

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

- Date and Time :-** Wednesday 3 November 2021 at 11.00 a.m.
- Venue:-** Rotherham Town Hall, Moorgate Street, Rotherham.
- Membership:-** Councillors Clark (Chair), Barley (Vice-Chair), Baker-Rogers, Baum-Dixon, Browne, Burnett, A Carter, Cooksey, Elliott, Pitchley, Wyatt and Yasseen.

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

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

AGENDA

1. Apologies for Absence

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

2. Minutes of the previous meeting held on 15 September 2021 (Pages 5 - 14)

To consider the minutes of the previous meeting of the Overview and Scrutiny Management Board held on 15 September 2021 and to approve them as a true and correct record of the proceedings.

3. Declarations of Interest

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

4. Questions from Members of the Public and the Press

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

5. Exclusion of the Press and Public

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

For Discussion/Decision:-

6. Safer Rotherham Partnership - Annual Report (Pages 15 - 31)

To be considered by the Overview and Scrutiny Management Board in its role as the Council's Statutory Crime and Disorder Committee, as defined by the Crime and Disorder (Overview and Scrutiny) Regulations 2009.

7. Covid Business Grants - Update (Pages 33 - 59)

For Information/Monitoring:-

8. Work Programme (Pages 61 - 77)

To consider the Board's Work Programme.

9. Work in Progress - Select Commissions (Pages 79 - 94)

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

10. Forward Plan of Key Decisions - 1 October - 31 December 2021 (Pages 95 - 101)

To review and identify items for pre-decision scrutiny from the Forward Plan of Key Decisions covering the period 1 October - 31 December 2021.

11. Call-in Issues

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

12. Urgent Business

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

13. Date and time of next meeting

The next meeting of the Overview and Scrutiny Management Board will be held on 17 November 2021 at 11am at Rotherham Town Hall.



SHARON KEMP,
Chief Executive.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Wednesday 15 September 2021

Present: - Councillor Clark (in the Chair); Councillors Baker-Rogers, Baum-Dixon, Cooksey, R. Elliott, Pitchley, Wyatt and Yasseen.

Apologies for absence: - Apologies were received from Councillors Barley, Browne, Burnett and A Carter.

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

37. MINUTES OF THE PREVIOUS MEETINGS HELD ON 14 AND 28 JULY 2021

Resolved: - That the Minutes of the meetings of the Overview and Scrutiny Management Board held on 14 and 28 July 2021 be approved as a true record.

38. DECLARATIONS OF INTEREST

There were no declarations of interest.

39. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

40. EXCLUSION OF THE PRESS AND PUBLIC

There were no items that required the exclusion of public or press.

41. YEAR AHEAD PLAN PROGRESS REPORT

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 20 September 2021 that provided information on the on progress made in delivering the key activities as set out in the Council's Year Ahead Plan in the plan. The Leader of the Council and the Assistant Chief Executive attended the meeting to present the report.

The report noted that the Year Ahead Plan was the Council's plan for operating in and recovering from the COVID-19 pandemic and that it had originally set out key activities for the Council for the period September 2020 to May 2021. It was noted that an extension to the Plan, featuring these same themes and outcomes had been approved by Cabinet in June 2021 and that the plan was now in place for period until the new Council Plan for 2022 onwards had been produced and approved.

The report stated that the plan detailed in the key activities that would be

undertaken in order for the Council to support residents, communities and businesses through the ongoing challenges and uncertainties of the pandemic and also direct the Council's ambitious plans for Rotherham's future.

The Leader noted that of all the activities contained in the Year Ahead Plan:

- 13% (11) of the activities outlined within the extended Year Ahead Plan had been completed
- 63% (55) were on track
- 14% (12) were behind schedule
- 2% (2) were off track
- 9% (8) had been closed.

The Leader noted that the development of the new Council Plan was continuing with a wide-ranging consultation with residents being carried out that would be used to shape the new plan. The Leader also noted that members of the Overview and Scrutiny Management Board would also have further opportunities to be engaged with and consulted on the development of the new Council Plan.

The Leader advised that development of a new Carers Strategy was continuing and that a draft strategy had been prepared following online consultation. The Leader noted that the draft strategy would now be subject to further consultation through a series of face-to-face consultation events in order to ensure the consultation had been as thorough and wide ranging as possible. The Leader noted that he was pleased to report that after numerous delays caused by the pandemic, that work at the Herringthorpe Stadium, other than the works on the car park, would now be able to commence.

The Leader provided further information on the reinstatement of face-to-face customer service access across the Borough, the Council's application to be an accredited Real Living Wage employer and the proposed Hybrid Working Policy that was scheduled to be considered by the Council's Staffing Committee in the next week.

A document that outlined progress against all of the actions contained within the Year Ahead Plan was attached as an appendix to the officer's report.

Members asked why the activity to realign ward based partnerships and networks with the Council's new wards was delayed when the introduction of the new wards in 2021 had been known about well in advance of the changes being implemented. The Leader advised that the delay had been due to external factors including delays in the Police matching their data to the new wards and in ensuring that staffing capacity was most effectively allocated in order to deliver effecting ward working.

Members sought assurance regarding work and consultation activity with the Parish and Town Councils as the post of Parish Liaison Officer was currently vacant. The Assistant Chief Executive advised that a wide range of activity, including seeking an internal secondment that was taking place in order to fill this post, but assured members that that the duties related to this post were not being neglected and were currently being covered by the wider Neighbourhoods Team.

The Chair noted the ongoing work that was being carried out with regard to the development of new Carers Strategy and asked when the new strategy would be in place. The Strategic Director Strategic Director - Adult Care, Housing and Public Health, who was in attendance at the meeting advised that the draft strategy would be considered by the Unpaid Carers Group and the end of September before being subject to further consultation.

Members noted the many positive achievements of the Council over the previous 18 months that were detailed in the plan and welcomed the Council's commitment to become an accredited Real Living Wage employer that took the welfare of all of its employees seriously. Members also noted the success of the new style Rotherham Show that had taken place earlier in September and advised that they had received a great deal positive feedback about the event.

Members asked for further information about the reasons why the activity to commission new services to prevent financial exploitation were off-track. The Leader advised that the delay had been caused by the preferred delivery partner, West Yorkshire Trading Standards not taking on new business during the pandemic, and that due to the unique service that they offered it had not been possible for an alternative delivery partner to be commissioned.

Members noted the activity detailed in the plan surrounding neighbourhood working and asked how the Council planned to move this on further and embed a culture of neighbourhood working across the entire Council. Members commented that the Neighbourhoods team should operate as a central and coordinated hub that enabled elected members to work effectively with officers and residents in order deliver positive change to their communities but noted that this function was not operating as effectively as it needed to.

In response the Leader reaffirmed his commitment to effective neighbourhood working and in ensuring that the right processes were in place to ensure that members could respond effectively to the needs of residents in their wards. The Leader acknowledged that the fully integrated approach that was needed to deliver seamless neighbourhood working was not quite as developed and embedded as it needed to be but assured members it was a top priority to ensure that these processes were developed and improved further.

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Members asked whether the Council's activity in driving and supporting the post-pandemic economic recovery would include work to ensure that those looking for work had the skills that matched the industries, notably the hospitality industry, that had significant numbers of vacancies. Members noted that the implementation of the Town Centre Masterplan would create significant numbers of hospitality vacancies and as such it was essential that those looking for work received the support to be able to fill these vacancies.

The Leader noted the wide range of support that was offered locally to support people into work but advised that there was no specific programme that worked to bridge the skill gap into hospitality work. The Leader advised that he was keen for all the different schemes that were in operation in the Borough to work together in a more coordinated way in order to maximise their outcomes in supporting as many people into sustainable work as possible. The Leader noted that the Council had created 89 jobs as part of the Government's "Kick Start" scheme and that around half of these vacancies had now been filled. The Leader advised that he was optimistic that many of these temporary posts would lead to permanent jobs.

The Chair thanked the Leader and the Assistant Chief Executive for attending the meeting and answering member questions.

Resolved: -

That Cabinet be advised that the recommendations be supported.

