additional benefit of these quantified?

☐ Who retains the freehold for apartments and where is the capitalised sum of this future ground rent income stream included? Is there a future income stream from on-site energy generation and does operation of this concession generate a capitalised sum?

☐ What rates of sale / letting are assumed within the programme? Do these conform to industry norms of 3 units per month?

☐ Has a robust assessment of the demand for, and income from, all potential commercial uses been undertaken?

☐ What yield, rental income and assumptions such as sales incentives have been used for commercial uses? For example, sales' incentives could include rent-free periods.

B: All Costs

These costs are the second most powerful variable in explaining any changes in the RLV and hence viability [after GDV].

In general build costs will be the second largest sum, comprising site preparations and preliminaries [e.g. 10%]; direct build costs of creating the asset [e.g. 60%]; professional fees [e.g. between 8%-10%]; external costs and landscaping [e.g. 20%]. Known site conditions will ultimately dictate the array of costs that will need to be audited.

Abnormal development costs and remedial works can often cover a multitude of things and so may need to be unpicked and each component tested to see if the cost is reasonable, e.g. drawing on specialist, scientific or environmental reports.

Demolition costs can be a very expensive item; particularly where heavy fixed plant has been installed, special foundations or superstructure provided, or the site is tightly positioned in a busy urban area. Likewise, in older central locations where existing redundant underground services are present, or in fresh situations where the ground lacks stability or access to infrastructure, normal site preparation costs can rise substantially, according to internal specialist reports available to the Council.

To aid the accurate spread of building costs throughout the construction period, most experienced developers have drawn up cost profiles for the various sectors of the property development industry, but these are only used in an indicative way in the static based appraisal method, as opposed to a cash flow appraisal method where they can be employed in a more direct and explicit manner with reference to known or controlled cash flow profiles [see Ratcliffe et al 2009:402].

The developer's capital profit is a "cost" input in the calculation of land value. This cost is set by the developer as a target rate of profit. Of course, all developers will seek to maximize their profits. Interestingly, the actual profit received is only known once the developer has exited the site and final accounts agreed[(31)]. Data shows that, as with other aspects of the economy, the profit rate of return [%] is cyclical in nature; and on some occasions developers make losses. In assuming a target rate of profit, the developer will not trade-in the profit, but will seek to manipulate costs [down], raise prices, alter mix and density of development so that the budget available to them is sufficient to compete in the land market and buy the land. Of course, we also know that at times developers pay too much for land or do not do sufficient research to ensure that their target rates of profits are not compromised.

Questions to ask/consider

☐ Are the above costs justified by reference to comparable projects, priced work or published sources?

☐ If abnormal costs are cited are these justified and based on actual or verifiable cost bases?

☐ Are items such as preliminaries, design fees, statutory fees and the like clearly identified and the method of calculation clear (e.g. are preliminaries and design percentages added to build costs in a simple or compound form)?

☐ Is the link between costs and values clear – how has the specification and design been optimised to generate value?

☐ Has the land already been purchased or is this a variable cost?

☐ Where the land has already been purchased what is the current (residual) value of the land? [To clarify, the Council in accordance with national guidance will always apply the residual land values in assessing viability.]

☐ What are the existing use values (EUV[(32)]) and alternative use values (AUV) of the site? How have these values been generated and have their sources been declared?

31 FAME provides publicly available evidence on the booked profits of all house-builders.
32 Further commentary on these is located on pp.23-24 of this SPD.

☐ In situations where a public body is the landowner, have the land payments been timed sensibly to maximise benefit by, for example, deferring receipts to later in the development?

C: Capital Profit

There is no such thing as too much risk so long as capital profit can be set which is commensurate with it.

Capital profit depends on risks, including, amongst other things:

- Time to complete the development
- Financial size [of developer]
- State of market
- Certainty of information – costs, ground conditions etc
- Pre-sales and pre-lettings
- Competition

Expressing capital profit as a total sum [£], though revealing, is not much use to decision- makers.

For evaluation purposes, capital profit should be expressed on a percentage basis [% on costs or % of GDV].

Speculative house-builders typically seek two elements of profits in building out a development: they seek to take a profit on build costs and they seek to take a profit of the price they pay for land,

House builders will normally assign different levels of profit to reflect risks in the different real estate markets, including Affordable Housing. Where affordable housing is constructed with an agreed purchase price from a RP the risk is minimal, consequently the margin will be relatively low and akin to that of a contractor's rate of profit, which is typically 6% on costs including overheads. This is substantially lower than the more risky elements of a development that is dependent on competition and market sales. The difference between the different profit margin levels is risk and it follows that different risk-sharing arrangements will use different margins. Applicants need to understand that the Council will adopt the above convention as described above in evaluating all contested appraisals.

Where land acquisition costs cannot be ascertained and are likely to be the result of the valuation, then a proportion of the GDV is taken, usually 10-20%. Where land costs are known, and can be included as part of the total costs, then a proportion of that total cost is adopted, normally 15-20%. In terms of profit 20-25% is a benchmark that many developers aspire to. In reality, 15% is acceptable for many developers and, where a pre-let has been secured, even 10% will do (Ratcliffe et al 2009: 406).

Questions to ask/consider

☐ What rate of capital profit has been attached to market housing and what to AH?

☐ What rate of capital profit has been attached to non-residential elements of the proposal?

☐ Are these different rates of capital profit reasonable as well as being representative of industry norms and current national guidance?

D: Sensitivity analysis

It is seldom that a development project can be evaluated adequately on the basis of a single set of figures reflecting a single set of assumptions [Ratcliffe et al 2009:422]. The concept of a sensitivity analysis is a simple yet effective one, whereby each of the key variables [value (i.e. price/rents/yields), build costs, interest rates, time] is altered in turn in an informed and realistic way, so that the developer can test how sensitive the proposed land bid is to possible changes in these variables [see Ratcliffe et al 2009:422].

Accordingly, and a priori, small changes in any one of the [above] principal variables can often exert a disproportionate effect on the residual land valuation sum.

The applicant/developer should appraise any scheme with zero AH so as to provide a baseline against that the policy rate of AH% can then be compared. Indeed the developer should also set out the impact of applying various rates of AH% [i.e. from zero up to the Local Plan policy requirement]. The sensitivity analysis should then subject each of those sets of data to say +/- 5%, 10%, 15%, 20% fluctuations in each of the key variables but especially baseline prices (i.e. values, yields and rents) and baseline build costs.

The numbers and mix of AH for rent and sale will have different impacts on viability [with AH for rent having the most negative impact on the RLV] and so re-appraising the mix of these AH units may help render the development scheme viable.

Changes in the cash profiles should also be considered, particularly the payment received by the developers from RPs regarding the part-purchase of the affordable homes or involving CIL payments or planning obligations.

Equally, consideration shall be given to phasing planning obligations arising so as relieve the cash flow without compromising the integrity of the development in planning terms and the Council's Local Plan.

Questions to ask/consider

☐ Are the assumptions made about the key variables [i.e. value (price/rents/yields), build costs, interest rates, and time] evidence-based and are they robust and reasonable?

☐ Is the (revised) AH% in terms of tenure numbers/mix acceptable to the Local Planning Authority and to relevant RP Partners?

☐ If CIL payments can be re-scheduled has this been implemented?

☐ Similarly, could payments or the costs associated with planning obligations be delayed without compromising the integrity of the development?

☐ For the last question, has this been considered by all parties regarding viability of the scheme?

Appendix 3: Financial weights applied in conducting a static Residual Land Valuation Estimate

Typical Financial Weights

FINANCE CHARGE WEIGHTING	
Building Costs	0.50
Professional Fees	0.75
Marketing/Advertising Fees	1.00
Planning/survey Fees	1.00
Land Acquisition Legal Fees	1.00
Estate Agents Fees	0.00
Stamp Duty Land Tax	1.00
Planning Obligations & Community Infrastructure Levy	1.00
Legal Fees on Sales	0.00
NHBC Fees & Bank Fees	1.00

In a static Residual Land Value Estimate the above weights are attached to the compound rate of interest accrued to each of the above lines of cost. Some may view these as crude or approximate, but for schemes that can be built out within 2 years, the adjustments that are generated by applying these kinds of weights are reasonable and acceptable.

A financial weight of 1 means that interest charges will accrue from day 1 until completion of the development and paid by the value created from the proposed development.

A financial weight of 0 means that no interest charges accrue and these lines of cost will be paid from the income generated at the point of sale.

A financial weight of 0.5, which is typically attached to build costs, means that only half of the accrued interest charges will be applied. With build costs, if a weight of 1 is applied this implies that the developer will be borrowing all the money needed to build out the scheme from day 1; this will simply over-estimate the accrued interest charges. In most schemes, the cost profile is similar to a cumulative frequency curve or ogive where costs rise from a low base and then progresses at an increasing rate to completion. Calculus informs us that the area under the ogive is about 0.5! As such, it follows that inferences can be easily drawn when other financial weights are applied.

If applicants apply different financial weights from those cited above, they will need to provide written explanation for this in their submitted FVA.

Appendix 4: An example of Inputs Template

INPUTS TEMPLATE		
Variable Inputs and assumptions: ILLUSTRATIVE ONLY		**£**
GDV	Market House Prices-2 bed Semi-detached [£/unit]	£245,000 (£3,602.94/m2)
	Market House Prices-3 bed Terraced [£/unit]	£330,000 (£3,975.90/m2)
	Market House Prices-3 storey Townhouse [£/unit]	£360,000 (£3,829.79/m2)
	Affordable House Prices-2 bed Semi-detached [£/unit]	£196,000 (£2,882.35/m2)
	Affordable House Prices-3 bed Terraced [£/unit]	£264,000 (£3,180.72/m2)
	Affordable House Prices-3 storey Townhouse [£/unit]	£288,000 (£3,063.83/m2)
	Affordable House Rents-2 bed Semi-detached [£/week]	£135.00 (£1,524.71/m2)
	Affordable House Rents-3 bed Terraced [£/week]	£162.00 (£1,498.99/m2)
	Affordable House Rents-3 storey Townhouse [£/week]	£184.50 (£1,507.40/m2)
	Gross[33] Yield to capitalise affordable rents [%]	6.25%
Build Costs	BCIS Median, August 2018-Semi-detached [£/m2]	£1,380
	BCIS Median, August 2018-Townhouse & Terraced [£/m2]	£1,278
	Professional Fees [%]	10.00%
	External Works [%]	15.00%
	Abnormal Development Costs [£lump sum]	£45,000
	Contingency [%]	5.00%
Profit	Developer's Target Rate of Profit - Market Housing [%of GDV]	20.00%
	Developer's Target Rate of Profit-Affordable Housing (% of GDV)	5.66%

33 If applicants use the net yield, then the net rent will need to be cited.

INPUTS TEMPLATE		
Variable Inputs and assumptions: ILLUSTRATIVE ONLY		**£**
Other Fees	Marketing [£/unit]	£1,500
	Estate Agents' fees [%]	1.50%
	Legal costs on site sale/acquisition [%]	0.50%
	Legal costs on Sales [%]	0.50%
	NHBC [£/unit]	£1,200
	Planning Fees [£]	prescribed
	Stamp Duty Land Tax [£]	prescribed
	Planning Obligation Costs [£/m2]	£45.00
	Community Infrastructure Levy [Market Homes only] [£/m2]	£55.00
	Extracted Contractor's rate of OHP [%]	5%
Time periods & Interest	Total Development Period [months]	13.00
	Build-out period [months]	9.00
	Void Period [months]	3.0
	Debit Rate of Interest [%]	6.00%
	Credit Rate of Interest [%]	0.00%
	Bank Valuation and Monitoring Fees [£]	£15,000
	Build rate [units/months] starting in month 3	3.0
	Sales Volume rate [units/months] starting in month 7	3.0
	Void Period [months]	0.0
Scheme numbers & Housing Mix	Number of 2 bed Semi-detached	4
	Number of 3 bed Terraced	6
	Number of 3 storey Townhouses	8

INPUTS TEMPLATE		
Variable Inputs and assumptions: ILLUSTRATIVE ONLY		**£**
Unit sizes [m2]	2 bed Semi-detached [m2]	68
	3 bed Terraced [m2]	83
	3 storey Townhouse [m2]	94
Land & Scheme Totals	Total Number of Units	18
	Site Area [m2]	4600
	Gross Built Floor space [m2]	1522.00
AH Policy Requirements	Affordable Housing Policy Requirements [%]	25.00%
	Affordable Housing for Rents [%]	14.00%
	Affordable Housing For Sale [%]	11.00%
	On-site Open Space Requirement [% of Site Area]	20.00%
Appraisal Methodology	Land Value Estimate [£ and £/ha]	an output
	Capital Profits [£ and %]	an input
	Appraisal Methodology	RLV Cash Flow
	Discount Rate [%pa]	6.00%

It is expected that applicants shall provide a comprehensive list of the variable inputs and assumptions, but these must be tailored to the specific attributes of their proposed scheme of development. It is important that applicants cite the root sources of the information contained in the Inputs Template.

Appendix 5: An example of Outputs Templates 1 and 2

Outputs Template 1: Standardised Viability Appraisal Outputs				
Planning Application Number: RB2020/YYYY				
Site Name:				
Gross Site Size [Hectares]	1.2			
Total Number of Dwellings	54			
RMBC AH Policy Requirement	25% of total dwelling Units			
Summary Outputs	**All Market Scheme**	**% of GDV**	**RMBC Policy Compliant Scheme**	**% of GDV**
Gross Development Value (GDV)	£10,000,000	100%	£9,010,000	100%
Building Costs, External Works & Extra Works	£5,500,000	55%	£5,500,000	61%
All Professional Fees, including Bank Fees & SDLTax	£920,000	9%	£880,000	10%
Planning Obligations and Other Contributions	£275,000	3%	£224,000	2%
Interest Charges	£360,000	4%	£355,000	4%
Developer's Capital Profit	£2,000,000	20%	£1,600,000	17.76%
Residual Land Value Estimate [RLVE]	£945,000	9%	£451,000	5%
Residual Land Value Estimate [RLVE] £/hectare	£787,500	void	£375,833	void
Benchmark Land Value [£/hectare]	£180,000		£180,000	
Capital Profit as a % on All Scheme Costs	25.00%		21.59%	
Capital Profit as a % of Gross Development Value	20.00%		17.76%	

Outputs Template 2: Standardised Sensitivity Outputs of A Policy Compliant Scheme				
Planning Application Number: RB2020/YYYY				
Site Name:				
Gross Site Size [Hectares]	1.2			
Total Number of Dwellings	54			
EUV of Greenfield Site (£/hectare]	£22,500			
Iteration [Cash Flow]	**RLVE [£/hectare]**	**% change in RLVE from Policy Compliant Scheme**	**Benchmark Lane Value = (EUV + (EUV*7)) [£/hectare]**	**Is Scheme Viable?**
RLVE - All Market	£787,500		£180,000	void
Base-line RLVE - AH Policy Compliant	£375,833	0.00%	£180,000	TRUE
Base-line + Fall in House Price by 5%	£416.67	-99.89%	£180,000	FALSE
Base-line + Rise in House Price by 5%	£751,250	99.89%	£180,000	TRUE
Base-line+ Fall in Building Costs by 5%	£605,000	60.98%	£180,000	TRUE
Base-line + Rise in Building Costs by 5%	£146,667	-60.98%	£180,000	FALSE
Base-line + Fall in Interest Rates by 2% points pa.	£390,625	3.94%	£180,000	TRUE
Base-line + Rise in Interest Rates by 2% points pa.	£361,042	-3.94%	£180,000	TRUE
Base-line + Extend Build period by 6 months	£355,125	-5.51%	£180,000	TRUE

Appendix 6: Formulae: Viability Review Mechanisms - A, B, C and D

FORMULA A: This will be used to calculate the 'policy surplus' available for on-site affordable housing [or other policy requirements] at **Pre-implementation Review Stage**.

FORMULA A: To Calculate the Policy Surplus at Pre-implementation Review Stage				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
Assumed Number of Housing Units	W	50	50	50
Average Size of Homes [m2] - assumed for illustrative purposes only	Z	80.0	80.0	80.0
Assumed Total Floor space [m2]	Y=Z*W	4000	4000	4000
Assumed Total amount of Social/Affordable Rented housing Units [14%] floor space [m2]	V=Y*0.14	560	560	560
Assumed Total amount of Intermediate/Starter Homes Affordable housing Units [11%] floor space [m2]	U=Y*0.11	440	440	440
RMBC: AH For Rent Policy Proportion [expressed as a decimal]	0.14			
RMBC: AH For Sale Policy Proportion [expressed as a decimal]	0.11			
Transfer Value of social/affordable rented units [% of Market Value Homes] [expressed as a decimal]	0.45			
Transfer Value of Intermediate/Starter Homes For Sale[% of Market Value Homes] [expressed as a decimal]	0.8			
Average Market Values Homes [£/m2]	G	£3,000	£2,750	£2,625
Average Social/Affordable For Rent values [£m/2]	H=G*0.45	£1,350	£1,238	£1,181
Average Intermediate/Starter Homes For Sale values [£m/2]	I=G*0.8	£2,400	£2,200	£2,100
Updated Gross Development Value [GDV]	A	£12,000,000	£11,000,000	£10,500,000

FORMULA A: To Calculate the Policy Surplus at Pre-implementation Review Stage				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
GDV determined as part of the assessment of viability at application stage	B	£10,812,000	£9,911,000	£9,460,500
Updated Build Costs [BC]	C	£6,500,000	£6,800,000	£5,800,000
BC determined as part of the data inputs for assessment of viability at application stage	D	£6,000,000	£6,000,000	£6,000,000
KEY OUTPUTS				
Additional Net Value	P=((A - B) - (C - D))	£688,000	£289,000	£1,239,500
Additional Profit Allowance [%]	APA	17.50%	17.50%	17.50%
Additional Profit	Q=((A - B) - (C - D))*APA	£120,400	£50,575	£216,913
POLICY SURPLUS REVENUE	**=(P - Q)**	**£567,600**	**£238,425**	**£1,022,588**
Explanatory Notes for FORMULA A				
(A - B)	This is the change in GDV at the point of the viability review.			
(C - D)	This is the change in Build Costs at the point of viability review, which is subtracted from the change in GDV to establish whether there is additional value generated as a result of increased values or reduced costs.			
APA	This (i.e. 0.825) calculates the reduction in the additional value available for on-site affordable housing, accounting for the proportion of additional value to be retained by the applicant as an additional profit allowance [i.e. a 17.5% of GDV for the developer], which is a "blended" rate.			
Illustrative Examples [W & Z]	These simply provide examples of how the balance of changes in GDV and Build Costs generate different levels of Policy Surplus Revenue.			

The figures contained in the above Formula A table are provided to simply illustrate how the calculation of the "policy surplus" is derived given different scheme details. The inferences that can be drawn are as follows:

- Scheme 1 shows that after review, the relative change in GDV and costs generates a positive policy surplus.
- Relative to scheme 1, scheme 2 has a lower GDV and higher costs after review and thus the policy surplus is lower for scheme 2 relative to scheme 1.
- Scheme 3 has lower GDV but on review it is relatively higher, while, costs after review are marginally lower. Overall, the policy surplus for scheme 3 is higher relative to both Schemes 1 and 2.

If a policy surplus is generated, then Formula B calculates the additional AH floor space [m2] to be delivered and this can be transformed into number of units based on average unit sizes [m2]. Equally, this sum can be paid as a commuted sum in respect of both AH and other planning obligations that must be in accordance with the Council's adopted Local Plan policies. See Formula B [below] for further details and explanations.

FORMULA B: This is used to determine the amount of additional on-site affordable housing floor space [or equivalent affordable homes] at **Pre-implementation Review Stage**

FORMULA B: to determine the amount of additional on-site affordable housing floor space				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
POLICY SURPLUS REVENUE [from Formula A Table]	=(P - Q)	**£567,600**	**£238,425**	**£1,022,588**
Average size of homes [m2] - assumed for illustrative purposes only	Z	80.0	80.0	80.0
Average Market Values Homes [£/m2]	G	£3,000	£2,750	£2,625
Average Social/Affordable For Rent values [£/m2]	H=G*0.45	£1,350	£1,238	£1,181
Average Intermediate/Starter Homes For Sale Values [£/m2]	I=G*0.8	£2,400	£2,200	£2,100
RMBC: AH For Rent Policy Proportion [expressed as a decimal]	0.14			
RMBC: AH For Sale Policy Proportion [expressed as a decimal]	0.11			
Transfer Value of social/affordable rented units [% of Market Value Homes] [expressed as a decimal]	0.45			
Transfer Value of Intermediate/Starter Homes For Sale[% of Market Value Homes] [expressed as a decimal]	0.8			
KEY OUTPUTS				
Policy Surplus Revenue x 0.56 [% of surplus to be used for social/affordable rented homes]	E=(P - Q)*(14/25)	£317,856	£133,518	£572,649
Policy Surplus Revenue x 0.44 [% of surplus to be used for Intermediate/Starter homes]	F=(P - Q)*(11/25)	£249,744	£104,907	£449,939
Additional Social/Affordable For Rent Floor space [m2]	L=E/H	235.45	107.89	484.78
Additional Intermediate/Starter Homes For Sale Floor space [m2]	M=F/1	104.06	47.69	214.26
Total Floor space [m2]	**=L+M**	**339.51**	**155.58**	**699.04**

FORMULA B: to determine the amount of additional on-site affordable housing floor space				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
TOTAL NUMBER OF ADDITIONAL AFFORDABLE UNITS	**=(L+M)/Z**	**4.24**	**1.94**	**8.74**
Explanatory Notes for FORMULA B				
(G – H)	This is the loss in value arising from transferring a market home to a social/affordable rented homes			
(G – I)	This is the loss in value arising from transferring a market home to an intermediate/starter home			
E	The proportion of the surplus revenue to be used for social/affordable rented homes [i.e. 56%]			
F	The proportion of the surplus revenue to be used for intermediate/starter homes [i.e. 44%]			
E and F	Both are divided by H and I respectively to establish the floor space available for additional affordable housing [or equivalent dwelling units]			
G	This sum is to be determined as an integral part of the viability review			
H	This sum to be determined as an integral part of the viability review. For illustrative purpose this is assumed to be 80% of market value. Such percentages are subject to change.			
I	This sum to be determined as an integral part of the viability review. For illustrative purpose this is assumed to be 45% of market value. Such percentages are subject to change.			
Comment/Advice	The additional social/affordable rented and intermediate/starter homes' floor space will be used to determine those dwelling units in the Affordable Housing Schedule to be converted to affordable housing to be secured through a clause in a planning obligation [S106].			
Illustrative Examples [Z & G]	These simply provide examples of how the balance of different changes in GDV and Build Costs generate different levels of Policy Surplus Revenue to provide additional affordable floor space.			

FORMULA C: To calculate the additional financial contribution payable to the Council at **advanced review stage** towards affordable housing **or** other policy requirements deemed not viable **at application stage**.

FORMULA C: To calculate the additional financial contribution				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
RMBC: AH For Rent Policy Proportion [expressed as a decimal]	0.14			
RMBC: AH For Sale Policy Proportion [expressed as a decimal]	0.11			
Transfer Value of social/affordable rented units [% of Market Value Homes] [expressed as a decimal]	0.45			
Transfer Value of Intermediate/Starter Homes For Sale [% of Market Value Homes] [expressed as a decimal]	0.8			
Average Market Values Homes [£/m2]	G	£3,000	£3,100	£2,900
Average Size of Homes [m2] - assumed for illustrative purposes only	Z	80.0	75.0	82.5
Assumed Total Floor space [m2]	Y	20000	22500	28875
Assumed Number of Housing Units	W	250	300	350
Assumed Total amount of Social/Affordable For Rent units [14%] floor space [m2]	V=Y*0.14	2800	3150	4043
Assumed Total amount of Intermediate/Starter Homes For sale [11%] floor space [m2]	U=Y*0.11	2200	2475	3176
Gross Development Value [GDV] achieved on sale of 75% of residential units and GDV from other parts of the development sold or let and other income receipts	A	£40,545,000	£47,133,563	£56,585,616
Estimated GDV for parts of the development that are yet to be sold or let and other income receipts or sources [of A]	B	£12,163,500	£14,140,069	£16,975,685
GDV determined as part of the appraisal of viability at application stage [or for	C	£50,681,250	£58,916,953	£70,732,020

FORMULA C: To calculate the additional financial contribution				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
phased schemes as determined in previous review]				
Actual Build Costs incurred at point of review [of B]	D	£24,327,000	£28,280,138	£33,951,369
Estimated Build Costs for remainder of the development [of B]	E	£7,298,100	£8,766,843	£10,185,411
Total Build Costs determined as part of the appraisal of viability at application stage [or for phased schemes as determined in previous review]	F	£30,408,750	£35,350,172	£42,439,212
KEY OUPUTS				
Additional Gross Financial Contribution	P= ((A + B - C) - (D + E - F))	£810,900	£659,870	£1,131,712
Additional Profit Allowance [%]	APA	22.50%	22.50%	22.50%
Additional Profit [%]	Q= ((A + B - C) - (D + E - F))*APA	£182,453	£148,471	£254,635
ADDITIONAL NET FINANCIAL CONTRIBUTION	**R = (P - Q)**	**£628,448**	**£511,399**	**£877,077**

Explanatory Notes for FORMULA C	
(A + B – C)	This is the change in GDV* at the point of review.
(D + E –F)	This is the change in Build Costs** at the point of review.
Additional Gross Financial Contribution [P]	This calculates the additional value that has been generated as a result of increased outturn values or reduced costs.
PA	The enhancement in the profit allowance is applied to incentivise the developer to maximise value. The profit rate is set at 22.5% of GDV, which is 5% points higher than the normal profit allowance of 17.5% of GDV in Formula A [see above].
Additional Net Financial Contribution [R = (P – Q)]	This calculates the reduction in the financial contribution required, accounting for the percentage of additional value to be retained by the applicant as an additional profit allowance.
*	These are to be determined as part of the review.

FORMULA C: To calculate the additional financial contribution				
SCHEME DETAILS: INPUTS:	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
**	These are to be determined as part of the review, or, where based on application BCIS build costs and agreed by the Council, linked to the Tender Price Index [TPI] and for phased schemes, linked to TPI from the date of the previous review.			
Illustrative Examples [Z & W]	These show three different schemes in terms of number of housing units, but also different level of estimated changes in both GDV and build costs from the original values at application stage.			

The figures presented in Formula C table [above] are illustrative only. There are three differently sized schemes in terms of total number of dwellings to be delivered on site. As well, the average size of each dwelling unit is different, so generating a different overall floor space [m2] for each scheme and thus a different policy threshold of AH arising. As with the earlier formulae [A and B], the three schemes demonstrate different changes in both GDV and build costs at review [at the point of 75% delivery of units], and these relative changes generate different policy surpluses. A key point to stress is that the developer is incentivised to get the highest outturn values as the target profit rate to be received by the developer is higher than normally allowed – from 17.5% to 22.5%.

Any policy surplus shall be paid as an off-site commuted sum that can be used to deliver off- site AH or contribute towards mitigating the development impacts as allowed by the Council's Local Plan.

FORMULA D: To calculate the maximum additional affordable housing contribution [in terms of floor space (m2)] payable at the **advanced stage review**.

FORMULA D: To calculate the maximum additional affordable housing contribution [m2] at advanced stage review				
SCHEME DETAILS: INPUTS	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
Assumed Number of Housing Units	A	250	300	350
Average Size of Homes [m2] - assumed for illustrative purposes only	C	80.0	75.0	82.5
Assumed Total Floor space [m2]	B = C * A	20000	22500	28875
Assumed Total amount of Social/Affordable For Rent Units [14%] floor space [m2]	0.14	2800	3150	4043
Assumed Total amount of Intermediate/Starter Homes For Sale Units [11%] floor space [m2]	0.11	2200	2475	3176
Scheme at Review Stage [at 75% of scheme]	0.75			
Remaining Scheme Proportion [25%]	0.25			
Transfer Value of Social/Affordable For Rent units [% of Market Value Homes] expressed as a decimal	0.45			
Transfer Value of intermediate/Starter Homes For Sale[% of Market Value Homes] expressed as a decimal	0.8			
KEY OUTPUTS				
25% [RMBC Policy Compliant] of total residential floor space x 0.75	G=B*0.25*0.75	3750	4219	5414
Total Social/Affordable For Rent floor space determined at application stage [or for phased schemes as determined in earlier reviews [i.e. 14%]	H	2800	3150	4043
25% [RMBC Policy Compliant] of total residential floor space x 0.25	I=B*0.25*0.25	1250	1406	1805
Average size of homes [m2] - assumed for illustrative purposes only	A	80.0	75.0	82.5
Average Market Housing value [£/m2]	K	£3,000	£3,100	£2,900

FORMULA D: To calculate the maximum additional affordable housing contribution [m2] at advanced stage review				
SCHEME DETAILS: INPUTS	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
Average Social/Affordable Housing For Rent value [£/m2]	L=0.45*K	£1,350	£1,395	£1,305
Average Intermediate/Starter Homes For Sale value [£/m2]	M=0.8*K	£2,400	£2,480	£2,320
ADVANCED STAGE AFFORDABLE HOUSING CAP	**S = ((G-H) x (K-L)) + ((I-J) x (K- M))**	**£997,500**	**£1,159,594**	**£1,392,136**
Additional Affordable Housing for Rent units [based on average size and values]		5.172	6.21	7.24
Additional Affordable Housing for Sale units [based on average size and values]		2.286	2.74	3.20
Total Additional Affordable Housing units [based on average size and values]		7.46	8.95	10.44

Explanatory Notes for FORMULA D	
G	This is the percentage of affordable housing floor space to be social/affordable rented on policy split [i.e. 14%]
I	This is the percentage of affordable housing floor space to be intermediate/Starter Homes units on policy split [i.e. 11%]
G - H	This is the additional social/affordable rented housing floor space cap based on overall 25% affordable housing provision
I - J	This is the additional intermediate/Starter Homes floor space cap based on overall 25% affordable housing provision.
K - L	This is the loss in value of converting a market housing unit to social/affordable rented housing
K - M	This is the loss in value of converting a market housing unit to intermediate/Starter housing
Affordable Housing Cap [S]	This is the maximum additional financial contribution which can be converted into actual affordable housing units based on their average size of units [m2] and their value [£/m2].
Values	Determined as part of the review
Build Costs	Determined as part of the review, or, where based on application BCIS build costs and agreed by the Council linked to Tender Price Index [TPI] and for phased schemes linked to TPI from the date of the previous review.

FORMULA D: To calculate the maximum additional affordable housing contribution [m2] at advanced stage review				
SCHEME DETAILS: INPUTS	**Notation**	**Illustrative Only [1]**	**Illustrative Only [2]**	**Illustrative Only [3]**
Illustrative Examples [A & C]	These show three different schemes in terms of number and average size of the housing units as well as different average market prices [£/m2] which generate different Advanced Stage Affordable Housing Caps.			

The figures in the Formula D table [above] are simply illustrative. They follow the same logic of Formula C, but in this case, the policy surplus generated [at the review point of 75% delivery of schemes] is converted into actual number of additional AH units, which are in compliance with the Council's planning policies. Depending on the average size of units being delivered, the policy surpluses displayed above generate a different number of AH units.

For all the Formulae set out above, it is stressed that in some instances adjustments to the calculations may be warranted according to the circumstances of a specific proposal. For example, where market and affordable housing values were clearly distinguished in the original appraisal calculation, it may be appropriate to allow for differential costs when determining the Advanced Stage Affordable Housing Cap.

Appendix 7: Active spreadsheets containing Formulae [A, B, C and D]

The active spreadsheets will be provided on request.

Appendix 8: Abnormal Development Costs Guidance

This guidance note sets out what will, and will not be considered as "abnormal development costs" by Rotherham Metropolitan Borough Council.

The following guidance is based upon the assumption that a developer has carried out "due diligence" in the acquisition of the proposed development site and has satisfied themselves of matters associated with the site history and previous uses. This is usually done by means of an "environmental audit" and limited site investigation to identify any liabilities and development constraints before purchase of the site.

The local planning authority's adopted Local Plan includes a large number of newly allocated green field sites, but there remain a high number of "brownfield sites" suitable for development. Whichever type of site is being considered for development, their specific attributes shall be reflected in the valuation and ultimate purchase price of the site in accordance with current national guidance and its subsequent updates [NPPF, MHCLG, 2019 and NPPG on Viability, MHCLG, 2019b].

The following development costs will not normally be considered as "abnormal":

- ✗ Demolition of existing buildings and clearance of the site.
- ✗ Removal or treatment of underground obstructions, cellars, basements and storage tanks.
- ✗ The location and treatment of abandoned mineshafts identified on Coal Authority search enquiries.
- ✗ Diversion of existing services, sewers, culverted watercourses and overhead power lines.
- ✗ Extinguishment of highway rights and grubbing out of any existing highway infrastructure that may affect the development.
- ✗ Re-profiling of a sloping site.
- ✗ Provision of retaining walls and retaining structures on a sloping site.
- ✗ The provision of land drainage unless associated with leachate control measures from a former landfill or encapsulation location.
- ✗ Additional foundation and drain protection measures to safeguard buildings from the presence of trees.
- ✗ The eradication /treatment of Japanese knotweed or other invasive plant species.
- ✗ Any anticipated costs for on-site or off-site mitigation measures sought and secured through Section 106 legal agreements [typically called planning obligations], including the delivery of affordable housing.

The following may be considered as "abnormal" development costs:

- ✓ Probe drilling and pressure grouting of cavities and voids associated with former mine workings and geological faulting beneath the footprints of buildings within 50metres of the ground surface.
- ✓ The removal of, or on-site treatment of combustible/carbonaceous fills from beneath the footprints of proposed buildings.
- ✓ The on-site treatment of highly contaminated materials by specialist techniques such as, encapsulation/entombment or bio-remediation.

- ✓ The provision of a capillary break layer to prevent recontamination of near surface soils as a result of re-charging of potentially contaminated ground water.
- ✓ The provision of an engineered cap layer to protect end users/ building fabric from contaminants.
- ✓ Protection measures to foundations/drainage systems to safeguard against very aggressive ground conditions, i.e., sacrificial materials, protective coatings and treatments.
- ✓ Provision of active gas protection measures and certain aspects of passive gas protection measures to safeguard occupants of proposed buildings from elevated levels of ground gas, i.e., gas proof membranes, sub-floor ventilation blankets and ventilation provisions.

It should be noted that the above is not meant to be an exhaustive list and the Developer should recognise and accept that each site will have its own constraints and the Council shall look at the merits of each site carefully.

In the event that a developer considers that abnormal development costs will be incurred, it will be the responsibility of the applicant to demonstrate how the costs have been derived. A site investigation report, remediation statement, detailed foundation drawings and calculations of how the abnormal costs have been derived must be submitted with the application.