42. JULY FINANCIAL MONITORING 2021/22

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 19 July 2021 that detailed the Council's financial position as at the end of July 2021 based on actual cost and income figures for the first four months of 2021/22. It was noted that the report was the second of a series of financial monitoring reports for the current financial year. The Cabinet Member for Corporate Services, Community Safety and Finance, the Assistant Director - Financial Services and the Head of Corporate Finance attended the meeting to present the report.

The report stated that as of July 2021 the Council was expecting to deliver the overall outturn within budget for the financial year 2021/22. It was noted that while the Directorates had a current forecast year end overspend of £7.2m on General Fund expenditure that this should be mitigated by the Government's provision of COVID-19 emergency support grants and Sales, Fees and Charges Income Compensation. It was noted that the longer-term impacts of Covid-19, public health measures and the pace at which services could return to normal was unknown and as such the financial situation in the short to medium term would continue to be surrounded by a degree of uncertainty.

The report provided a detailed narrative for the budget position of each directorate. The report also provided information on the delivery of previously agreed savings, the position of the Housing Revenue Account, the Covid-19 Local Support Scheme, and the delivery of the Capital Programme.

Members asked for further information on the activities that were being carried out in order to return the management and operation of the Council's finances to a more "business as usual" position. The Assistant Director - Financial Services advised that the production of the Council's new Medium-Term Financial Strategy that would be considered by Cabinet in November 2021 would address many of the financial challenges that the Council faced as the Borough emerged from the pandemic.

The Assistant Director advised that it had been confirmed that the results of the three-year Government spending review would be known on 27 October, with details of the Local Government Financial Settlement following later in the year. The Assistant Director noted that it was hoped that the Financial Settlement would mirror the Spending Review in being for a period of three years. The Assistant Director also noted that work around Council Tax and Business Rates collection rates and driving the delivery of previously agreed savings was also being carried out in order to enable effective budget management and planning in future years.

Members sought assurance that the Council's finances and the administration of the numerous Government grants to support the Council's finances during the pandemic had been managed as efficiently and effectively as possible during the period of the pandemic. The Assistant Director assured members that the budget reporting processes required both internally and by the MHCLG had been followed stringently throughout the pandemic and noted that the positive financial outturns seen by the Council in recent years showed how effectively budgets had consistently been managed.

Members sought clarification on the impact and use of "vacancy management" in delivering balanced budgets across the Council, noting the use of the term in the officer's report. The Assistant Director advised that "vacancy management" could be seen as a slightly misleading term and assured members that it was never planned to run services with fewer staff than were required and budgeted for, but that savings created by natural staff turnover and subsequent short periods where a post may be vacant needed to be accounted for and were as such recorded under "vacancy management". The Assistant Director agreed that as the term appeared to be somewhat misleading in what it referred to that consideration would be given to how such savings were referred to in future reports.

Members noted the projected overspend of the Children's and Young

Peoples Services budget and asked whether there would be any further financial support from the Government to support the ongoing costs faced by the Council relating to Operation Stovewood. The Cabinet Member - Corporate Services, Community Safety and Finance assured members that the Council was in constant and ongoing discussions with the Government regarding the further financial support for Operation Stovewood.

Members noted their concern regarding the current budget overspends and how these had been impacted by the pandemic. Members stated that this was particularly frustrating given how well that the Council had been performing with regard effective service delivery, good budget management and in the identification and delivery of savings before the pandemic had started.

Members noted the ongoing budgetary pressures linked to the pandemic in the Regeneration and Environment directorate and asked for further information on where specific budgetary pressures were still being felt. The Assistant Director advised that this information would be collated and circulated to members. The Assistant Director noted that due to the many variable and unknown factors related to the pandemic, such as the speed of the economic recovery and the long-term impact of restrictions that there was still huge amounts of uncertainty regarding the financial position of the Council moving forwards. Members asked whether the grants received to replace lost income from leisure and recreation services were sufficient to offset the income that had been lost. The Assistant Director advised that while the grants received had been very welcome, they had now ended and as such leisure and recreation services would continue to face budget pressures as the impact of the pandemic continued to be felt.

The Chair sought assurance regarding the use of agency staff across the Council and asked how closely the use of agency staff and their related costs were monitored. The Assistant Director advised that spending on agency staff was closely monitored by Strategic and Assistant Directors. The Assistant Chief Executive assured the Chair that a group of senior officers oversaw all requests from departments regarding requests for agency staff and noted that the group frequently challenged managers to identify alternative solutions to meet their staffing needs other than taking on agency staff.

The Chair thanked the Cabinet Member for Corporate Services, Community Safety and Finance, the Assistant Director - Financial Services and the Head of Corporate Finance for attending the meeting and answering member questions.

Resolved: -

1. That Cabinet be advised that the recommendations be supported.
2. That a report be circulated to members of the Overview and

Scrutiny Management Board in order to provide members with information and assurance on the specific activities that are being carried out with, and by directorates in order to ensure the timely delivery of previously agreed budgetary savings.

43. COMMUNITY INFRASTRUCTURE LEVY SPENDING PROTOCOL

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 20 September 2021 regarding the proposed Community Infrastructure Levy (CIL) spending protocol. The Planning Policy Manager and the Head of Neighbourhoods attended the meeting to present the report.

The report noted that the Community Infrastructure Levy was a charge that councils could choose to apply to new development in order to raise funds for local infrastructure, such as extra school places, road improvements, improved public transport and better green spaces. It was noted that Rotherham's CIL Charging Schedule had been adopted by the Council on 7 December 2016 and had come into force on 3 July 2017.

It was noted that CIL was a mandatory charge for certain types of development and was charged on a £ per square metre basis for new development floorspace, with most new development that created net additional floor space of 100 square metres or more, or that created a new dwelling, being potentially liable for the levy. It was noted that there were certain exemptions from the charge that included social housing, self-build housing and domestic extensions.

The report stated in addition to delivering strategic projects across the Borough, that a portion of CIL income that was raised from development (15%) was allocated to be spent in the area where the development that had generated the CIL income had occurred. It was noted that in parished areas this funding was passed to Parish and Town Councils to spend on projects in their area, with the Council having discretion over spend of the neighbourhood portion arising from non-parished areas.

The report detailed the proposed protocol for prioritising and approving the spend of Strategic CIL funds as well as a proposed ward-based approach to the spend of Local CIL arising from development in non-parished areas.

Members asked whether local CIL funds could be used to support the delivery of projects that were being delivered via Housing Hubs. The Head of Neighbourhoods advised that he would seek clarification on this in advance of sending updated guidance to all members.

Members noted the complexity of CIL and requested that officers provide an all-member seminar on CIL in order to increase members knowledge and undertaking of CIL. Members also requested that the seminar covered Section 106 planning agreements and information on how these

were different to the CIL.

Members noted the 15% of CIL funding that was allocated to Parish and Town Councils as a result of a CIL liable development occurring in their area and asked whether it was possible for Parish and Town Councils to request an additional share of the CIL that had been charged. The Planning Policy Manager advised that neighbouring Parish and Town Councils were able to work together in order to pool the funding received via the CIL in order to deliver projects that would be mutually beneficial for their residents. The Planning Policy Manager stated that in specific circumstances the use of the strategic element of a CIL charge to support the delivery of a project led by a Parish or Town Council could be appropriate, but noted that decisions on such matters were complex and would need to take numerous individual local factors into account. The Head of Neighbourhoods noted that he would always encourage Parish and Town Councils to work closely with their local ward members in order to be supported in accessing other possible sources of funding to support the implementation of local projects.

Members asked for clarification on how the funds received by the Council via the charging of CIL were budgeted and accounted for. The Planning Policy Manager advised that he would check with finance colleagues regarding this matter and would provide a response to members outside of the meeting.

Members welcomed the proposals for the procedure for the spending of the local element of the CIL in non-parished areas that would allow local ward members to be involved in the decision-making processes on how the money would be spent in order to support the delivery of local ward priorities.

Members noted that improvements to infrastructure supported by Section106 agreements due to the nature of the scheme tended to be concentrated in the less deprived areas of the Borough as developments in more deprived areas of the Borough were less likely generate large Section106 payments. Members asked whether it was possible that funding generated by the CIL could be directed to where it was needed most, and not just in the vicinity of the development as was the case with funding received from Section106 agreements. The Head of Neighbourhoods reaffirmed that strategic CIL funds could be spent anywhere across the Borough and not just in the vicinity of the development that attracted the CIL charge.

Members noted the proposed procedures for allocating funds received from the strategic element of the CIL to projects across the Borough and how the process was centred around an officer group that would make a recommendation to Cabinet on the spending priorities. Members noted their disappointment that the proposed process did not involve any consultation with ward members on how strategic CIL funding could be spent and asked how ward members could be more involved in the

process. The Planning Policy Manager confirmed that the proposed procedures for the allocation of strategic CIL funds did not involve engagement with ward members, noting the spending of strategic CIL funds would be spent on the delivery of longer-term projects to improve infrastructure across the Borough.

The Chair reaffirmed the vital need for ward members to be communicated and consulted with regarding the spending of funding related to developments in their wards. The Chair noted an example where a significant amount of funding that had arisen from a development in her ward had spent on a single project where no communication with ward members had been taken place to advise them how and where the funding would be used.

The Chair thanked the Planning Policy Manager and the Head of Neighbourhoods for attending the meeting and answering member questions.

Resolved: -

1. That Cabinet be advised that the recommendations be supported.
2. That further consideration be given to how all elected members can be consulted and engaged with regarding the allocation and prioritisation of Strategic Community Infrastructure Levy funds.
3. That an all-member seminar be delivered in order to provide members with information on the Community Infrastructure Levy, Section106 agreements and on the new processes and protocols for the spending of both Strategic and Local Community Infrastructure Levy funds in their wards.

44. WORK PROGRAMME

The Board considered its Work Programme.

Resolved: - That the Work Programme be approved.

45. FORWARD PLAN OF KEY DECISIONS - 1 SEPTEMBER TO 30 NOVEMBER 2021

The Board considered the Forward Plan of Key Decisions 1 September - 30 November 2021.

Resolved: - That the Forward Plan be noted.

46. CALL-IN ISSUES

There were no call-in issues.

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47. URGENT BUSINESS

There were no urgent items of business.

48. DATE AND TIME OF NEXT MEETING

Resolved: - That the next meeting of the Overview and Scrutiny Management Board will be held at 11am on Wednesday 13 October 2021 at Rotherham Town Hall.

Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 03 November 2021

Report Title

The Safer Rotherham Partnership Annual Report 2020/21

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

No

Strategic Director Approving Submission of the Report

Paul Woodcock, Acting Strategic Director of Regeneration and Environment

Report Author(s)

Steve Parry, Community Safety Officer.

Steve.parry@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

In accordance with the requirements laid down within Section 19 of the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009, the Safer Rotherham Partnership, presents to the Overview and Scrutiny Management Board its 2020/21 Annual Report for scrutiny.

Recommendations**It is recommended that:**

1. The Overview and Scrutiny Management Board note the progress of the Safer Rotherham Partnership in tackling crime and disorder and make any recommendations as to the future workings of the Partnership.

List of Appendices Included

Appendix 1 Safer Rotherham Partnership Annual Report 2020/21

Background Papers

No

Consideration by any other Council Committee, Scrutiny or Advisory Panel

The Safer Rotherham Partnership Annual Report was presented to the Safer Rotherham Partnership Board on Thursday 14th October 2021.

Council Approval Required

No

Exempt from the Press and Public

No

The Safer Rotherham Partnership Annual Report 2020/21

1. Background

- 1.1 Legal provisions within the Police and Justice Act 2006 and the Crime and Disorder (Overview and Scrutiny) Regulations 2009 require the Council to scrutinise at least annually the discharge of the functions of statutory agencies in accordance with the Crime and Disorder Reduction Act 1998. This act creates the requirement for statutory bodies to form a Community Safety Partnership within the local area. In Rotherham this partnership is the Safer Rotherham Partnership.
- 1.2 This report and the attached annual report of the SRP, seeks to provide an opportunity for the Council to scrutinise the activity during the period between March 2020 and April 2021.

2. Key Issues

- 2.1 **Covid 19:** The picture of crime and disorder changed as a result of the response to Covid 19, with some crime issues decreasing significantly as a result of lockdown and forced closures of local businesses, in particular the retail and hospitality sector and the night-time economy. However, conversely, there were new and emerging risks and issues presented by the pandemic.
- 2.2 In March 2020 the National Police Chiefs Council issued guidance on changing threats that this pandemic might bring, which included increased domestic abuse and child exploitation. The increasing vulnerability of some within our communities was also identified as a significant risk.
- 2.3 Throughout 2020/21 the partnership continued to address previously agreed key areas for joint working that impact on our communities, retaining focus on protecting vulnerable children and adults, community safety concerns in local neighbourhoods, including anti-social behaviour and hate crime, domestic abuse and sexual offences and serious organised crime.
- 2.4 The Partnership's response to the challenges laid down by the pandemic focussed on those areas of criminality adversely affected by it and this was reflected in the allocation of resources and services.
- 2.5 For 2020/21 the Partnership utilised a total of £118,000.00 allocated to it by the Office of the South Yorkshire Police and Crime Commissioner which funded eight key projects that supported the Partnerships agreed priorities of:
 - Protecting Vulnerable Children
 - Protecting Vulnerable Adults
 - Building Confident & Cohesive Communities
 - Domestic Abuse
 - Serious and Organised Crime

- 2.6 As highlighted in the attached Annual Report, there was particular emphasis around domestic abuse, tackling hate crime, safeguarding from extremism, modern slavery and mental health.
- 2.7 The Domestic Abuse Perpetrator Programme was a continued success in working with offenders as was Operation Encompass which ensures that schools are notified if a child lives in a household where a domestic abuse incident has occurred so that any wrap around support available from the school is utilised.
- 2.8 Emergency online support for victims of domestic abuse was launched during the pandemic. The Partnership also placed information about how to access help and support at testing and vaccination sites alongside delivering campaigns to support people to access services in places such as shops or pharmacies
- 2.9 Training in respect of Hate Crime and Safeguarding from Extremism continued throughout the period. Raising awareness of risks is key to safeguarding people who may be vulnerable to becoming drawn into extremism and terrorism. A total of 366 learners across a range of partners attended additional online Prevent training over the year. This enhanced the training offer provided by each Prevent partner organisation, as required by the Prevent Duty.
- 2.10 Work continued to raise public confidence and awareness to report hate crime, improve response, and tackle the drivers of hate in communities. Hate crimes and incidents in Rotherham increased by 19% in 2020-21 compared to the previous year. The rise is attributed to the impact of Covid with an increase in hate crimes related to neighbour disputes and online hate and greater public awareness about reporting hate crime.
- 2.11 'Remedi' (restorative justice organisation) delivered hate crime awareness workshops to over 1000 young people in schools, colleges or online in 2020-21 and also worked one to one with 25 young people who had been involved in or at risk of being involved in hate crime as perpetrators.
- 2.12 Mental health –The mental health clinical specialist within the co-located Safer Neighbourhood Team has made 432 mental health support interventions from April 2020 to March 2021. This initiative has significantly improved responses to individuals with complex needs whilst supporting other agencies.
- 2.13 Preventing Modern Slavery, 'mate crime' and 'cuckooing' - Awareness raising to increase referrals and safeguard victims resulted in 22 modern slavery referrals to the National Referral Mechanism in 2020/21. During the period 13 Council officers were trained as Single Points of Contact (SPOC's) making us far better equipped to identify and respond to cases of modern slavery and human trafficking.

2.14 Preventing offending - During 2020/21 the Safer Rotherham Partnership developed its focus towards reducing offending of high frequency offenders. Throughout the year the partnership managed a total of 58 high frequency service user cases. Over the year, crimes committed by the managed users reduced significantly.

2.15 The current priorities of the Safer Rotherham Partnership will remain its focus throughout 2021/22 so that it can continue to strengthen partnerships and ensure that services are working better together.

2.16 As 2021/22 is the final year of the current Partnership Plan, the Safer Rotherham Partnership has already embarked upon the process of identifying and agreeing its crime and disorder priorities for the three years commencing 2022/23.