The costings should take account of extra-over costs only. The Council shall expect that applicants provide a comparison breakdown of costs for the same development with normally anticipated "brownfield" specification to compare with the costings for the "abnormal" specification that is proposed.

References

HCA [2015] Guidance on dereliction, demolition and remediation cost, Homes and Communities Agency [now Homes England], March

HCA [2014] Development Appraisal Toolkit, User manual, version4, Homes and Communities Agency [now Homes England], November.

RICS [2021] Assessing viability in planning under the National Planning Policy Framework 2019 for England: Guidance Note, Royal Institution of Chartered Surveyors, [1st edition], March.

RICS [2008] Valuation Information Paper No. 12 Valuation of development land, Royal Institution of Chartered Surveyors, March.

Prepared by Professor Stephen Walker on behalf of Rotherham Metropolitan Borough Council.

Rotherham local plan

Supplementary Planning Document No. 11
Natural Environment







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Introduction

Background and purpose

1 This Supplementary Planning Document (SPD) is designed to support developers when considering the natural environment, particularly wildlife habitats and species and geology, within development proposals. A core planning principle is the conservation and enhancement of the natural environment. Under the Natural Environment and Rural Communities Act 2006 the Council has a duty to have regard to the purpose of conserving biodiversity. A key aim of this duty is to make biodiversity conservation a natural and integral part of policy and decision making. Furthermore, under the Conservation of Habitats and Species Regulations 2010 the Council must have regard to the requirements of the Habitats Directive in the exercise of its functions.

2 This guidance is structured as follows:

- The background section provides details of key strategies and initiatives, over-arching principles, survey, assessment and planning application requirements, and wildlife legislation.
- Part 1 is focused on biodiversity; and
- Part 2 is focused on geodiversity.
- The Appendices provide additional information, including references and links to relevant documents, advice and best practice methods.

3 The information in this SPD is collated from a range of design guides, best practice standards and conservation group advice. Links are provided for further details on much of the content (Appendix Four). The information covers the planning application process and detailed development design. The information can be used by developers, agents or consultants throughout the planning process and can apply to single dwellings or larger developments.

4 The aim of the guidance is to provide general advice and to support the principle of biodiversity and geodiversity protection and gain. It will help applicants to prepare and submit proposals that are mindful of biodiversity and geodiversity, and that support the delivery of relevant objectives and policies. Site specific and detailed advice can be obtained on request within the planning process.

5 Biodiversity decline, through habitat loss and fragmentation, requires significant enhancement of the ecological network, and the wider green infrastructure network, to repair and re-connect habitats, to buffer more sensitive sites and to make these more resilient to growth and development pressures. There are also multi-functional benefits that protecting and enhancing the natural environment will deliver, in addition to wildlife enhancement. Protecting and enhancing the existing green infrastructure network, including designated sites and supporting habitat, will deliver a wide range of environmental services including landscape enhancement, protection of soils, climate change mitigation and adaptation including carbon storage, increasing recreational and health and well-being opportunities for people, increased flood risk management, water resources and water quality.

Status

6 This SPD has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

7 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 17 August and 14 September 2020. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on 21 June 2021.

Planning policy

National planning policy

8 The National Planning Policy Framework (NPPF) states that the purpose of planning is to contribute to the achievement of sustainable development – making economic, environmental and social progress for this and future generations. The natural environment is an essential element of sustainable development and design.

9 Amongst other things paragraph 170 of NPPF states that planning policies and decisions should contribute to and enhance the natural and local environment by:

- protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils;
- recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland;
- preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability;
- remediating and mitigating despoiled, degraded, derelict, contaminated and unstable land, where appropriate; and
- minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.

10 Planning Practice Guidance provides further detailed guidance on the natural environment which recognises that:

- Information on biodiversity and geodiversity impacts and opportunities needs to inform all stages of development (including, for instance, site selection and design including any pre-application consultation as well as the application itself).
- An ecological survey will be necessary in advance of a planning application if the type and location of development could have a significant impact on biodiversity and existing information is lacking or inadequate.
- Local planning authorities should require ecological surveys where clearly justified, for example if there is a reasonable likelihood of a protected species being present and affected by development. Assessments should be proportionate to the nature and scale of development proposed and the likely impact on biodiversity.
- Consideration should be given to opportunities to restore or enhance local ecological networks; and
- There are opportunities to secure net gains for biodiversity and geodiversity as part of green infrastructure provision.

Local planning policy

11 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website: https://www.rotherham.gov.uk/localplan

12 Rotherham’s Local Plan contains strategic objectives and policies that relate specifically to the conservation of the natural environment; these are supported by development management policies that set out expectations for the conservation and enhancement of the natural environment within the planning system. This guidance provides additional detail to, and should be read in conjunction with, the following policies:

CS 19 Green Infrastructure	sets out a range of considerations for planning proposals that support Rotherham's Green Infrastructure network, including that a net gain is to be realised through measures including promoting biodiversity.
CS 20 Biodiversity and Geodiversity	establishes that the Council will conserve and enhance Rotherham’s natural environment, and that biodiversity and geodiversity resources will be protected and measures will be taken to enhance these resources.

CS 24 Conserving and Enhancing the Water Environment	seeks to avoid deterioration of watercourses, enhance their 'good quality' status under the Water Framework Directive, manage water demand, improve water efficiency, improve water quality and dispose of surface water appropriately.
SP32 Green Infrastructure and Landscape	sets out a range of measures applicable to new development.
SP 33 Conserving and Enhancing the Natural Environment	sets out guidance for planning proposals on how development should conserve and enhance existing and create new features of biodiversity and geodiversity value, and where it is not possible to avoid negative impact on a feature of biodiversity or geodiversity value through use of an alternate site, development proposals will be expected to minimise impact through careful consideration of the design, layout, construction or operation of the development and by the incorporation of suitable mitigation measures.
SP 34 Sites Protected for Nature Conservation	sets out specific guidance for planning proposals in relation to statutorily and non-statutorily protected sites.
SP 35 Protected and Priority Species	establishes how development likely to have a direct or indirect adverse impact on protected and/or priority species will be considered.

13 The Policies Map accompanying the Sites and Policies Document shows Statutorily Protected Sites and Non-Statutorily Protected sites and green infrastructure corridors, these include areas of biodiversity and geodiversity interest. However areas of interest are also found within other locations and therefore sites must be considered on a case by case basis.

14 Chapter 5 of the Sites and Policies Document provides site development guidelines for local plan allocation sites. These provide site specific guidance regarding biodiversity and geodiversity requirements when preparing planning applications.

Emerging Legislation and National Guidance

15 Recent documents on the Government position and emerging and proposed future legislation regarding nature conservation are detailed below.

16 *HM Government: A Green Future: Our 25 Year Plan to Improve the Environment* was published in 2018 and sets out the Government's commitment to improving the natural environment over the next 25 years. The term 'development' is mentioned 90 times in the document and is clearly crucial to delivering on the Governments targets. It includes a commitment to 'Clean and plentiful water'; to achieve clean and plentiful water by improving at least three quarters of waters to be close to their natural state as soon as is practicable by:

- reducing the damaging abstraction of water from rivers and groundwater, ensuring that by 2021 the proportion of water bodies with enough water to support environmental standards increases from 82% to 90% for surface water bodies and from 72% to 77% for groundwater bodies;
- reaching or exceeding objectives for rivers, lakes, coastal and ground waters that are specially protected, whether for biodiversity or drinking water as per River Basin Management Plans;
- supporting OFWAT's ambitions on leakage, minimizing the amount of water lost through leakage year on year, with water companies expected to reduce leakage by at least an average of 15% by 2025; and
- minimizing by 2030 the harmful bacteria in designated bathing waters and continuing to improve the cleanliness of our waters; ensuring that potential bathers are warned of any short-term pollution risks.

17 *Conservation 21, Natural England's Conservation Strategy for the 21st Century* published in 2016 sets out Natural England's current conservation strategy.

18 *The Environment Bill* was presented to Parliament in January 2020. The Government sets out its commitment to a two-yearly review of the significant developments in international environmental legislation. It is anticipated these changes will be factored into the Environmental Improvement Plan and environmental target setting process. This is to ensure environmental legislation stays in line with developments.

19 The Bill also introduces a requirement for current and future Ministers to make a statement to Parliament identifying environmental impacts of all new environmental primary legislation.

20 The Environment Bill sets out a legally-binding target setting process and, once enacted, establishes a new independent Office for Environmental Protection to scrutinize environmental policy and law, investigate complaints and take enforcement action against public authorities. The Bill also includes the provision for a minimum 10% Biodiversity Net Gain to become mandatory for most developments from 2023, although Local Authorities can request it earlier. The Council is working towards a Biodiversity Net Gain requirement and has been working with the South Yorkshire Local Nature Partnership on the development of separate more detailed planning guidance on Biodiversity Net Gain. This is likely to be based on the existing national good practice principles and guidance (CIRIA/CIEEM) and forthcoming national guidance from Natural England and BSI. Exceptions will be outlined.

21 The UK exited the European Union (EU) on 31 January 2020. As the UK position develops through the various legislative changes to address environmental protection and governance in Westminster and the Devolved Nations the Council will keep abreast of the latest position and reflect appropriate changes within any future updates to policy or this SPD.

22 The UK Government and Statutory Nature Conservation Bodies have provided further advice on environmental legislation and standards following our exit from the European Union. For England, amendments to the Habitats Regulations will be largely limited to changes that will ensure the regulations can continue to have the same working effect as now after the transition period.

23 Natural England reiterated in October 2019 that as the UK leaves the EU:

- The UK government is committed to maintaining environmental standards, and will continue to uphold international obligations.
- All European protected sites and species retain the same level of protection once the UK leaves the European Union.
- The environmental assessment regimes that inform planning decisions Strategic Environmental Assessment/ Environmental Impact Assessment Habitat Regulation Assessment (SEA/EIA/HRA) continue to apply post EU exit.
- All permits and licences issued by UK regulatory bodies continue to apply.
- The legal framework for enforcing environmental regulations through regulatory bodies and the courts is unaffected by leaving the EU and continues to apply.
- The UK Government has produced further general advice on the transition period that may be of interest to individuals and businesses.
- The Dearne Valley Nature Improvement Area Planning Advice Note will still apply

Background

Key strategies and initiatives

Nature Improvement Area

24 The Dearne Valley Green Heart 'Nature Improvement Area' (NIA), includes parts of Rotherham, Barnsley and Doncaster boroughs. NIAs are large, discrete areas where a local partnership has been set-up to deliver benefits for the natural environment and community. NIAs were established to help address ecological restoration at a landscape-scale to improve biodiversity, ecosystems and our connections with the natural environment identified by the Natural Environment White Paper (2011) and taking forward recommendations identified in the *Lawton Review: Making Space for Nature (2010)*. The Interactive Policies Map (Policies Map Sheet 1 PDF) is prepared to accompany the Sites & Policies Local Plan, shows the extent of the NIA in Rotherham.

25 The vision of the NIA partnership is to restore and enhance the ecological network in the valley. At its core will be areas of reedbeds, fen, wet grassland, wet woodland and woodland buffered by areas of farmland, amenity grasslands, parklands and reclaimed industrial areas whose biodiversity value will be enhanced. 'Stepping stone' sites exist along the river corridor where habitat should be enhanced and specific measures put in place for species such as eels, otters and water voles. The NIA area will support an even richer diversity of wildlife, including nationally-important numbers of wintering waterbirds and breeding farmland birds.

26 Plans are in hand to designate part of the NIA area a Site of Special Scientific Interest which should impinge on Rotherham and this designation will help continue to protect a valuable wildlife site and help the site to continue to provide a high value biodiversity resource for the Wath and wider Dearne area in particular.

Rotherham Biodiversity Action Plan

27 The Rotherham Biodiversity Action Plan (BAP) was produced in 2012 and is reviewed periodically. The BAP lists the key species and habitats targeted for specific conservation action in the borough and draws from national BAP targets. The BAP indicates conservation actions which should be taken to help protect the species and habitats and/ or allow them to recover. Rotherham Council has adopted the BAP as part of the evidence-base supporting Local Plan decisions and will continue to use the BAP.

RMBC Waterways Strategy

28 The overarching goal of the Rotherham Waterways Strategy is to nurture, restore, celebrate and care for Rotherham's unique network of rivers, canals and water spaces.

- to recognise the vital role that rivers, water bodies and water margins play in promoting the biodiversity of Rotherham, by providing and protecting habitats, conservation areas

and wildlife corridors; to continue to improve water quality, and develop and manage a network of high quality waterside habitats.

- to treat Rotherham's rivers and water bodies as key assets for regeneration and economic development; to ensure that the restoration and enhancement of waterfront sites is integral to the borough's major regeneration projects.

River Basin Management Plan for the Humber River Basin District

29 This SPD also aligns with the principles of the current River Basin Management Plan for the Humber River Basin District as regards water quality and water quantity. Ongoing issues (as of 2020) that are outlined in the plan indicate where local government can support other regulators and operators in applying the relevant legislation and policy to improve the water environment.

Biodiversity Net Gain

30 Biodiversity Net Gain (BNG) is an approach to development that aims to leave biodiversity in a *measurably* better state than before. Where a development has an impact on biodiversity forthcoming legislation (see above) will require developers to provide an increase in appropriate natural habitat and ecological features over and above that being affected in such a way that the current loss of biodiversity through development will be halted and ecological networks can be restored.

31 Biodiversity net gain still relies on the application of the mitigation hierarchy to avoid, mitigate or compensate for biodiversity losses. It is additional to these approaches, not instead of them. Put simply, it involves the use of a metric as a proxy for recognising the negative impacts on habitats arising from a development and calculating how much new or restored habitat, and of what types is required to deliver sufficient net gain.

32 CIEEM in December 2016 published the first UK Principles on delivering biodiversity net gain through development. In February 2019 they published new guidance on how to deliver net gain in practice. These publications are available free online. A British Standard on Biodiversity Net Gain is also in preparation. Biodiversity Net Gain is enshrined within the Environment Act which is due to become law in the near future.

33 Rotherham has adopted 10% BNG in principle. Rotherham is working with neighbouring local authorities in South Yorkshire and with nature conservation organisations in the region to deliver BNG through the South Yorkshire Local Nature Partnership. A 'Planning Advice Note' to be used throughout South Yorkshire is being developed by the Partnership and it is hoped that this will guide developers, planners and other in administering and implementing BNG. The Partnership, in collaboration with the four local authorities in South Yorkshire, is also undertaking a Natural Capital Assessment mapping exercise over the whole of South Yorkshire (including Rotherham) in order to map and evaluate natural assets, identify opportunity areas for BNG and identify areas suitable for nature recovery. Once this has been completed, the Council will be in a better position to identify where off-site BNG can be targeted.

34 Biodiversity Net Gain is not appropriate to address loss of irreplaceable habitats.

35 All development proposals should contribute to and enhance the natural and local environment by firstly avoiding impacts where possible, where avoidance isn't possible minimising impacts on biodiversity and providing measurable net gains for biodiversity. All development proposals must provide clear and robust evidence setting out:

- information about the steps taken, or to be taken, to avoid and minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat,
- the pre-development biodiversity value of the onsite habitat based on an up to date survey and using the Defra metric,
- the post-development biodiversity value of the onsite habitat using the Defra metric; and
- the ongoing management strategy for any proposals.

36 The Local Planning Department will, in due course, require relevant applications to submit a biodiversity calculator, based on the Defra 2.0 metric or very similar.

Great Crested Newt (GCN) District Licensing

37 Great crested newts are widely distributed throughout the UK. However 50% of the UK's ponds were lost in the 20th century and 80% of those left are in poor condition. As a result there have been enormous declines in the range and abundance of GCN and they are now strictly protected by law. Despite this protection GCN continue to decline. The current system has focused on management to prevent harm on development sites rather than addressing the wider enhancement of their remaining habitat. Currently developers commission field surveys and put in place measures to reduce the impact on newts within development sites which can be time consuming and costly. As a result, the Government has been rolling out a new scheme where surveys and population distribution models are developed across local authority areas in advance in order to identify areas where action can be directed. The approach enables developers to buy into a scheme to develop and manage compensation habitat offsite, thereby freeing up the development footprint.

38 The Council is currently considering whether to join this scheme. If it decides not to join the scheme, it could still be implemented in the borough by Natural England. Therefore, prospective developers and others should be aware of the existence of the scheme and its possible implementation in Rotherham in the future.

Natural England's Impact Risk Zones

39 In order to establish whether a proposal might have an effect on one of the above designations, then Natural England's Impact Risk Zones (IRZs) should be consulted in the first instance. IRZs are a GIS tool developed by Natural England to make rapid initial assessment of the potential risks posed by development proposals to: Sites of Special Scientific Interest (SSSIs), Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Ramsar sites. They define zones around each site which reflect the particular sensitivities of the features for which it is notified and indicate the types of development proposal which could potentially have adverse impacts. The IRZs can be used by local planning authorities (LPAs) to consider whether a proposed development is likely to affect a SSSI, SAC, SPA or Ramsar site and determine whether they will need to consult Natural England to seek advice on the nature of any potential impacts

and how they might be avoided or mitigated. Links are provided at the end of this SPD on obtaining and using IRZs.

Avoid – Reduce – Mitigate – Compensate – Enhance

40 Rotherham has eight biological or geological Sites of Special Scientific Interest (SSSIs) six of which are either entirely within the Borough and two of which straddle the border with Nottinghamshire, nine Local Nature Reserves (LNRs), and nearly one hundred Local Wildlife Sites (LWSs), several candidate Local Wildlife Sites and one Nature Improvement Area (NIA). Rotherham also has twenty six designated Regionally Important Geological Sites (RIGS). Details of the statutory sites (SSSIs and LNRs); and Ancient Woodlands can be found on the MAGIC website whilst statutory and non-statutory sites are all shown on the Policies Map within the Rotherham Local Plan. In the future, when new local wildlife sites, regionally important geological sites, and local nature reserves are designated and approved by the Council, an up to date map of the borough showing all designations, will be maintained on the Council's web site.

41 The NERC Act 2006 legislates for Priority Habitats of Interest a list of habitats of priority interest, sites, and species that should be protected. There are no SACs (Special Areas of Conservation) / SPAs (Special Protection Areas) or NNRs (National Nature Reserves) in this Borough.

42 Planning decisions should prevent harm to biodiversity and geological conservation interests. Where granting planning permission would result in significant harm to those interests the local planning authority will need to be satisfied that the development cannot reasonably be located on any alternative sites that would result in less or no harm.

43 Where it is impossible to avoid negative impact on a feature of biodiversity or geodiversity value through use of an alternate site development should minimise impact by changing the design, layout, size or operation of the development and by the incorporation of suitable mitigation measures.

44 Where, despite mitigation, there will be residual adverse impact on biodiversity or geodiversity value or on wider ecological networks development should provide an adequate level of compensation. The aim of mitigation and compensation should be to respond to impact or loss with something of greater value; the minimum requirement will be to maintain 'no net loss'.

45 In addition, development will be requested to make a positive contribution to the natural environment by incorporating biodiversity gain, sustainable design, renewable energy technology and, where appropriate, direct contribution to the green infrastructure network and biodiversity opportunity areas.

Survey and Impact Assessment

46 The responsibility lies with the developer to demonstrate that proposals identify and consider their effect on the natural environment by the provision of ecological and geodiversity impact assessment, including the submission of detailed, timely and up to date survey, evaluation and records relevant to the proposed development. The Council also recommend:

- Survey work should be undertaken by suitably experienced consultants. The Council will expect their experience, qualifications, CIEEM accreditation, details of protected species licences held, etc to be provided in the ecological reports and to be appropriate for the tasks performed.
- The provision of outline development proposals in advance of survey work will allow all potential impacts to be assessed and will enable adequate levels of mitigation, compensation and gain to be established.
- All recommendations arising from survey and impact assessment should be incorporated into detailed design plans and highlighted within the submitted Design and Access Statement.
- It is important that survey work is completed in advance of application submission in order to inform the detailed development proposals.
- The submission of survey and impact assessment enables full evaluation of development proposals against all relevant development management policies.
- In cases where protected species may be affected it is essential that survey work is undertaken and submitted with the planning application.
- The Council recommends early engagement with the LPA and a professional ecologist due to the seasonal nature of surveys and to avoid delays for BNG to be considered from the outset.

47 Standard procedures for survey and reporting as detailed for example by the Bat Conservation Trust (Collins 2016), Chartered Institute of Ecology and Environmental Management (CIEEM) and British Standard BS42020 should be followed.

48 The Council does not support the netting of trees and shrubs by prospective developers to dissuade or prevent birds from nesting in these. This issue was recently (June 2019) debated by Central Government, although no further decisions from Central Government on the legality and appropriateness of netting trees and shrubs, has been forthcoming. Our stance reflects that of respected environmental organisations: RSPB, Woodland Trust, Wildlife Trusts and other organisations as well as many members of the public who have identified valid reasons why netting should not be allowed.

49 Appendix Two contains details of expected survey remit and report content. The aim of survey and impact assessment work can be summarised as follows:

1. Identify likely impacts on the natural environment.
2. Identify measures to avoid, reduce or mitigate for the identified impacts.
3. Identify measures to demonstrate additional enhancement.
4. Demonstrate understanding and incorporation of the recommendations.

50 There are optimal times for completing ecological survey work; survey work for certain species groups may be limited to particular months and will require a certain level of survey effort to be demonstrated. A survey calendar is included as Appendix Three to highlight survey opportunities; links to best practice guidance for survey methodologies are also provided. The ability to undertake adequate survey work needs to be considered at an early stage in order to ensure all necessary information is able to be submitted with an application. It is important to note however that the survey calendar is being affected by other factors such as for instance

changes to the climate. For example, birds are nesting earlier and other species breeding at different times to previous norms.

Planning Process

51 The natural environment should be considered at each stage in the planning process:

- Pre-application – identification of current site status, the extent of survey and impact assessment needed, timings for survey work
- Application – submission of ecological survey and impact assessment work, inclusion in the Design & Access Statement of the ecological survey results and demonstration of how ecological recommendations have affected or been incorporated into the proposals
- Planning Agreement – inclusion of conditions to agree biodiversity recommendations
- Delivery – Information to support the discharge of any relevant conditions, demonstration of measures incorporated, results of any agreed monitoring, demonstration of long-term maintenance of features

52 The level of biodiversity mitigation, compensation and gain proposed should be appropriate to the size and impact of the proposed development. Biodiversity net gain will be sought for all development that impacts on the natural environment. These guidelines include a range of elements that can be incorporated into development proposals to demonstrate measures taken to conserve and enhance the natural environment.

Wildlife Legislation

53 The protection afforded to protected sites and species under UK and EU legislation is irrespective of the planning system and developers should therefore ensure that any activity undertaken, regardless of the need for any planning consent, complies with the appropriate wildlife legislation.

The Wildlife & Countryside Act 1981

54 The main piece of wildlife legislation in England is the Wildlife & Countryside Act 1981. Some key points of the Act are:

- All wild birds, their nests and eggs are protected.
- It is an offence to intentionally disturb certain species of bird whilst nesting.
- Certain species such as bats, water vole, otter, dormice, red squirrels, white-clawed crayfish, etc are protected. This protection extends to their roosts, burrows, holts, dreys, etc. This is why it is necessary to undertake bat roost surveys prior to considering undertaking work on certain types of buildings or trees. Advice on dealing with protected species in planning applications is provided on the Natural England website.

Protection of Badgers Act (1992)

55 Badgers and their setts are fully protected. Intentionally or recklessly damage or destroy a badger sett, or obstruct access to it. It is against the law to:

- Disturb a badger when it is occupying a sett.
- Intentionally or recklessly damage or destroy a badger sett, or obstruct access to it.

56 There are exceptions to the above however. Licences to undertake certain actions can be issued by Natural England, for example, where a badger sett is found on a proposed development site. Natural England can grant a licence to translocate badgers in these and other circumstances.

Water Framework Directive

57 This is the most far-reaching piece of legislation established to protect and enhance the water environment. The Water Framework Directive (WFD) establishes a legislative framework for the protection of surface waters (including rivers, lakes and coastal waters) and ground waters. The WFD is transposed into law in England and Wales by The Water Environment (Water Framework Directive)(England and Wales) Regulations 2017.

58 Under the WFD, in order to conserve, maintain and enhance water resources, development proposals should:

- Not result in the deterioration of water bodies and which conserve and enhance the following:
  - The natural geomorphology of watercourses;
  - The water quality; and
  - The ecological value of the water environment, including watercourse corridors.
- Implement positive progress towards achieving "good" status or higher under the WFD in Rotherham Metropolitan Borough's ground water and surface water bodies, with any new development being able to demonstrate:
  - That there is no deterioration in the status of any surface or ground water body;
  - That it does not compromise the ability of any surface or ground water body to achieve its WFD status objectives;
  - That any proposed developments also meet wider environmental duties; and
  - That where possible, indicate how the proposed development contributes to the delivery of WFD objectives (set out in the River Basin Management Plan).
- Manage water demand and improve water efficiency through appropriate water conservation techniques and good practice adaptation to assist climate resilience (for example grey-water recycling and rainwater harvesting); and d) Dispose of surface water appropriately and improve water quality through the incorporation of SuDS. The overall aims and objectives of the WFD are to:
  - enhance the status and prevent further deterioration of surface water bodies, ground water bodies and their ecosystems;
  - ensure progressive reduction of groundwater pollution;
  - reduce pollution of water, especially by priority substances and certain other pollutants, as set out in the list of chemicals for Water Framework Directive assessments;
  - contribute to mitigating the effects of floods and droughts;

- achieve at least good surface water status for all surface water bodies and good chemical status in ground water bodies or good ecological potential in the case of artificial or heavily modified water bodies; and
- promote sustainable water use.

59 The WFD classifications for 2016 will be considered as baseline data for current water quality. The Council will highlight the key issues for the waterbodies within the district, which are stopping the waterbodies from reaching "good" status under WFD. Any targets around nature conservation will include the need for all waterbodies to reach "good" status under the WFD by 2027 or sooner.

Part 1: Opportunities for biodiversity mitigation and enhancement

60 Development proposals vary widely in size and design, and their individual circumstances will determine which types of biodiversity action are most applicable. Developers should identify existing biodiversity interest and key features, and the potential to enhance these as part of development and management of site. The following sections highlight actions which can be taken to enhance biodiversity in new development proposals.

General principles to support nature conservation

- Creating habitats appropriate for the relevant character area; Identifying and retaining any (semi) natural habitat present within the site, including mature trees and hedgerows;
- Reducing reliance on herbicides, insecticides, fertilisers and other chemicals that may be toxic to non-target organisms and could alter soil conditions that do not reflect the underlying geology;
- Not importing topsoils, i.e. using only subsoils in areas for biodiversity and concentrating the use of existing soils to areas for tree planting;
- Use of tree planting only if the existing soil conditions are sufficient;
- Using mixed native species hedgerows for boundary features and to connect open areas;
- Providing areas of bare ground where habitats can generate naturally;
- Identifying locally suitable plant species mixes and using locally sourced seed / plant materials;
- Creating basic grassland habitats on the understanding that they can be left to develop naturally into more complex grasslands, scrub and possibly eventually woodland;
- Identifying nearby biodiversity assets that can inform and connect to new schemes;
- Using ornamental species planting in limited amounts only and selecting non-native species for their nectar / food source or longer flowering period benefits to supplement the native habitats;
- Agreeing long-term management plans that have biodiversity as an overriding objective.

Decision makers should be clear about the need to protect and enhance the biodiversity alongside Rotherham's watercourses.

Landscaping, Planting and Open Spaces

61 There are significant opportunities to retain existing natural habitats within new landscaping and to create new habitats and features that benefit biodiversity. The Council also recommends:

- In residential developments new garden provision will add to biodiversity gain but any structural landscaping and areas of open space should include native species, natural habitat creation and, where possible, areas that are allowed to regenerate or colonise naturally.
- Boundary features, shelter belts and other linear features can help to place new sites into the wider landscape and setting.

- Development adjacent to sites of importance to nature conservation will almost certainly need to incorporate buffer areas (typically 15 metres following Natural England's Standing Advice) of native planting to protect the sites from adverse impact; such areas should be distinct from the development and should be maintained in the long-term to benefit nature conservation.
- Development should aim to create or maintain connections and corridors that have been identified in green infrastructure strategies or landscape scale projects.
- Suitable plant species lists are provided in Appendix One. Advice on planting and growing native wildflowers is available from many organisations including the Royal Horticultural Society, Plantlife, Woodland Trust, Soil Association, etc.

Hedgerows

62 Hedges provide shelter, nesting and foraging sites for a wide variety of species and act as wildlife corridors if they are dense and wide enough. They are a Priority Habitat under the NERC Act (2006). The following principles should be considered:

- Plant hedges consisting of a number of wildlife friendly species so that fruit, seed and nectar will be provided throughout most of the year; a minimum of four species is recommended.
- Provide space for dense hedges to grow to at least 2 metres wide with a wide margin on each side for long grasses to grow at their base.
- Locate new hedges so that they will contribute towards forming a local wildlife habitat network with neighbouring hedges, trees, shrubs, scrub, wildflower rich grassland and watercourses.
- Plant native hedges, such as hawthorn, blackthorn and holly, along boundaries where security is important.
- Ensure adequate access and resources are provided for long-term maintenance
- Hedgerows should not be managed by flailing which is very damaging to the hedgerow and to the species it supports. Any hedgerow management regime shall be undertaken outside of bird nesting season

Trees and shrubs

63 Native trees and shrubs provide shelter, nesting sites and fruit for birds. Their flowers provide nectar for bees and other insects. Provision of dead and decaying wood is valuable to a range of invertebrates which depend upon it to complete all or part of their life cycles. Dense scrub provides good cover and food for birds, insects and reptiles. The following principles should be considered:

- Provide native, wildlife friendly tree and shrub species of varying height and structure. A variety of species will also provide a protracted supply of pollen, nectar and fruit.
- Locate trees and shrubs so that they provide continuity with nearby existing habitat.

- Retain trees with holes and dead wood as these are particularly valuable for wildlife such as bats, birds, insects and fungi. Also retain woody cuttings, stumps and fallen branches on site.
- Herbaceous plants and/or long grass in front of shrub/tree areas will provide additional wildlife interest and maintain moisture beneath.

Climbing plants

64 Climbing plants such as ivy, clematis and honeysuckle provide nesting, shelter and berries for birds and nectar for insects. They provide habitat for invertebrates, berries for birds and small mammals, and late nectar for pollinating insects. They are not ecologically perceived as a parasite. The following principles should be considered:

- Locate climbing plants so that they cover otherwise bare walls, fences and gabion baskets.
- Locate climbing plants close to existing hedges, trees, shrubs and flowering grassland, so they will help to connect the local wildlife habitat network.

Wildflower rich grass

65 Wildflower rich grassland is attractive and provides cover for small mammals and invertebrates and the wildflowers supported are a nectar source for insects. Short grass can be enhanced by adding flowering species tolerant of frequent mowing and trampling. Maintenance involving cutting and collecting will be required at appropriate intervals to achieve optimum results. Maintenance that creates a range of vegetation height, from bare ground to tall grasses will provide the most benefit; cutting different areas on a rotational 2-3 year cycle is recommended.

66 The following principles should be considered:

- Provide wildflower rich grassland as part of informal landscaping, on areas of poor soil or areas of poor drainage, under trees and hedgerows; temporary wildflower areas can be created on empty plots where development will be phased.
- Embed spring flowering bulbs and plugs of nectar rich flowering plants.
- Maintain patches of long grass, enabling plants to flower and seed, and providing habitat for grasshoppers and other invertebrates, and a food source for birds, amphibians and mammals.
- Always remove and compost cuttings from grassland and wildflower areas.
- Retain patches of bare earth for invertebrates to bask, nest and forage.
- Consider generating scrub habitat adjacent to existing wildlife rich habitat. Irregular micro-topography such as hollows, banks and slopes are better than homogeneous flat ground, especially if significant they are south or south-east facing.

Watercourses, wetlands and their banks

67 Rivers, streams, canals, wet ditches, and seasonal watercourses and their banks are important wildlife habitats but many are degraded in urban areas. The following principles should be considered:

- Enhance and restore the naturalness of any existing water course by removing culverts and other artificial engineering works, restoring water channels with soft contouring and suitable wetland planting. Where possible hidden streams and rivers should be "daylighted" and brought into the open.
- A vegetated buffer should be created, where appropriate, between the top of the bank and any development; a minimum of 5 metres is recommended, 2 metres is essential. (A minimum 8 metres will be required in some circumstances where statutory agency maintenance occurs.)
- Avoid development and hard landscaping adjacent to the watercourse; development should not involve the culverting of existing watercourses.
- Where appropriate, create new wildlife-friendly ponds and wetland areas, especially where existing ponds are to be affected by the development.
- Incorporate elements of sustainable urban drainage that permanently or temporarily hold water, ensuring pollution controls are incorporated.
- Other environmentally friendly measures will be supported including the retention of riparian trees and other bankside vegetation, avoidance of light pollution on to waterways so as not to disturb nocturnal wildlife, planting of native water plants, etc.
- When considering new development, the Council will aim to ensure best practice is followed regarding foul and surface water drainage, by following the hierarchy and guidance set out within the National Planning Policy Framework and Planning Practice Guidance, and the storage of oils, paints and chemicals, which could cause water pollution.
- Developer contributions from new development can help to enhance watercourses in the district and their value as an amenity to the local community.
- Measures to promote the biodiversity of waterway corridors and their connectivity to other aquatic and terrestrial features (Green Blue Infrastructure) will be supported. This can be particularly useful when developing SuDs within development to ensure that they form part of green spaces and result in multiple benefits including biodiversity and amenity alongside the water attenuation function. SuDs design should consider biodiversity and amenity benefits alongside the water quantity and quality aspects in line with the SuDs manual C753.

Amphibians and reptiles

68 Detailed advice is available from the Amphibian and Reptile Group (ARG) UK, Froglife and the Natural England website. The following principles should be considered:

- Creating links to other habitats.
- Creating new habitat such as ponds and wetland areas.
- Improving existing habitat.

Living roofs and walls

69 Living roofs and walls can mitigate for loss of habitat at ground level, particularly open mosaic habitats and where non-developed land is limited. Green bridges may also be appropriate. The following principles should be considered:

- Incorporate green or brown roofing wherever appropriate.
- A range of roof and wall styles can be considered depending on heating / cooling requirements, structural design, aspect and irrigation.