3. Options considered and recommended proposal

3.1 As this report is presented to meet legal requirements no alternative options have been considered.

4. Consultation on proposal

4.1 The Annual Report was presented to and approved by, the Safer Rotherham Partnership Board at its meeting on Thursday 14th October 2021.

5. Timetable and Accountability for Implementing this Decision

5.1 Not applicable.

6. Financial and Procurement Advice and Implications

6.1 There are no direct financial or procurement implications associated with this report.

7. Legal Advice and Implications

7.1 There are no direct legal implications associated with this report.

8. Human Resources Advice and Implications

8.1 There are no direct human resource implications associated with this report.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no direct implications associated with the presentation of this report.

10. Equalities and Human Rights Advice and Implications

10.1 There are no direct implications associated with the presentation of this report.

11. Implications for CO₂ Emissions and Climate Change

11.1 There are no direct implications associated with the presentation of this report.

12. Implications for Partners

12.1 There are no direct implications associated with the presentation of this report.

13. Risks and Mitigation

13.1 The production of this report for scrutiny ensures that the minimum legal requirements are met.

14. Accountable Officer(s)

Steve Parry – Community Safety Officer.

Report Author: Steve Parry
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This report is published on the Council's [website](#).

Annual Report 2020 - 2021



The Safer Rotherham
PARTNERSHIP

Foreword

Councillor Saghir Alam, Chair of the Safer Rotherham Partnership



The Safer Rotherham
PARTNERSHIP

Throughout 2020/21 the partnership continued to address previously agreed key areas for joint working that impact on our communities, retaining focus on protecting vulnerable children and adults, community safety concerns in local neighbourhoods including anti-social behaviour and hate crime, domestic abuse and sexual offences and serious organised crime.

These broad areas will remain our focus throughout 2021/22 so we can continue to strengthen partnerships and ensure that services are working better together.

The level of activity over the period has been encouraging, supported by the development of Board members roles and responsibilities, which will continue over the coming years. Likewise, the development of our structures starting at Ward level with the Community Action Partnerships, through to our tasking and coordinating processes and Theme Groups has improved information and intelligence sharing, enabling us to better focus our resources where they are needed most. As ever, these efforts are targeted at making the Safer Rotherham Partnership as effective as it can be in working towards our overall objective of ensuring that Rotherham continues to be a safe place for people to live, work and visit.

Whilst important, the developments in the overall partnership are only part of the story and this report will share some of the key highlights in relation to delivery against each priority area in the coming pages.

As 2021/22 is the final year of our current Partnership Plan, the Safer Rotherham Partnership has already embarked upon the process of identifying and agreeing our crime and disorder priorities for the three years commencing 2022/23.

I want to thank the members of the board for their work over the last year in setting out our vision and the priority group leads for taking this forward into action.

I would also like to thank the previous Chair of the partnership, Councillor Emma Hoddinott for her leadership, drive and commitment in the development and progression of the partnership to where it is today.



Introduction



The Safer Rotherham
PARTNERSHIP

The Safer Rotherham Partnership is the borough's Community Safety Partnership with statutory responsibilities established under the Crime and Disorder Act 1998. The partnership has a legal responsibility to tackle crime, anti-social behaviour, drug and alcohol misuse, and to enhance feelings of safety.

There are currently five responsible authorities on the Safer Rotherham Partnership, who have a legal duty to work in partnership to address these issues. They are:

- Rotherham Metropolitan Borough Council
- South Yorkshire Police
- South Yorkshire Fire & Rescue Service
- Probation Service
- Rotherham Clinical Commissioning Group

The Safer Rotherham Partnership has agreed its priorities for 2018/21 after a wide ranging, inclusive consultation period. The priorities are:

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

Protecting Vulnerable Children

Chief Superintendent Steve Chapman, South Yorkshire Police



The Safer Rotherham
PARTNERSHIP

Summary of key activities and outputs

Child criminal exploitation – In 2020/21, intel reports have remained consistent and there has been an increase in referrals. Additional resources have been put in place in Evolve to ensure demands are met. This is part of a 6 month pilot which will also include looking at and developing a single pathway for child exploitation.

Online offending – In 2020/21 the number of online incidents against young people has increased. The prevalence of online offending is likely to continue to increase due to improved knowledge and awareness of technology by offenders, especially those who's offending behaviour has changed due to limited contact opportunities during lockdown. A Digital Champions Network is being put in place which will co-ordinate training across the partnership, work together on developing key points/questions to be embedded into existing assessments and raising awareness of new technologies.

Child sexual exploitation - In 2020/21 there has been an increase in intel reports. Awareness raising has been done through the Spot The Signs campaign and a video was produced to raise awareness publicly alongside an extended video specifically for use with hospitality staff. Training has continued to take place virtually including sessions delivered to partners by Evolve, and e-learning modules.

Preventing offending - Due to improvements to pathways for out of court disposals, YOT are able to carry out more assessments of children/families and put interventions in place where appropriate to offer a longer term impact and change behaviours. New data measures will be provided from Q1 2021/22 to give a more accurate picture of offending and provide Partners with a better understanding of the YOT cohort/demands.

Repeat missing children - The number of children with 3 or more missing episodes in the period has remained consistently low and Rotherham continues to perform well in comparison with other areas in South Yorkshire. The rollout of the Philomena protocols have had a positive effect and are helping placements carry out checks prior to contacting police alongside problem orientated policing plans and problem solving plans to understand the triggers to the missing episode.

Protecting Vulnerable Adults

Andrew Wells, Head of Service, Safeguarding & Mental Health



The Safer Rotherham
PARTNERSHIP

Summary of key activities and outputs

Mental health – The mental health clinical specialist within the co-located Safer Neighbourhood Team has made 432 mental health support interventions from April 2020 to March 2021.

Preventing vulnerable adults becoming victims of crime - The Community-Multi-Agency Risk Assessment Conference is working successfully to reduce offending against vulnerable adults. During 2020/21, 55 vulnerable/repeat victims of crime were supported by agencies across the partnership.

Preventing offending – During 2020/21 the Safer Rotherham Partnership developed its focus towards reducing offending of high frequency offenders. Throughout the year the partnership managed a total of 58 high frequency service user cases, although it should be noted that some service users contributed to more than one case in the overall 58 cases recorded. Over the year, crimes committed by the managed users reduced significantly.

Preventing modern slavery, 'mate crime' and 'cuckooing' - Awareness raising to increase referrals and safeguard victims resulted in 22 modern slavery referrals to the National Referral Mechanism in 2020/21. During the period 13 Council officers were trained as Single Points of Contact (SPOC's) making us far better equipped to identify and respond to cases of modern slavery and human trafficking.

Substance misuse In 2020/21, 92 Drug Rehabilitation Requirement Orders were made, reflecting the drive to ensure tools to tackle substance misuse are used appropriately.

Building Confident & Cohesive Communities

Steve Adams, Group Manager, South Yorkshire Fire & Rescue



The Safer Rotherham
PARTNERSHIP

Summary of key activities and outputs

Neighbourhood based working, through co-located multi-agency teams and joint action planning and initiatives, continues to develop and achieve improvements in problem solving in local neighbourhoods.

Anti-social behaviour (ASB) - Sustained progress has been made, including the creation of a more effective anti-social behaviour service, with Police and Council officers co-located within three locality teams. 881 fewer ASB incidents were reported in 2019-20 than in 2018-19. This positive progress was interrupted by the Covid pandemic between April to June 2020, which saw an 81% increase in reported incidents compared to the previous three months, with a 22% increase over the whole year. ASB therefore remains a continuous focus for action.

Preventing hate crime - Positive work has taken place to raise public confidence and awareness to report hate crime, improve responses and tackle the drivers of hate in communities. Hate crimes and incidents in Rotherham increased by 19% in 2020-21 compared to last year. The rise is attributed to the impact of Covid with an increase in hate crimes related to neighbour disputes and online hate, and greater public awareness about reporting hate crime. Remedi (restorative justice organisation) delivered hate crime awareness workshops to over 1000 young people in schools, colleges or online in 2020-21 and also worked one to one with 25 young people who had been involved in or at risk of being involved in hate crime as perpetrators. Rotherham Youth Cabinet also launched their hate crime pledge/charter for schools.