Biodiversity in the Built Environment

70 Development should include opportunities to incorporate biodiversity features into the built environment:

- A range of bird nesting features can be provided, depending on the type, size, scale and location of a development.
- Nesting features can cater for common species but, wherever possible those species that rely on buildings should be provided for; bird nesting provision can offset the lack of nesting opportunities provided by modern building design.
- Bat roosting features are also easily incorporated into many building types.
- Individual property developments should be encouraged to incorporate at least one feature; multiple dwelling and major developments should be encouraged to incorporate features on a good proportion of properties, ideally 20% or greater.
- Redevelopment of buildings that will involve the reduction or destruction of existing nest or roost features will be required to replace any lost provision and provide additional features; total provision of at least 125% of the original number is recommended.

Common swift

71 The following principles should be considered:

- Incorporate multiple, internal swift boxes at soffits/eaves level.
- Any suitable buildings, proximity of an existing colony reinforces need for new nest sites.
- At least five metres above ground level with unimpeded access.
- A northerly or well shaded aspect is essential; avoid southerly elevations and the immediate vicinity of windows.

House martin

72 The following principles should be considered:

- Incorporate multiple, pre-formed house martin nest cups at soffits/eaves level.
- Suitable for buildings with wide soffits/eves in close proximity to open space or other green infrastructure, particularly where there are standing or running water features near by.
- At least five metres above ground level. Adequate shelter from sun and prevailing weather, avoid direct south elevations.
- Avoid fixing directly over doors and windows.

Barn swallow

73 The following principles should be considered:

- Incorporate pre-formed swallow nest cups and purpose built ledges inside appropriate open access buildings, such as car ports, porches, storage areas.
- Suitable for buildings in close proximity to open space or other green infrastructure, particularly where there are standing or running water features near by.
- Avoid locations where droppings might become a nuisance.

House Sparrow

74 The following principles should be considered:

- Incorporate multiple boxes / terraces at soffits/eaves level, preferably a minimum of six features in close proximity.
- At least two metres above ground level with somewhere to perch in the immediate vicinity.
- Needs to be shaded; easterly aspect is best, avoid direct south-facing elevations.

Starling

75 The following principles should be considered:

- Incorporate multiple boxes at soffits/eaves level leaving at least 1.5m between each box.
- At least three metres above ground level with somewhere to perch in the immediate vicinity.
- Needs to be shaded, an easterly aspect is best, avoid direct south-facing aspect.
- Starlings can be noisy so their nests are best sited where they won't be a nuisance.

Garden birds

76 The following principles should be considered:

- Install appropriate nest boxes on buildings, retained or new trees, fences or other boundary features, as high as possible to deter predators.
- Locations should be sheltered from direct sunlight and the prevailing weather.
- A mix of boxes with entry holes of different sizes or open fronts should be used to attract a range of species.

Birds of Prey

77 The following principles should be considered:

- Incorporate on sites in suburban and urban – countryside interface sites, where there is direct access to suitable hunting grounds.
- Features for diurnal or nocturnal species can be considered.
- Will be suitable on sites where ecological recommendations have specified mitigation or enhancement for these species.

Bat Species

78 The following principles should be considered:

- Provide features, spaces and access points dependant on the species found locally and the style of structure:
  - Crevice dwelling species (includes Pipistrelles, Brandt's and Whiskered) – create spaces in walls, cladding, eaves, tiles and ridge-tiles; install integrated or external ready-made bat boxes
  - Void dwelling species (includes Noctule, Serotine, Leisler's, Daubenton's) – create access points under eaves or tiles, leave joists or beams exposed, ensure toxic materials are not used and that insulation etc does not create a risk of entanglement
  - Species needing flight space (including Natterer's, Brown long-eared and Grey long-eared) – create open untrussed roof space of at least 2.5m x 5m x 5m (H x W x L)
- Access points should be 4-7m above ground level.
- No artificial lighting should interfere with the access points.
- Roost features can be either north-facing to support male roosts and winter hibernation or south / west facing to support maternity roosts.
- Access points should be accessible from open space; the location of bat features close to hedgerows, watercourses and trees is beneficial for commuting and foraging use by bats.
- Follow Bat Conservation Trust guidance on lighting i.e. using cowls and hoods, using the shortest possible poles, directing lighting inwards and downwards into development sites rather than outwards, avoid directing lighting at habitats such as woodland and hedgerows, lights triggered by human movement rather than being left on permanently, etc. Developers should provide information on projected luminance where bats (and other nocturnal wildlife i.e. next to protected sites) are likely to be affected.

Hedgehogs

79 Hedgehogs themselves are partially protected from being taken or killed under Schedule 6 of the Wildlife and Countryside Act 1981. Appropriate enhancement might include:

- Cutting holes measuring 13 x 13cm at suitable points in all new fences and walls to provide access for hedgehogs to all areas of the site and to the surrounding environment. Once cut a fence plate (see Appendix 4 for example) can be installed, indicating the purpose of the hole to deter homeowners/ tenants from blocking the holes in future.
- Planting of native hedgerows across the development.
- Providing log piles to increase nesting options for the hedgehogs.

Nature Improvement Area

80 Within the NIA (Nature Improvement Area) the Council require specific biodiversity enhancements with developments over and above the minimum mitigation/ compensation

measures. A Planning Advice Note has been produced by the three Dearne Valley Local Authorities including Rotherham to ensure that the aims and objectives of the NIA are incorporated into development proposals. The guiding principle of the Dearne Valley NIA is to restore and enhance the ecological network of the Dearne Valley, reconnect people in local communities with their natural environment and create a high value environment that will provide a setting for future investment.

81 The NIA would welcome applications that seek to provide improvement for the focal species of the NIA which are: lapwing, redshank, snipe, wintering teal, wintering wigeon, wintering bittern, barn owl, willow tit, water vole, brown hare, noctule bat, grass snake, dingy skipper and wild flowers.

82 Opportunities for biodiversity enhancement in small scale commercial and industrial buildings in the NIA might include:

- Native species hedgerow planting
- Insect boxes/bee hotel
- Bird boxes
- Tree planting
- Woodpiles/log shelter
- Ponds and soak-a-ways
- Living roofs
- Swift bricks/internal nest boxes
- SuDS
- Use of native tree and shrub species in landscaping
- Green walls/habitat walls, willow fence/hedge
- Introduce wildflowers into verges

83 Opportunities for biodiversity enhancement in large scale development including residential and commercial in the NIA might include:

- SuDS
- Incorporate habitats/features within green space to create green corridors
- Habitat creation and restoration of existing habitats
- Use of nectar rich species and food plants in landscaping
- Buffer strips along watercourses and ditches
- Use show home garden or demonstration area on industrial site to demonstrate wildlife gardening
- Develop a site/company Biodiversity Action Plan (BAP)

Part 2: Geodiversity

The geology of Rotherham

84 The bedrock that forms the foundations of Rotherham includes the Coal Measures of late Carboniferous age and the Magnesian Limestone of Permian age. This produces the two contrasting landscapes of the Yorkshire Coalfield and the South Yorkshire Magnesian Limestone Ridge that forms the eastern part of Rotherham Borough.

85 The Coal Measures include alternating sandstones and mudstones with siltstones and coal seams. The contrasting resistance to erosion of the sandstones and mudstones produces the distinctive edges and variable slopes on the sides of the valleys. Most of the sandstones have been quarried for local building stone, including the distinctive Rotherham Red sandstone. The Carboniferous mudstones have historically been used for brick manufacture. Most of the thicker coal seams have been mined for coal for domestic use and coking.

86 The Magnesian Limestone produces a slightly undulating plateau to the east around Anston, Lindrick and Maltby, with valleys and steep sided gorges with crags cutting across the plateau. The Magnesian Limestone is a distinctive limestone rock type that in places has been eroded to produce caves, sinkholes and fissures which form part of the landscape. Magnesian Limestone has been quarried locally as a building stone and for other purposes.

Supporting positive development proposals

87 Geodiversity resources are protected through Local Plan Policies. Areas designated for geodiversity are shown on the Local Plan Policies Maps. These are: Statutorily Protected Sites for geodiversity, those Sites of Special Scientific Interest (SSSI) which have been designated for earth heritage value and Non Statutorily Protected Sites for geodiversity in Rotherham Local Plan, which are currently represented by Regionally Important Geological Sites (RIGS).

88 RIGS are a local planning designation that recognises the geological conservation interest of a site. Benefits of RIGS include:

- Conserving areas with recognised geological interests:
- Contributing to local and national geodiversity and biodiversity targets;
- Adding to the local character and distinctiveness of an area; and
- Contributing to the quality of life.

89 However it is also recognised that there may be assets which are not identified within the above designations. In these circumstances criterion d. of Policy CS20 Biodiversity and Geodiversity clarifies that priority will be given to conserving and enhancing sites and features which have demonstrable biodiversity and geodiversity value, including woodland, important trees, hedgerows, watercourse, glacial features, (overflow channels, moraines) gorges (Anston Stones) caves, (Anston Stones), crags and structures, but which are not included in designated sites.

90 Geodiversity will be considered on a case by case basis; however where proposed developments are likely to have a detrimental impact on a geodiversity site or asset(s) further geological investigation will be required prior to the submission of a planning application. All relevant

geodiversity datasets should be gained. The most up to date information on geodiversity in Rotherham is held in the Rotherham Geological Records Centre, this is administered by Sheffield Area Geology Trust (SAGT), to whom enquiries for records should be made. The Geodiversity Scoping Study (2015) assessed and provides generic planning advice for 28 possible allocation sites in Rotherham and will also be a useful source of information for relevant sites.

91 The planning application shall be supported by a Geodiversity Survey and Report, which assesses the impact of the specific development proposals on the geodiversity asset(s). The assessment should identify and describe potential development impacts likely to harm designated sites and or geodiversity features, including both direct and indirect effects both during and after construction. Where harm is likely, evidence must be submitted to show how:

- Alternative designs or locations have been considered;
- Adverse effects will be avoided wherever possible;
- Unavoidable impacts will be mitigated or reduced;
- Impacts that cannot be avoided or mitigated will be compensated, ensuring that development decisions will safeguard the natural environment.

92 This may require desk study, field exploration, the drilling of boreholes and excavations for the necessary data to be acquired. Where a site is not designated, data collection and analysis shall enable an assessment of the site for its suitability for designation as a local site or a site of special scientific interest .

93 All data should be recorded and assessed by an appropriate expert using nationally recognised survey guidelines/methods where available. A copy of the Geodiversity Survey and Report should be deposited in the Rotherham Geological Records Centre.

94 When proposed development lies within an area which is likely to contain features of geodiversity interest, the planning authority may advise that any excavations into bedrock carried out in the course of development works should be examined by a competent geoscientist so that any features of geodiversity interest that may be present can be recorded. This provision is not intended to delay the development process, nor would it further disturb the site, but is simply to record geodiversity present - for the benefit of increased geodiversity knowledge. Sheffield Area Geology Trust (subject to capacity) can advise on geodiversity features that are expected to be present, their documentation and conservation.

Contacts

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email:	planning.policy@rotherham.gov.uk
Telephone:	01709 823869
Website:	https://www.rotherham.gov.uk/localplan
Post:	Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/forms/200074/planning_and_regeneration

Email:	development.management@rotherham.gov.uk
Telephone:	01709 823835
Website:	https://www.rotherham.gov.uk/planning
Post:	Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Biological records

The Rotherham Biological Records Centre can be contacted using this online form:

https://www.rotherham.gov.uk/forms/form/487/en/make_a_biological_records_report_or_enquiry

Geological records and Sheffield Area Geology Trust

The Sheffield Area Geology Trust maintain the Rotherham Geological Records Centre.

Further information on The Sheffield Area Geology Trust (SAGT) can be found on their website: www.sagt.org.uk

The Trust can be contacted by email at sageologytrust@gmail.com

Appendix 1: Suggested plant species lists

95 The lists provided include common and indicative species for the different habitats; these are based on the Rotherham Local Wildlife Site selection criteria. Many horticultural suppliers can create mixes to suit individual requirements or will stock mixes suitable for a range of soils and conditions that may reflect the species listed here. Native planting supports local biodiversity; whilst ornamental species provide food and shelter for wildlife they are unlikely to be good as food plants for phytophagous insects or pollinating insects, which have evolved to pollinate native flowers .

Table 1 Suggested soecies list: trees and woodlands

Trees and woodlands			
Hedgerow Species *Acer campestre* *Cornus sanguinea* *Corylus avellana* *Crataegus monogyna* *Fraxinus excelsior* *Ilex aquifolium* *Ligustrum vulgare* *Malus sylvestris* *Prunus spinosa* *Ulmus glabra* *Rosa canina* *Viburnum opulus*	**Woodland: Coal Measures Area** *Betula pendula* *Corylus avellana* *Ilex aquifolium* *Malus sylvestris* *Quercus petraea* *Quercus robur* *Sorbus aucuparia*	**Woodland: Limestone Area** *Acer campestre* *Corylus avellana* *Fraxinus excelsior* *Quercus robur* *Sorbus torminalis* *Tilia cordata* *Tilia platyphyllos* *Taxus baccata* *Ulmus glabra*	**Wet Woodlands** *Alnus glutinosa* *Betula pendula* *Betula pubescens* *Fraxinus excelsior* *Quercus petraea* *Quercus robur* *Salix Spp. particularly caprea, cinerea & fragilis*

Table 2 Suggested species list: grasslands

Grasslands			
Woodland Ground Flora *Ajuga reptans* *Anemone nemorosa* *Carex sylvatica*	**Acid – Neutral (Coal Measures Area)** *Agrostis capillaris* *Anthoxanthum odoratum* *Cynosaurus cristatus*	**Calcareous (Magnesian Limestone Area)** *Brachypodium pinnatum* *Briza media* *Bromus erectus*	**Wet grassland, pond & stream edges** *Alopecurus pratensis* *Alopecurus geniculatus* *Alopecurus pratensis*

Grasslands			
Conopodium majus	*Deschampsia flexuosa*	*Festuca ovina*	*Anthoxanthum odoratum*
Fragaria vesca	*Festuca ovina*	*Agrimonia eupatoria*	*Deschampsia cespitosa*
Galium odoratum	*Ajuga reptans*	*Aquilegia vulgaris*	*Festuca pratensis*
Geum urbanum	*Centaurea nigra*	*Campanula rotundifolia*	*Festuca rubra*
Hyacinthoides nonscripta	*Daucus carota*	*Carlina vulgaris*	*Holcus lanatus*
Lamiastrum galeobdolon	*Galium saxatile*	*Centaurea scabiosa*	*Holcus mollis*
Myosotis sylvatica	*Geranium pratense*	*Centaurium erythraea*	*Caltha palustris*
Oxalis acetosella	*Hypericum maculatum*	*Conopodium majus*	*Cardamine pratensis*
Primula vulgaris	*Lathyrus pratensis*	*Dactylorhiza fuchsia*	*Carex Spp.*
Ranunculus ficaria	*Leontodon autumnalis*	*Fragaria vesca*	*Cirsium palustre*
Scrophularia nodosa	*Leucanthemum vulgare*	*Galium verum*	*Filipendula ulmaria*
Stellaria holostea	*Lotus corniculatus*	*Helianthemum*	*Galium palustre*
Veronica Montana	*Lychnis flos-cuculi*	*nummularium*	*Geum rivale*
Viola riviniana	*Lysimachia nummularia*	*Leontodon hispidus*	*Hypericum tetrapterum*
Climbing Plants	*Primula vulgaris*	*Leontodon saxatilis*	*Iris pseudacorus*
Clematis vitalba	*Rumex acetosella*	*Primula veris*	*Juncus effuses*
Hedera helix	*Rhinanthus minor*	*Hypericum montanum*	*Juncus inflexus*
Humulus lupulus	*Stellaria graminea*	*Hypericum perforatum*	*Lathyrus pratensis*
Lonicera periclymenum	*Trifolium medium*	*Knautia arvensis*	*Lythrum salicaria*
	Trifolium pratense	*Lotus corniculatus*	*Mentha aquatica*
	Valeriana officinalis	*Orchis mascula*	*Myosotis scorpioides*
		Origanum vulgare	*Persicaria amphibian*
		Sanguisorba minor	*Ranunculus flammula*
		Scabiosa columbaria	*Ranunculus sceleratus*
		Succisa pratensis	*Scrphularia auriculata*
		Thymus praecox	*Valeriana dioica*
			Veronica anagallisaquatica
			Veronica beccabunga

Appendix 2: Ecological survey requirements

From a planning perspective the information required to be submitted in relation to a proposed development should include:

- Results of consultation with Rotherham Biological Records Centre, and / or other likely holders of biological data,
- Details, with appropriate mapping, of habitats occurring and present vegetation status.
- The presence of or potential for protected and priority species and priority habitats on the site. Including identification of any features that may be used by or support protected fauna (e.g. roosts, nest sites etc).
- Details of the survey methodology employed, including identifications of limitations and recommendations for further survey work if necessary.
- Key factors resulting from the development that are likely to affect the ecological interest identified by the survey work. Including the expected timing, phasing and duration of works.
- Opinion as to whether the site, either in whole or in part, is suitable for development as proposed.
- Details of measures to safeguard features of ecological interest and recommendations for ecological enhancement of the proposed development site.
- Details of direct mitigation measures to be incorporated for ecological interest to be lost or reduced as a result of the proposed development.

Where there is the potential for protected species the following requirements should also be included:

- Details of survey methodology used including survey dates, times, conditions, comparison of survey work undertaken to established best practice methodology, identification of limitations and recommendations for further survey work if necessary;
- Details of evaluation methodology used to assess the survey results;
- Survey staff involved in the survey work, including an outline of their training and experience;
- Description of the need for and the objectives of the survey;
- Description of the site and any structures surveyed including evaluation of potential features of interest, use of images where appropriate;
- Results of site and structure assessment, i.e. details of any evidence of protected species or potential found during survey;
- Evaluation of the survey results including confirmation of protected species presence / absence, estimated species population size, key features of importance;
- Key factors resulting from the development / proposed works that are likely to affect the ecological interest identified by the survey work. Including the expected timing, phasing and duration of works;
- Opinion as to whether the site / structure, either in whole or in part, is suitable for development / works as proposed;
- Details of measures needed to safeguard features of ecological interest and recommendations for ecological enhancement of the proposed works;

- Details of direct mitigation measures to be incorporated for ecological interest to be lost or reduced as a result of the proposed works;
- Opinion as to whether a European Protected Species Licence will be required from Natural England and what measures are likely to be required to meet Natural England's licensing application process;
- Provision of a detailed working method statement to be followed throughout the proposed works to ensure that harm or disturbance to any protected species not found during the survey work is minimised.

Appendix 3: Ecological survey calendar

Species	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Habitats / vegetation	Phase 1 only (sub-optimal)			Phase 1 and NVC						Phase 1 only (sub-optimal)		
Badgers	Limited sett / bait surveys	Bait marking and sett surveys			Limited bait marking and sett surveys				Sett surveys			Limited sett / bait surveys
Bats	Inspection of hibernation roosts			Limited activity	Survey for summer roosts and activity surveys possible for all areas with suitable habitat					Limited activity	Inspection of hibernation roosts	
Bats	Potential roosts and internal surveys are possible all year round; trees are best surveyed in winter											
Birds	Surveys for Winter Species, i.e. Wintering waders		Breeding bird surveys, and those for migrant species		Breeding bird surveys		Low activity; surveys not recommended		Surveys for migrant species		Surveys for Winter Species, i.e. Wintering waders	
Dormice	Gnawed hazel nut search			Nest tube survey from April to November. Gnawed hazel nut search (best from September to December)								
Great crested newts	Newts hibernating; no survey possible		Pond surveys for adults, terrestrial survey, egg surveys April to mid-June, larvae surveys from mid-May				Survey for habitat suitability and the presence of larvae		Survey possible to determine habitat suitability		Newts hibernating; no survey possible	
Otters	There are no distinct seasonal constraints to otter survey; however they may be affected by vegetation cover and weather conditions.											
Reptiles	Reptiles hibernating; no survey possible		Peak survey months are April and May				Reduced basking time lowers effectiveness of refugia survey		Peak survey month	Limited activity	Reptiles hibernating; no survey possible	
Water voles	Low activity	Surveys for habitat suitability	Habitat and field signs / activity surveys. May be limited by vegetation cover and weather.								Surveys for habitat suitability	Low activity
White-clawed crayfish	Low activity; no survey possible			Searching; Torching; Trapping	Where present likely to have young, hence avoid survey		Substrate search by hand. Torchlight and trapping surveys.				Low activity; no survey possible	

:Key:	Surveys recommended	Sub-optimal survey period	Surveys not possible

Appendix 4: References, advice and best practice guidance

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Natural England guidance. https://www.gov.uk/government/organisations/natural-england

Natural England's Impact Risk Zones (IRZ)

https://naturalengland-defra.opendata.arcgis.com/datasets/sssi-impact-riskzones-England

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Wildflower seed providers:

- Emorsgate: https://wildseed.org.uk
- Naturescape: https://www.naturescape.co.uk

Yorkshire Wildlife Trust. http://www.ywt.org.uk/

Appendix 5: Glossary

In addition to the entries below, reference should be made to the glossaries provided at Appendix C of the Core Strategy, Appendix 4 of the Sites and Policies Document, and Annex C of the National Planning Policy Framework.

Ancient Woodland: An area that has been wooded continuously since at least 1600 AD.

Biodiversity: is the whole variety of life on earth; all species of plants and animals and the ecosystems of which they are part.

Biodiversity Net Gain (BNG): Biodiversity Net Gain is an approach to development that leaves biodiversity in a better state than before. Where a development has an impact on biodiversity it encourages developers to provide an increase in appropriate natural habitat and ecological features over and above that being affected in such a way it is hoped that the current loss of biodiversity through development will be halted and ecological networks can be restored.

Coal Measures: Rocks of the Upper Carboniferous Period, around 310 million years old. The Coal Measures comprises sandstones, siltstones and other sedimentary rocks interspersed with coal measures which initially formed in deltaic environments.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The core strategy has the status of a development plan document.

Dearne Valley Green Heart: The Dearne Valley Green Heart Partnership is a coalition of local organisations including Rotherham, Barnsley and Doncaster councils, the RSPB & Yorkshire Wildlife Trust who are committed to improving the natural environment of the Dearne Valley for the benefit of the local population and wildlife.

District Level Licensing (DLL): If you are a developer proposing to develop land, you can pay to join a district level licensing scheme. If you join a scheme, you do not need to carry out your own surveys; plan and carry out mitigation work; District level licensing schemes operate in certain parts of England to better protect great crested newt populations. Schemes are operated by either: Natural England; a local planning authority (LPA); a third party on behalf of the LPA.

Ecological networks: The connections and interactions between the organisms and components of an ecosystem that conserve the ecosystem and provide ecosystem services that may also have social and economic values.

Geodiversity: The variety of rocks, fossils, minerals, landforms and soils, and all the natural processes that shape the landscape.

Great Crested Newts (GCN): The great crested newt (Triturus cristatus) is the largest and least common of the three newt species in the UK, with the larger females growing upto 16cm. Since the 1940s, populations of crested newts have declined in most of Europe due to loss of habitat. In England, Wales and Scotland it is a protected species under Schedule 5 of the Wildlife & Countryside Act 1981. It is also a European Protected Species and it has additional protection in the UK under

Regulation 39 of the Conservation (Natural Habitats etc.) Regulations 1994 (the Habitats Regulations) as amended by the Conservation (Natural Habitats etc) (Amendment) Regulations 2007. It is an offence to:

- Intentionally kill, injure or take a northern crested newt somewhere else from its own habitat
- Possess or control any live or dead specimen or anything derived from a northern crested newt
- Intentionally or recklessly damage, destroy or obstruct access to any structure or place used for shelter or protection by a northern crested newt (in practice this means both its breeding sites and its terrestrial habitat)
- Intentionally or recklessly disturb a northern crested newt while it is occupying a structure or place which it uses for that purpose

Green infrastructure: the network of multi-functional green space, both new and existing, both rural and urban, which supports the natural and ecological processes and is integral to the health and quality of life of sustainable communities.

Habitats Directive: The Habitats Directive (more formally known as Council Directive 92/43/EEC on the Conservation of natural habitats and of wild fauna and flora) is a European Union directive adopted in 1992 as an EU response to the Berne Convention. It is one of the European Union's directives in relation to wildlife and nature conservation, another being the Birds Directive. The Habitats Directive requires national governments to specify areas that are expected to be ensuring the conservation of flora and fauna species. This led to the setting up of a network of protected areas across the EU, special areas of conservation which together with the existing Special Protection Areas, became the so-called Nature 2000 network established to protect species and habitats.

Habitats and Species of Principle Importance for Biodiversity: The habitats and species in England that have been identified via the Natural Environment and Rural Communities Act 2006 as requiring action in the England Biodiversity Strategy and which Local Authorities have a duty to protect and enhance.

Irreplaceable habitat: Habitats which would be technically very difficult (or take a very significant time) to restore, recreate or replace once destroyed, taking into account their age, uniqueness, species diversity or rarity. They include ancient woodland, ancient and 68 veteran trees, blanket bog, limestone pavement, sand dunes, salt marsh and lowland fen.

Local Nature Reserves (LNR): A statutory designation made under section 21 of the National Parks and Access to the Countryside Act 1949, and amended by Schedule 11 of the Natural Environment and Rural Communities Act 2006

Local Wildlife Sites (LWS): Non-statutory areas of of local importance for nature conservation that complement nationally and internationally designated geological and wildlife sites. Local Sites are protected within the planning framework.

Magnesian Limestone:A traditional name for rocks of Permian age, consisting largely of limestones composed of calcium-magnesian carbonate. The Magnesian Limestone strata in Rotherham are about 250 million years old. The Magnesian Limestone is a suite of calcareous rocks in north-east England

and the East Midlands dating from the Permian period (i.e. following the Coal Measures or the Carboniferous period). The outcrop stretches from Nottingham northwards through Yorkshire and into County Durham where it is exposed along the coast. Much of the Magnesian Limestone is dolomite which is limestone with a high magnesium content. As with other limestones, it often supports habitats of high nature conservation value due to the thin infertile soils associated with it and which prevent competitive plants from dominating.

National Planning Policy Framework (NPPF): The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied. Council's must take account of the NPPF when preparing their Local Plans.

Nature Improvement Area (NIA): Nature Improvement Areas (NIAs) are a network of large scale initiatives in the landscape of England to improve ecological connectivity and improve biodiversity. They were launched in 2012.The NIAs form part of the UK Government's response to Sir John Lawton's 2010 report 'Making Space for Nature'. They were then implemented via the Natural Environment White Paper, the first natural environment government White Paper in 20 years. The NIAs run with the aid of Local Nature Partnerships and around local volunteers.

Priority habitats and species: Species and Habitats of Principal Importance included in the England Biodiversity List published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006.

Regionally Important Geological Sites (RIGS): Non-statutory areas of of local importance for nature conservation that complement nationally and internationally designated geological and wildlife sites. Local Sites are protected within the planning framework.

Sites & Policies Development Plan Document: This shows specific development sites and contain policies to guide the release of land and design of new development.

Sites of Special Scientific Interest (SSSI): Representative examples of nationally important wildlife and geology. SSSIs are notified by Natural England under section 28 of the Wildlife and Countryside Act 1981 as being of special value for nature conservation and are legally protected under the Wildlife and Countryside Act, as amended by the Countryside and Public Rights of Way Act (CROW) 2000 and the Natural Environment and Rural Communities (NERC) Act 2006.

Supplementary Planning Document (SPD): provide supplementary information in respect of the policies in development plan documents. They do not form part of the development plan and are not subject to independent examination.

Sustainable Urban Drainage Systems (SuDS): Water management practices and control systems designed to drain surface water in a more sustainable way than conventional systems. Different techniques, such as infiltration and retention, are used which mimic runoff from the site in its natural state.

Rotherham local plan

Supplementary Planning Document No. 12

Transport Assessments, Travel Plans and Parking Standards









June 2021

www.rotherham.gov.uk

Rotherham Metropolitan Borough Council

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Introduction

1 The aim of this document is to set out detailed guidance on the way the Council expects parking and travel plan policies in the Development Plan to be applied in particular circumstances or areas. It is also intended to inform the operation of the Development Management process and to provide a guide for developers and land use managers about the general principles applicable to parking and sustainable transport and how these are considered through the planning process.

2 The purpose of this document is to provide a methodology for the analysis of transport impacts of development and their mitigation through the prioritisation of sustainable transport. The impacts of transport on climate change are of utmost importance and are a priority for the Council. Application of appropriate parking standards will help to reduce the level of car use in the borough, encourage sustainable transport choices and improve the safety of the highway. The key objectives of the document can be summarised as:

- To provide guidance on the development of transport assessments for planning applications.
- To provide advice and guidance on the formulation of travel plans for all types of developments.
- To provide advice and guidance on the type and level of car/cycle parking required in new developments.
- To provide guidance on the level and standards of parking provision for disabled drivers.
- To demonstrate the methodology by which policies and standards are arrived at, particularly considering air quality and carbon emissions.

3 The document is part of the Council's overall approach to reducing congestion and pollution whilst providing better, more sustainable access to development and facilities. It has been produced with regard to National Planning Guidance, the Local Plan, the Rotherham Plan and drawing upon best practice elsewhere. It also forms part of Rotherham's response to the climate change crisis. The Council declared a Climate Emergency at its meeting on 30 October 2019. Arising from this the Council has produced a draft policy document "Rotherham Council Responding to the Climate Emergency", setting out the Council's commitment to tackle climate emergency. It sets targets for the Council's carbon emissions to be at net zero by 2030, and for borough-wide carbon emissions to be at net zero by 2040.

4 In implementing the policies covered by this document the authority will actively consider a number of strategies, including The Sheffield City Region Transport Strategy and the South Yorkshire Local Transport Plan (the transport strategy for South Yorkshire) and the use of conditions and planning obligations.

Status

5 This Supplementary Planning Document (SPD) has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

6 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 17 August and 14 September 2020. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on 21 June 2021.

Policy Context

National Policy

7 National guidance on parking and travel plans is principally set out in the National Planning Policy Framework (2019) which offers guidance but leaves some considerable discretion for authorities to take decisions on what to require of developers based on local considerations

8 Further guidance on the use of Transport Assessments/Statements and Travel Plans is summarised in Planning Practice Guidance:

https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements

9 This guidance builds on a large body of evidence of the effectiveness of travel plans which has been accumulated over more than 20 years.

Regional Policy

10 Regional policy on sustainable transport is expressed in the Sheffield City Region Transport Strategy . The City Region Mayor's vision is:

By 2040 we will be a City Region with comprehensive, effective and integrated transport connections, which support economic growth and improves quality of life for all.

11 The vision is supported by a range of policies; whilst they are strategic policies, they have informed the development of local transport policy and its application in Rotherham. The most important and relevant to this document are:

- 4. Improve air quality across our City Region to meet legal thresholds, supporting improved health and activity for all, especially in designated AQMAs and CAZs .
- 5. Lead the way towards a low carbon transport network, including a zero-carbon public transport network.
- 6. Work in tandem with the planning and development community to create attractive places.
- 8. Enhance our multi-modal transport system which encourages sustainable travel choices and is embedded in the assessment of transport requirements for new development, particularly for active travel.

Local Policy

12 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website:

https://www.rotherham.gov.uk/localplan

13 This guidance provides additional detail to, and should be read in conjunction with, the following policies and objectives:

Core Strategy Objective 3	which seeks development in sustainable locations.
Core Strategy Objective 7	which seeks to improve local transport connections.
Policy CS3 Location of New Development	which establishes factors for consideration in new development, including access to public transport routes and the frequency of services.
Policy CS13 Transforming Rotherham Town Centre	which supports proposals which improve and enhance transport infrastructure and public transport connections.
Policy CS14 Accessible Places and Managing Demand for Travel	which sets out how accessibility will be promoted through the proximity of people to employment, leisure, retail, health and public services.
Policy CS15 Key Routes and the Strategic Road Network and Policy SP 28 Development Affecting Key Routes and the Strategic Road Network	which sets out how the Key Route and Motorway network will provide efficient access between the main Rotherham Urban Area, Principal Settlements and the regional and national road network.
Policy CS32 Infrastructure Delivery and Developer Contributions	which sets out how the Council will support the delivery of infrastructure including transport related infrastructure.
Policy SP 26 Sustainable Transport for Development	which prioritises the need for sustainable transport infrastructure for walking, cycling, public transport or other non-car transport and access.
Policy SP 55 Design Principles	which sets out key design principles including the legibility and permeability of development proposals.
Policy SP 56 Car Parking Layout	which seeks to ensure that the visual impacts of parking are reduced and assist in the efficient operation of the highway network and the safety of pavements for pedestrians.

Transport Assessments

14 Transport assessments and statements consider the impact of developments on roads in the surrounding area and explain how these impacts will be dealt with. National Planning Policy Framework (paragraph 111) indicates that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment. The Council will make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis - the numeric thresholds should be taken as indicative rather than an absolute statement of what will be required. In some instances a Transport Statement may be required even though the application appears to be above the threshold for a Transport Assessment, with the reverse also being true. In any event the scope should be agreed prior to submission of any documents in support of a planning application.

15 A Transport Assessment provides information on transport conditions and transport issues before, (and through modelling) during and after a development's completion. A Transport Assessment must demonstrate to the Council's satisfaction that the development will not have a negative impact on safety, cause congestion or lead to illegal or additional parking near the site of the proposed development. It must also show how it is likely to improve, provide and promote travel by public transport, cycling and walking and minimise travel by car. The preparation of a Transport Assessment is likely to require the services of a transport professional with the necessary skills/ knowledge particularly in assessing the traffic generated by the proposed development and the impact of the proposed development on the surrounding roads.

16 The assessment of traffic generated by the proposed development should consider all journeys, not just car trips. The Transport Assessment should consider the positive and negative effects of drivers, cyclists, pedestrians and users of public transport on each other and also the impacts of any proposed improvements. New development should promote walking, cycling, buses, trains and other forms of public transport. The Transport Assessment should therefore show how walking and cycling will be encouraged in new developments and how these will reduce journeys by car. Developments should contribute to more direct and safe walking and cycling routes that fit in with the surrounding transport network.

17 The following hierarchy of road users was introduced in the first South Yorkshire Local Transport Plan and this will be used to resolve conflicts or competing demands between road users or different types of transport.

- Pedestrians
- People with disabilities
- Cyclists and Public Transport users
- Commercial vehicles
- Private cars

The Transport Assessment will be used to determine whether the proposed development:

- Meets current guidance from central government and complies with Rotherham's Local Plan policies.
- Conflicts with any existing development proposals with planning permission.
- Will be safe and acceptable.
- Promotes walking, cycling and public transport.
- Has an acceptable transport impact.
- Complies with the parking standards currently imposed on new development by the council, including disabled and cycle parking.
- Complies with national and local design standards for vehicular and pedestrian access.
- Will require mitigation measures to reduce the traffic impact to an acceptable level.