Police and Council arrangements for information sharing continue to facilitate a better understanding of the potential for community tensions and faster joint responses including, where appropriate, community reassurance measures

Raising awareness of risks is key to safeguarding people who may be vulnerable to becoming drawn in to extremism and terrorism – 366 learners across a range of partners attended additional online Prevent training over the year. This enhanced the training offer provided by each Prevent partner organisation, as required by the Prevent Duty.

Tackling Domestic Abuse

Sam Barstow, Head of Community Safety & Regulatory Services



The Safer Rotherham
PARTNERSHIP

Summary of key activities and outputs

Operation Encompass has been expanded to all levels of risk. This operation ensures that schools are notified if a child lives in a household where a domestic abuse incident has occurred. This ensures that any wrap around support available from the school is utilized.

Emergency online support for victims was launched during the pandemic. The Partnership also placed information about how to access help and support at testing and vaccination sites alongside delivering campaigns to support people to access services in places such as shops or pharmacies

The Council has continued to provide refuge accommodation for victims fleeing Domestic Abuse, along with wrap around family support.

Smartwater project launched to protect victims of domestic abuse. This project helps victims feel safe in their own home. Smartwater is a uniquely identifiable liquid that allow the Police to gather evidence against perpetrators.

Over 2,500 referrals were made in to support service for victims of Domestic Abuse

Tackling Serious & Organised Crime

Detective Chief Inspector Dan Boulter, South Yorkshire Police



The Safer Rotherham
PARTNERSHIP

Summary of key activities and outputs

Throughout the year, increased enforcement and disruption activity has resulted in the dismantling of some established crime groups, whilst improved mapping processes have resulted in the identification of new groups.

Our work towards tackling violent crime together with the Violence Reduction Unit has resulted in reductions in overall violent crime and knife crime. During 2020/21 there were 2,217 violence with injury offences recorded which is a reduction on the 2696 offences recorded during 2019/20. During the same period 314 offences involving knives or bladed articles were recorded, which was a reduction on the 352 recorded the previous year.

A shared understanding of the areas of organised criminality which present the highest risk and harm to communities was achieved. A key theme included the criminal exploitation of children in relation to serious and organised crime. Whilst this is now being progressed through the vulnerable children priority, the Serious Organised Crime function continues to focus on areas of overlap in relation to the issue. A further key theme, violent crime, continues to be an issue of national significance, particularly knife crime.

To support identification and intelligence flow from partners other than the Police, awareness raising sessions have taken place through various channels, including social media.

Through the development of the local violence reduction plan, work continued to tackle violent crime alongside the South Yorkshire Violence Reduction Unit, which takes a public health approach to preventing and reducing violence, delivering a range of innovative initiatives with partners.

Project Highlights



The Safer Rotherham
PARTNERSHIP

During 2020/21 a total of £118,105 was allocated and spent on projects and initiatives, a sample of which are highlighted

Continuation of the Perpetrator Programme addressing issues with Domestic Abuse offenders.

Community Payback Project
A team of up to 8 supervised offenders from the local area worked exclusively on projects in Rotherham identified by members of the public, Cllrs and officers.

Modern Slavery 'spot the signs' training

Completion of the Draft Rotherham Domestic Abuse & Sexual Violence Strategy 2021/26

Production of a Hate Crime animation video by young people for young people, to raise awareness of hate crime and how to report it.

Covid 19 Domestic Abuse Support
Encourage victims of domestic abuse to contact the commissioned service for support during Covid-19 and making services available through webchat and other innovations over extended hours

Trauma Informed Practice Training
At total of 75 professionals attended Tier 2 Trauma Informed training and a total of 50 professionals attended the higher level Tier 3 training.

Purchase & distribution of Domestic Abuse 'Smart-Water' canisters

Delivery of Safeguarding from extremism and terrorism training including, understanding radicalisation and risks relating to online extremism and gaming.

Teen Talk Project – A youth health education programme, providing both physical resources and online interactive sessions for young people and children to explore together with professionals focussed on harm reduction, prevention, and education

Covid 19 Fraud Awareness Campaign

SINCE THE START OF THE COVID-19 PANDEMIC, CRIMINALS HAVE JUMPED AT THE CHANCE TO FIND NEW SCAMS.

BE AWARE TOP 5 COVID-19 VACCINE SCAM METHODS

BE ALERT TO COVID-19 FRAUD

Safer Rotherham Partnership Board Meeting Attendance



The Safer Rotherham
PARTNERSHIP

	Chair	RMBC	Police	SYF&R	Probation	CCG	SYF&R - A	PCC – Rep	VAR	Vic Sup	CRC
06.04.20	Y	Y	Y	N	Y	Y	Y	Y	N	N	N
20.04.20	Y	Y	Y	N	Y	Y	N	Y	Y	N	Y
04.05.20	Y	Y	Y	N	Y	N	N	Y	Y	N	Y
18.05.20	Y	Y	Y	N	N	N	N	Y	Y	N	Y
08.06.20	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
10.08.20	Y	Y	Y	N	Y	N	Y	Y	Y	N	Y
12.10.20	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
07.12.20	Y	Y	Y	Y	N	Y	N	Y	Y	N	Y
08.02.21	Y	Y	Y	N	Y	Y	N	Y	Y	N	Y
29.03.21	?	?	?	?	?	?	?	?	?	?	?



For more information contact community.safety@rotherham.gov.uk

www.saferrotherham.org.uk

www.facebook.com/Rotherhamcommunitysafety

www.instagram.com/rmbccommunitysafety

www.twitter.com/RmbcSafety

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Public Report
Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 03 November 2021

Report Title

Covid Business Grants Update

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

No

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Rob Mahon, Head of Corporate Finance
01709 254518 or rob.mahon@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The report sets out the Councils administration of Covid-19 business support grants that it has been required to administer since 11 March 2020 Budget announcement that Government would provide financial support packages to businesses impacted by Covid-19 restrictions. The report sets out the timeframes, criteria and performance against these schemes as well as setting out the Councils approach. The report clarifies the final position on each of the schemes as well as providing details of any funding returned to Government unspent.

At the end of the grant administration the Council has delivered a total of £87m of business support grants through the first national lockdown business support packages and the Local Restrictions Support Grants that followed. This has seen over 5,000 businesses receive direct grant support to enable them to mitigate the financial impacts of Covid-19. Whilst the Council is required to return £10m to Government of unallocated grant funds, the Council was not allowed to utilise those grants for other businesses that were impacted by the restrictions. The Council had to operate within the guidance that Government had outlined and could not use discretion to award these grant funds outside of that guidance.

Recommendations

1. That the Councils management of Covid Business Grants be noted.

List of Appendices Included

Background Papers

[Discretion Business Grant Scheme 5 June 2020 Cabinet Finance Update to Cabinet – 21 June 2021](#)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

1. Background

- 1.1 In response to the pandemic and the expected impact on businesses that would be forced to close as part of Covid-19 restrictions, Government indicated in the Budget announcements on 11 March 2020 that there would be a financial support package for businesses. This was followed up on 17 March 2021 by the Chancellors announcement providing some details about the value of payments to be made to businesses and some details about the type of businesses it would apply to. Furthermore, it was made clear that Local Authorities would be expected to deliver these financial support packages. Local Authorities were informed via email and letter that the scheme would commence on the 1 April 2020 and detailed guidance would be provided so that the schemes could be administered.

2. Key Issues

- 2.1 The key challenge for the Council was to first understand the scheme that Government was to launch, prepare for its administration and establish a process that would allow for businesses to come forward and access these vital grants in a clear and efficient way. This challenge was increased further by the short timeframes - Governments announcement of the need for Councils to deliver the scheme came on the 17 March 2020, with the detailed guidance to enable the Council to fully understand and apply the scheme criteria only arriving on the 23 March 2020, with first payments to be made by the 1 April 2020.
- 2.2 Government indicated that they would look to support Local Authorities in delivering these financial packages by providing the associated grant funding up front, ahead of any clear demand levels being confirmed. Government was very clear that they were providing the large sums of money for the grants upfront and in advance of any assessment of exactly how much was needed in order to cash flow authorities through this challenging period and ensure they could afford to make the payments without having to call on their own cash balances or hold back on making payments until Government had provided the funding. Therefore, whilst Local Authorities were encouraged to get this financial support to businesses quickly, there was always an expectation that some grant would be returned to Government, based on over allocation, once actual demand was known.
- 2.3 The Council quickly established a financial support page on the Councils webpage, so that information about the financial support packages could be shared and so that businesses knew how to apply. Following the Budget announcement, the Council had started to develop a claim form that would hopefully gain sufficient information from businesses to enable the Council to process payments once Government had provided the scheme guidance. The Councils claim form was up and running by the 16 March 2020, ahead of the Chancellors announcement on the 17 March, allowing businesses to submit an interest in the scheme, with a clear indication that this submission would be used as their claim form and assessed against Government's guidance once it was available. On 23 March Government provided the scheme guidance for the business support packages, that were due to be implemented on 1 April 2020.