18 Any planning application the Council considers might have a significant impact on traffic congestion, transportation, or parking will need to be accompanied by a Transport Assessment. The Council may require a Transport Assessment for lesser developments rather than a Transport Statement. The tables of thresholds are reproduced as Appendix A.

19 The Transport Assessment must contain all the relevant information which is relied upon in carrying out the assessment. It would not be acceptable for instance to quote a TRICS©[1] trip rate without appending the relevant data set from which it had been derived. To make the assessment as understandable as possible for members of the public [accessing it through the planning portal], the use of jargon and assumption of specialist knowledge should be avoided. Terms with a specific meaning in the context of transport assessments should be referenced in a glossary.

20 The following lists show the information that should be presented in the transport assessment:

Description of the proposal

- Location plan(s) at an appropriate scale.
- Schedule of proposed use classes on the site with the area in m2 for each.

Details of existing uses

- Table of existing uses or consented uses on the site
- Details of existing site access, parking etc.
- Description of the local highway network with details of key junctions.
- Details of public transport serving the site
- Cycle/pedestrian routes and facilities
- Parking availability, both on and off street in the locality
- Baseline data; traffic counts, public transport capacity etc.

1 Trip Rate Information Computer System (TRICS) is a UK database of trip rates for developments used to quantify the trip generation of new developments. http://www.trics.org/

- Details of committed developments in the area (as agreed with the Local Planning Authority(ies)) along with the agreed transport impacts.
- Traffic generation and impact on the surrounding highway network
- Full details of all sites used for comparison and derivation of trip rates, preferably using the TRICS© database.
- Details of mode share assumptions used along with justification
- Detail and justification for service vehicle trip assumptions
- Clearly presented diagrams showing turning movements etc. for generated trips.
- Assumptions and justification regarding primary, pass-by, linked and transferred trips associated with the development.
- The extent of the highway network affected by the traffic generated by the development.
- Validated models of the existing and proposed traffic should be clearly presented for peak periods. These may be for single junctions or the whole area. They must include details of traffic flows, queue lengths, ratios of flow to capacity, reserve capacity and impacts on public transport as appropriate.

Design, access and servicing

- Details of proposed access and circulation arrangements for vehicles, cyclists and pedestrians including servicing, refuse collection and emergency vehicles
- Accompanying plans at an appropriate scale showing site layout, access, visibility splays, sight lines and swept paths to demonstrate the adequacy of service areas and access arrangements.
- Details of the amount and location of disabled parking.

Walking, cycling and public transport

- Details of proposals to improve or encourage access by walking, cycling and public transport. This may contain details of proposed offsite works where these are deemed necessary

Parking provision

- Details of proposed parking for cars, bicycles and people with disabilities. Other forms of parking provision such as for motorcycles, car sharers and parent and child spaces should also be detailed here.
- Suitably scaled plans showing the layout of all parking areas
- A rationale for the level of parking proposed with reference to the council's parking standards. It may be necessary to include a parking accumulation study to demonstrate the adequacy of the parking provision.

Road safety considerations

- Analysis of accidents in the surrounding area (study area to be agreed with the Highways Authorities).

- Road safety audit
- Proposals to address the identified safety issues and improve security for all modes of travel

Travel Plan

- A full explanation of the Council's requirements for a Travel Plan is given later in this document. The plan must be closely integrated with the data presented in the Transport Assessment.
- Modal split figures relied upon by the Transport Assessment to demonstrate the acceptability of the development must be used in the formulation of the travel plan as a baseline.

Mitigation proposals

- Details of the impacts of the development on traffic congestion and related problems such as air pollution, noise and community severance.
- Detailed proposals for measures to mitigate these negative effects.

Construction management plan

- Where the proposed development is likely to have a demonstrable effect on the local and/or strategic highway network during the construction phase, a construction management plan will need to be submitted with the Transport Assessment.
- The plan will need to contain information on the number of construction vehicle trips, hours of operation and suitable means of mitigation of negative impacts.

21 Depending on the scale and type of development, the Council's Highways Development Control Team may require additional information. In most cases it is advisable to arrange a scoping meeting with the Transportation & Highway Design Unit to determine the issues that need to be addressed.

22 Development proposals that are likely to have a demonstrable traffic impact on the Motorway network should be discussed with Highways England as part of pre-application discussions.

23 Further information on the preparation of a Transport Assessment can be found in Appendix A of this document.

Travel Plans

24 This guidance sets out the Council's requirements for Travel Plans and identifies when they are required in support of a planning application. Parts of this guidance may also be used by organisations taking up Travel Plans on a voluntary basis. Travel Plans are one of the key elements to achieving improved accessibility for all in the community and helping to meet sustainability and social inclusion objectives. Travel Plans must be site specific i.e. tailored the local circumstances and needs of the development and its vicinity.

25 This guidance sets out:

- The circumstances in which a planning application for a development is likely to require the submission of a Travel Plan.
- The most appropriate type of Travel Plan.
- The content of that Travel Plan as required by the Council.
- How the Travel Plan shall be monitored and reviewed.
- Advice on how the Travel Plan should be secured.

26 It contains practical advice on how to prepare and submit a Travel Plan in order to minimise the risk of delays in the planning process.

A Travel Plan is a package of measures to manage access to a development or institution to reduce the impacts of vehicular transport on local roads and the environment and promotes sustainable modes of travel to and from the site.

- An effective Travel Plan will include measures to increase travel choice and reduce dependency on the car (for example offering discounted bus tickets or implementing a car share scheme) and measures to discourage unnecessary car use (for example through site design).
- Travel Plans primarily address the issue of commuter journeys, but may also be used to manage access to visitor destinations, schools and other institutions (particularly hospitals) and residential development. In addition consideration should be given to other travel to and from the site, such as deliveries of raw materials and despatch of finished products. The plan should also consider business travel by staff using their own or works vehicles.
- A Travel Plan is an ongoing process that does not end with the production of a "document". The plan should be monitored and altered over time to match the changing circumstances of the site and achieve the targets which are set; this flexibility needs to be built into the process from the beginning.

27 Travel Plans can bring a range of benefits and address a range of issues, which include:

- Reducing the need to travel.
- Reducing congestion and peak time conflicts.
- Cutting emissions harmful to local air quality and health
- Reducing the carbon footprint of a business/development.
- Cutting the costs of providing and maintaining car parking.
- Releasing car park space for expansion.
- Addressing car park shortages and local congestion on the site.
- Improving access to the site and travel choice.
- Tackling social exclusion through improved access to employment and services
- Increasing demand for improved pubic transport

28 Workplace Travel Plans offer additional benefits by cutting the costs of business travel, fleet operation and logistics and improving staff retention. The enhanced understanding of local transport networks helps to focus recruitment campaigns and reduce ineffective advertising. The benefits of a Travel Plan help companies to become better corporate neighbours.

29 School and residential Travel Plans offer further benefits such as increasing safety and creating healthier environments for vulnerable people. Residential travel plans also support mixed development, housing, and social inclusion objectives through improvement of accessibility to and from new development by means other than the private car.

30 Travel Plans, together with transport assessments, provide a mechanism for assessing and managing access to sites. Travel Plans are a key requirement (on a par with highways improvements) for any development likely to result in traffic impacts.

31 A Travel Plan should be developed alongside the Transport Assessment to address the transport impact of the development. Unacceptable development should never be permitted because of the existence of a Travel Plan; however it may help provide evidence of measures which help mitigate the impact of proposed development. Paragraph 54 of NPPF states that: "*Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations*".

32 Where a Travel Plan is being used as a mechanism to mitigate an impact, the measures should be tailored to providing a solution (for example mitigating impacts at the strategic road network should involve measures associated with the journeys being made via the strategic road network).

When is a Travel Plan required?

33 Some developments possess characteristics that indicate a Travel Plan is required. It is essential that applicants consult with the Council (and Highways England, where a material impact at the Strategic Road Network is identified) at an early stage, before submission of a detailed (or outline) planning application, to determine whether a travel plan is required and what type/content may be appropriate. This consultation is important as it may influence the design of any final scheme and because a joint approach [between the applicant and the Council] has been found to help achieve the delivery of effective travel plan measures. Travel Plans should

be submitted with planning applications which are likely to have significant transport implications (see Appendix A for thresholds):

- **All major developments** comprising jobs, shopping, residential, leisure, education and services, using the criteria that relate to their impact rather than their precise threshold size. The Council will consider the likely cumulative impact of a development where other nearby sites are likely to be developed.
- **Smaller developments** comprising jobs, shopping, residential, leisure, education and services which would generate significant amounts of travel in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the Rotherham Local Plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling.
- **Where a Travel Plan would help address a particular local traffic problem** associated with a planning application, which might otherwise have to be refused on local traffic grounds.
- **All new and expanded school facilities** should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities. In those cases where a school travel plan has been produced in the past (most schools in Rotherham), a review of targets and facilities submitted alongside the plan may suffice, though this should be discussed with council officers first.

34 **Where an extension is proposed for an existing use**, there will normally be a requirement (through a planning condition or S106 agreement) to produce and operate a Travel Plan where:

- The development is above the threshold for a Travel Plan but no existing Travel Plan condition or S106 agreement exists on the site.
- The existing development is below the threshold, but the proposed extension would take it above that threshold.
- There are other reasons why a Travel Plan may be deemed necessary; although the extension would not push the size of the development over the threshold (e.g. the site is in or adjacent to an air quality management area.)
- Any proposal to increase the amount of car parking on a site is made. [This should not be construed as indicating that a travel plan would entitle the applicant to expand car parking.]

35 Any application for planning permission that is in close physical proximity to the Strategic Road Network, or likely to have a material impact on the network due to traffic generation will have to satisfy Highways England that its impacts can be managed/mitigated to an appropriate degree. Where a Travel Plan is agreed the targets and monitoring therein will be agreed jointly between Highways England and the Council.

36 Travel Plan requirements should be clarified during the pre-application discussions, and the Travel Plan submitted with the planning application. This will facilitate timely determination of the application within current required time periods. The pre-application discussions should ensure that the travel plan addresses all of the relevant issues and policies. There will be a number of additional requirements according to the type of development:

- **Multi occupancy of one site:** several small developments on one site (or speculative developments of small units for unknown end-users) may not individually require a travel plan based on their individual Gross Floor Area (GFA). However, the cumulative transport impacts may justify a "framework" or "umbrella" Travel Plan for the entire site. This should be administered by the agent of the developer / site manager. Additional 'subsidiary' Travel Plans may be required in respect of sub-areas, depending on circumstances.
- **Speculative developments:** A Travel Plan should be specifically tailored to the needs of the site for which it is written and the travel characteristics of the occupiers/employees. In the case of speculative developments, a full Travel Plan may not be possible prior to commencement of development, as information available regarding the end user and their travel patterns is limited. The Travel Plan should include as much detail as possible at the earliest stage. The Transport Assessment may allow the setting of targets in conjunction with maximum parking standards. Site layout and design can anticipate travel needs and some measures can be implemented prior to occupation. It is important to reduce any delay in implementing the Travel Plan after occupation in order to reduce the opportunity for less sustainable travel habits to develop.

Where the full Travel Plan must be phased, an 'interim' or 'framework Travel Plan' should be submitted with the planning application, with a requirement that a 'final (full) Travel Plan' will be submitted either before occupation commences, or at a specified time subject to detailed schedules in respect of key elements.

The 'framework' Travel Plan should specify which measures will be implemented before development and occupation (for example, improvements to the pedestrian network and cycle parking facilities), and a firm commitment and timetable for production and implementation of the final approved Travel Plan. It is important that travel plan measures are in place from the day of first occupation as far as possible so that the intended travel patterns are encouraged from the start.

The developer will be responsible for passing the requirement for a Travel Plan on to occupiers of the site (whether the occupier rents, leases or buys all or part of the development) through a clause in the rental/lease/purchase agreement, with handover and management arrangements agreed as part of the Travel Plan. The responsibility for final implementation of a Travel Plan would then pass to the occupier. Where the travel plan is a condition of planning permission this automatically passes to the new occupier, responsibility for making this clear rests with the developer.

- **End occupier(s) known, new development:** The occupier should produce a full Travel Plan for submission with the planning application. This is because a decision usually cannot be made on the planning application until the local planning authority is satisfied with the provisions made within the Travel Plan. It should subsequently be implemented upon occupation.
- **Existing occupier extending on site / constructing new premises in borough:** The organisation requiring the development should ideally have an established travel plan, or develop one prior to submitting the planning application. It should subsequently be

implemented upon occupation of the new site / extension. It is essential for applicants to discuss travel plan requirements with the Council well in advance.

- **Residential:** Travel Plans for residential developments differ from workplace and other institutional Travel Plans in that they deal with a more varied pattern of journeys from the place of origin. They also generally require that an ongoing Travel Plan management organisation and structure needs to be put in place, as there is often no single company or institution to continue or coordinate Travel Plan implementation. The type and content of residential Travel Plan that is required and deliverable will be dependent on the type, location and scale of the residential development and whether it is part of a mixed use development. Residential Travel Plans can vary from a package of measures (including site layout and design measures) up to a formal and comprehensive Travel Plan or framework Travel Plan where there are subsidiary plans for different uses. Generally residential Travel Plans would be secured through the planning process with a Section 106 Planning Agreement likely to include provisions that facilitate the securing of maintenance payments and contributions to relevant but larger Travel Plan schemes or Travel Plan funds.

Producing a Travel Plan

37 When producing a Travel Plan there are several factors that must be taken into account. All Travel Plans should address national, regional and local policies, the Local Transport Plan and the Transport Assessment for the site (if applicable). The production of Travel Plans will ideally take a partnership approach; the applicant, Council, the Council's Travel Plan Officer and public transport providers will form the core of such a partnership but other parties may also participate in its development. There are some differences in approach depending on the end user of the Travel Plan.

38 **For workplaces** there is a recognised procedure for producing and implementing a Travel Plan, starting with the transport assessment (if required), an assessment of current travel patterns of all users, current transport provision, and identification of measures. This can be summarised as follows:

- A site audit is a means of gathering data about transport provision for each mode to the site. It should look at pedestrian access (is the pedestrian network well-lit, clear of overgrown bushes, etc.), cyclist access and parking, public transport provision (services, frequencies and the quality of the waiting environment), and car park provision (number of spaces for disabled, visitors, car sharers, employees, etc.).
- A survey of users of the site (usually employees but should include visitors, deliveries, etc.) to be undertaken to ascertain where people are travelling from and how. The Council also expects the organisation to fill in an organisational survey to establish the range of facilities and policies relevant to travel to the site.
- The information gathered can then be used to decide which measures should be included in the Travel Plan, which should then be submitted in draft form to the Council Travel Plan Officer for comment.

- The Travel Plan should be submitted with the planning application and will be approved as part of the determination of the application.
- A Travel Plan is an evolving process, rather than a one off document. Consequently, it should be monitored on an annual basis, and evaluated regularly to assess its effectiveness.

39 **For residential developments** the Travel Plan will take a slightly different form. Guidance on travel plans in new residential development was published in 2005 ("Making Residential Travel Plans Work: Good Practice Guidelines for New Development"[2]) and builds on earlier Travel Plan guidance. The structure of the Travel Plan should be similar to that for workplaces but the guidance provides a framework for addressing the issues that are particular to residential Travel Plans. The stages undertaken in developing a residential Travel Plan are similar to those conducted whilst producing a workplace Travel Plan. However, there are some differences:

- The location of the development in relation to facilities and services, the site layout and design, and uses provided within the development will be particularly crucial to the success of a residential Travel Plan and must be considered early in the process.
- A wide range of data on the likely needs and travel patterns of the occupiers of the development will be needed in order to prepare the Travel Plan; this will necessitate the use of accessibility audits and other baseline data (e.g. Census or travel to work surveys). Future travel patterns may also be predicted using analogous information about similar nearby developments.
- Targets need to demonstrate positive change over what would be seen if there was no Travel Plan, generally based on the Transport Assessment process.
- Mechanisms to encourage sustainable travel patterns and to ensure the long term delivery of the travel plan need to be built into the Travel Plan from the beginning.
- The draft Travel Plan is likely to have a wide range of measures and possibly more 'contingency' arrangements in order to allow for future flexibility as occupiers change. It is particularly useful to analyse the likely demographic of residents with respect to patterns of car ownership and use.

40 Submission, monitoring and review should follow the same format as for other travel plans.

41 **All Travel Plans** will comprise a 'package' of measures and actions. Use of this guidance in the preparation of the plan in conjunction with Government guidance published online will result in a Travel Plan that is 'fit for purpose'. The following general points should be noted: Plans should identify clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed.

- Plans should set realistic but stretching targets, which reflect Local Plan and Local Transport Plan policies and the likely make-up of new occupiers/inhabitants. The Transport Assessment for the site may have used the travel plan to assess predicted trip rates, this should be reflected in the targets. Targets should take account of previous experience of people adopting sustainable transport choices (e.g. in response to travel plans or personalised journey planning).
- Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour.

2 https://webarchive.nationalarchives.gov.uk/+/http:/www.dft.gov.uk/pgr/sustainable/travelplans/rpt/mrtpw.pdf

Lists of measures that lack the means of implementation and a clear plan of action will not be acceptable.

- Plans need clear commitment from the developer for the period of their implementation. This can be demonstrated, for example, by the appointment of a travel coordinator and the setting aside of funding to take the plan forward.
- The commitments established in the Plan need to be enforceable by local authorities under the terms of any planning condition or accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the travel plan.
- Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from developer to occupiers, residents or other organisations and continuing sources of funding for the plan. This is important as evidence shows that due to staff/resident turnover once targets have been achieved it is still necessary to operate measures to maintain, or improve on the status quo.

42 'Framework' Travel Plans for speculative developments may not need to go into as much detail. However, they should include the background, draft objectives and targets and measures to be put in place during the construction of the development, as well as an undertaking to produce a final Travel Plan at an agreed time. In addition the framework plan should show how responsibility for production of the plan is going to be passed on to the occupiers of the site. It may be that some form of bond secured by a legal agreement might be the best way of approaching this problem.

43 The setting of targets is essential. These need to be linked to the objectives of the plan and reflect policies and the transport assessment. There are two types of target; modal share (for example, reduce the number of people driving to work alone by 10% of the modal share by a future date) and milestones (for example, provide cycle parking for 20 bicycles by end of year 1). Targets should be approved by the Council and link into the Transport Assessment. It should be noted that the Transport Assessment will not be deemed acceptable if it uses trip rates that are unlikely to be achieved under the Travel Plan and measures proposed therein.

44 Where measures include external bodies such as public transport operators, they should be consulted as early in the process as possible, to ensure that they are able to provide the measures that are required and to the best possible standard.

Implementing, Monitoring and Reviewing Travel Plans

45 The occupier must supply to the Council the name of the appointed person/s responsible for the implementation of the Travel Plan. The Council must also be informed immediately if this contact changes. The Travel Plan Co-ordinator is an essential point of contact for employees. They must be of sufficient seniority to implement the action plan included in the travel plan. The post does not necessarily need to be a new one – smaller organisations may be able to extend the job profile of an existing employee. However, larger organisations (those with more than 500 employees) may need to consider a dedicated post. The Travel Plan Co-ordinator will be responsible for managing, delivering and promoting the travel plan, liaising with the Council, and providing monitoring information as agreed.

46 Issues around management of residential Travel Plans once the developer's representative is no longer on site must be agreed with the Council at an early stage. A number of management structures may be incorporated such as steering groups, management companies and community trusts.

47 Monitoring is critical in determining the success of all Travel Plans, especially where specific targets have been agreed and to help identify necessary adjustments. Monitoring of the Travel Plan will be required to be carried out on a regular basis for an agreed period after approval of the Travel Plan.

48 In straightforward cases, it will be possible to secure a Travel Plan by use of a planning condition, the wording of which will follow a form similar to that below (where the Travel Plan relates to the mitigation of impact at the Strategic Road Network, Highways England will need to be a named party within any planning condition):

" Prior to the development first being occupied, a Travel Plan shall be submitted to and approved in writing by the Local Planning Authority. The plan shall include clear and unambiguous objectives, modal split targets together with a time bound programme of implementation, monitoring and regular review and improvement. The Local Planning Authority shall be informed of and give prior approval in writing to any subsequent improvements or modifications to the Travel Plan following submission of progress performance reports as time tabled in the programme of implementation."

49 Measures for implementation before the site is occupied (for example the provision of cycle parking) may also be secured in such a way.

50 Where a planning condition is used, it will comply with the policy guidance in:

https://www.gov.uk/guidance/use-of-planning-conditions

51 In more complex cases a Travel Plan may be embodied in a Section 106 Agreement of the Town and Country Planning Act 1990. This illustrates the applicant's commitment to achieving the provisions and targets set out within the travel plan, and will give the Council greater confidence in what has been agreed. Furthermore, planning obligations offer greater flexibility and allow more complex arrangements that allow money to be paid to the Council and reciprocal arrangements.

52 The Section 106 Agreement needs to state precisely the requirements of the Travel Plan; clear monitoring arrangements; and explicit actions identified in the case of default or failure to reach targets. Care in drafting is needed to ensure that the Agreement is enforceable. For example:

"Development shall not be commenced until a Travel Plan has been submitted to and approved in writing by the Council."

53 Where a planning obligation is used to secure a Travel Plan, it will comply with the law as expressed in the Town and Country Planning Act 1990. In order to promote sustainable transport a sum of £500 per dwelling (to be reviewed at regular intervals) is proposed to fund a range of measures which might include, but not be limited to:

- Provision of a subsidised public transport ticket
- A discount voucher for a pedal cycle
- Cycle hire scheme
- Regular Dr Bike visits to the site or convenient nearby location
- Individual or family cycle training
- Provision of an enhanced bus service (larger developments)
- Membership of a car club (where available)
- Provision of a car share group
- Mechanisms to deliver real time public transport information
- Personal journey planning
- Improvements to infrastructure which, when provided, will improve pedestrian accessibility, in particular to services and facilities

54 Examples of wording for Section 106 Obligations can be found in Appendix D. Regardless of the article used to secure the Travel Plan, the monitoring and review process needs to be clearly defined.

55 Enforcement may be required where:

- Non-compliance with a Section 106 requirement or condition occurs e.g. to implement a Travel Plan or a particular measure.
- Travel Plan measures have not met the agreed outcomes or targets and some remedy is necessary.
- Some aspect of the travel plan has not operated as intended and needs to be reviewed and revised.

56 Sanctions may be applied to the extent permitted by law in the event of non-compliance with either a S106 agreement or a planning condition, however the Council would view this as a last resort only to be used in the event of a failure to achieve a negotiated resolution.

Parking

57 Paragraph 105 of NPPF states:

"If setting local parking standards for residential and non-residential development, policies should take into account: a) the accessibility of the development; b) the type, mix and use of development; c) the availability of and opportunities for public transport; d) local car ownership levels; and e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles."

The Council's parking standards are set out in Appendix B Vehicle Parking Standards, and Appendix C Cycle Parking Standards. In town, district and local centre locations, car parking requirements for individual developments will be judged against the overall level of publicly available car parking in the locality. The Council will also secure the provision of electric vehicle charging infrastructure in new developments in order to assist in mitigating and adapting to climate change.

58 It is evident that car parking is intimately related to both Transport Assessments and Travel Plans. Over-provision of car parking is likely to undermine attempts to promote sustainable travel; where this [sustainable travel] has been relied upon for the prediction of development traffic in the Transport Assessment it could have serious consequences for the local highway network.

Residential parking provision

59 The positioning of parking provision is probably as important as the quantity. The issue of parking design in relation to residential developments is addressed in the South Yorkshire Residential Design Guide[3] which has been agreed by all the South Yorkshire local authorities.

60 Residential parking standards have been the subject of considerable debate and research. There have been arguments for a reduction in parking provision where development is close to a public transport hub. However, research conducted in the West Midlands showed no relationship between car ownership levels and proximity to a major public transport facility or town centre for a given size of dwelling. On the basis of this evidence, applications for low or no parking provision will be subject to a greater level of scrutiny and require a high level of justification.

61 To be acceptable the development would have to be:

- Highly accessible by public transport
- Have good access to local facilities by walking and cycling (e.g. schools, shops, health facilities, workplaces and leisure opportunities)
- Within a controlled parking zone
- Provide access to car club cars (or other such measures)

3 https://www.rotherham.gov.uk/planning-development/planning-guidance/1

62 The table below outlines the process of calculating the amount of parking that must be provided in a residential development.

Order	Operation	Comment
1	Calculate the minimum parking requirement	Refer to Council standards
2	Adjust according to local circumstances	Look at location factors
3	Adjust to take account of garages provided	Justify figure based on likely use*
4	Calculate unallocated parking requirement	
5	Calculate disabled parking provision	Must conform with standards
6	Calculate cycle parking provision	Refer to Council standards
7	Calculate operational parking requirements	Include provision for visitor parking
8	Agree provision with Highways Development Control	It is important that an agreed figure is used as input to the Transport Assessment / Travel Plan
* Research in the West Midlands indicate only 40% of people with access to a garage use it for parking		

63 With respect to residential developments the Council expects developers to conform to the minimum vehicle parking standards defined in Appendix B. Several other conditions apply specifically to residential development:

- The minimum length of a parking bay between the highway boundary and a garage door to be 5.5 metres, with the preferred length being 6 metres..
- Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking at the ratio of 1 space per 4 dwellings.
- Where the size of the development warrants a large number of visitor parking bays, accessible parking bays will be provided following agreement with Highways Development Control.

64 Whilst the provision of car parking is unlikely to promote sustainable modes of transport, the likelihood of on street/pavement parking is greatly reduced, leading to a better environment for walking and cycling.

65 In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.

66 Rotherham town centre has a number of public car parks, both long and short stay and as such it may not be necessary to provide additional parking as part of the development. In the other town and suburban centres in the borough, the parking supply is variable and consideration will be given to local conditions when parking requirements are agreed for developments. Where

development is proposed in town or local shopping centre locations sustainable access will be a consideration in the process of agreeing car park provision.

Non-residential parking provision

67 Vehicle parking standards for land use classes other than residential are also laid out in Appendix B. It should be noted that these are maximum standards which represent the highest level of parking provision that will be allowed for each use class. Since the Council wishes to encourage sustainable development these levels of parking provision should not be seen as obligatory, however a low level of parking provision that may lead to off-site parking will be challenged and the proposals cross-referenced against the data provided in the transport assessment, as well as the assumptions made in the Travel Plan.

68 The required level of parking provision for people with impaired mobility is set out in the council's parking standards. Parking bays for disabled people should be located at the closest suitable point to an accessible entrance to the facility. In any instance the bays should be no more than 50 metres from an accessible entrance (which is considered the maximum distance for people with walking difficulties). As above, where parking facilities are not possible on site, consideration should be given to providing an entrance that is accessible from within 50 metres of a blue badge bay off site. Alternatively a drop off point should be considered where it is on level ground and close to an accessible entrance. In multi-storey car parks the parking provision for disabled people should on the same level as the pedestrian access point to the facility, or where this is not possible a lift should be provided nearby that is suitable for wheelchair users.

69 Steep gradients often present challenges for designing access arrangements, and this is particularly so in parts of Rotherham. As far as possible the route from the bay to the entrance should be level. Where this is not possible a ramp should be installed to enable the lowest practical gradient. British Standard BS8300[(4)] provides details on the limits to the length, height and gradient of different options for ramps. Dropped kerbs with tactile paving should be provided at any crossing points on the way to the entrance to the facility. Where footways are level with the carriageway there should also be tactile paving provided to demarcate them.

70 Signs should be provided to direct drivers to the designated bays. Where the route to the entrance is not immediately obvious signing should also be provided accordingly.

71 It is essential that parking bays are of an appropriate size to enable people to operate wheelchair lifts or other equipment from the side or the rear of the vehicle. The required dimensions are provided in BS8300. Bays should be marked clearly with a wheelchair symbol and if the car park is not under cover a raised sign should be placed at the head of the bay as surface markings may be obscured by snow fall or leaf litter.

4 BS8300 - a British Standard that sets out how buildings should be designed, constructed and maintained to create an accessible and inclusive environment for disabled people. It is in two parts: Part 1: External environment – code of practice and Part 2: Buildings – code of practice.

Cycle parking provision

72 Parking for cycles should be provided in line with the Council standards at Appendix C. Developers will be expected to demonstrate that excellent cycle parking facilities are to be provided. In designing cycle parking the following should be considered:

- Is it overseen and close to a building's entrance? Being visible to passers-by increases the level of security of the parking.
- Is the parking provision distributed correctly? Although a centralised location may be suitable for some sites, distributed parking may be more appropriate for large sites with several entrances.
- Is the parking easy to locate? Clear signage, both directional to the site and on the site of the parking itself, will enable the cycle parking to be found easily.
- Does the site feel secure to use? Good levels of lighting will encourage use at different times of day and closed circuit television (CCTV) cameras maybe appropriate in some locations, especially when parking is in long term use.
- The type of parking provision should be appropriate to its function. Ideally short stay provision should be in the form of Sheffield stands covered by some form of canopy. Long stay provision may take the form of secure lockers or a secure covered cage. In all cases parking that only allows part of the bike to be secured should be avoided
- Cycle parking should be incorporated into the design from the start, rather than added on as an afterthought.

73 The current cycle parking standards will be applied to all new developments, however some discretion will be applied to avoid over or under supply where the nature of the development warrants it.

Powered two-wheeler parking provision

74 Powered two-wheeler (motorcycle and scooter) parking should be provided in all developments to encourage the use of smaller vehicles which reduce congestion on the roads. Many powered two-wheelers also produce lower levels of harmful exhaust emissions than cars.

75 The type and location of parking for powered two-wheelers has not been the subject of Council guidance in the past, however this document provides advice to developers on what the Council considers to be best practice.

76 Motorcyclists enjoy the accessibility that their motorcycles can provide. The size and manoeuvrability of a motorcycle often allows the rider to park closer to their final destination than would otherwise have been possible with a private car. This is an important factor that needs to be taken into account when planning motorcycle parking. Well-designed motorcycle parking bays located away from riders' typical destinations will not be used if a rider can find somewhere else to park that provides better accessibility.

77 Given that motorcycles are prone to theft, riders are more confident parking in locations that are overlooked, e.g. at the front of buildings next to a busy entrance. The greater the number of motorcycles parked, the greater the turnover of spaces and riders returning to their motorcycle providing casual surveillance for other riders.

78 Motorcycles, scooters and mopeds can vary considerably in size. The larger the motorcycle, the larger the footprint and demand for parking space. An individual parking bay, large enough to accommodate even the largest motorcycles should ideally measure 2.8 x 1.3 metres. These dimensions should be used when individual parking bays are being marked out within a site.

79 Where demand for motorcycle parking is high, it is recommended that the site is marked out, but individual bays are not. This allows space to be used more efficiently, each motorcycle, whatever its size, occupies a space no more than is absolutely necessary. Ideally, motorcycle parks should have dedicated closed circuit television. Similarly, motorcycle parks should have dedicated security lighting. This can help reduce theft and provide the rider with greater personal security. Where this is not feasible, motorcycle parks should be located in well-lit areas. Motorcycle parks are also generally more secure in locations where people frequently pass by providing casual surveillance. Wherever possible, motorcycle parking bays should also be covered.

80 The risk of theft can most effectively be reduced through the provision of anchor points. Anchor points provide the rider with something robust for them to chain their motorcycle to. Anchor points can be either upright or at ground level. A ground level anchor point is positioned either below, or level with, the hard-standing surface often concealed by a hinged steel plate. The plate is raised by the user, allowing the loop to be lifted up and the rider's own lock to be passed through. When deciding the design of a ground level anchor point, consideration should be given to whether they may present a tripping hazard especially if damaged or left upright by a rider. Ground level anchor points are more complicated in their design - as a result they are more prone to failure.

81 Upright anchor points consist of a horizontal bar placed about 30-60 cm above ground level. For on-street parking this would be parallel to the kerb, in off-street locations this could be either attached to a wall or free standing. Freestanding bars can present a trip hazard, though this can be overcome if provided as an integral part of pedestrian railings or similar.

82 The number and type of powered two-wheeler parking spaces should be agreed with officers at an early stage. If powered two-wheeler use forms part of the Travel Plan, the target levels should inform the volume of parking provision.

Electric Vehicle Charging Points

83 As part of the Council's response to mitigating and adapting to climate change it is supporting the introduction of electric vehicle charging infrastructure. Electric vehicles can play an important part of meeting climate change goals, by reducing emissions and the use of fossil fuels. Ensuring that new development is equipped with appropriate charging infrastructure will help ensure that Rotherham's residents and businesses are well placed to make use of electric vehicles as the Government moves forward its plans to phase out the sale of petrol, diesel and hybrid powered vehicles.

84 The Council will secure provision of electric vehicle charging infrastructure, via planning condition, as follows:

- Residential developments: A minimum of 1 charging point per dwelling and 1 charging point per parking space for flats (including changes of use to dwellings).
- Non residential developments: Provision of vehicle charging point infrastructure to serve every car parking space and a minimum of 20% of parking spaces to have charging points (for proposals with 5 or more parking spaces).

85 Electrical vehicle charging infrastructure should usually be provided within or adjacent to new development. Within larger estates or landholdings, opportunities to strategically locate vehicle charging point infrastructure throughout the estate and/or at key nodes should be explored.