Lockdown 1 Business Support Packages

- 2.4 On 23 March Government provided the scheme guidance for the business support packages that would support businesses forced to close during the first national lockdown. The scheme payments would be available from 1 April 2020. As the Council had moved quickly to establish a web-based claim form and begun to take business details, at the point of 1 April the Council had already received claims from over 2,000 businesses.
- 2.5 The financial support packages were made up of three cash grant schemes.
1. **Small Business Rates Grant (SBRG)** – businesses eligible for Small Business Rates Relief (SBBR) would receive a one-off cash grant of £10,000.
 2. **Retail, Hospitality and Leisure Grant (RHLG)**– rate paying businesses in these sectors with a rateable value less than £51,000 would receive a cash grant, though there were two payment tiers.
 - RV up to and including £15,000, would receive a grant of £10,000
 - RV from £15,001 up to and including £50,099 would receive a grant of £25,000.
 3. **Discretionary Business Grant Fund** – Local Authorities would be provided with a discretionary allocation that they could use to support businesses impacted by the restrictions, that could not access the above 2 schemes.

The Council was allocated £52m in total for these schemes, £49.5m for schemes 1 and 2 which had fixed guidance and strict criteria and £2.5m for the discretionary scheme where the Council would have a degree of choice.

There were some exclusions to the schemes, for example:

- Business premises used for personal use, such as stables, beach huts.
- Car Parks and parking spaces.
- Businesses which as of the **11 March 2020** were in liquidation or were dissolved will not be eligible.
- Businesses with a rateable value of £51,000 or above.
- Businesses not in receipt of SBBR or not in the Retail, Hospitality and Leisure sectors.

Small Business Rates Grant & Retail Hospitality and Leisure Grants

2.6 How to apply and communication

On review of the scheme criteria and the information held by the Council on businesses that the schemes would apply to, it was clear that an application process would be needed from all businesses. This was because businesses had to confirm that they were in occupation at the business premise on 11 March 2020, were still trading as a business and most importantly for payment of the grants, businesses would need to confirm their banking details to allow payments to be made. The Council created a simple online web form that

businesses could use to supply the information required so that their application could be assessed, and the claim processed as quickly as possible.

2.7 Throughout the period of administering these grants the Council looked to promote their existence to eligible businesses, to complement the national promotion of the schemes via the national media and the daily Covid updates from Westminster. The Councils webpage was updated at regular intervals with the latest information about the scheme criteria, what to include on the application form based on those that had not been completed fully and information about wider support such as business rates relief and Governments furlough scheme. In addition, the Council utilised the following methods of communication to businesses.

- Press releases via local media
- Social media promotion of the scheme via Facebook and Twitter
- Promotion of the scheme via the Barnsley and Rotherham Chamber of Commerce
- Letters to each eligible business, at the latter part of delivery to capture those that may have missed the routes above.
- Phone calls to potentially eligible businesses, inviting them to apply.

Throughout the application process businesses that had applied were kept up to date on the processing of their application via emails and could call the Council for an update.

2.8 Speed of processing / reasons for hold ups or rejections

Through the Councils approach with establishing the online application form and inviting applications from the 16th March 2020, the Council was able to process and pay 661 businesses at a value of £7.2m on 1 April 2020, the first day Local Authorities were permitted to make payments (15% of the allocation for these schemes). From there the pace continued, with £34m and over 3,000 businesses receiving a grant in the first month of scheme administration. By the end of May, £40m of business grants had been delivered, to over 3,500 businesses. In the main businesses received their grant payment within 10 working days of applying, many receiving payment within a week.

2.9 During processing over 5,200 applications were received and processed, with 3,946 applications approved and paid. The main reasons for rejections were.

- Duplicate claims
- Claims from businesses not in receipt of SBRR or from the RHL sectors.
- Claims from businesses in liquidation or insolvent.
- Claims from businesses no longer in the premise they claimed to be.
- Claims from businesses with a rateable value of £51,000 or above.

These rejections took up a significant amount of the processing time as the Council wanted to be sure in all cases that a payment could not be made before any rejection was issued.

2.10 Final Grant Position

The table below shows the final position of both grants, with an indication of the number of potentially eligible businesses that did not apply and a view as to why not. These two schemes ended for final payments on 30 September 2020.

Grant Scheme	Rateable Values	Grant Payment	Total Grant Paid	Number of grant payments made to businesses	Businesses potentially eligible that didn't apply.
Lockdown 1 Business Grant Support					
Small Business Rates Relief Grant Fund	£10k Grants (RV up to and inc 15,000k)	£10,000	£33,530,000	3,353	194
Retail, Hospitality and Leisure Grants	£10k Grants (RV up to and inc 15,000k)	£10,000	£2,520,000	252	61
Retail, Hospitality and Leisure Grants	£25k Grants (RV £15,001 to £51,000).	£25,000	£8,525,000	341	73
Total			£44,575,000	3,946	328

As Government allocated the Council £49,580,000, this final position meant that grant of £5,005,000 was returned to Government. The Council was not able to utilise this resource for any other purpose or pay businesses that were impacted by the restrictions that did not meet Government's scheme criteria.

It is believed that those businesses who were potentially eligible, that did not apply did not apply for the following reasons:

- State Aid prevented them from accessing the grants, at least 65 businesses.
- They had ceased trading.
- They had left the premises they were listed as being in on the Councils NNDR list.
- They did not want to apply as their business had not suffered, so were not applying on ethical grounds, at least 23 businesses.

All these businesses were contacted either via letter or phone call, in many cases no reply was received. Given the fact, since these schemes ended, there have been less than 5 businesses coming forward seeking the grant, it is clear that the Councils communications worked effectively.

2.11 Over-allocation of Grant to Local Authorities

As covered earlier in the report it was Government's intention to allocate large lump sums to Local Authorities to ensure that the schemes were commenced quickly and to ensure that LA cashflows were adequately supported through what was a very challenging financial period for all. The over-allocation has largely been repeated across the UK with most LA's having to return to Government substantial balances as there simply weren't enough eligible businesses to utilise the grant available.

2.12 Comparisons to Other LA's

The national picture supports the Council's view that Government significantly over-allocated the grant fund. Out of 314 LA's that received an estimated grant allocation for the above schemes, only 56 did not return any grant funds. Whilst information on specific value of returns to Government is not available, it is clear from the data that is accessible that the range of grant returned spans from £0 to £30m.

To further support the Council's position regarding the view that Government significantly over-estimated the value of business grant required, the report from the Local Government Chronicle below provides an overview of cases across UK Local Authorities.

[Exclusive: Whitehall overestimates contributed to billions in unpaid business grants | Local Government Chronicle \(LGC\) \(lgcplus.com\)](#)

2.13 ***Discretionary Business Grant Fund***

2.14 On 1st May 2020 the government announced a new discretionary grant fund scheme that would aim to provide grant support to those businesses affected by Covid-19 who did not receive any support under the first tranche of business grants. The Council's allocation was £2.5m. The proposed scheme gave local authorities a degree of discretion to design their own scheme, however, government did indicate the business types that government intended the funding to be used to support, as shown below.

These grants were primarily and predominantly aimed at:

- Small and micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006.
- Businesses with relatively high ongoing fixed property-related costs.
- Businesses which can demonstrate that they have suffered a significant fall in income due to the Covid-19 crisis.
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.

In the guidance government take this further asking that the following businesses are given priority:

- Small businesses in shared offices or other flexible workspaces. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment.
- Regular market traders with fixed building costs, such as rent, who do not have their own business rates assessment.
- Bed & Breakfasts which pay Council Tax instead of business rates; and
- Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

Local authorities had to set out the scope of their discretionary grant scheme on their website, providing clear guidance on which types of business are being prioritised, as well as the rationale for the level of grant to be provided (either £25,000, £10,000 or amounts less than £10,000).

2.15 Through their guidance and discussions with key BEIS (Department for Business, Energy & Industrial Strategy) contacts, government have indicated that given the need for Councils to both set up a discretionary scheme and also to gain the necessary internal approvals, payments were not expected to commence before June. However, it would be beneficial to have the scheme and application process developed as soon as possible. Government released the scheme guidance on the 13th May 2020. The Council moved quickly on this guidance and produced a Cabinet report for approval of the proposed scheme on the 15th June 2020.

2.16 The Councils application process was actually made live on the 5th June 2020, based on the interim criteria for the scheme at that point to speed up processing should the Cabinet report receive approval. This step meant 132 business had applied for the grant by the time the Cabinet report was approved.

2.17 Criteria

Following internal discussions across key Council teams and through assessing the schemes being developed across neighbouring and other local authorities, the following scheme was approved:

- All businesses in shared accommodation will be paid a minimum grant ranging from £1,000 to £3,000 depending on their level of fixed costs and financial losses.
- All eligible B&B's will be paid a grant of £1,000 to support their fixed costs and financial losses.
- All Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief, to receive a grant of £10,000.
- Private Childcare Nurseries with a rateable value up to and including £15,000, will be paid £10,000.
- Private Childcare Nurseries with a rateable value of greater than £15,000 and less than £51,000, will be paid £25,000.
- Regular Market Traders to receive a grant of up to £1,300 for those with significant fixed rental costs.

The aim of this discretionary scheme was to provide financial support to a large number of small local businesses that are suffering an adverse financial impact from the Covid-19 pandemic and that are not eligible for the previous government grant schemes.

2.18 How to apply and communication

Applicants were invited to apply via a web-based application form, allowing them to provide their business details and set out how they had been impacted by the restrictions. The initial application window was 1 month, as this was a limited fund, and the Council did not know the level of demand it would generate. Following this initial period further application windows were opened to target certain business sections that the Council had not seen many applications from, in order to maximise the grant allocation.

2.19 The Councils webpage was updated at regular intervals with the latest information about the scheme criteria, what to include on the application form based on those that had not been completed fully and information about wider support such as business rates relief and Governments furlough scheme. In addition, the Council utilised the following methods of communication to businesses.

- Press releases via local media
- Social media promotion of the scheme via Facebook and Twitter
- Promotion of the scheme via the Barnsley and Rotherham Chamber of Commerce
- Letters to each business in eligible sectors informing them about the grant availability.
- Phone calls to potentially eligible businesses, inviting them to apply, for example targeting local charities.

Throughout the application process businesses that had applied were kept up to date on the processing of their application via emails and could call the Council for an update.

2.20 Speed of processing / reasons for hold ups or rejections

Through the Councils approach with establishing the online application form and inviting applications from 5 June 2020, the Council was able to process and pay 102 businesses at a value of £1.1m at the end of the first application window, almost half the grant allocation. In the main businesses received their grant payment within 15 working days of applying, many receiving payment much sooner. The challenge with this grant was that the criteria for payment was more subjective and so required businesses to supply more supportive evidence for review.

2.21 Though the scheme continued to be pushed through the coming weeks, the number of eligible businesses looking to access this support was low and as such the Council was able to extend the value of support provided to business sectors.

- Businesses in shared spaces had their grants topped up from £1k or £3k to £10k per business premise.
- Market Traders received a grant equivalent to a year's rent.

2.22 During processing 404 applications were received and processed, with 274 applications approved and paid. The main reasons for rejections were.

- Duplicate claims
- Claims from businesses not in the required sectors.
- Claims from businesses in liquidation or insolvent or no longer trading
- Claims from businesses no longer in the premise they claimed to be.
- Claims from businesses with a rateable value of £51,000 or above.

These rejections took up a significant amount of the processing time as the Council wanted to be sure in all cases that a payment could not be made before any rejection was issued. These claims were also far more complex as assessment of financial impact had to be undertaken.

2.23 Final Grant Position

The table below shows the final position of the discretionary grant by business category. The grant was fully utilised with nothing returned to Government, as the Council had discretion on this grant fund, it could be flexible in its approach and utilise other avenues as the scheme progressed to maximise the support from the grant, provided to the borough.

Business Types	Applications Approved	Grant Value	Total Payments
Small businesses in shared offices or other flexible workspaces	136	10,000	1,360,000
Bed and Breakfasts	0	1,000	0
Charities	33	10,000	330,000
Private Childcare Nurseries (RV up to and inc £15k)	16	10,000	160,000
Private Childcare Nurseries (RV £15k to £51k)	19	25,000	475,000
Regular Market Traders – with lease agreements in place (average)	70	2,200	154,000
Totals	274		2,479,000

2.24 Comparisons to Other LA's

For the discretionary grant allocations, the Council had much more flexibility and was able to design its own scheme, around Governments criteria that would maximise the use of the grant for the borough. Out of 314 LA's that received a discretionary grant allocation for the above schemes, 114 LA's fully spent their allocation (including RMBC) and did not have to return funds.

Outside of those LA's that fully utilised the discretionary fund, the average return to Government was £125k.

Tiered Restrictions and Lockdown 2 & 3 – Business Support

- 2.25 On 9 September Government announced that local authorities would be required to administer the Local Restrictions Lockdown Grants (LRSG's). These grants were to be the business support packages to support businesses required to close or severely impacted by the localised, tiered restrictions that came into force. These tiered grants would later be expected to cover the 2nd and 3rd national lockdowns that took place.

These grants were to be issued for each four-week period that a business is closed following the implementation of statutory localised restrictions and business closures. The funding is only available for businesses that were required to close because of the formal publication of local lockdown guidance that resulted in a first full day of closures on or after 9 September. This funding was not retrospective, for example if a business closed due to the aftermath of Lockdown 1 before 9 September, it could not gain support through these schemes.

- 2.26 Rotherham entered Tier 2 on 14 October at which point the only LRSG scheme available to Rotherham businesses was LRSG Open, a scheme that made grant payments to businesses in the Hospitality, Accommodation and Leisure Sectors in recognition of the financial impact that localised restrictions placed on them. For example, the rule of 6 for dining out. On 24 October Rotherham moved to Tier 3, where a set number of business types were forced to close such as soft play, casinos and pubs not serving food. These businesses were the first to be able to access the LRSG closed grant support. From this point up until 31 March Rotherham moved with the national picture, entering a national lockdown from 5 November to 1 December, before returning to Tier 3 restrictions during December and early January until the third national lockdown commenced on 5 January 2021. These schemes all had their own criteria and payment levels but were all run under the LRSG fund. The table below sets out for each grant and time period, the sectors that could gain support and the value of support based on that businesses rateable value.

Grant Scheme	Business Sectors	Pay Period or One off	Rateable Values/Rental Values Supported and Payment Value Per Payment Period	Number of days applied to grant
LSRG Open (October 14 to 4 November)	Hospitality, leisure and accommodation sector	Every 14 days	£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	22
LRS3 Tier 3 forced Closure (24 October to 4 November)	Casinos Soft Play centres Adult gaming (amusement arcades) Pubs and bars not serving substantial meals Betting Shops From 2 December until 4 January, it also included Hospitality and Accommodation	Every 14 days	£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	12
National Lockdown 2 (5 November to 1 December)	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	Every 14 days	£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	28
New Tier 3 open (2 December to 4 Jan)	Leisure	Every 14 days	£15,000 or under: £467 £15,001 to £50,999: £700 £51,000 or over: £1,050	34

New Tier 3 closed (2 December to 4 Jan)	Casinos Soft Play centres Adult gaming (amusement arcades) Pubs and bars not serving substantial meals Betting Shops From 2 December until 4 January, it also included Hospitality and Accommodation	Every 14 days	£15,000 or under: 667 £15,001 to £50,999: £1,000 £51,000 or over: £1,500	34
Wet led Pubs (One off)	Wet led pubs	One-off	£1000 for all rateable values	One - off
LRSG Top Up Payment	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	One-off	£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	One - off
National Lockdown 3 (5 January to 31 March)	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	Every 14 days	£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	86
Restart Grants	Hospitality Accommodation Entertainment venues Personal care facilities Community centres and halls Places of worship Non-essential retail	One-off	£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	One-off

2.27 How to apply and communication

On review of the scheme criteria and the information held by the Council on businesses from the first national lockdown, the Council took the decision to actively identify eligible businesses and automatically pay them, without the need to re-apply. The Council identified the businesses and for each new

phase of LRSG's identified the payment required and issued the business a payment. Businesses that were automatically paid were directly emailed informing them that they did not need to apply, and that payment would reach them at a certain point. This enabled the Council to pay straight away, 1062 businesses without the need to re-apply.