Contact Information

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/xfp/form/535

Email:	planning.policy@rotherham.gov.uk
Telephone:	01709 823869
Website:	https://www.rotherham.gov.uk/localplan
Post:	Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/xfp/form/216

Email:	development.management@rotherham.gov.uk
Telephone:	01709 823835
Website:	https://www.rotherham.gov.uk/planning
Post:	Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix A: Transport Assessments

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part One, (Retail, Services, Food and Drink)

Key: GFA – Gross Floor Area; TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Size	None	TS	TA/TP
1	Food Retail	Retail sale of food goods to the public – Food superstores, supermarkets, convenience food stores.	GFA	<250 m^2	>250 m^2 <800 m^2	>800 m^2
2	Non-food Retail	Retail sale of non-food goods to the public, but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafes.	GFA	<800 m^2	>800 m^2 <1500 m^2	>1500 m^2
3	Financial and Professional services	Financial Services – Banks, Building Societies and bureaux de change, professional services (other than health or medical services) – Estate agents and employment agencies, other services – betting shops, principally providing services to visiting members of the public.	GFA	<1000 m^2	>1000 m^2 <2500 m^2	>2500 m^2
4	Restaurants and Cafes	Restaurants and Cafes –use for the sale of food for consumption on the premises.	GFA	<300 m^2	>300 m^2 <2500 m^2	>2500 m^2
5	Drinking Establishments	Use as a public house, wine bar or other drinking establishment	GFA	<300 m^2	>300 m^2 <600 m^2	>600 m^2
6	Hot Food takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250 m^2	>250 m^2 <500 m^2	>500 m^2

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Two, (Business and Industrial Uses)

Key: GFA – Gross Floor Area; TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Size	None	TS	TA/TP
7	Business	An office to carry out any operational or administrative functions; research and development of products or processes, or any industrial process which can be carried out in any residential area without detriment to amenity.	GFA	<750 m^2	>750 m^2 <1500 m^2	>1500 m^2
8	General Industrial	General Industry	GFA	<1250 m^2	>1250 m^2 <2500 m^2	>2500 m^2
9	Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories	GFA	<3000 m^2	>3000 m^2 <5000 m^2	>5000 m^2

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Three, (Hotels and Residential Uses)

Key: TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Measure	None	TS	TA/TP
10	Hotels	Hotels, Boarding Houses and Guest Houses, development falls within this class if "no significant element of care is provided"	Bedroom	<75	>75 <100	>100
11	Residential Institutions – hospitals, Nursing Homes	Used for the provision of residential care and accommodation to people in need of care	Beds	<30	>30 <50	>50
12	Residential Institutions – residential Education	Boarding Schools and Training Centres	Student	<50	>50 <150	>150
13	Residential Institutions – Institutional Hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident *Staff*	<250 *<25*	>250 <400 *>25 <50*	>400 *>50*
14	Dwelling Houses	Dwellings for individuals, families or not more than six people living together as a single household. The latter includes students or young people sharing a dwelling and small group homes for disabled people living in the community.	Dwelling unit	<30	>30 <50	>50

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Four, (Non-Residential Institutions and Assembly and Leisure Uses)

Key: GFA – Gross Floor Area; TS – Transport Statement; TA – Transport Assessment; TP – Travel Plan

	Use	Description	Measure	None	TS	TA/TP
15	Non-residential institutions	Medical and health services – clinics and health centres, creches, day nurseries, day centres and consulting rooms (not attached to the doctor's or consultant's house). Museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 m^2	>500 m^2 <1000 m^2	>1000 m^2
16	Assembly and Leisure	Cinemas, dance and concert halls, skating rinks, gymnasiums, bingo halls and casinos, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 m^2	>500 m^2 <1500 m^2	>1500 m^2

Thresholds for requirement of Transport assessments, Statements and Travel Plans Part Five, (Other Uses)

	Use	Description	Measure / requirement
17	Others	For example, stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses, motor sales and display, nightclubs, theatres, hostels, builders yards, garden centres, Post Offices, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners.	To be determined. Request pre-application advice from Local Authority.

Thresholds for requirement of Transport Assessments and Travel Plans based on other considerations.

Key: TA – Transport Assessment; TP – Travel Plan

	Consideration	TA	TA & TP
A	Development not in conformity with the adopted Local Plan		✓
B	Any development generating 30 or more two-way vehicle movements in any hour	✓	
C	Development generating 100 or more two-way vehicle movements a day		✓
D	Development proposing more than 30 parking spaces		✓
E	Any development that is likely to increase accidents or conflicts among motorised and non-motorised road users, particularly vulnerable users such as the elderly, children and disabled people		✓
F	Any development generating significant HGV movements per day or abnormal loads per year.	✓	
G	Any development proposed in a location where the local transport infrastructure is inadequate – for example substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provision.	✓	
H	Any development proposed in a location within or adjacent to an Air Quality management Area (AQMA)	✓	

Appendix B: Vehicle Parking Standards

Maximum Parking Standards

Use	Threshold	Gross Floor Area unless otherwise stated
Food Retail	None	1 space per 14 m^2 plus accessible parking - see note
Non-food Retail	None	1 space per 25 m^2 plus accessible parking - see note
Financial and Professional services	None	1 space per 35 m^2 plus accessible parking - see note
Restaurants and Cafes	None	1 space per 3 m^2 (net floor space) of public area or 1 space per 3 seats plus accessible parking - see note
Drinking Establishments	None	
Hot Food takeaway	None	1 space per resident staff plus 1 space per 2 non-resident staff.
Business / Offices	None	1 space per 30 m^2 plus accessible parking - see note
Light Industry	None	1 space per 50 m^2 plus accessible parking - see note
General industrial	None	1 space per 50 m^2 plus accessible parking - see note
Storage or distribution	None	1 space per 200 m^2 plus accessible parking - see note
Hotels	None	1 space per bedroom, +public drinking / dining areas same as A3, plus accessible parking - see note
Residential Institutions	None	1 space per 2 staff, +1 space per 3 visitors, plus accessible parking - see note
Dwelling Houses (minimum standards)	1 or 2 bedrooms	1 space per dwelling
	3 or 4 bedrooms	2 parking spaces per dwelling
	5 or more bedrooms	3 parking spaces per dwelling
	Flats	1 space per flat plus 50% allocated for visitors
	The minimum internal floor area for a garage or car port to qualify as a parking space is 6.5 metres x 3 metres. Whilst the above are minimum requirements, consideration will be given to accepting fewer parking spaces if it can be demonstrated that the site is in the vicinity of good public transport links, public car parking, safe and convenient on street parking etc.	

Use	Threshold	Gross Floor Area unless otherwise stated
Non residential institutions	None	1 space per 2 staff, +1 space per 15 students, plus accessible parking - see note
Assembly and leisure	None	1 space per 22 m^2 plus accessible parking - see note
Assembly and leisure - cinemas and conference centres	None	1 space per 5 seats plus accessible parking - see note
Assembly and leisure - stadia	None	1 space per 15 seats plus accessible parking - see note
Doctors, dentists, vets etc	None	1 space per patient consulting, 1 space per patient waiting, 2 parking spaces per consulting room, plus accessible parking - see note

Note

1. Accessible parking bays are required in addition to the above as follows:

   - Employees and visitors to business premises - individual bays for each disabled employee plus 2 bays or 5% of total capacity (whichever is greater)
   - Shopping, recreation and leisure - 3 bays or 6% of total capacity (whichever is greater)
   - Non-residential institutions & medical premises - 3 bays or 6% of total capacity (whichever is greater)
   - Stadia - 1 bay per 300 seats

2. A Travel Plan will be required whenever a Transport Assessment is required, also in association with developments which involve the employment of more than 25 people or more than 50 visitors per day.
3. Parking bays to be 5 metres x 2.5 metres with a manoeuvring aisle of minimum of minimum width 6 metres unless echelon parking is proposed. Accessible parking bays should be a minimum of 3.6 metres wide or 2.4 metres wide with a 1.2 metres wide access / transfer area on at least one side of each parking space and at the same level as the space (or 6.6 metres long and at least 2.4 metres wide if in line spaces are provided).
4. The minimum length of a parking bay between the highway boundary and a garage door to be 5.5 metres, with a preferred length of 6 metres.
5. Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking on the ratio of 1 space per 4 dwellings.
6. For stadia, sufficient coach parking / manoeuvring space will be required within the site for the maximum number of vehicles likely to serve the development at any one time.
7. In town centre and local shopping centre locations car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.
8. The above are maximum standards except for C3 residential and accessible parking which are minimum standards.

9. Employees and student numbers refer to full time equivalents.
10. Long and short term cycle parking should be provided in accordance with the Council's 'Cycle Parking Guidelines for New Developments'. all cycle parking should be within 30 metres of the entrance to the building and should be sited where they are under continuous observation while in use.

Appendix C: Cycle Parking Standards

Use	Cycle parking spaces to be provided:	
	Short Stay	Long Stay
Food / non food up to 200 m^2 gross floor space	1	1
Food / non food 200 - 750 m^2 gross floor space	2	1
Non food above 750 m^2 gross floor space	1 per 500 m^2 gross floor space	1 per 500 m^2 gross floor space
Food 750 - 2000 m^2 gross floor space		
Food >2000 m^2 gross floor space		
Offices	1 per 200 m^2 gross floor space	1 per 20 staff
Restaurants	1 per 200 m^2 gross floor space	1 per 20 staff
Public houses	1 per 200 m^2 gross floor space	1 per 20 staff
Hot food takeaways	1 per 200 m^2 gross floor space	1
Offices	1 per 200 m^2 gross floor space	1 per 20 staff
Light industry		
General industry	1 per 1000 m^2 gross floor space	1 per 20 staff
Storage and distribution	1 per 1000 m^2 gross floor space	1 per 20 staff
Hotels	1 per 15 beds	1 per 15 beds
Residential homes	1 per 20 residents	1 per 20 staff
Other residential institutions		
Houses up to 3 bedrooms		2 per dwelling
Houses with 4 bedrooms and above		2 per dwelling
Flats	1 per 10 flats	1 per flat
Primary schools	1 per 100 pupils	1 per 20 pupils / staff
Secondary schools / colleges		

Use	Cycle parking spaces to be provided:	
	Short Stay	Long Stay
Creche / nursery	1 per 50 children	1 per 20 staff
Clinic / health centre	1 per 3 consulting rooms	1 per 3 consulting rooms
Libraries	1 per 200 m^2 gross floor space	1 per 20 staff
Places of worship	1 per 200 m^2 gross floor space	1
Museums and art galleries	1 per 200 m^2 gross floor space	1 per 20 staff
Public / exhibition halls		
Hospitals	1 per 20 beds	1 per 20 staff
Cinemas / concert halls / theatres	1 per 80 seats	1 per 20 staff
Bingo halls and casinos		
Disco's and dance halls	On merit	1 per 20 staff
Bowling alleys	1 per 200 m^2 gross floor space	1 per 20 staff
Indoor sports halls	1 per 200 m^2 gross floor space	1 per 20 staff
Swimming pools and ice rinks		
Sports ground and stadia	1 per 200 seats	1 per 20 staff
Health clubs	1 per 200 m^2 gross floor space	1 per 20 staff

Notes

1. Long stay cycle parking spaces - generally covered, secured and lockable e.g. a cycle locker.
2. Short stay cycle parking spaces - generally uncovered, lockable with own lock and within surveillance of passers by / staff.
3. References to staff refer to staff employed / using the building.
4. References to seats refer to public seats.
5. In town and local shopping centre locations, cycle parking requirements for individual developments will be judged against the overall level of formal public cycle parking space available in the locality and in the context of wider planned provision contained in the Cycling Strategy. Where ready access to available cycle parking arrangements cannot be

demonstrated individual developments will be assessed against the standards in the above table.

6. All developments must have at least 1 long stay cycle parking space and 1 short stay cycle parking space. Parking should normally be provided within the development (see below) but the provision of, or contribution towards, public communal parking facilities nearby is acceptable. Calculations for cycle parking space to be rounded up to the nearest whole numbers.
7. Long stay cycle parking should be covered and secure and may be provided indoors or outdoors – for example cycle lockers, lockable cycle sheds and cycle stores. It should be available to the general public. Short stay parking should preferably be covered and should provide suitable locking points for cycles such as the "Sheffield Stand". All cycle parking should be provided within 20 metres of a building in an area where there is full surveillance by cyclists, passing public and building users. Usually this will be at the front of a building. If there is any doubt about the security of short stay cycle parking, cycle lockers should be provided instead. Where CCTV surveillance is available, this should be able to monitor all cycle parking installations.

Appendix D: Indicative guidance for planning conditions and obligations

Source: 'Using the Planning Process to Secure Travel plans – Best Practice Guide (July 2002). Department for Transport.

The detailed texts of the conditions and clauses below are not necessarily recommended. Rather they are intended to demonstrate some of the general approaches than can be considered when drafting conditions and obligations. Independent legal advice should be sought in relation to specific implementation. What follows is for guidance only.

Indicative phrasing for conditions and planning obligations – non-speculative proposals

Where the travel plan has been submitted with the planning application and agreed by the local authority

Condition/section 106 obligation:

> *No part of the development shall be occupied prior to implementation of the approved travel plan [or implementation of those parts identified in the approved travel plan as capable of being implemented prior to occupation]. Those parts of the approved travel plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.*

Where the travel plan has not been agreed at the time of determination of the planning application but information for preparing the travel plan is available

Condition/section 106 obligation:

> *The development shall not be commenced until a travel plan has been submitted to and approved in writing by the Council, such travel plan to include [list of required elements] together with a timetable for the implementation of each such element.*
>
> *No part of the development shall be occupied prior to implementation of the Approved Travel Plan [or implementation of those parts identified in the Approved Travel Plan as capable of being implemented prior to occupation]. Those parts of the Approved Travel Plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.*

This assumes that Approved Travel Plan is a defined term.

Note: May include requirement to inform the Council when development commences.

This assumes that the contents of the travel plan are themselves within the scope of section 106(1) of the Town and Country Planning Act 1990.

Indicative approach for planning obligations – speculative proposals

Staged approach: adopted because the final travel plan cannot be agreed at the time of determination of the planning application

Planning obligations can achieve a staged process:

- **Stage 1:** no occupation until developer submits interim travel plan (covering key elements for the final travel plan and proposals for surveys) and the interim plan has been approved by the council
- **Stage 2:** first occupier carries out surveys within agreed timescale (or makes a financial payment in default)
- **Stage 3:** submission and approval of final travel plan to agreed timescale
- **Stage 4:** implementation of final travel plan or financial payment if final travel plan not implemented

Future occupiers

Section 106 obligation:

> *In the event that the Site is occupied by a New Occupier within [5] years from the date hereof the New Occupier shall pay the sum of £[X] (the 'Sum') to the Council on the second, third, fourth, fifth and sixth anniversaries of the first occupation by the New Occupier unless it shall have submitted a Travel Plan to the Council for its approval and shall have implemented the provisions of the Travel Plan in accordance with the timetable set out therein in the previous 12 month period.*

This assumes that the terms Site, New Occupier, Travel Plan, Implemented and Council are all defined elsewhere in the agreement. It also assumes that the obligations in the Travel Plan and the timetable for their compliance are drafted sufficiently precisely for it to be clear whether the obligations have been Implemented.

Indicative phrasing for particular travel plan elements

Travel plan co-ordinator

> *The Developer shall pay to the Council the sum of £[ ] (the 'Sum') on the first day of [month] each year for the first [10] years from the date hereof unless by the first day of [2 months preceding the first mentioned month] the Developer has appointed a Travel Plan Co-ordinator and has supplied to the Council written details of the name, office, address and telephone number of the said person.*
>
> *The Sum shall not be spent otherwise than upon measures that could have been performed by a Travel Plan Co-ordinator [or that will otherwise reduce vehicle trips to the Site and/or encourage walking, cycling and the use of public transport].*

This assumes that the term Travel Plan Co-ordinator is defined so as to describe that person's functions.

Shuttle bus/works bus service

The Developer shall pay to the Council the sum of £[ ] index linked (the 'Bus Payment') on the anniversary hereof for the following [10] years unless in the 12 months preceding the date hereof it shall have provided or procured the Shuttle Bus/Works Bus Service.

The Bus Payment shall not be spent otherwise than upon the provision or procurement of the Shuttle Bus/Works Bus Service.

This assumes that the terms Shuttle Bus Service or Works Bus Service have been defined.

Monitoring

The Developer shall pay to the Council the sum of £[ ] (the 'Monitoring Payment') on the anniversary hereof for the following [ ] years.

The Monitoring Payment shall not be spent otherwise than upon the monitoring of the developer's compliance with the terms of this agreement.

Rotherham local plan

Supplementary Planning Document No. 10
Community Facilities











June 2021

www.rotherham.gov.uk

Rotherham Metropolitan Borough Council

Community Facilities

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Introduction

Introduction

1 This Supplementary Planning Document (SPD) has been produced to add further detail to policies in Rotherham's Local Plan. The overall objectives of the SPD are to:

- Provide more detailed guidance on the application of policies within the Core Strategy and Sites and Policies Local Plan documents;
- Assist applicants when preparing and submitting planning applications; and
- Minimise the risk of delays in subsequent decision making.

2 The SPD will assist applicants when preparing planning applications for proposals:

- within land allocated for community facilities in the Local Plan, or
- involving the provision of new community facilities, or
- involving the loss of premises allocated for other uses but which are currently or were last used to provide community facilities.

Status

3 This SPD has been prepared in line with national planning policy and relevant legislation and regulations. The National Planning Policy Framework (NPPF) identifies that SPD add further detail and guidance to the policies in the development plan. They are capable of being a material consideration in planning decisions.

4 As required by The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) consultation on a draft of this SPD took place between 17 August and 14 September 2020. The accompanying Consultation Statement sets out further detail on this consultation, including who was consulted, a summary of the main issues raised and how these have been addressed in the SPD. It also contains an adoption statement, confirming that this SPD was adopted by Rotherham Council on 21 June 2021.

Policy context

National planning policy

5 The delivery of sustainable development lies at the heart of planning. This is established in National Planning Policy Framework (NPPF) and the accompanying Planning Practice Guidance (PPG), and is expressed at a local level through Rotherham's Local Plan.

6 NPPF indicates that Local Plans should set out a strategy for a range of uses, including provision of community facilities. It goes on to make clear (at paragraph 92) that local planning authorities should plan positively for the provision and use of community facilities and other local services

to enhance the sustainability of communities and residential environments, and guard against the unnecessary loss of valued facilities and services.

Local planning policy

7 Rotherham's Local Plan consists of the Core Strategy (adopted in September 2014) and the Sites and Policies Document (adopted in June 2018), alongside the Barnsley, Doncaster and Rotherham Joint Waste Plan (adopted in March 2012). These are available from our website:

https://www.rotherham.gov.uk/localplan

8 The Local Plan includes policies which seek to enhance the quality of life, improve health and well-being and serve the changing needs of all of Rotherham's communities by:

- supporting the retention, provision and enhancement of a range of community and social facilities, as well as
- safeguarding land allocated for community use in the Local Plan, and buildings currently used or last used for community purposes, including sport and recreational facilities.

9 This guidance provides additional detail to, and should be read in conjunction with, the following policies:

Policy CS 29 Community and Social Facilities	which sets out how the Council will support the retention, provision and enhancement of a range of community and social facilities.
Policy SP 62 Safeguarding Community Facilities	which sets out how the Council will consider proposals involving the loss of land allocated for community facilities, and land and buildings currently or last used as community facilities, including sports and recreational buildings.
Policy SP 63 Loss of Public Houses	which establishes the criteria against which proposals for the redevelopment or change of use of public houses to other uses will be considered.
Policy SP 64 Access to Community Facilities	which sets out that residential development should have good access to a range of shops and services.

Background

What are community facilities?

10 Community facilities are an essential feature of any area, and key to delivering sustainable communities. They help meet the needs of residents and visitors, through access to facilities and services used on a daily basis, and to those used less frequently. They help ensure that neighbourhoods have access to emergency services, and that social and health care needs can be met. They can provide spaces to help bring the community together, through meeting rooms or spaces for community events, and can also provide facilities for local civic functions such as parish halls or local government offices.

11 The Local Plan (paragraph 4.371 of the Sites and Policies document) provides a definition of community facilities, although emphasises that this is not an exhaustive list:

- public services;
- community centres and public halls;
- arts and cultural facilities;
- policing, fire and ambulance services;
- health and education facilities;
- public houses;
- public toilets;
- youth centres;
- nurseries;
- libraries;
- social care facilities including day centres;
- leisure centres (including swimming pools, sport and recreational facilities);
- places of worship and services provided by the community and voluntary sector e.g. scout and guide premises; and
- local shops.

12 The Local Plan allocates land for community use. These tend to be existing sites which include educational, health or civic facilities. However given the nature of the range of different community facilities identified above, many uses are also found in areas allocated for other uses in the Local Plan (for example, in residential areas).

13 In applying Local Plan policies regard will be had to the above definition. Where it is unclear whether a use falls within the definition then cases will be considered on an individual basis.

Submission of evidence

14 This SPD sets out the information or evidence that an applicant is expected to provide in order to demonstrate compliance with relevant policies. In all cases sufficient robust evidence will need to be provided by applicants to demonstrate how relevant policy has been met. This evidence will vary depending on each individual case. The Planning Policy team can provide more guidance on the requirements of Local Plan policies.

Providing community facilities

15 On residential sites of 10 homes or more Policy SP 64 Access to Community Facilities identifies that at least 80% of new homes should have safe pedestrian access to a local convenience shop and a reasonable range of other services or community facilities within 800 metres reasonable walking distance.

16 This recognises the contribution that compact neighbourhoods with a range of facilities and services can play in creating sustainable communities. The Council has allocated new housing development sites across Rotherham based upon a hierarchy of settlements and their ability to accommodate new development. There will also be new residential developments which come forward on other sites. In many cases new developments will be close to existing services and facilities; however where this is not the case, or where new development may place unacceptable burdens upon existing facilities, Policy SP64 identifies that new development proposals shall include the provision of new services or facilities. The exception to this is where applicants can provide robust evidence to demonstrate that such provision would not be viable or would threaten the viability of the overall scheme.

What is a 'reasonable range' of services and facilities?

17 Rotherham consists of settlements of differing character; including rural and urban settings and locations with differing geographical and topographical characteristics. As such it is not practical to specify the range of services and facilities which every community should have access to. Therefore what constitutes a 'reasonable range' of facilities and services will vary on a case by case basis depending upon a number of factors including the location of the site, the site context, and the details of the proposed development including its scale. However, paragraph 4.381 of the Sites and Policies document does identify, for the purposes of this policy, a subset of community uses which includes, but is not limited to, shops including post offices or their services, banking facilities or cash points, public houses, health and education facilities, places of worship, leisure uses (including swimming pools, sport and recreational facilities), community centres and public halls and services provided by the community and voluntary sector.

18 Applicants and developers are encouraged to engage with the communities they are building within and to work with the community to deliver the community facilities and services which are required

Measuring reasonable walking distance

19 Each site is different in its relationship with its surroundings. Road and rail networks may create barriers, as might topography or other natural features. As such in calculating the services and facilities within 800 metres via a safe pedestrian route a degree of flexibility will be required. Walking distances may be shortened where, for example, sites are particularly steep or the facility would serve older or disabled people), or lengthened, for example in rural locations and green belt villages where appropriate. In these circumstances applicants should prepare clear evidence to demonstrate those facilities and services available within the 800 metres walking

distance, and justify any variation in distances with reference to particular site characteristics or circumstances.

20 It is recognised that development sites come in a range of shapes, sizes and layouts, with different site boundary treatments and pedestrian and vehicle access points. Recognising this, and to ensure consistency in calculating distances from existing facilities and services, measurements should be taken to the centre of the site via safe pedestrian access and taking into account barriers.

21 However where measurement from the centre of the site is inappropriate (for example due to the layout of the site) alternative approaches may be taken to demonstrate that at least 80% of proposed homes are within 800 metres of a reasonable range of facilities. This could include measurements taken from proposed dwellings furthest from any existing facilities and services.

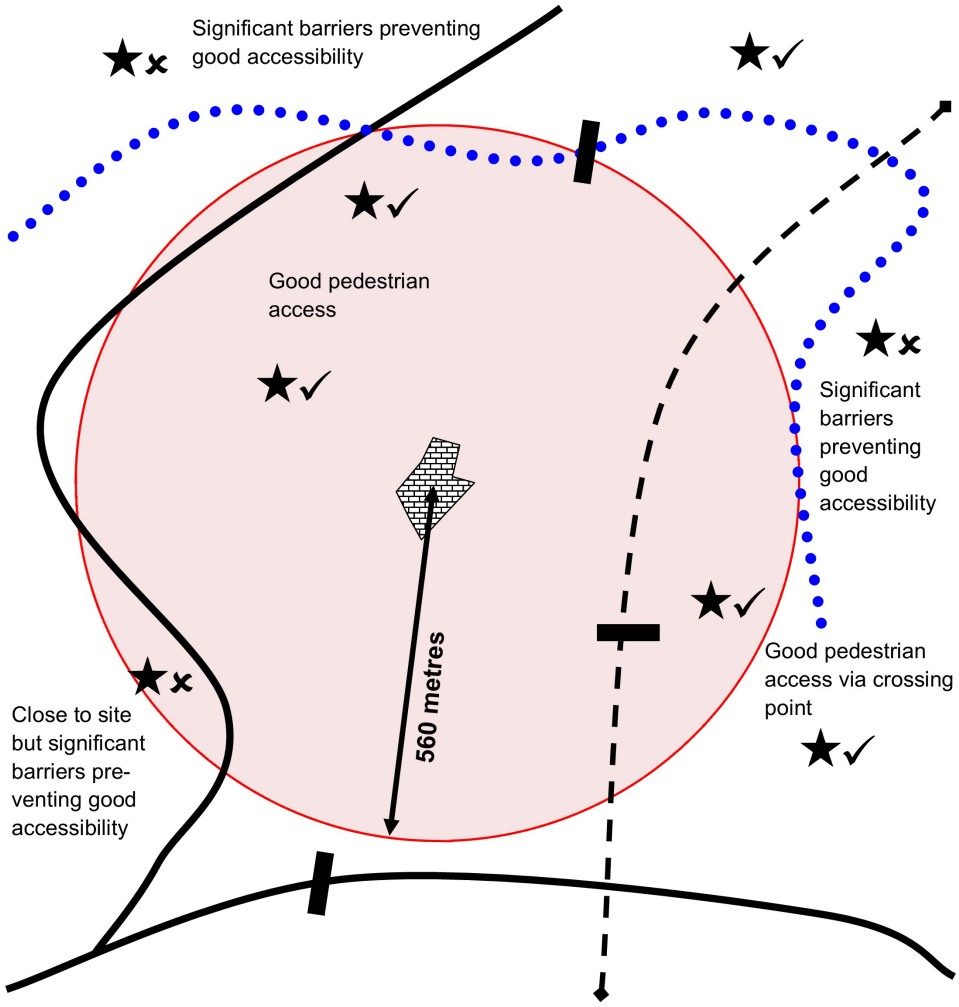
22 A broad rule of thumb can be adopted in converting walking distance to straight line distance. The Council's Green Space Audit [1] adopted an assumption that for every 400 metres of walking distance 120 metres can be deducted to estimate a straight line distance. A walking distance of 800 metres can therefore be converted to a 560 metres straight line distance. This may be a useful starting point when assessing sites; however as indicated above any assessment should take account of the site's specific context and any barriers to access.

23 The diagram overleaf illustrates how the straight line distance approach could be used to assist in identifying services and facilities within reasonable walking distance of a proposed site. It highlights:

- How facilities may be close to a site but would not be within 800 metres walking distance due to barriers which prevent pedestrian access.
- How facilities may be beyond barriers but remain within 800 metres walking distance via pedestrian crossing points.

1 Green Spaces Audit for Rotherham. 2005. Prepared by Scott Wilson

Identifying facilities and services within reasonable walking distance



Key

- River
- Railway line
- Main road
- Pedestrian crossing point
- Proposed development site
- Service or facility within 800 metres reasonable walking distance
- Service or facility beyond 800 metres reasonable walking distance
- 560 metre straight line distance

Safeguarding Community Facilities

24 The Local Plan has two policies relevant to proposals involving the loss of community facilities: SP62 Safeguarding Community Facilities, and Policy SP63 Loss of Public Houses. Whilst public houses are included in the definition of community use it is intended that proposals which involve the loss of public houses would be considered against Policy SP63 rather than SP62. For clarity:

Policy SP62 Safeguarding Community Facilities will apply:

- To proposals which fall within land allocated on the Local Plan Policies Map for 'Community Facilities', and
- to proposals on land allocated for other uses on the Policies Map but which would involve the loss of land or premises currently used or last used for community purposes, including sport and recreational facilities.

Policy SP63 Loss of Public Houses will apply to proposals for the redevelopment or change of use of public houses to other uses.

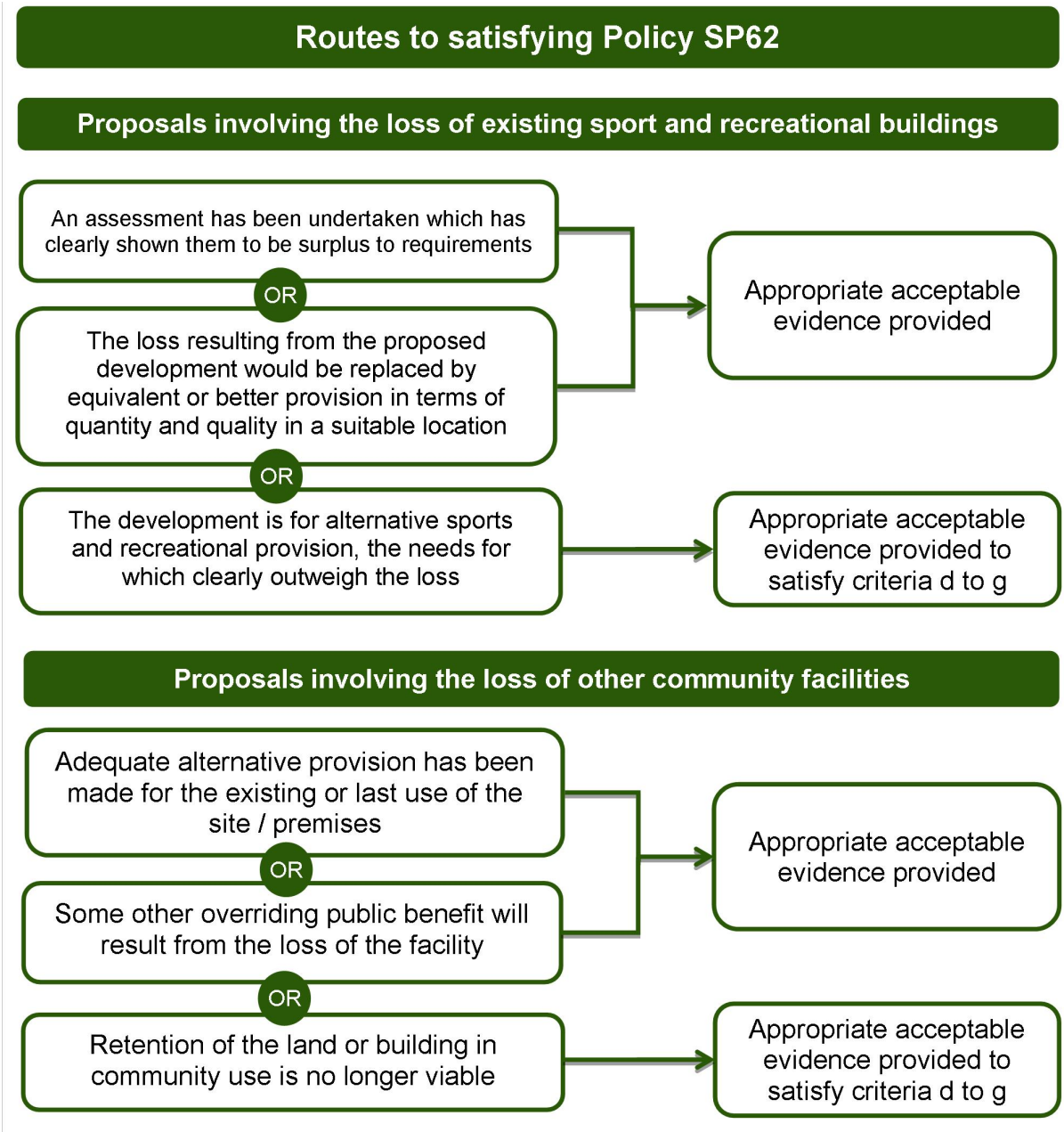
25 The policy will apply equally to land or premises within both the public and private sectors. The definition of community facilities includes education and social care facilities and public services, which could encompass a range of sites and buildings used by the public sector (such as buildings / offices with public access). As such it is expected that Policy SP62 will apply in many cases where proposals are seeking a change of use or redevelopment of public sector sites and premises.

26 For clarity Local Plan policies will only apply where planning permission is required. In some instances, depending on the specific use in question, there may be permitted development rights enabling a change of use which would not require planning permission.

27 The diagram overleaf illustrates how Policy SP62 will be applied and how it is expected that requirements will be satisfied.

28 The remainder of this section sets out in more detail how Policies SP62 and SP63 will be applied, and the evidence that will be required from applicants in order to satisfy policy requirements.

Applying Policy SP62 Safeguarding Community Uses



Applying the policy to sport and recreational uses

29 Where proposals involve the loss of sport and recreational buildings (buildings were last used for these uses) evidence will need to be provided to show how criteria a, or b, or c are met, to demonstrate that:

- an assessment has been undertaken which has clearly shown them to be surplus to requirements; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.

30 Assessments and evidence submitted shall be undertaken in accordance with current good practice guidance. The assessment shall provide a robust, impartial, independent, and transparent assessment of the supply of, and current and future demand for, those uses proposed to be lost. The assessment shall be based on an appropriate and justified catchment area.

31 Depending on the type, scale, nature and location of loss proposed, then the catchment may be borough-wide and or require consideration of cross-boundary demand with other Local Authority areas. Any assessment will require involvement of, and discussion with, key stakeholders, prior to submission of any planning application; to ensure the parameters of the assessment are appropriate. The Assessment will take account of the quantity, quality, accessibility and availability of provision. Sport England provide a number of planning tools to assist in the undertaking of up to date assessments:

- Assessing Needs and Opportunities guidance
- Playing Pitch Strategy Guidance

https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport

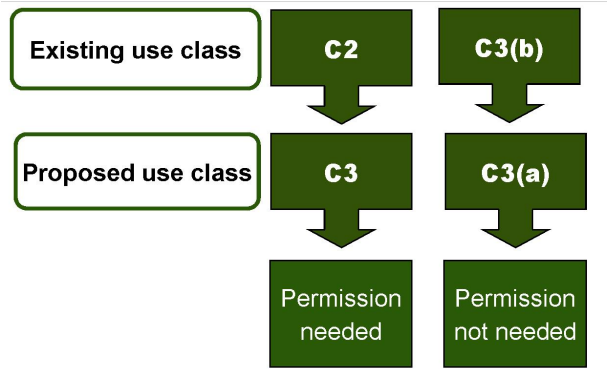
Applying the policy to other community facilities

32 For other community facilities the second part of policy SP62 is relevant. The following sections clarify how the policy will be applied in a number of specific circumstances relating to care homes, buildings and offices with public access, and local shops, before setting out how applicants will be expected to satisfy relevant policy criteria.

Care homes

33 A number of care homes and children's homes fall within existing residential areas and in many cases redevelopment proposals are likely to focus on re-use for more traditional housing uses. Most care homes fall within Use Class C2 (residential institutions) or Use Class C3(b) (up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities or mental health problems.)

34 Changes of use within the sub-classes of Use Class C3 (for example from Use Class C3(b) to another residential use) would not require planning permission. However a change of use from a C2 use to a residential C3 use would require planning permission. The critical question will be in determining whether care homes fall within Use Class C2 or C3(b).



35 With regard to Use Class 3(b), previous decisions[2] have held that it is unrealistic to expect children to look after themselves in a single household. To fall within this use class carers must also reside on site and have no other permanent address, to form a proper functioning household. As such a children's home run on shift patterns would not be considered to fall within Use Class 3(b), but to fall within Use Class C2.

36 Where a property is, or was, run as a care home for adults then the key consideration is whether the residents form a single household. Previous judgement[3] noted a reluctance to consider that those who suffer from disability or are in need of care can never constitute a household, and that a judgement needs to be made based on the nature of the disability and the degree of care required. Therefore, depending on the circumstances of the specific case, homes may fall either within Use Class C2 or Use Class C3(b).

37 The case study at Appendix A provides an example of how the policy would be applied to a proposed change of use of a children's home to residential use.

Buildings and offices with public access

38 Buildings or offices (including depot sites) which do not include any element of public access are not considered to fall within the definition of community facilities. However where buildings or offices do include public access to services or facilities (such as libraries, pay-points or other services), then any planning application to change their use will be considered against Policy SP62.

Local shops

39 The reference in the definition of community facilities to local shops, post offices and banking facilities / cash points is not intended to apply where these uses are within an existing town, district or local centre as defined in the Rotherham Local Plan. It is intended to apply where these uses are serving local communities in other locations (for example shops within housing estates or residential areas, or within villages). The policy seeks to maintain such facilities for the benefit of local communities.

2 North Devon District Council v First Secretary of State [2003]
3 R (on the application of Crawley Borough Council) v FSS and Eve Helberg [2004]

What criteria do proposals need to satisfy?

40 Applicants will need to demonstrate that either:

- adequate alternative provision has been made, or
- there is some other overriding public benefit that will result from the loss of the facility, or
- the retention of the land or building in community use is no longer viable.

41 Applicants only need to satisfy one of the bullet points above. For example, if appropriate evidence demonstrates that alternative provision has been made there is no requirement to also demonstrate a public benefit or that the site is no longer viable for community use. It is only if applicants are seeking to show that community use is no longer viable that criteria d to g will be applicable (these criteria relate to marketing of the site).

42 In all cases sufficient robust evidence will need to be provided by applicants to demonstrate how the policy has been met. This evidence will vary depending on each individual case.

Adequate alternative provision

43 Where an applicant contends that alternative provision has been made then evidence is expected to demonstrate:

- the level of need for the particular service or facility in question;
- the location(s) where alternative provision has been made, and
- how this alternative provision meets the identified needs.

44 It is expected that the alternative provision will be in the form of built development rather than undeveloped land; because there is no guarantee that alternative provision will be provided on this land the Local Planning Authority will not be in a position to agree that alternative provision sufficient to meet identified needs has been provided.

45 Adequate alternative provision will be dependent on the specific circumstances of each case; submitted evidence should clearly establish:

- the use and need the site is meeting at present (including the geographical area of this need), or the previous use and need if the site is no longer in use;
- projections of this need in the future; and
- how this need will be met in the absence of the site or premises.

46 It will be important for the application to clearly establish the relevant geographical area within which to assess currently available provision and for this to be agreed with the Local Planning Authority. The defined area in which the need is considered will vary from case to case. For some community facilities need could be borough-wide and appropriately met through one or a small number of facilities; for others it could be that the need facilities and services is at a smaller scale such as ward, parish or smaller community area and met by a network of facilities across the borough.

47 Having established the geographic area for consideration, applicants should demonstrate the nature and location of comparable facilities and how these would meet the need in question, whilst having regard to future projections of need based on anticipated growth in the locale.

48 In considering whether the alternative provision is appropriate, regard will be had to Policy CS29 and supporting provision in locations accessible by public transport, cycling or on foot. This approach enhances the quality of life, improves health and well-being and serves the changing needs of all of Rotherham's communities. Supporting evidence could be provided by reference to relevant plans, strategies, and funding programmes, and their status.

Over-riding public benefit

49 If it is argued that an over-riding public benefit will result from the development, evidence will need to clearly demonstrate the public benefits arising from the development, and explain how this is considered to outweigh the loss of the facility in question. For example, it is recognised that the redevelopment of sites and premises in community use can raise funds to improve or replace existing facilities, either on the existing site, or at an alternative location. Where this is the case it should be demonstrated that any receipts from redevelopment would be used for the specific improvements identified. Equally, if it is proposed to redevelop the site for other uses then the Local Planning Authority will need to be satisfied that the alternative use is deliverable and will deliver sufficient public benefits which outweigh the need to retain the existing use.

Community use no longer viable

50 Finally, if it is considered that retention of the land or premises in community use is no longer viable then evidence to demonstrate this shall be provided which shows how criteria d to g of the policy have been met. The policy wording is clear that all of the criteria must be satisfied.

51 In addition to the marketing information, other relevant evidence could be provided, such as:

- the current and projected trading performance (where the use is a business);
- the current patterns of use and projections of this use in the future;
- the nature and condition of the building or site and the cost of repairs, renovations or improvements needed to allow the facility to continue in operation.

Applying Policy SP63 Loss of public houses

52 It is recognised that public houses can play an important role within the local community, offering residents a meeting place for food, drink, entertainment and functions. They can help bring communities together, promoting social cohesion and integration and are considered an important element in maintaining vitality and vibrancy within the area.

53 Policy SP63 seeks to ensure that these important community facilities are retained wherever possible, whilst recognising that where pubs are no longer economically viable or do not provide an important community function, alternative uses of the site may be considered.

54 Where proposals involve the loss of a public house then the Council will expect applicants to demonstrate that all criteria in Policy SP63 are met, supported by the submission of appropriate and robust evidence regarding:

- the economic viability of the public house use;
- efforts made to explore opportunities to re-let premises (in particular through an existing or formation of a new social enterprise or charitable group);
- how the premises have been marketed to meet the requirements of criterion c;
- that there is not an identified need for the public house based on the requirements of criterion d(i) and d(ii).

55 To demonstrate compliance with criterion d, applicants will be required to identify (preferably on a map) whether there are alternative licensed premises within 800 metres reasonable walking distance of the public house. Where the existing public house provides a wider variety of ancillary uses, such as function rooms or meeting rooms, then this evidence should also demonstrate that there are alternative premises which offer similar facilities within 800 metres reasonable walking distance of the public house. Depending upon the nature of these ancillary functions then there is no requirement that any alternative provision should be met within another public house. It is acknowledged that meeting or function rooms may be provided for community use in other types of premises.

56 A broad rule of thumb can be adopted in converting walking distance to straight line distance. The Council's Green Space Audit [4] adopted an assumption that for every 400 metres of walking distance 120 metres can be deducted to estimate a straight line distance. A walking distance of 800 metres can therefore be converted to a 560 metres straight line distance. This may be a useful starting point when assessing sites; however any assessment should take account of the site's specific context, including barriers and constraints such as topography, road and rail infrastructure or other features.

4 Green Spaces Audit for Rotherham. 2005. Prepared by Scott Wilson

Contact information

If you have any questions regarding this Supplementary Planning Document please contact Planning Policy:

Submit an enquiry to Planning Policy online:

https://www.rotherham.gov.uk/xfp/form/535

Email:	planning.policy@rotherham.gov.uk
Telephone:	01709 823869
Website:	https://www.rotherham.gov.uk/localplan
Post:	Planning Policy Team, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

For planning application and pre-application advice, please contact Development Management:

Submit an enquiry to Development Management online:

https://www.rotherham.gov.uk/xfp/form/216

Email:	development.management@rotherham.gov.uk
Telephone:	01709 823835
Website:	https://www.rotherham.gov.uk/planning
Post:	Development Management, Planning, Regeneration and Transport, Regeneration & Environment Services, Rotherham Metropolitan Borough Council, Riverside House, Main Street, Rotherham, S60 1AE

Appendix A: Case study

Case study example: Change of use of operational children's home to residential use

Policy requirements: In the first instance the Local Planning Authority will need to determine whether planning permission is required. If the use of the site falls within Use Class C3(b) then planning permission would not be required as there are permitted development rights which allow changes to other residential uses within Use Class C3.

If the use of the site falls within Use Class C2 then planning permission would be required, and the applicant would need to satisfy Policy SP62, along with other relevant policies.

Where Policy SP62 applies there are three routes for applicants to satisfy its requirements:

- If the application is seeking to demonstrate that alternative provision is made elsewhere, then it should be accompanied by evidence showing what the need for children's homes is (current and projected). It should clarify what area the need relates to (i.e. is it borough-wide? Is it at a smaller geographical level?) The application should make clear how the need is to be met in alternative sites and premises and show how these sites are appropriate in terms of the geographical area of need.
- If the application is seeking to demonstrate that there would be an over-riding public benefit, then evidence would need to show how the proposed housing use would deliver substantial benefits for the community. The applicant would need to show how this would be of wider benefit to the public than retaining the existing children's home use. It is unlikely that delivery of traditional market housing would be considered to provide an over-riding benefit unless it was shown to be an irreplaceable catalyst for a wider regeneration scheme (the Local Planning Authority would need to be convinced that the regeneration scheme is viable and will be delivered.) If the proposal was for more specialised housing to meet specific needs then consideration would be given to whether the need for the proposed use would outweigh the existing use.
- If the application seeks to demonstrate that the existing use is no longer viable, then evidence will need to show why this is the case. Policy SP62 recognises that the site or premises could potentially be used by other providers to meet other community needs. The application therefore needs to show how it has been appropriately marketed for a period of not less than 12 months.

The Local Planning Authority would need to be satisfied that appropriate marketing methods have been used. This is likely to include targeting of other community service providers and show that opportunities for premises to be taken on by local co-operatives, social enterprise or charitable groups have been explored. Where reasonable offers have been made this is likely to indicate that the site / premises remain viable for community uses, therefore evidence should also be provided of any offers received, to satisfy the Local Planning Authority that no reasonable offers have been turned down/ refused and the reasons why. The applicant may also wish to provide other supporting evidence regarding viability, for example details regarding the nature and condition of the building or site and the cost of repairs, renovations or improvements needed to allow the facility to continue in operation.

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Rotherham local plan

Consultation Statement

accompanying adoption of the following Supplementary Planning Documents:

Affordable Housing

Community Facilities

Development Viability

Natural Environment

Transport Assessments, Travel Plans and Parking Standards

June 2021

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Introduction

1. This Statement accompanies the following Supplementary Planning Documents (SPDs):
    - Affordable Housing SPD
    - Community Facilities SPD
    - Development Viability SPD
    - Natural Environment SPD
    - Transport Assessments, Travel Plans and Parking Standards SPD

2. SPD must be prepared in line with the requirements of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (hereafter referred to as 'the Regulations').

3. Before adopting any SPD local authorities are required[1] to prepare a 'Consultation Statement' setting out who was consulted in connection with the preparation of the SPD, the main issues raised in response to the consultation, and how those issues were addressed in finalising the SPD.

4. Once adopted, they are a material consideration which can be taken into account when determining planning applications.

Background

5. Rotherham's Local Plan consists of:
    - Rotherham Core Strategy 2013 – 2028 (adopted September 2014)
    - Rotherham Sites and Policies Document (adopted June 2018)
    - Barnsley, Doncaster and Rotherham Joint Waste Plan Core Strategy (adopted March 2012)

6. The Local Plan provides the framework for determining planning applications. SPDs provide additional detail and guidance on how policies in the Local Plan will be applied when determining planning applications.

7. Following adoption of the Local Plan, the Council is in the process of updating a number of existing planning guidance documents and preparing new guidance documents to offer further assistance and clarification to applicants when preparing planning applications.

Consultation

8. Preparation of the SPDs has been undertaken by, or in conjunction and consultation with, relevant services within the Council. The Council's Development Management teamwithin Planning service has reviewed all the draft SPDs.

9. The Council's Cabinet approved public consultation on the draft Supplementary Planning Documents at its meeting on 20 July 2020.

[1] Regulation 12 The Town and Country Planning (Local Planning) (England) Regulations 2012

10. In October 2019 the Council adopted a revised Statement of Community Involvement, which sets out how and when people can influence new planning documents. Consultation on the draft SPDs has been undertaken in accordance with the guidance in this document.

11. The table below sets out more detail regarding the consultation exercise.

Table 1: Consultation Plan

When were the SPDs consulted on?		Regulation 12(b) of the Regulations requires consultation over a minimum of four weeks. Consultation took place over a four week period, from 17 August to 14 September 2020.
What documents were published?		The following documents were made available as part of the consultation: • Draft Affordable Housing SPD • Draft Community Facilities SPD • Draft Development Viability SPD • Draft Natural Environment SPD • Draft Transport Assessments, Travel Plans and Parking Standards SPD • A consultation statement • A representation form
Where were documents published?	Website	The draft SPDs were available to view on the Council's consultation website: https://rotherham-consult.objective.co.uk/portal/ Links were also provided from the main Planning Policy webpage: https://www.rotherham.gov.uk/localplan The consultation complied with The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 which removed the requirement on a local planning authority to make hard copy documents available for public inspection.
How was the consultation publicised?	Notifications	The Council's Planning Policy team maintain a database of those interested in preparation of the Local Plan and other planning documents (general and specific consultees). Consultees were notified of the consultation by email.
	Press notice	Notices publicising the consultation were placed in local newspapers prior to the consultation starting.
How could people comment?	Website, email and post	Comments could be provided through our consultation website, by email or by post. Details of how to comment were set out in the press notice, on the website, in the consultation statement, and in consultee notifications.

12. The Council published a consultation statement alongside the draft SPDs, in line with the requirements of Regulation 12(a) of the Regulations. This statement has been updated post-consultation, setting out who was consulted in connection with the preparation of the SPDs, the main issues raised in response to the consultation, and how those issues were addressed in finalising the SPDs.

13. Regulation 12(b) states that when seeking representations on an SPD, documents must be made available in accordance with Regulation 35. This requires the Council to make documents available at its principal office and other places within the area that the Council considers appropriate, and to publish the document on the Council's website. However, The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 came into force on 16th July 2020. This made a temporary modification to the 2012 Regulations (as a result of the effects of the coronavirus pandemic) removing the requirement on a local planning authority to make documents available for public inspection at the authority's principal office and at such other places as the authority considers appropriate. Table 1 above sets out how the requirements of the Regulations have been met.

Consultation responses

14. The Council received 28 responses to the consultation from 19 individuals or organisations as follows:

Table 2: Number of representations received

Document	Number of representations received
Affordable Housing SPD	6
Community Facilities SPD	4
Development Viability SPD	2
Natural Environment SPD	10
Transport Assessments, Travel Plans and Parking Standards SPD	6

15. Tables 3 to 7 in Appendix 1 set out the details of representations from consultees, the Council's response, and any subsequent changes to SPDs. The following section summarises the main issues raised in representations received on each draft SPD and how they have been addressed in preparing the final SPDs. Across all draft SPDs, where typographical errors have been identified these have been addressed and are not detailed below.

Main issues raised and proposed changes

Affordable Housing SPD

16. Table 3 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

17. The main issues raised in the representations were:
    - Statements that aren't necessarily backed up by the figures presented within the evidence base.

- The SPD should be amended to allow for greater flexibility.
- The review mechanism is not effective, justified or positively planned, is complex, time consuming and bears financial obligations on applicants over and above what is already required through the planning process.
- Requirements should align with the Framework and be better defined and not overly onerous on the developer.
- Should include reference to the "Dinnington St John's Neighbourhood Plan".
- The SPD is sound and sets out appropriate targets and expectations.
- Supportive of the appropriate management of water as it will result in a more sustainable development overall.
- Development should be built to Secured by Design standards.

18. In summary, changes made to the SPD following consultation are:
    - Include reference to Secured By Design accreditation and additional guidance regarding security in designing new developments.
    - Contact details section added.
    - Included an appendix with further guidance on abnormal development costs.

Community Facilities SPD

19. Table 4 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

20. The main issues raised in the representations were:
    - SPD is vague in places and does not provide effective guidance to help applicants – further information on the information required to be submitted should be provided.
    - SPD needs to provide flexibility for developers to provide community facilities that the community (they are serving) require.
    - Developers and applicants should be encouraged to engage with the communities they are building within.
    - Support the creation of community facilities so that areas can be more self-sustaining.
    - Refer to specific Sport England guidance.
    - It is unrealistic for applicants to undertake sports and recreational assessments and these should be undertaken borough-wide by the Council.

21. In summary, changes made to the SPD following consultation are:
    - Included reference to encouraging engagement with communities and to work with the community to deliver the community facilities and services which are required.
    - Clarified that it will be important to clearly establish the relevant geographical area within which to assess currently available provision and for this to be agreed with the Local Planning Authority.
    - Amended paragraph 29 to clarify that assessments and evidence submitted shall be undertaken in accordance with current good practice guidance; shall provide a robust, impartial, independent, and transparent assessment of the supply of, and current and future demand for, those uses proposed to be lost. The assessment shall be based on an appropriate and justified catchment area. Clarify that depending on circumstances then the catchment may be borough-wide and or require

consideration of cross-boundary demand with other Local Authority areas. The involvement of, and discussion with, key stakeholders will be required. Refer specifically to Sport England guidance: Assessing Needs and Opportunities and Playing Pitch Strategy Guidance.

Development Viability SPD

22. Table 5 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

23. The main issues raised in the representations were:
    - The review mechanism is not effective, justified or positively planned, is complex, time consuming and bears financial obligations on applicants over and above what is already required through the planning process.
    - There is a lack of clarity on the process and no guidance on the level of fees required.
    - The SPD is very vague about the implications of the review mechanism process.
    - The SPD is thorough, carefully explained and defined, allows for review of non-viable cases subsequent to planning permission and makes the process 'open book' as far as is possible.

24. In summary, changes made to the SPD following consultation are:
    - Paragraph's 40 and 44: references to 'competitive return' replaced with 'minimum return' to reflect guidance and ensure consistency.
    - Included a contacts section consistent with other SPDs.
    - Included an appendix with further guidance on abnormal development costs.

In addition, the Council will include a schedule of Fees on its website, that will be reviewed annually. The Fees Schedule will set out standard costs to be paid by applicants in relation to the review mechanism.

Natural Environment SPD

25. Table 6 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

26. The main issues raised in the representations were:
    - Should include principles for development in proximity to larger watercourses.
    - Include further guidance in relation to lighting in areas likely to be used by bats.
    - Add reference to water plants or improving fringe species in watercourses.
    - Stress the importance of biodiversity net gain that should be achieved by all development that impacts on the natural environment.
    - Should be greater emphasis on enhancement of the water environment and the Water Framework Directive, and re-naturalising watercourses, and aligning with the other ambitions of the 25YEP.
    - Should provide more detailed guidance on biodiversity net gain and embrace 10% biodiversity net gain as a key principle for the delivery of biodiversity enhancements.

- Biodiversity decline requires significant enhancement of the ecological network, and the wider green infrastructure network.
- Should take a wider approach to the natural environment.
- Natural England's Impact Risk Zones (IRZs) should be referred to.
- There is no reference in the SPD to protected species.
- Recommend that SuDS Design considers biodiversity and amenity benefits alongside the water quantity and quality aspects.
- Consider use of Building with Nature standard and accreditation.
- Various suggestions for amendments throughout the document and restructuring to improve clarity.
- Broad support for the SPD; concerns around the Council's digital mapping system.
- Comments related to delivery of new housing developments and the impact of congestion.

27. In summary, changes made to the SPD following consultation are:
    - Provided further guidance in relation to watercourses, blue / green infrastructure, landscape buffers, bats, biodiversity decline, biodiversity benefits in the design of SuDS, water plants, wildflower-rich grassland, and hedgehog holes in fences and walls.
    - Further guidance regarding Biodiversity Net Gain provided.
    - Included reference to and guidance in relation to other documents including RMBC Waterways Strategy, Water Framework Directive, River Basin Management Plan, Our Green Future, The Wildlife & Countryside Act 1981 and Protection of Badgers Act.
    - Greater reference to biodiversity, connectivity, and amenity in relation to blue/green infrastructure.
    - Guidance provided on Impact Risk Zones.
    - Various changes to paragraphs to improve structure and clarity.
    - Appendix 4 updated to remove duplicated reference to Sheffield and Rotherham Wildlife.
    - Minor amendments to correct typographical errors and to replace references to 'we' with 'the Council'.
    - Paragraph 22 updated to reflect the current position following the UK's departure from the EU.

Transport Assessments, Travel Plans and Parking Standards SPD

28. Table 7 in Appendix 1 sets out details of the representations received, the Council's response to these, and the proposed changes to the SPD as a result.

29. The main issues raised in the representations were:
    - Support for promotion of active travel and creation of denser development around commuter hub.
    - Suggest additional reference to promotion and advertising of walking and cycling routes in proximity to new development.
    - The SPD should set out a requirement for developers to contribute towards the improvement or enhancement of existing walking and cycling routes.
    - More specific references to Highways England and the Strategic Road Network requested.

- Suggest that reference is made to strategically locate vehicle charging point infrastructure throughout the estate and/or at key nodes should be explored.
- Parking standards will require updating to reflect the new use Classes Order
- Assessment of level crossing safety should be required for applications that are likely to increase their use and require cycle parking at stations where these are within cycling distance of a development.
- Include reference to secure parking standards for car parks.

30. In summary, changes made to the SPD following consultation are:
    - Paragraph 14 amended to clarify that the Council will consider on a case by case basis whether a Transport Statement or Transport Assessment will be required, and that the scope should be agreed prior to submission of a planning application.
    - Various changes made to reflect the role of Highways England and consideration of impacts on the Strategic Road Network, including amendments to provide further clarity in paragraphs 19, 21, 30, 31 and 45.
    - Additional guidance provided regarding electrical vehicle charging infrastructure within larger estates or landholdings.
    - Updated parking standards to reflect the recent changes to the Use Classes Order by removing references to specific use classes but retaining the descriptions of uses to which specific standards apply, and amending table headings and titles to remove reference to specific use classes and provide appropriate descriptions.
    - Clarified that the minimum length of a parking bay between the highway boundary and a garage door is 5.5 metres but that the preferred length is 6 metres.

Adoption Statement

31. In accordance with Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), notice is hereby given that the following Supplementary Planning Documents were formally adopted on 21 June 2021 by the Council:
    - Affordable Housing SPD
    - Community Facilities SPD
    - Development Viability SPD
    - Natural Environment SPD
    - Transport Assessments, Travel Plans and Parking Standards SPD

32. The adopted SPDs, along with the consultation statement and this adoption statement, can be viewed on the Council's website: www.rotherham.gov.uk/localplan.

    The documents are also available to view at the Council's principal offices: Riverside House, Main Street, Rotherham, S60 1AE.

33. Any person with sufficient interest in the decision to adopt the Supplementary Planning Documents listed above may apply to the High Court for permission to apply for judicial review of the Council's decision to adopt it. Any such application must be made promptly and, in any event, not later than 3 months after the date on which this Supplementary Planning Document was adopted (21 June 2021).

Appendix 1: Consideration of representations received

Table 3: Affordable Housing SPD

Consultee	Summary of representation
Barton Willmore on behalf of Harworth Group	It is argued that the SPD includes a number of sweeping statements that aren't necessarily backed up by the figures presented within the evidence base. It is suggested that the SPD should be amended to allow for greater flexibility in the percentage requirement of onsite contributions and allow for offsite provision and commuted sums on larger strategic sites. The requirement in the first bullet point on page 3 is objected to because the requirement is vague. The reference to 'at least' 56% of homes for rent is subject to variation and constitutes a range. It is argued that the review mechanism as drafted is not effective, justified or positively planned and therefore cannot be found sound. It is considered to be complex, time consuming and bears financial obligations on applicants over and above what is already required through the planning process. A mechanism that allows contributions in lieu of affordable housing provision on site is supported, however the consultee objects to the wording of the guidance as written because it is not explicit. The Draft SPD expects residential developments, including all affordable homes, to achieve a number of key principles of good design including water efficiency standards, building standards and a reduction in carbon emissions. The consultee broadly supports the aims of this policy, but objects on the basis that the policy wording is not effective; it should align with the Framework and be better defined and not overly onerous on the developer. It is argued that wording within the Draft SPD relating to early engagement is amended to include flexibility where timeframes do not allow for lengthy pre-application discussions.
	Council response
	The Council recognises the achievements to date of the new housing and commercial development taking place in the new Waverley Community. It also recognises that the development of new housing is progressing in phases at the same time that the housing market has recorded significant improvement [since the financial crisis of 2007-09] in terms of outturn prices, mortgage availability and householder demand. As well as market improvement, both national and local planning policies' context, have also undergone a significant transformation, especially in respect of affordable housing policy requirements. In terms of changes in national policy these include minimum site capacity and threshold; redefining affordable housing products; rebalancing the test of viability especially in relation to establishing a benchmark land value; and the adoption of standardised inputs in the conduct of viability appraisals. All of these matters have been embraced and reflected in the Council's approach and philosophy. The Council's Core Strategy adopted a new affordable housing policy [CS7, *Core Strategy*, 2014] which *inter alia* requires that of a housing development [with more than 14 dwellings or 0.5 hectares

	or more] 25% of these shall be delivered as affordable dwellings; their mix comprising 14% affordable for rent and 11% affordable for sale. The newly adopted plan and its policies were corroborated by two viability studies which demonstrated that new development is not rendered unviable. Subsequently, the Council has carefully monitored the performance of its policies, particularly with regard to its affordable housing policy provision. Additionally, the Council introduced its Community Infrastructure Levy [with different rates according to the sub-housing areas in the borough in 2017], which again were set at levels to ensure that the CIL does not render new development unviable. As part of the Council's monitoring, it commissioned a focused study on the borough's housing market and in particular re-testing a representative sample of housing sites that are allocated in the borough's adopted local plan [Sites & Policies Document, 2018] with regard to their continuing viability position. This refresh study has been published and serves as the evidence base for the Affordable Housing Supplementary Planning Document. In terms of current national guidance, the results of the refresh study demonstrate that the greenfield sites pass the key test of viability by a large margin. Indeed, the Council had the opportunity to reset and raise the affordable housing threshold, but has decided that given cyclical nature of the housing market – generated by exogenous impacts as well as those specific to the housing markets in South Yorkshire – it was reasonable and cautionary to hold the policy position to ensure that viability continues so that the goals and growth explicit in its adopted local plan can be delivered. A particular aspect of the refresh study, focusing on policy performance, revealed that the Council was able to demonstrate that the extant affordable housing was being delivered in over 80% of cases. Indeed, on only three occasions [out of forty-two] was it found that it could not deliver full policy compliance, because of viability concerns and in line with its declaration that in such cases the Council shall be flexible, recognising the special circumstances of these kinds of situations. The Council shall continue to hold this position in light of openness and to ensure consistency in approach; the Council is keen to confirm to all applicants that its policies do not render new developments unviable and shall keep under review and provide evidence that its adopted plans are deliverable. The Council wishes to stress that in current national guidance and in the statutory status of its local plans, that applicants, developers and landowners shall take into account the extant policy positions and local market conditions in determining the worth of land and the transacted prices that are subsequently agreed. These so-called policy costs are amortised in the land's worth and thus do not affect the developer's target rates profit. The Council is fully aware of development risk and its refresh studies reveal that viability is not being compromised.

	Changes to SPD
	None required. The Evidence Base confirms that Core Strategy policy CS7 Housing Mix and Affordability remains deliverable.
Mr Brian Keeley	Summary of representation
	Housing Mix and Affordability Policy CS7: Council will seek every opportunity to work positively with developers and OTHER PARTNERS to deliver affordable housing etc. This should include reference to the "Dinnington St John's Neighbourhood Plan" which was formally accepted by RMBC.
	Council response
	The reference to "Other Partners" relates to the Council's normal partners who provide social and affordable housing in the borough.
	Changes to SPD
	None required.
CPRE	Summary of representation
	We believe it is sound and updates the RMBC policy approach to meet revised NPPF targets. It sets out appropriate targets and expectations, the mix of tenure required and encourages 'pepper-potting' to create mixed communities. It also responds to the increasing affordability gap in Rotherham. We therefore support the SPD; no amendments required.
	Council response
	Your comments of support are welcomed.
	Changes to SPD
	None required.
Historic England	Summary of representation
	Our specialist staff have reviewed the information and have no further comments.
	Council response
	Your comments are welcomed.
	Changes to SPD
	None required.
Severn Trent Water	Summary of representation
	Paragraph 102 details the need to design affordable housing to incorporate the water efficiency standard of 110 l/p/d, whilst Severn Trent do not supply water for consumption to the Rotherham Area, we are supportive of the appropriate management of water as it will reduce the amount of water entering the sewerage system, resulting in a more sustainable development overall.
	Council response
	Your comments are welcomed.
	Changes to SPD

	None required.
South Yorkshire Police	**Summary of representation** Having read this document, it makes no reference to either safety or security of the dwellings to be constructed. Whilst we appreciate that these would be covered by the minimum standards of Approved Document Q, we must stress that these are MINIMUM STANDARDS. As Rotherham is above the national average for burglary of dwellings, it would appear to be relevant and beneficial to make sure that every new home constructed within Rotherham should be built to Secured by Design standards. This would be in keeping with creating safer, stronger and more sustainable communities which has been a long term aspiration of many successive governments, and as such should be the goal for Rotherham. **Council response** The Council agrees with these comments. Policy CS28 Sustainable Design of the Core Strategy references the encouragement to be give the incorporation of Secured by Design principles and paragraph 5.7.23 of the policy references the significant contribution design of buildings and spaces can make to reducing or removing opportunities for crime. It also recognises that building layout, the mix of uses and integration of lighting, landscaping and surveillance measures can help deter crime and make people feel safer by creating safe, accessible and secure layouts which minimise conflict between traffic and cyclists or pedestrians. **Changes to SPD** Additional references will be added in the section entitled “Sustainable Design and Construction” [paragraphs 100-103]. 103. … ▪ Secured By Design accreditation. 104. Homes with blank gable ends should be avoided in any new developments, and the presence of windows will provide extra surveillance over the area. Front and back entrances should be well lit. Where feasible access to the rear of the properties should be prevented. In addition, any garage doors should comply with recommended standards.

Other changes to the SPD by the Council

- Included a contacts section consistent with other SPDs
- Corrected an error in paragraph 120 to clarify that standard development costs are not included within abnormal costs:
  120. The Borough Council shall consider any legitimate abnormal development costs associated with development proposals when assessing the proportion of affordable housing sought, but this does **not** include the impact of standard development costs such as demolition, contamination, landscaping costs, as well as archaeological, ecological and other technical surveys.
- Included a further appendix with guidance on abnormal development costs to provide clarity regarding the Council’s approach, in response to internal comments; along with appropriate cross referencing in footnote 17 (paragraph 79) and paragraph 120.

Table 4: Community Facilities SPD

Consultee	Summary of representation
Barton Willmore on behalf of Harworth Group	The detail of the SPD is vague in places and does not provide effective guidance to help applicants. There is a lack of information on the evidence required by applicants, how to obtain relevant information and there is no promotion of pre-application discussions. The SPD needs to provide flexibility for developers to provide community facilities that the community (they are serving) require, as opposed to the results of a borough wide study of community facility needs. Adaptation is key and therefore flexibility in the guidance is required. Working with the community to deliver community facilities and services should be embedded in this SPD and promoted to encourage developers and applicants to engage with the communities they are building within. This requires flexibility to permissions where the specific community facility can be provided as a part of a collaborative and adaptive process with both RMBC and the community. This collaborative approach should be promoted in the SPD. Paragraph 17 is not clear and just cites existing planning policy set out in the Sites and Policies SPD. This should be removed and simply refer to the Sites and Policy DPD and paragraph 11 which clearly sets out it is not an exhaustive list of facilities. This would be a more effective and unambiguous when explaining what a reasonable range of services and facilities are to applicants. Paragraph 40 - further information needs to be added for applicants on the type and level of information required. Examples could be given to demonstrate what the Council require to provide transparency. Adequate Alternative Provision - geographical area of need – the SPD should provide guidance on what areas applicants should look at, and the process of obtaining this information. Currently it does not set out that applicants should agree with an officer what information is required and what area is studied to provide the relevant evidence.
	Council response
	The Council supports pre-application discussions in all instances and the contact details section contains reference to this service along with contact details. It is not considered that further reference is required. Local Plan policies and this accompanying SPD does include flexibility; however, it is acknowledged that reference to encouraging developers to work with communities should be included.

	It is considered that paragraph 17 remains appropriate as drafted. This emphasises that what constitutes a 'reasonable range' of facilities and services will vary on a case by case basis depending upon a number of factors including the location of the site, the site context, and the details of any proposed development. As such it is not possible to provide further detail. Paragraphs 41 to 49 provide further guidance on how the criteria can be met. However, it is not considered appropriate to provide specific examples of acceptable evidence as this will vary depending on the precise use involved and the nature of each proposal. It is agreed that reference to agreeing the geographical area of need with the LPA is appropriate; however as indicated above, the nature of uses covered by this policy varies considerably and it is inappropriate to suggest how this shall apply in each instance – the relevant geographical area will vary in each case.
	Changes to SPD
	Insert after paragraph 17: "Applicants and developers are encouraged to engage with the communities they are building within and to work with the community to deliver the community facilities and services which are required." Amend paragraph 44 to read: "It will be important for the application to clearly establish the relevant geographical area within which to assess currently available provision and for this to be agreed with the Local Planning Authority."
Mrs Brenda Keeley	**Summary of representation**
	Further details will be most welcome when they become available.
	Council response
	The final SPD, once adopted, will be made available on the Council's website at: https://www.rotherham.gov.uk/planning-development/planning-guidance/1
	Changes to SPD
	None
CPRE	**Summary of representation**
	Support without amendment. CPRE PDSY supports the creation of community facilities so that areas can be more self-sustaining. This would also support other objectives such as encouraging active travel, helping to cut local carbon emissions.

	Council response
	Your comments of support are welcomed.
	Changes to SPD
	None
Sport England	Summary of representation
	Paragraph 29 should make specific reference to Sport England guidance relating to assessments for playing fields (Playing Pitch Strategies) and built sport facilities (Assessing Needs and Opportunities Guidance). Paragraph 29 makes reference to an assessment being based on appropriate and justified catchment area. In order for any assessment to be robust, Sport England would expect the assessment to be Borough wide and also take into account any imported and exported demand into neighbouring Council areas. Regarding paragraph 29 Sport England suggests that the option for an applicant to undertake an assessment is likely to be unrealistic (given the expectation that any catchment would be borough-wide, the need to involve key stakeholders, the need to ensure that any assessment is impartial and independent, and the timescales likely to be required). Sport England suggests instead that such assessments should be untaken by the Council and paragraph 29 omitted from the SPD. Rotherham is the only Council in South Yorkshire who do not have an up to date Playing Pitch Strategy (PPS). Sport England would welcome the opportunity to engage in a proactive partnership with the Council to prepare a full and comprehensive sports evidence base.
	Council response
	It is agreed that it would be preferable to make reference to specific Sport England guidance documents. The Council recognises that the preference would be for an up to date borough wide sports evidence base. The Council will continue to work towards achieving this; however, in view of the lack of funding available to finance this at present, it is considered that the requirement to ensure that applicants provide robust assessments at planning application stage represents a reasonable and pragmatic approach. This was supported by the Inspector examining the Sites and Policies document and remains a requirement in Policy SP 38 Protecting Green Space (relating to proposals involving the loss of open space, sports and recreational land) and Policy SP 62 Safeguarding Community Facilities (relating to loss of existing sports and recreational buildings). As such deletion of paragraph 29 of the SPD is not considered appropriate.

	The Council acknowledges that in some circumstances the catchment for assessment may be borough-wide and may also require consideration of cross-boundary demand. However, without an up to date playing pitch strategy and assessment of built sport and recreational facilities, an assessment provided by a developer will need to be proportionate and have regard to the precise type, scale and nature of loss proposed. It is acknowledged that the guidance could be amended in this respect, and also reflect the need to involve key stakeholders in decision-taking and be impartial and independent.
	Changes to SPD
	Amend paragraph 29 to read: "Assessments and evidence submitted shall be undertaken in accordance with current good practice guidance. The assessment shall provide a robust, impartial, independent, and transparent assessment of the supply of, and current and future demand for, those uses proposed to be lost. The assessment shall be based on an appropriate and justified catchment area. Depending on the type, scale, nature and location of loss proposed, then the catchment may be borough-wide and or require consideration of cross-boundary demand with other Local Authority areas. Any assessment will require involvement of, and discussion with, key stakeholders, prior to submission of any planning application; to ensure the parameters of the assessment are appropriate. The Assessment will take account of the quantity, quality, accessibility and availability of provision. Sport England provide a number of planning tools to assist in the undertaking of up to date assessments: Assessing Needs and Opportunities guidance Playing Pitch Strategy Guidance https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport
Other changes to the SPD by the Council	

Table 5: Development Viability SPD

Consultee	Summary of representation
Barton Willmore on behalf of Harworth Group	Object to the review mechanism set out in Section 4 as it is not justified or effective, and there is a lack of clarity on the process and no guidance on the level of fees required. It is argued that the review mechanism as drafted is not effective, justified or positively planned and therefore cannot be found sound. It is considered to be complex, time consuming and bears financial obligations on applicants over and above what is already required through the planning process. It is noted that Council's fees for review in this process are not set out in the SPD or elsewhere, and there is no benchmark/worst case cost figure which applicants can use to ascertain the cost of this process. The SPD is very vague about the implications of the review mechanism process. If the updated Viability Assessments submitted for review are found to provide an increased viability, the SPD simply states that more affordable housing will be added to the scheme and that the Section 106 Agreement schedule and plan will be updated (at early and mid-stages). It is argued that this is a vague and naïve explanation of the implications and is strongly objected to.
	Council response
	The whole purpose and philosophy embodied in the SPD is to ensure consistency, fairness and transparency of treatment in dealing with all applications, but especially those applicants who wish to contest viability. The Council believes the viability review mechanism is fair, reasonable and accountable. The Council has sought to embrace the best advice and evidence and importantly good practice in situations where viability has been contested. The Council believes that the procedures and the evidence needed to contest viability must be demonstrably valid. To this end the Council has provided a separate section in the SPD which prompts the applicant to consider the critical issues affecting viability and specifies the kinds of evidence and their format that will need to be presented in order that viability can be thoroughly evaluated by the Council and its advisors. In this way the Council believes that this will also ensure that all parties can have confidence in the review process. The SPD starts from the premise that all applications are not rendered unviable. Both national guidance and the Council's statutory Local Plan are predicated on the fact that all sites in the borough's local plan are viable and hence deliverable. It is up to the applicant to present convincing and documented evidence to the contrary. It is only in exceptional circumstances that the Council believe that the mechanisms and procedures set out in the SPD will need to be used. Indeed, the Council's record on seeking and securing affordable housing provision [including other mitigating measures delivered through S106 legal agreements] demonstrate very clearly that sites in the borough's Local Plan are viable and continue to be so by a wide margin. The foundations upon which the SPD rests have been published and have been open to scrutiny. The Council holds the view that contesting viability should therefore be an occasional and infrequent event. Of course, the Council welcomes the engagement with applicants if they can present authoritative, audited and corroborated evidence in cases where viability is thought to be compromised. The review mechanism serves to

	enable the Council to claim the deficiency in the delivery of affordable housing based on a documented improvement in market conditions [i.e. improved viability]. These provisions shall be included in a legal agreement which will only be triggered once planning permission has been granted and at times or occasions as stipulated in the legal agreement. Of course, if it is shown that there is an absence of improvement in viability then no additional claim for additional contributions for affordable housing shall be required. The Council believes it is reasonable that the applicant is responsible for generating and presenting the requisite information in the manner specified by the SPD and to pay all reasonable costs incurred by the Council in conducting and managing the viability review including such costs in relation to external advisors if required. It is the intention of the Council to inform applicants of the likely costs from the outset and the mechanism for updating where relevant. Such costs, the Council believe, will be a small fraction of the whole costs incurred in building out any development and because these costs will be known in advance they can be legitimately included in a viability appraisal so that such costs are amortised in the calculated residual land value.
	Changes to SPD
	None. The Council shall include a schedule of Fees on its website, that will be reviewed annually. The Fees Schedule will set out standard costs to be paid by applicants in relation to the review mechanism.
CPRE	**Summary of representation**
	Support. The SPD is thorough, carefully explained and defined, allows for review of non-viable cases subsequent to planning permission and makes the process 'open book' as far as is possible [so open to public scrutiny]. We are content that it doesn't predefine acceptable profit levels but has clear guidance on how to determine what is reasonable, proposal by proposal [i.e. site by site]. We support it placing the cost of the Financial Viability Appraisal and its review with the developer and requiring the developer to submit the full working viability model, not just the numbers.
	Council response
	Your comments of support are welcomed.
	Changes to SPD
	None required.

Other changes to the SPD by the Council

Included a contacts section consistent with other SPDs

Changes made to reflect guidance and ensure consistency within the SPD:

- Paragraph 40: change from ‘achieve a competitive return’ to ‘achieve a minimum return’
- Paragraph 44: change ‘competitive return’ to ‘minimum return’; corrected typographical error - changed ‘satisfactorily level’ to ‘satisfactory level’

Included a further appendix with guidance on abnormal development costs to provide clarity regarding the Council’s approach, in response to internal comments; along with appropriate cross referencing in paragraph 22, Table 1 (3rd bullet in the notes column under build costs), and Appendix 1 (under the Abnormal Costs glossary entry).

Table 6: Natural Environment SPD

Consultee	Summary of representation
Canal & River Trust	We advise that the General Principles should include reference to watercourses in the Borough, to make it clearer to decision makers about the need to protect and enhance the biodiversity alongside these waterway corridors, which form an important part of Rotherham's Green Infrastructure network. We advise that the general principles should include measures to promote the biodiversity of waterway corridors and to improve their connectivity to other aquatic and terrestrial features, increasing the effectiveness of watercourses to promote local biodiversity. <u>Paragraph 54 – Watercourses, wetlands and their banks</u> Whilst the title of this section refers to watercourses, the description focusses on 'streams, wet ditches and seasonal watercourses', which infers that the guidance in this section does not refer to larger watercourses such as the River Don, associated navigation nor the Chesterfield Canal. Given the importance of these watercourses as part of Rotherham's Strategic Green Infrastructure network, we do believe that this section of the document should include principles for development in proximity to them. We advise that measures to incorporate native species in neighbouring developments to these watercourses should be promoted in the guidance, which could help to enhance the biodiversity of the neighbouring river or canal, and could also help promote the role of the watercourse as part of Rotherham's Strategic Green Infrastructure. The River Don and Chesterfield Canal can form an attractive setting for development. For example, the regeneration of Forge Island as part of the wider Town Centre Masterplan includes mixed use development that would directly overlook and interlink with the River Don corridor. To maximise the regenerative benefits of waterfront development next to the River and Canal, we suggest that the formation of landscape buffers should not be a blanket policy for all waterfront development, as this could disconnect development from watercourses (reducing the potential for natural surveillance and connections to walking and cycling routes that may be present alongside them). We therefore advise that the wording within the guidance should state that vegetated buffers next to the Don and Canal should include the caveat that they should be created where appropriate, as opposed to in all circumstances. Watercourses, as well as ponds, can offer habitats for protected flora and fauna, including Floating Water Plantain. We therefore advise that this section includes reference to the protection and enhancement of these species, which could help improve the effectiveness of existing Green Infrastructure Corridors in the Borough.

	Paragraph 65 – Bat Species Bats are a protected species that commonly forage along watercourses, including the Don and Chesterfield Canal. We welcome the reference in the document to the Bat Conservation Trust guidance on lighting, which could help to ensure that developers and decision makers protect existing habitats used by Bats. As the spaces above watercourses are commonly used by bats, we advise that the guidance would be more effective in protecting bats if it was expanded to include a requirement for developers to provide information on the luminance over areas likely to be used by bats. Suggested wording is provided below: *"Where new lighting schemes are proposed near to spaces likely to be used by bats, information on lighting levels over these spaces should be provided to demonstrate that the proposal will not adversely impact upon this species".* Paragraph 70 We advise that consideration could be given to including measures to add water plants or improve fringe species in watercourses, as well as ponds referred to in this section.
	Council response The Council welcomes these comments and agrees that further changes should be made to: • Expand on watercourses along the lines suggested. • Ensure larger watercourses notably rivers and canals are referred to. • Include references to Green Infrastructure where appropriate • Clarify guidance on landscape buffers within river and canal corridors • Add the additional references to bats • Include reference to native water plants, however if these are non-native plants it is easy to add/encourage invasive species without the right knowledge.
	Changes to SPD • Reference to protecting and enhancing the biodiversity alongside Rotherham's watercourses added to general principles in part 1. • Reference to rivers and canals added to paragraph 54 • Reference to the planting of landscape buffers in appropriate situations, to maintain connectivity between pedestrians and cyclists; and provide natural surveillance of any footpaths and cycle links. • Reference to planting of native water plants added to paragraph 54

CPRE	
	We are encouraged by paragraph 44 of the SPD that the natural environment should be considered at every stage during the planning process and would like to **stress the importance of biodiversity net gain that should be achieved by all development that impacts on the natural environment**. We would urge RMBC to join the Government scheme where surveys and population distribution models are developed across local authority areas in advance in order to identify areas where action can be directed. RMBC should promulgate strong messages in support of the natural environment and the countryside wherever possible. The restrictions enforced by Covid-19 has increased public awareness of the value of rural areas and the natural environment; therefore, we encourage every and any opportunity is taken to protect, enhance and care for the natural environment.
	Council response
	RMBC is working with SY Local Nature Partnership and Natural England to map the Borough (and the rest of South Yorkshire) for the purposes of Biodiversity Net Gain and District Level Licensing for great crested newts. It is agreed that further information regarding delivery of biodiversity net gain would be helpful.
	Changes to SPD
	Further guidance regarding Biodiversity Net Gain has been included after paragraph 30.
Environment Agency	Summary of representation
	Introduction – Planning Policy - Local Planning Policy The document fails to refer to an important part of the "natural environment" – that is the conservation and enhancement of the water environment. As such, the SPD should not only refer to Policy CS 24 Conserving and Enhancing the Water Environment within Section 11, but also provide additional detail explaining how proposed developments can satisfy its requirements. This should include further guidance on the requirements and process of carrying out a Water Framework Directive (WFD) assessment for proposed developments and information on how themes of environmental protection (avoidance and mitigation of impacts) and enhancement (delivery of improvements) can be achieved within the framework. **Introduction – Planning Policy - Emerging Legislation and National Guidance** We welcome reference to the 25 Year Environment Plan (25YEP), and at the highest level, the key principles for conservation and enhancement that the Natural Environment SPD should look to align with are set out within the plan.

	Reference should be made to the Water Framework Directive (WFD), as the most far-reaching piece of legislation established to protect and enhance the water environment. The objectives of the WFD, where all waterbodies should reach good ecological status by 2027 or sooner, should be considered in the development of environmental planning policy to ensure that the riverine environment is incorporated in nature conservation. Opportunities to re-naturalise watercourses should be supported, for example by removing existing artificial engineering works. Any new physical changes to watercourses in the district should be avoided unless there are compelling grounds for doing so and all alternative options have been considered. When considering new development, local councils should aim to ensure best practice is followed regarding foul and surface water drainage, by following the hierarchy and guidance set out within the National Planning Policy Framework and Planning Practice Guidance, and the storage of oils, paints and chemicals, which could cause water pollution. Developer contributions from new development can help to enhance watercourses in the district and their value as an amenity to the local community. We would encourage consideration of the WFD classifications for 2016 as baseline data for current water quality, and to highlight the key issues for the waterbodies within the district, which are stopping the waterbodies from reaching “good” status under WFD. Any targets around nature conservation should include the need for all waterbodies to reach “good” status under the WFD by 2027 or sooner. **Background – Key Strategies and Initiatives – Rotherham Biodiversity Action Plan** The SPD does not really provide an advance on earlier policies within the Local Plan and should perhaps refer to the RMBC Waterways Strategy, as well as the Biodiversity Action Plan. The Rotherham Local Plan states that the Council will conserve and enhance Rotherham's natural environment; this includes ensuring that planning decisions safeguard biodiversity…The removal of weirs and introduction of fish passes is helping increase biodiversity in these rivers and reinstate historic passages for a number of fish species e.g. salmon.’ **Rotherham Waterways Strategy** The overarching goal of the Rotherham Waterways Strategy is to nurture, restore, celebrate and care for Rotherham’s unique network of rivers, canals and water spaces.

Background – Key Strategies and Initiatives - Biodiversity Net Gain

We welcome the inclusion of Biodiversity Net Gain (BNG) under the 'Key strategies and initiatives' section of the SPD. However, with the Government confirming that BNG will be mandated through the forthcoming Environment Bill, and the ambition of 10% being explored, we would recommend that the Natural Environment SPD not only mentions this but goes beyond this ambition and embraces 10% BNG as a key principle for the delivery of biodiversity enhancements in tackling the biodiversity crisis within the borough.

Background – Key Strategies and Initiatives - Humber River Basin Management Plan (Suggested)

The background 'Key strategies and initiatives' should also align with the principles of the current River Basin Management Plan for the Humber River Basin District, considering water quality as well as water quantity.

Part 1: Opportunities for biodiversity mitigation and enhancement - Watercourses, wetlands and their banks

It is positive to see de-culverting of watercourses and re-naturalisation prioritised. We would welcome additional reference to the protection and enhancement of the water environment.

You should also look to align with the other ambitions of the 25YEP under the heading of 'Clean and plentiful water'

A useful addition to Section 54 would also be to reference the benefits of watercourses in providing connectivity for biodiversity. Sustainable Drainage Systems are referred to for water pollution reduction, but not with respect to the benefits in reducing flood risk, and the general benefits of avoiding impermeable surfaces for biodiversity, water quality and flood risk.

Council response

The majority of proposed changes suggested and summarised above have been incorporated within the SPD. This includes reference to Core Strategy policy CS24 and the Water Framework Directive. Planning policy provides a supportive role to the EA and some of the issues raised such as water quality are not directly dealt with by the Council. It is difficult for the Council to improve water quality (or quantity) when we don't monitor it, but our policies and measures included within planning conditions, should help improve water quality (i.e. by requesting oil filters are installed in lorry parks, warehouse developments, and potentially the inclusion of fat digestors included for restaurants). The inclusion of buffer strips to protect Local Wildlife Sites (LWS), are often requested in determining planning applications.

	Re-naturalising watercourses, and promoting best practice for foul and surface water drainage have been included, along with references to the RMBC Waterways Strategy and Rotherham Biodiversity Plan.
	Changes to SPD
	• Reference to Policy CS 24 Conserving and Enhancing the Water Environment added to paragraph 11 • Additional reference in paragraph 15 and new paragraphs regarding 'A Green Future'. • Further information regarding Biodiversity Net gain included at paragraph 21, after paragraph 31 and in paragraph 45 • Reference to Dearne Valley Nature Improvement Area added to paragraph 22. • Reference to the RMBC Waterways Strategy and the River Basin Management Plan for the Humber River Basin District included after paragraph 26 • A section with further guidance on the Water Framework Directive included after paragraph 46 • Paragraph 54 amended to include reference to biodiversity, connectivity, and amenity in relation to blue/green infrastructure.
Mr & Mrs Kriklanis	**Summary of representation**
	Comments related to delivery of new housing developments and the impact of congestion
	Council response
	The comments are noted; however, they do not relate to the content of the draft SPD
	Changes to SPD
	None
Natural England	**Summary of representation**
	Natural England is strongly supportive of the preparation of this SPD and its commitment to producing a document with ambitions for the natural environment to support local plan policies. It would be helpful if this could highlight that biodiversity decline, through habitat loss and fragmentation, requires significant enhancement of the ecological network, and the wider green infrastructure network, to repair and re-connect habitats, to buffer more sensitive sites and to make these more resilient to growth and development pressures.

	The SPD should set out the multi-functional benefits that protecting and enhancing the natural environment will deliver, in addition to wildlife enhancement. Also, the SPD should include specific references to policy requirements for relevant development to deliver green infrastructure and net gain. The SPD should take a wider approach to the natural environment and incorporate additional aspirations to protect and enhance green infrastructure, geodiversity, local landscape and Best and Most Versatile land. Rotherham Metropolitan Borough Council is a member of the Biodiversity Net Gain Task and Finish group the aim of which is to coordinate 'An agreed approach to delivering Biodiversity Net Gain (BNG) across South Yorkshire for the benefit of the natural environment, its communities and the economy'. It would be helpful to refer to this in the SPD in more detail. The SPD mentions the Council has been working with the South Yorkshire Local Nature Partnership on the possible development of separate planning guidance (including a metric) on Biodiversity Net Gain. However, until this is produced and adopted there is an absence of immediate guidance to follow and it is suggested that more detail is included in this SPD on how to implement the net gain approach in Rotherham in the meantime. Net gain in biodiversity needs more emphasis, it would be helpful to indicate the % amount of BNG that will be required i.e. will it be the minimum 10% proposed through the Environment Bill and discussed at recent LNP meetings, it would also be helpful if the SPD could identify where off-site BNG will be targeted. In order to establish whether a proposal might have an effect on one of the above designations, then Natural England's Impact Risk Zones (IRZs) should be consulted in the first instance. IRZs are a GIS tool developed by Natural England to make rapid initial assessment of the potential risks posed by development proposals to: Sites of Special Scientific Interest (SSSIs), Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Ramsar sites. They define zones around each site which reflect the particular sensitivities of the features for which it is notified and indicate the types of development proposal which could potentially have adverse impacts. The IRZs can be used by local planning authorities (LPAs) to consider whether a proposed development is likely to affect a SSSI, SAC, SPA or Ramsar site and determine whether they will need to consult Natural England to seek advice on the nature of any potential impacts and how they might be avoided or mitigated. The SPD could include a draft example of a planning condition relating to off-site net gain – see link here from NE BNG step by step guide Appendix 5 https://www.lichfielddc.gov.uk/downloads/file/1112/supplementary-planning-documentbiodiversityand-development The SPD should make it very clear that BNG is not appropriate to address loss of irreplaceable habitats.

	In addition to the provisions set out in the Local Plan, all development proposals should contribute to and enhance the natural and local environment by firstly avoiding impacts where possible, where avoidance isn't possible minimising impacts on biodiversity and providing measurable net gains for biodiversity. In the absence of any nationally mandated mechanism to secure such 'net gains', it is recommended clear guidance is provided in the SPD. All development proposals must provide clear and robust evidence setting out: (a) information about the steps taken, or to be taken, to avoid and minimise the adverse effect of the development on the biodiversity of the onsite habitat and any other habitat, (b) the pre-development biodiversity value of the onsite habitat based on an up to date survey and using the Defra metric, (c) the post-development biodiversity value of the onsite habitat using the Defra metric; and (d) the ongoing management strategy for any proposals. There should also include a requirement for relevant applications to submit a biodiversity calculator, preferably based on the Defra 2.0 metric or very similar. **Protected species** There is no reference in the SPD to protected species. A reference should be included.
	Council response
	The Council welcomes the comments and broadly agrees with the majority of suggested amendments. Whilst some additional guidance regarding Biodiversity Net Gain is appropriate it is not considered appropriate at this time to provide the level of detail suggested. The Council considers it more appropriate to await further national guidance and the emerging regional approach being pursued with other Local authorities. Reference to Impact Risk Zones will be made in the SPD – There are no SACs, SPAs or Ramsar sites within or immediately adjoining the borough boundary. A section on protected species will be included.
	Changes to SPD
	• Additional information provided after paragraph 4 regarding biodiversity decline and benefits that protecting and enhancing the natural environment deliver. • Further information regarding Biodiversity Net gain included at paragraph 21, paragraph 27, after paragraph 31 and in paragraph 45. Paragraph 28 is deleted. • Guidance provided on Impact Risk Zones after paragraph 32. • Reference to protected species included after paragraph 46.

Severn Trent Water	**Summary of representation**
	Severn Trent note that paragraph 11 references CS19 Green Infrastructure, Whilst Severn Trent understand that this policy is not being reviewed as part of the SPD consultation and have no objection to the principles of promoting biodiversity we would question if references should be made to Green Blue Infrastructure as to ensure that watercourses are also protected and enhanced to support the sustainable management of surface water and increase biodiversity. This may be particularly useful when developing SuDS within development to ensure that they form part of green spaces and result in multiple benefits including biodiversity and amenity alongside the surface water attenuation function. Severn Trent note that paragraph 70 references that SuDS could provide an opportunity to improve biodiversity, Severn Trent would support this position and recommend that SuDS Design considers biodiversity and amenity benefits alongside the water quantity and quality aspects, in line with the SuDS manual C753. We would however also note that whilst Severn Trent is now able to adopt some SuDS, following amendments to legislation. we cannot however adopt all SuDS and where SuDS are adoptable, we are only permitted to undertake maintenance from a hydraulic performance perspective. Further guidance is provided within our SuDS Position Statement circulated in May 2020. Severn Trent are also supportive of paragraph 71 which looks to protect watercourse and ditches, retaining these features as open assets within open space. Watercourses and ditches are needed to support wildlife and biodiversity, but are also needed to support the sustainable management of surface water in accordance with the Drainage hierarchy (Planning Practice Guidance paragraph 80)
	Council response
	The comments are noted and the Council agrees that reference should be made to green / blue infrastructure and to consideration of biodiversity and amenity benefits in the design of SuDS. However, the Council does not consider that SuDS necessarily lend themselves to performing as open space for amenity recreational purposes. It is important that all aspects of Local Plan policies are appropriately satisfied.
	Changes to SPD
	• Reference to Green blue infrastructure and biodiversity benefits in the design of SuDS included in paragraph 54.
	Summary of representation
Don Rivers Trust	Comment mainly related to the inclusion of reference to the Water Framework Directive.
	Council response
	As detailed in the response to other representations received the SPD has been amended to include reference to the Water Framework Directive.

	Changes to SPD
	As detailed in the response to other representations received the SPD has been amended to include reference to the Water Framework Directive.
Sheffield & Rotherham Wildlife Trust, and Yorkshire Wildlife Trust	**Summary of representation**
	General comment. We recommend that RMBC look at and speak with Building with Nature www.buildingwithnature.org.uk. Their standards and accreditation can be used for both high quality LPA GI policies or for developments RMBC could consider the following (any or all): • Utilise wording within the Standards to define requirements for high quality GI in policy documents. • Make specific reference to the BwN Standards in policy documents e.g. Cornwall County Council • Highlight BwN as a preferred mechanism for delivering high quality GI e.g. Tewkesbury • gain BwN Accreditation for local policy documents e.g. West Dunbartonshire LDP2 has just gained BwN Excellent Award • Encourage developers to consider BwN accreditation for their scheme if it over 10+houses, over 0.5Ha or 1000+square metres of floor space or a strategic site, such as a major regeneration scheme or urban extension. We would recommend the second point as a minimum. **Emerging legislation and national guidance** **Suggested rewording of paragraph 19. "**The Environment Bill sets out a legally-binding target setting process and establishes a new independent Office for Environmental Protection to scrutinise environmental policy and law, investigate complaints and take enforcement action against public authorities. The Bill also includes the provision for a minimum 10% Biodiversity Net Gain to become mandatory for most developments from 2023, although Local Authorities can request it earlier." (CS 20 (5.6.41) already says "Development will be required to make a positive contribution to the natural environment by incorporating biodiversity gain, sustainable design, renewable energy technology and, where appropriate, direct contribution to the green infrastructure network and biodiversity opportunity areas" so you could refer to this?). "The Council is working towards a BNG requirement and has been working with the South Yorkshire Local Nature Partnership on the development of separate more detailed planning guidance on Biodiversity Net Gain. This is likely to be based on the existing national good practice principles and guidance (CIRIA/CIEEM) and forthcoming national guidance from Natural England and BSI. Exceptions will be outlined." Nb the guidance and principles are in your ref list already **Key strategies and initiatives** 23. and 24. Check no duplication with DV NIA Planning Advice Note and refer to it **Suggested change to paragraph 25 due to negative implications of the word impinge "**Plans are in hand to designate part of the NIA area a Site of Special Scientific Interest which should partly fall within Rotherham…" **Suggested change to paragraph 27 "**Biodiversity Net Gain (BNG) is an approach to development that aims to leave biodiversity in a *measurably* better state than before. Where a development has an impact on biodiversity, forthcoming legislation (see 19) will require ~~it encourages~~ developers to provide an increase in appropriate natural habitat and ecological

features over and above that being affected in such a way ~~it is hoped~~ that the current loss of biodiversity through development will be halted and ecological networks can be restored."

28. **Current** "Defra has recently consulted on making biodiversity net gain a mandatory element of the English planning system however many developers are already designing net gain into their development projects and national planning policy frameworks already encourage the net gain approach. Nationally, a policy of no net loss has not worked and there is a need to do something different if we are to make any progress towards reaching our biodiversity targets. This text was written whilst UK policy and standards on biodiversity net gain was rapidly developing and it seems very likely that it will become an increasingly important tool to create, enhance or protect wildlife and wildlife sites in the development process. Consequently, as with other local authorities, Rotherham MBC are likely to increasingly use biodiversity net gain (BNG) in the future."
Suggested I do not think 28 is needed as you have already said this in 19.and 27. Suggest merging **Emerging legislation and national guidance and Key strategies and initiatives** so two BNG paragraphs are together (if you put BNG after the Brexit para) as it then says what is changing and what RMBC's response to it is. Suggest merging 29 and 30 into this too.

33 and second sentence of 34 and 46 suggest these under a heading of **sites designated for nature conservation** and **wildlife legislation**.

Then another heading of **'Priority habitats and species'** that could contain the Rotherham BAP, the first section of **34** and a similar reference to protected species and S41 species in Rotherham (could you put lists of these found in Rotherham in the appendix?) and the GCN section here too.

For both these paragraphs can you refer again to your CS and Sites and Policies doc as there is loads of good stuff in there and people may miss that if they are only looking at this.

That would leave the Avoid-Reduce-Mitigate-Compensate-Enhance section to be a bit clearer of 35-38, then a reference to the BNG section. But some of this is already covered in your policies so could be referred to.

37 remove this "the minimum requirement will be to maintain 'no net loss'." As inconsistent with (CS 20 (5.6.41) and forthcoming legislation.

39 This bit is a bit long – could it be broken up into bullet points of **what** the developer is expected to do and **when** in the process? In fact, you do this in 44 – maybe swap the sections round or merge ie Planning Process – the surveys etc as part of this. Include more on how the developer knows a surveyor is 'suitably qualified' and emphasis early engagement with the LPA and a professional ecologist due to seasonal surveys, to avoid delays for BNG to be considered from the outset. This is mentioned in 43 but not 39. In summary, I think sections 39-45 could be a little clearer for a developer to follow.

Part 1: Opportunities for biodiversity mitigation and enhancement

	I think developers would find it easier if links (or footnotes to links) are included in each section – see the table in Barnsley biodiversity SPD as an example. Make links back to BAP for local priorities. **48** is rather long, could it be bullet points like the other sections or even a table. **53** Include the fact that wildflower-rich grassland will not appear/grow –even if seeded if the soil is high in fertility and has not been prepared. Link to reputable suppliers of native seed e.g. Emorsage and naturescape **57** Move to be after **54** **55** should be a sub-section of **56** **56** Again, this is long, could it be a list? Link back to BNG **Suggested change to paragraph 56** Individual property developments should be encouraged to incorporate at least one feature; multiple dwelling and major developments are required to incorporate features on at least 20% of properties. **65** BCT guidance on lighting needs to be referenced here and added to list Bats and artificial lighting in the UK – joint publication by the Institution of Lighting Professionals and Bat Conservation Trust https://www.theilp.org.uk/documents/guidance-note-8-bats-and-artificial-lighting/ **Suggestion to change paragraph 66 "**Cutting holes measuring 13x13cm at suitable points in all new fences and walls to provide access for hedgehogs to all areas of the site and to the surrounding environment. Once cut a fence plate such as https://www.nhbs.com/eco-hedgehog-hole-fence-plate?bkfno=242607 can be installed, indicating the purpose of the hole to deter homeowners/ tenants from blocking the holes in future. **67-71** Check no over-duplication of DV NIA PAN – refer to it. **69** is not relevant to this SPD. **70 and 71** should be the same as 56 do not needed? Merge into a more comprehensive 56 and 67 could refer back to it? **Appendix 4** Sheffield and Rotherham Wildlife Trust appear to be in twice. Remove this one please **"**Wildlife Trust Sheffield & Rotherham. http://www.wildsheffield.com/"
	Council response The Council welcomes the comments and broadly agrees with the majority of suggested changes. In light of representations received guidance regarding biodiversity net gain has been updated, which may not fully reflect the requested changes. Consideration can be given to the Building with Nature Standard and its implications would need to be explored. It would be inappropriate to commit the Council to this Standard at this point in time and without consultation. It is not considered that requiring incorporation of features on 'at least' 20% of properties is a justifiable approach, and that the existing wording referring to 'ideally' 20% or greater remains more appropriate.
	Changes to SPD • Amendments to paragraph 19 to reflect the suggested changes. • Paragraph 25 amended to replace 'impinge on' with 'partly fall within'

	• Paragraph 27 amended to reflect requested changes regarding biodiversity net gain • In response to other representations paragraph 28 has been deleted • Paragraph 37 amended to remove reference to 'no net loss' • Paragraph 39 restructured to be presented in bullet points and reflect the suggested amendments to aid clarity • Paragraphs provided after paragraph 46 on The Wildlife & Countryside Act 1981 and Protection of Badgers Act (1992) • Paragraph 48 restructured to be presented in bullet points • Paragraph 53 amended to include the guidance suggested regarding wildflower-rich grassland • Paragraph 57 regarding amphibians and reptiles moved to follow paragraph 54 • Paragraph 55 merged into paragraph 56 and all restructured into bullet points to aid clarity • Paragraph 56 restructured to include bullet points • Reference to developers being required to provide information on projected luminance added to paragraph 65. • Paragraph 66 amended to provide more detailed guidance on cutting holes to fences and walls for hedgehog access. • Appendix 4 updated to provide additional references • Sub-section title before paragraph 67 amended to 'Dearne Valley Nature Improvement Area' for clarity • Paragraph 69 deleted. • Appendix 4 updated to remove duplicated reference to Sheffield and Rotherham Wildlife, and updated to include other appropriate references as a result of changes to the SPD
The Friends of Maltby Countryside	Summary of representation
	Express broad support for the SPD, I add constructive criticism from a user perspective. Noted that the RMBC Digital Mapping System has been a struggle to use (in order to understand the SPD detail). There are issues with maps and user-requested pop-up boxes providing details of wildlife, geological and other sites and difficulties when displaying on tablets. This limitation is clearly a barrier to access to information which is and should be in the public domain. The current mapping system provides some useful information; however, it is unclear where differently designated sites are located in close proximity or are overlapping. There are limitations, particularly in rural areas, imposed by employment of the 1:50,000 base map rather than the 1:25,000. The larger scale map (i.e. the 1:25,000) provides, for example, more place names and details of 'Access Land' boundaries.

	Production of separate maps for differently designated sites would be most helpful in enabling a really useful degree public access to information.
	Council response
	The comments made are noted and welcomed. The Council is aware that its on-line GIS / Mapping system may not be easy to use by everyone. The Council is adding more GIS data on-line, that will enable more user-friendly usage of the system. There is a significant amount of information to transfer to the on-line mapping system and this is taking some time to implement. The robust response from the consultee, clearly sets out the limitations of the current system.
	Changes to SPD
	No changes made to SPD.

Other changes to the SPD by the Council

- Minor amendments to correct typographical errors and to replace references to 'we' with 'the Council'.
- Paragraph 22 updated to reflect the current position following the UK's departure from the EU.

Table 7: Transport Assessments, Travel Plans and Parking Standards SPD

Consultee	Summary of representation
Canal & River Trust	Mostly positive comments about the promotion of active travel. In respect of transport assessments, the consultee suggests including additional wording: "Details of the existing quality of walking and cycling routes in proximity to the development and the impact of additional predicted use of these routes". In respect of travel plans, suggested wording in paragraph 50 should, within the list of potential measures, include the promotion and advertising of walking and cycling routes in proximity to new development, and include measures to improve signage to and from walking and cycling routes. It is suggested that the SPD should set out a requirement for developers to contribute towards the improvement or enhancement of existing walking and cycling routes.
	Council response
	The positive response is welcomed. The Council is preparing a separate Developer Contributions SPD which is the most appropriate route to consider the suggested approach to enhancing walking and cycling routes.
	Changes to SPD
	None
CPRE	**Summary of representation**
	Positive comments regarding active travel. Notes that proposals to create denser development around commuter hubs should be supported in order to reduce the potential impact on the countryside, but these proposals should be backed up by schemes to support walking and cycling.
	Council response
	The positive response is welcomed. Existing Local Plan policy supports higher density developments in accessible locations as well as improvements to pedestrian and cycle access.
	Changes to SPD
	None.

Highways England	**Summary of representation** Broadly positive about the SPD but would like to see more specific references to Highways England and their network. They propose considerable changes to the wording of some sections: • development that impacts at the SRN to demonstrate to Highways England's satisfaction that it can be safely and efficiently accommodated at the strategic road network • Highways England should be consulted where development has a boundary with an element of the strategic road network • provision of spreadsheet analysis and model files as being an efficient way in which to provide information and for it to be reviewed. • Amendments to paragraph 19, 20, 31 for clarity • Where a Travel Plan is being used as a mechanism to mitigate an impact, the measures should be tailored to providing a solution • Where the Travel Plan relates to the mitigation of impact at the SRN, Highways England will need to be a named party within any planning condition. • the standards suggested for electric vehicle charging points is specifically welcomed in line with the provisions of NPPF. There may be benefit, in relation to the provision of vehicle charging points for non-residential uses, in not only encouraging the quantum of provision, but also the type of provision (e.g. fast charge) that is suitable for the development being sought. **Council response** Whilst the Council appreciate the impact of development on the SRN, this SPD is designed to supplement the Council's Local Plan policies, rather than introduce guidance more properly published by HE. The Council is happy to refer to the need to consider impact of development on the SRN whether by physical proximity or traffic generation. It is agreed that in a number of areas suggested changes would improve clarity of the guidance. With regard to electric vehicle charging infrastructure, the general support is welcomed. Given the rapid changes within this sector is not considered appropriate to provide more detailed guidance at this stage regarding this infrastructure. **Changes to SPD** • Insert after paragraph 32: "Any application for planning permission that is in close physical proximity to the Strategic Road Network, or likely to have a material impact on the network due to traffic generation will have to satisfy Highways England that its impacts can be managed/mitigated to an appropriate degree. Where a Travel Plan is agreed the targets and monitoring therein will be agreed jointly between Highways England and the Council."

	• Paragraph 19, under 'details of existing uses':
	  ○ Bullet point 1 – Amend to read "Table of existing uses or consented uses on the site".
	  ○ Bullet point 8 - Amend to read "Details of committed developments in the area (as agreed with the Local Planning Authority(ies)) along with the agreed transport impacts."
	  ○ Bullet point 16: - Insert "Validated" at start of sentence
	• Paragraph 19, under road safety considerations:
	  ○ Bullet point 1: Amend to read "Analysis of accidents in the surrounding area (study area to be agreed with the Highways Authorities)
	• Paragraph 19, under Construction management plan:
	  ○ Bullet point 1: Amend to read "Where the proposed development is likely to have a demonstrable effect on the local and/or strategic highway network during the construction phase"
	• Amend paragraph 21 to read: "Development proposals that are likely to have a demonstrable traffic impact on the Strategic Road Network should be discussed with Highways England as part of pre-application discussions."
	• Insert after paragraph 30: "Where a Travel Plan is being used as a mechanism to mitigate an impact, the measures should be tailored to providing a solution (for example mitigating impacts at the strategic road network should involve measures associated with the journeys being made via the strategic road network)."
	• Amend paragraph 31 to read: "Some developments possess characteristics that indicate a Travel Plan is required. It is essential that applicants consult with the Council (and Highways England, where a material impact at the Strategic Road Network is identified) at an early stage…"
	• Amend paragraph 45 to read: "In straightforward cases, it will be possible to secure a Travel Plan by use of a planning condition, the wording of which will follow a form similar to that below (where the Travel Plan relates to the mitigation of impact at the Strategic Road Network, Highways England will need to be a named party within any planning condition):

Lichfields on behalf of Intertrust Trustees Ltd & Spread Trustee Company	**Summary of representation** Support the requirement for provision of EV charging points; however, suggests including: "Electrical vehicle charging infrastructure should usually be provided within or adjacent to new development. Within larger estates or landholdings, opportunities to strategically locate vehicle charging point infrastructure throughout the estate and/or at key nodes should be explored." Highlights that the parking standards will require updating to reflect the new use class order. **Council response** The Council agrees that provision of EV charging at nodes could be an appropriate approach in some circumstances, although the implementation might have to be subject to a S106 Planning Obligation with the landowner.

	It is accepted that parking standards will be changed to reflect the new use Classes Order.
	Changes to SPD
	Insert after paragraph 81: “Electrical vehicle charging infrastructure should usually be provided within or adjacent to new development. Within larger estates or landholdings, opportunities to strategically locate vehicle charging point infrastructure throughout the estate and/or at key nodes should be explored.” Changed parking standards to reflect the recent changes to the Use Classes Order by: • removing references to specific use classes but retaining the descriptions of uses to which specific standards apply • amending table headings and titles to remove reference to specific use classes and provide appropriate descriptions
Network Rail	**Summary of representation**
	Supportive of the aims of the SPD. Suggest amendments which would require an assessment of level crossing safety for applications that are likely to increase their use and require cycle parking at stations where these are within cycling distance of a development
	Council response
	The Council welcomes the comments. Whilst recognising the issues raised the Council considers that as a consultee Network Rail would be able to raise these in response to planning applications for sites close to level crossings. Whilst supporting access to cycle infrastructure, it is not considered that further reference is necessary in the SPD. Cycle parking at public transport interchanges is already supported by Local Plan Policy CS14, which promotes accessibility by enabling walking and cycling to be used for shorter trips and for links to public transport interchanges. It is also considered that this infrastructure is something that Network Rail or the station operator should be providing already.
	Changes to SPD
	None
South Yorkshire Police	**Summary of representation**
	Suggests including reference to secure parking standards for car parks.
	Council response
	The comments are noted; however, it is considered that the issue applies to relatively few planning applications. The Police are consulted on most larger planning applications and therefore have the opportunity to comment on specific site requirements.

	Changes to SPD
	None

Other changes to the SPD by the Council

Paragraph 60 and note 4 to appendix B amended to be consistent and clarify that the minimum length of a parking bay between the highway boundary and a garage door is 5.5 metres but that the preferred length is 6 metres.

In light of internal review of the document clarification is provided in paragraph 14 that the Council will consider on a case by case basis whether a Transport Statement or Transport Assessment will be required. The following is inserted after the first sentence:

> "National Planning Policy Framework (paragraph 111) indicates that all developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment. The Council will make a judgement as to whether a development proposal would generate significant amounts of movement on a case by case basis - the numeric thresholds should be taken as indicative rather than an absolute statement of what will be required. In some instances a Transport Statement may be required even though the application appears to be above the threshold for a Transport Assessment, with the reverse also being true. In any event the scope should be agreed prior to submission of any documents in support of a planning application."

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
Markets Fees and Charges 2020/21 and 2021/22

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)
Tim O'Connell, Head of RiDO
tim.o'connell@rotherham.gov.uk

Ward(s) Affected
Boston Castle

Report Summary
This paper proposes a concession on the payment of market rents during the period of Covid restrictions from 23/03/2020 to 17/05/2021.

Recommendations

1. In recognition of the challenges faced by Markets Traders a concession comprising a reduction of 50% of the rent due be applied for the period 4th July 2020 to 23rd October 2020.

2. For all other days between 23 March 2020 and 31st May 2021 it is recommended that no rent be charged.

List of Appendices Included

Appendix 1 - Climate Impact Assessment
Appendix 2 - Part A Initial Equality Screening Assessment

Background Papers

There are no background papers

Consideration by any other Council Committee, Scrutiny or Advisory Panel
None

Council Approval Required
No

Exempt from the Press and Public
No

Markets Fees and Charges 2020/21 and 2021/22

1. Background

1.1 Business for traders in Rotherham Market has been heavily impacted by the Covid pandemic. From March to July 2020 trading largely ceased as part of lockdown restrictions on non-essential retailing. Between July and October, a much-limited level of activity returned before trading was once again restricted by the application of controls and further lockdowns.

1.2 The restrictions from the start of lockdown in March 2020 are summarised below

23/03/2020 – 03/07/2020 – lockdown 1 (103 days)
04/07/2020 – 13/10/2020 – inter lockdown period (102 days)
14/10/2020 – 23/10/2020 – Tier 2 (10 days)
24/10/2020 – 04/11/2020 – Tier 3 (12 days)
05/11/2020 – 01/12/2020 – lockdown 2 (27 days)
02/12/2020 – 03/01/2021 – Tier 3 (33 days)
04/01/2021 – 11/04/2021 – lockdown 3 (98 days)
12/04/2021 - 16/05/2021 – lockdown restrictions eased (35 days)

Lockdown restrictions eased from 12 April 2021 with non-essential retail permitted to reopen and cafes and other hospitality venues permitted to serve customers seated at a table outside. A further easing of restrictions was introduced on 17th May 2021 including allowing indoor hospitality to reopen.

1.3 Market traders in Rotherham have been supported by national and local Covid business support schemes. The support included business rates relief, statutory business support grants, local discretionary support grants and protection from eviction under rent provisions for established leaseholders. The grants were designed with the intention of assisting traders to meet ongoing fixed cost commitments rather than compensating for loss of trade or income.

1.4 The total amount of grant support paid to regular stall holders in 2020-21 from all sources is £961,279. For clarity this does not include the value of business rates relief or any payments to businesses in shops forming part of the Council's commercial estate.

1.5 Demands for the payment of rent due from market traders have been put on hold over the past year reflecting the unique situation resulting from the pandemic.

1.6 There are different arrangements for businesses to trade within the market. Those occupying the shops and stalls have contractual commitments under a lease which includes an ongoing obligation to pay rent. If rent is not paid the Council has rights to seek to terminate the lease (subject to the Covid eviction protection arrangements described earlier) and to recover arrears.

1.7 Businesses on the outdoor covered and street markets pay for the days they trade. These businesses fall into two principal types: casuals and permanents.

Casual traders turn up on the day and are allocated a pitch that is available. Regular traders will generally prefer to operate as “permanent”. Permanent traders have the same pitch on the same day each week; the pitch is “reserved” for them and provided that trader continues to pay the rent it is agreed it will not be let to another trader. However, permanent status is not a long-term contractual commitment, if a previously permanent trader decides not to continue trading for any reason there is no ongoing obligation to pay rent for the rest of a contractual period. The trader simply stops trading and loses the permanent pitch allocation – the trader could continue to trade on the market as a casual (or reapply for permanent status later).

2. Key Issues

2.1 The pandemic and associated restrictions over the last year have meant at times many businesses have been unable to trade and when trading has been possible it has been with significantly reduced footfall. Without detailed data from businesses trading in the market the scale of impact cannot be precisely quantified. However, it is clear from discussions with traders’ representatives and observations on the ground that sales will have fallen significantly.

2.2 Market traders have been able to access financial support. Extensive efforts have been made by both financial services and the market service team to ensure as many businesses as possible have received grant funding including actively chasing potentially eligible grant claimants to submit claims information and offering assistance with completing on-line forms.

2.3 Although the financial support described above was intended to assist businesses with fixed costs, many market traders have not been in a position to put the grants aside for this purpose and instead have used the funding to help mitigate income loss over the last year. There is concern within the market service that the recovery of backdated rent due will create serious cash pressure on many small traders leading to a spike in business closures that undermines recovery of the markets.

2.4 Agreeing a rent concession will be a cost to the council in lost income. Although the income in the form of rents received is due it is not clear that all the income could be recovered, and the use of debt recovery procedures may be required in some cases. The estimated cost of a rent concession is set out in section 6 of this report.

3. Options considered and recommended proposal

3.1 Option 1 - In recognition of the challenges faced by Markets Traders a concession comprising a reduction of 50% of the rent due be applied for the period 4th July 2020 to 23rd October 2020. For all other periods in financial year 2020/21 it is recommended that no rent be charged. It is further recommended that billing and charges be reinstated in full with effect from 1st June 2021. A typical annual Market Trader’s bill for FY 2020-21 is £4,223 and will remain frozen at this level for 2021-22. Under this option traders will get a bill that would include liability of 50% of the rent for 4th July to 13th October when traders were able to operate normally. Taking this into account the bill for 2020-

21 reduces to less than £600. There will be no liability for the period traders were unable to trade. Billing is proposed to restart from 1st June 2021 with only the one bill to be issued covering 2020/21 and 2021/22. As this is based on an average, average bills will be in the region of £4,107. The total being a normal year's typical rent. This gives traders a manageable start to the trading year and helps the service to remain incentivised to sign up new traders.
This is the recommended option.

3.2 Option 2 - no rent charge for the whole of 2020/21. This would maximise the support provided to market traders who would receive 100% relief on fixed rental costs plus cash grants. It does not reflect the fact that trading was possible (although at a reduced level) between the end of the first lockdown on 4th July 2020 and the re-introduction of tiered restrictions and further lockdowns from 23rd October.

3.3 Option 3 - Rents are charged in full backdated to 2020/21 with traders allowed to agree repayment plans over the following 12 months and simultaneously a 100% rent concession is agreed for the year ahead (2021/22). The total cost to the Council over the two year period would be approximately the same – traders would carry forward arrears but with the assurance of a years free trading ahead which would provide time to pay the arrears down. The advantage of this approach is that it provides maximum support to those businesses that commit to continue to trade in the market. The disadvantage is that any business that is unable to successfully reopen would be left with maximum debt from the previous year still in place. After consideration it was considered the recommended option was both simpler to apply and to communicate.

3.4 Option 4 – full rent is charged, and no discounts granted. This option is not recommended. It is considered this option is likely to create serious cash pressure on many small traders leading to a spike in business closures that undermines recovery of the markets and the Council's long-term revenue.

4. Consultation on proposal

4.1 The service has had regular contact from traders on this issue and requests for relief from the payment of rent.

4.2 Cabinet member for Jobs and the Local Economy and the Leader have been consulted on the options including the selection of the preferred option.

5. Timetable and Accountability for Implementing this Decision

5.1 Following consideration of this matter it is proposed that the Head of RiDO writes to traders confirming the agreed arrangements for billing. New bills will be issued bringing accounts up to date and including the discount for 2021 by the end of July 2021.

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 Total budgeted income for the Markets Service in 2021-22 as a whole is £878,592. In 2019/20, the last year for which full figures are available actual income was £738,583. With the Covid pandemic disrupting regular trading patterns income fell to £188,068.

6.2 The total cost to the council from implementing the recommended option for traders is £471,210 in 2020-21 and £120,024 in 2021-22 which equates to a total of £591,234. The resulting cost pressure for 2020-21 has been provided for within the Council's financial outturn for 2020/21. The cost for 2021-22 will result in a pressure being an under recovery of budgeted income in year for which provision is also planned.

6.3 There are no procurement implications arising from this report.

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

7.1 While the leases secure the full payment of rent, there is nothing to stop a landlord from unilaterally granting a rental concession as outlined by the recommended option 1. Furthermore, it is likely that, if the council were to seek full rental payment, it would result in higher defaults, disordered termination of leases and overall increased costs of administration. Accordingly, the analysis leading to the recommended option is considered correct.

7.2 Other than as outlined above, there are no substantive legal issues arising from the contents of the report.

8. Human Resources Advice and Implications

8.1 There are no direct human resources implications

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no direct implications for children and young people and vulnerable adults

10. Equalities and Human Rights Advice and Implications

10.1 There are no equalities and human rights implications arising from this report

11. Implications for CO_2 Emissions and Climate Change

11.1 This report is a decision to consider a retrospective rent concession aimed at retaining existing traders and occupancy in Rotherham markets, therefore there will be no impact to the Council's or area-wide emissions, or otherwise effect progress towards these goals as a result of this report.

11.2 The recommendations/proposals of this report will not increase emissions, reduce emissions, or have a significant impact as this report is a decision to

consider a retrospective rent concession aimed at retaining existing traders and occupancy in Rotherham markets.

12. Implications for Partners

12.1 There are no direct implications for partners or their services.

13. Risks and Mitigation

13.1 Market traders in Rotherham have been through a very difficult period of restricted trading which is likely to have reduced incomes. As a result, some traders may find it difficult to pay any element of rent due even with the heavily discounted concession recommended. Mitigations for this risk are to allow the Markets Service in consultation with Financial Services to agree Rent Account Arrears repayment options of between 3, 6 or 12 months according to individual circumstances.

14. Accountable Officers

Tim O'Connell, Head of Rotherham Investment and Development Office
Richard Young, Head of Finance, Regeneration and Environment

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	03/06/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: *Tim O'Connell, Head of RiDO*
tim.o'connell@rotherham.gov.uk
This report is published on the Council's website.

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User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	No impact on emissions	• This is a decision to consider a retrospective rent concession aimed at retaining existing traders and occupancy in Rotherham markets. It is not a proposal to subsidise or incentivise new traders to the market and is not therefore expected to increase building occupancy (with resulting changes in emissions)	N/A	N/A	N/A
Emissions from transport?	No impact on emissions	• This is a decision to consider a retrospective rent concession aimed at retaining existing traders and occupancy in Rotherham markets. It is not a proposal to subsidise or incentivise new traders to the market and is not therefore expected to generate changes in traffic movements	N/A	N/A	N/A

Emissions from waste, or the quantity of waste itself?	No impact on emissions	• This is a decision to consider a retrospective rent concession aimed at retaining existing traders and occupancy in Rotherham markets. It is not a proposal to subsidise or incentivise new traders to the market and is not therefore expected to generate additional waste	N/A	N/A	N/A
Emissions from housing and domestic buildings?	No impact on emissions	The decision is a financial decision relating to commercial rents and will not impact on housing and domestic buildings	N/A	N/A	N/A
Emissions from construction and/or development?	No impact on emissions	No construction or development will take place	N/A	N/A	N/A
Carbon capture (e.g. through trees)?	No impact on emissions	No changes in carbon capture resulting from this proposal	N/A	N/A	N/A
Identify any emission impacts associated with this decision that have not been covered by the above fields: None.					

Please provide a summary of all impacts and mitigation/monitoring measures: None.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Tim O'Connell Head of RiDO Regeneration and Environment
Please outline any research, data, or information used to complete this [form].	N/A
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	N/A
Tracking [to be completed by Policy Support / Climate Champions]	Sam Blakeborough (19/05/2021) Policy Officer Assistant Chief Executive's David Rhodes (19/05/2021) Environment, Energy and Data Manager Regeneration and Environment

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:	
Directorate: **R & E**	**Service area:** **RiDO**
Lead person: **Tim O'Connell**	**Contact number:** **07748 760410**

Is this a:

	Strategy / Policy	x	**Service / Function**		**Other**

If other, please specify

2. Please provide a brief description of what you are screening
A decision to offer rent concessions to Rotherham market traders.

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? *(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)*		X
Could the proposal affect service users? *(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)*	X	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*		X
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*	X	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*		X
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		X
If you have answered no to all the questions above, please explain the reason		

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

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

4. Considering the impact on equality and diversity

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

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

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

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

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

The primary group impacted by this decision are businesses and business owners at Rotherham Market. There is no direct impact on groups with protected characteristics

- **Key findings**

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

There is a wider issue around the Council providing financial support to a group of businesses/business owners which is of legitimate public interest. The purpose of the proposed action is to support the recovery and sustainability of traders following the Covid pandemic; there is therefore a secondary impact on shoppers at the market in that the proposed action aims to maintain a wide variety of choice. The proposal is neutral in relation to different equality characteristics.

- **Actions**

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

The proposal does not give rise to the need for any specific equality actions.

Date to scope and plan your Equality Analysis:	N/A
Date to complete your Equality Analysis:	N/A
Lead person for your Equality Analysis (Include name and job title):	N/A

5. Governance, ownership and approval

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

Name	Job title	Date
Tim O'Connell	Head of RiDO	18/05/21
Simeon Leach	Economic Strategy and Partnerships Manager	18/05/21
Simon Moss	Assistant Director Planning Regeneration and Transport	

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	18/05/2021
Report title and date	Markets Fees and Charges 2020/21 and 2021/22, 21st June 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	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	21/05/2021

Rotherham Metropolitan Borough Council

Public Report
Cabinet

Committee Name and Date of Committee Meeting
Cabinet – 21 June 2021

Report Title
BT proposal to remove the public phone box at Canklow Road, Rotherham

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
Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)
Rachel Overfield, Planning Officer
01709 254746 or rachel.overfield@rotherham.gov.uk

Ward(s) Affected
Boston Castle

Report Summary
BT proposed to close the telephony service and remove the telephone kiosk on Canklow Road following two recent arson attacks. BT advised that they had been approached by residents asking for its removal. Following two periods of public consultation in line with Ofcom guidance, a delegated officer decision was taken by the Assistant Director – Planning, Regeneration and Transport to consent to the closure of the telephony service and removal of the kiosk.

Recommendations

1. That Cabinet notes the decision to consent to BT's proposal to close the telephony service and remove the kiosk at Canklow Road, Rotherham.

List of Appendices Included
Appendix 1 Equality – Screening
Appendix 2 Carbon Impact Assessment

Background Papers
Officer Delegated Report
http://modgov-p-db/ieDecisionDetails.aspx?ID=1168

Communications Act 2003
http://www.legislation.gov.uk/ukpga/2003/21/contents

Guidance on procedures for the removal of public call boxes
https://www.ofcom.org.uk/__data/assets/pdf_file/0022/28507/removals.pdf

Consideration by any other Council Committee, Scrutiny or Advisory Panel
N/A

Council Approval Required
No

Exempt from the Press and Public
No

BT proposal to remove the public phone box at Canklow Road, Rotherham

1. Background

1.1 BT notified the Council of their proposal to close the telephony service and remove the kiosk at Canklow Road, Rotherham due to repeated arson attacks requiring complete renewal of both the kiosk and the underground services. Following public consultation in line with Ofcom requirements, a final decision was taken to consent to BT's proposal to close the telephony service and remove the kiosk.

2. Key Issues

2.1 That the contents of the report are noted.

3. Options considered and recommended proposal

3.1 Due to the constraints of the statutory consultation procedure, the process of responding to the proposal by BT to close the telephone service and remove the kiosk at Canklow Road has now been completed.

4. Consultation on proposal

4.1 In line with Ofcom guidance the Council has consulted on the proposals by BT. A first public consultation was carried out from 9 February to 1 March 2021, prior to a draft decision being made. Two ward members (Cllr Taiba Yasseen and Cllr Rose McNeely) expressed support for the payphone closure. A second public consultation was carried out from Thursday 11 March - 11 April 2021. In which one ward member (Cllr Rose McNeely) had no objection to the proposal of closure and removal of the kiosk. Notifications of the public consultation were sent to: BT, relevant ward members, Sarah Champion MP, emergency services, and the Council's Neighbourhoods Team.

The final decision was taken by the Assistant Director – Planning, Regeneration and Transport, under the Council's Scheme of Delegation, consenting to BT's proposal. BT and the Secretary of State were informed of the Council's decision to agree to the removal of the kiosk..

5. Timetable and Accountability for Implementing this Decision

5.1 Ofcom guidance advises on the role of the local planning authority in objecting or consenting to public phone box removal within a time frame of 90 days of the initial notice being received. The table below sets out the key dates relating to this process.

Receipt of notice from BT	18 January 2021
First consultation	9 February to 1 March 2021
Consultation on First Notification	11 March to 11 April 2021
Decision by Assistant Director on Final	14 April 2021

Notification	
Response to BT and Secretary of State	16 April 2021

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 consultation and associated administration costs of the public phone box removal proposals have been met within existing approved revenue budgets. Should an inspection identify any safety concerns following the phone box removal, then the Council will serve a notice on BT to make good any reinstatement and recover costs.

6.2 Procurement are satisfied with this approach; the services will be terminated by BT at no cost to the authority. Any chargeable goods or services required by the Council should be sought in accordance with section 52 of the financial and procurement procedure rules.

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

7.1 The legislative and procedural requirements are set out in the body of and the appendices to the report.

8. Human Resources Advice and Implications

8.1 No direct human resources implications arise from this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Not everyone has their own landline or mobile phone and therefore internal criteria has been used to consider this request for phone box removal.

10. Equalities and Human Rights Advice and Implications

10.1 Equalities screening and analysis forms have been completed and are attached as appendices.

11. Implications for CO_2 Emissions and Climate Change

11.1 Climate change poses a significant threat to environments, individuals, communities, and economies on local, national, and international scales. In recognition of this the Council has aimed to be net carbon neutral as an organisation by 2030, and for Rotherham as a whole to achieve the same position by 2040.

11.2 All telephone systems and infrastructure have a carbon footprint (including landlines, mobile phones and public phone boxes).

BT advise that their public phone boxes are supplied by 100%, REGO certified, renewable electricity. However, there are carbon emissions related to the transmission and distribution of that electricity. As a result, one public phone box will emit, annually, 5kg of CO2.

11.3 The final decision regarding the proposal by BT is to consent to the removal of the pay phone and therefore its emissions will cease. It is unknown if the previous pay phone users now travel to alternative public pay phones owned by BT or use other private phones to make their calls. There is also potentially a very slight reduction in transport emissions from BT operations, as the phone box will no longer need to be maintained by BT. The loss of the pay phone is not considered to have a significant effect on the Council's carbon reduction ambitions.

12. Implications for Partners

12.1 Relevant services were consulted on the proposed phone box closures and no implications for partners or other directorates were identified.

13. Risks and Mitigation

13.1 There may be residents who have limited access to mobile phones and land line connections, particularly those on low incomes and elderly people. The criteria set out in the Communications Act 2003 and the Council's locally derived criteria have been used to assess the proposed phone box removal and mitigate any risks.

14. Accountable Officers

Simon Moss, Assistant Director – Planning, Regeneration and Transport

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	**Date**
Chief Executive	Sharon Kemp	07/06/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	02/06/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/06/21

Report Author: Rachel Overfield, Planning Officer
01709 254746 or rachel.overfield@rotherham.gov.uk

This report is published on the Council's website.

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PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Proposal by BT to permanently remove the telephony service and kiosk on Canklow Road S60 2XA (Telephone Number 01709 377489)	
Directorate: **Planning Regeneration and Transport**	**Service area:** **Planning and Building Control**
Lead person: Rachel Overfield	**Contact number:** 01709 254746
Is this a: [ ] **Strategy / Policy** [x] **Service / Function** [ ] **Other** **If other, please specify**	

2. Please provide a brief description of what you are screening
Final decision on the proposal by BT to permanently close the telephony service at the telephone kiosk on Canklow Road S60 2XA (Telephone Number 01709 377489) The Council needs to seek the public's views, then will consider all objections

received and make a draft decision whether to consent or object to BT's proposal.

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? *(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)*		x
Could the proposal affect service users? *(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)*	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics? *(Consider potential discrimination, harassment or victimisation of individuals with protected characteristics)*	x	
Have there been or likely to be any public concerns regarding the proposal? *(It is important that the Council is transparent and consultation is carried out with members of the public to help mitigate future challenge)*	X	
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom? *(If the answer is yes you may wish to seek advice from commissioning or procurement)*		x
Could the proposal affect the Council's workforce or employment practices? *(If the answer is yes you may wish to seek advice from your HR business partner)*		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)*

This phone box was proposed for removal and consulted upon in 2021 no community comments were returned. The local veto was applied as local criteria to retain the phone box due to it meeting the local criteria for usage ('Over 52 or more calls in 12 months'). BT now advise the telephone kiosk has been the subject of 2 arson attacks in the last 3 months and that residents have approached BT asking for its removal.

who is likely to be affected

BT advise that residents have approached BT asking for the payphones removal as it has been subject to arson attacks.

The loss of the telephone service may affect residents who have limited access to mobile phones and land line connections, particularly those on low incomes and elderly people.

The criteria set out in the Communications Act 2003 and the internally derived criteria as set out below have been used to assess phone box removal. The Council has considered whether to support or object to the proposed public phone box closures based on the results of the consultations and internally derived criteria as follows:

- *Whether phone boxes are recorded as having had 52 or more calls in 12 months (this is equivalent to one call per week which is considered to be a reasonable level of usage).*

- *Whether phone boxes are close to areas where highways injury*

incidents have been recorded.

- *Whether sites are located in areas at high risk of flooding*

. *Whether phone boxes are in areas with a high level of population over 75 years of age, is in an area of below national average home ownership and has fewer than 50 properties within 400 metres*

However in some cases communities may support phone box removal as they can sometimes attract antisocial activity.

consultation and engagement

Two periods of public consultation are anticipated on the proposed closure of the telephone service at this phone box.

- **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)*

Negative impact - It is considered many households now own at least one mobile phone. Offcom study found that Mobile services are now seen as essential or important for most consumers to access voice calls and text based communication, except for older consumers who continue to rely on landline for voice services. The criteria for phone box assessment includes consideration of areas with a high level of population over 75 years of age in one of the criteria for phone box assessment (Whether phone boxes are in areas with a high level of population over 75 years of age, is in an area of below national average home ownership and has fewer than 50 properties within 400 metres).*

Positive impact - Some phone boxes may attract antisocial behaviour. BT advise that residents have approached BT asking for the payphones removal as it has been subject to arson attacks.

Public consultation can highlight any objections or support for closure.

*
https://www.ofcom.org.uk/__data/assets/pdf_file/0010/40231/affordability_report.pdf

- **Actions**

***(think about** how you will promote positive impact and remove/reduce negative impact)*
Carry out public consultation.

Date to scope and plan your Equality Analysis:	15 February 2021

Date to complete your Equality Analysis:	15 February 2021
Lead person for your Equality Analysis (Include name and job title):	Rachel Overfield Planning Officer

5. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening:		
Name	**Job title**	**Date**
Ryan Shepherd	Senior Planning Officer	15 February 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	15 February 2021
Report title and date	Proposal by BT to permanently remove the telephony service and kiosk on Canklow Road S60 2XA (Telephone Number 01709 377489) Submitted to Simon Moss Assistant Director, Planning, Regeneration and Transport April 2021
If relates to a Cabinet, key delegated officer decision, Council, other committee or a	14th April 2021

significant operational decision – report date and date sent for publication	
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	15 February 2021

User guidance:

- The first section of this form guides users through considering major areas where emissions are likely to occur. If emissions are impacted in a way not covered by these categories, please identify this at the bottom of the section
- The first section should be filled as such:
  - ***Impact***: identify, in relation to each area, whether the decision of the proposal does the following: *reduces emissions*, *increases emissions*, or has *no impact on emissions*. If it is uncertain this section can be labelled *impact unknown*
  - If ***no impact on emissions*** is identified: no further detail is needed for this area, but can be added if relevant (e.g. if efforts have been made to mitigate emissions in this area.)
  - ***Describe impacts or potential impacts on emissions***: two sections deal respectively with emissions from the Council (including those of contractors), and emissions across Rotherham as a whole. In both sections please explain any factors that are likely to reduce or increase emissions. If ***impact unknown*** has been selected, then identify the area of uncertainty and outline known variables that may affect impacts.
  - In most cases there is no need to quantify the emission impact of an area after outlining the factors that may reduce or increase emissions. In some cases, however, this may be desirable if factors can be reduced to a small number of known variables (e.g. if an emission impact is attached to a known or estimated quantity of fuel consumed).
  - ***Describe any measures to mitigate emission impact:*** regardless of the emission impact, in many cases steps should be taken in order to reduce mitigate all emissions associated with each area as far as possible; these steps can be outlined here (For example: if a proposal is likely to increase emissions but practices or materials have been adopted in order to reduce this overall impact, this would be described here).
  - ***Outline any monitoring of emission impacts that will be carried out:*** in this section outline any steps taken to monitor emission levels, or steps taken to monitor the factors that are expected to increase or reduce emission levels (for example, if waste or transport levels are being monitored this would be described here)
- A ***summary paragraph*** outlining the likely overall impacts of the proposal/decision on emissions should then be completed - this is not required if the proposal/decision has no impact across all areas.
- The supporting information section should be filled as followed:
  - Author/completing officer
  - ***Research, data, or information*** may refer to datasets, background documents, literature, consultations, or other data-gathering exercise. These should also be added to the ***supporting documents*** section of the cabinet report

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- Carbon Impact Assessments are to be appended to the associated cabinet reports
- Prior to publishing reports, Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback
- Report authors may also use the above email address to direct any further queries or to access further support regarding completing the assessment

Will the decision/proposal impact…	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	**Describe impact or potential impacts on emissions across Rotherham as a whole.**	**Describe any measures to mitigate emission impacts**	**Outline any monitoring of emission impacts that will be carried out**
Emissions from non-domestic buildings?	No significant effect	• None. Envisaged Council will have its own existing phone connections.	• No significant effect non domestic buildings are likely to have their own phone connections.	N/A	• None. Pay phone is owned and maintained by BT not the Council.
Emissions from transport?	No significant effect	• None. Envisaged Council will have its own existing phone connections.	• It is considered there will be no significant effect. The average weekly call rate for the payphone prior to the arson attack was 2. It is unknown if the payphone users all would travel by an emitting vehicle to an alternative phone. BT will no longer need to travel to the pay phone to maintain it if removed.	N/A	• None. Pay phone is owned and maintained by BT not the Council.
Emissions from waste, or the quantity of waste itself?	No significant effect	• None envisaged.	• None envisaged.	N/A	• None. Pay phone is owned and maintained by BT not the Council.
Emissions from housing and domestic buildings?	No significant effect	• None envisaged. Council will have its own existing phone connections.	• It is unknown if payphone users would obtain private phones as a result of the closure of the payphone. It is considered it will have no significant effect.	N/A	• None. Pay phone is owned and maintained by BT not the Council.

Emissions from construction and/or development?	No significant effect	• None. Pay phone is owned and maintained by BT not the Council.	• The removal of the payphone will mean there will be no emissions from construction. The replacement of the payphone would result in emissions but this is not considered significant.	N/A	• None. Pay phone is owned and maintained by BT not the Council.
Carbon capture (e.g. through trees)?	No effect	• No effect.	N/A	N/A	• None. Pay phone is owned and maintained by BT not the Council.

Identify any emission impacts associated with this decision that have not been covered by the above fields:

BT advise that phone boxes are supplied by 100%, REGO certified, renewable electricity. However, there are carbon emissions related to the transmission and distribution of that electricity. As a result, one phone box will emit, annually, 5kg of CO_2. The final decision regarding the proposal by BT is to remove the payphone and therefore this rate of emission will stop from the Canklow phone kiosk, but calls may be made instead on alternative private or public phones.

All telephone systems and infrastructure have a carbon footprint (including landlines, mobile phones and phone boxes). The average weekly call rate for the payphone prior to the arson attack was 2 it is unknown where these calls originated from. The decision on the payphone given the level of use it received prior to the arson attack, is considered (in terms of the Boroughs total carbon footprint) not to have a significant impact on climate change.

Please provide a summary of all impacts and mitigation/monitoring measures:

The effect of removing one public payphone is not considered to have a significant impact on climate change. The pay phone is owned and maintained by BT not the Council.

Supporting information:	
Completed by: **(Name, title, and service area/directorate).**	Rachel Overfield, Planning Officer, Planning, Regeneration and Transport
Please outline any research, data, or information used to complete this [form].	BT provided some information on payphones by email.
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	N/A
Tracking [to be completed by Policy Support / Climate Champions]	Sam Blakeborough, Policy Officer, ACEX Andy Duncan, Planning Policy Manager and Climate Champion, Built Environment – Planning