- 2.28 For those businesses who the Council were not able to confidently match to a grant scheme, the Council continued to make use of its Covid-19 business support page. The webpage was updated with the information and scheme criteria for each of the LRSG's, along with a new application form that asked the required questions of businesses looking to apply for a LRSG. Clear communication was added to the page to inform businesses who had not been automatically paid, to apply for a grant if they felt they met the scheme criteria.
- 2.29 Throughout the period of administering these grants the Council looked to promote their existence to eligible businesses, to complement the national promotion of the schemes via the national media and the daily Covid updates from Westminster. The Council's webpage was updated at regular intervals with the latest information about the scheme criteria, what to include on the application form based on those that had not been completed fully and information about wider support such as business rates relief and Government's furlough scheme. In addition, the Council utilised the following methods of communication to businesses;
- Press releases via local media
 - Social media promotion of the scheme via Facebook and Twitter
 - Promotion of the scheme via the Barnsley and Rotherham Chamber of Commerce
 - Phone calls/emails to potentially eligible businesses, inviting them to apply.

Throughout the application process businesses that had applied were kept up to date on the processing of their application via automatic emails that updated them each time their application moved through the application process. Businesses could also call the Council for an update via a dedicated line and team.

2.30 Speed of processing / reasons for hold ups or rejections

Through the Council's approach with issuing automatic payments and establishing the online application form at pace the Council was able to process and pay over 2,000 businesses at a value of £2.5m by the end of the second national lockdown on 1 December 2020, across the various LRSG schemes. As many of the schemes are payments based on payment periods, once a business had been agreed for an automatic payment or had an approved application the business would be logged for payment on the 14-day payment cycles. As such these businesses would then continue to receive payment for each scheme once it fell due. From there the pace of delivery continued, with £32m and over 2,000 businesses supported through the LRSG schemes,

receiving regular payments across the period to support them through the financial challenges of Covid-19.

2.31 Almost half the businesses paid through LRSG were paid automatically, as such paid at the point that the schemes payments became eligible. In the main, new businesses received their grant payment within 10 working days of applying, many receiving payment within a week. There were cases where a business application would take longer but this was due to complexities within the criteria and grey areas within the business sectors forced to close.

2.32 During processing over 2,400 applications were received and processed, with over 2,000 applications approved and paid. The main reasons for rejections were.

- Duplicate claims
- Claims from businesses not forced to close
- Claims from businesses in liquidation or insolvent.
- Claims from businesses no longer in the premise they claimed to be.

These rejections took up a significant amount of the processing time as the Council wanted to be sure in all cases that a payment could not be made before any rejection was issued.

2.33 Final Grant Position

The table below shows the final position of Local Restrictions Support Grants. These schemes ended for final payments on 30 April 2021.

LRSG Grants	Grant Allocation	Grant Paid	Balance	Grants Paid
Local Restrictions Support Grant (Open)	£586,535	£586,535	£0	598
Local Restrictions Support Grant (Closed) – Tier 3	£806,761	£962,262	£155,501	1,946
Local Restrictions Support Grant (Closed) – national lockdown November 2020	£3,355,272	£2,494,224	-£861,048	1,732
Local Restrictions Support Grant (Closed) - national lockdown January to March 2021	£10,304,668	£7,564,850	-£2,739,818	1,746
Closed Business Lockdown Payment – for period of national lockdown January to March 2021	£10,062,000	£7,428,000	-£2,634,000	1,746
Wet Led Pubs	£115,200	£101,000	-£14,200	101
Restart Grants	£10,338,516	£11,095,397	£756,881	1,675
Overall Position	£35,568,952	£30,232,268	-£5,336,684	

Similar to the first national lockdown government grant allocations were

overestimated and provided to ensure that the Council could operate the payments quickly but also to support the Councils cashflow position through the financially challenging period that the restrictions would cause. As a result, despite the Councils efforts to push these grants to eligible businesses, the Council will still need to return a further £5.3m to Government. This £5.3m cannot be used for any other purpose than prescribed in Government's guidance and therefore, the Council has no choice but to return these funds. The Council has no discretion or flexibility here, if there aren't further eligible businesses that meet the scheme criteria, no further grant can be used.

2.34 Comparisons to Other LA's

The national picture backs up the Council's view that Government significantly over allocated the grant fund. Out of 314 LA's that received an estimated grant allocation for the above schemes, only 6 will not have to return any grant funds. Across the rest of the LA's, on average 32% of the allocated grant will be returned to Government, just 24% for Rotherham.

Additional Restrictions Grant

- 2.35 At the point Governments Local Restrictions Support Grants were introduced, with their specific rules and criteria targeting businesses in key sectors, that were registered for business rates, Government also introduced the Additional Restrictions Grant (ARG). ARG was a discretionary fund to allow local authorities to provide further business support packages to businesses within their local economy, based on their local needs. The Councils allocation was combined with the wider Sheffield City Region local authorities and paid directly to the Sheffield City Region.
- 2.36 As a discretionary grant allocation, the Council working with the other SCR member authorities was able to design and establish business support packages that best supported the local economy and deal with gaps in business support packages that Government had provided. Agreement was reached across the SCR from the outset that there would need to be a consistent approach across the region to ensure clear understanding and implementation of any grant schemes. As such all grant schemes proposed from this fund were agreed at a technical officer level, before approval by S151's, CEX's and Council Leaders.
- 2.37 Through the course of delivery of the ARG grant, the funds provided to SCR have been topped up twice, following extended restrictions. In total the SCR has received £50m of ARG funding. In the main, the schemes implemented have been to complement the Governments LRSG schemes as detailed above, but through provision of support to businesses who are not registered for business rates, for example as they are in shared accommodation.
- 2.38 The following schemes have been delivered in Rotherham and across the SCR via the ARG fund.

Relief Schemes:

- Business Support scheme to mirror those Government schemes shown in section 2.26 but with applicants here being those not registered for business rates.
- Top up payment for businesses most impacted by the Covid-19 restrictions, within the Hospitality, Accommodation and Indoor Leisure sectors.
- Support payment for licensed taxi drivers.
- Support for businesses in the supply chain of those forced to close due to the national lockdown.
- Open business grants 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.
- Hardship grant, to support businesses suffering from a loss of trade and that have been unable to access any of the existing business grant schemes. These were primarily small and microenterprises, mobile and home-based businesses.

Recovery 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.

2.39 How to apply and communication

The Council maintained its approach of a one application process, so that businesses need only apply once, and the Council would ensure that they received all the support possible within the remit of the live business grant schemes. The communication process used on the Government schemes was repeated to maximise the knowledge of these business grants.

Speed of processing / reasons for hold ups or rejections

The Council utilised existing date where possible from original applications to allow for automatic payments to be processed as new schemes became live across the period of the restrictions. This meant that the majority of businesses received their initial payment from their initial grant applicant within 5 working days but then received automatic payments thereafter without a need to contact the Council.

During processing over 2,500 applications were received and processed, with over 2,000 applications approved and paid across the various schemes. The main reasons for rejections were.

- Duplicate claims.
- Claims from businesses not forced to close.
- Claims from businesses in liquidation or insolvent.
- Claims from businesses no longer in the premise they claimed to be.

2.40 Final Grant Position

The table below shows the position of Additional Restrictions Grants for RMBC. The Council has spent £8.1m of the £50m ARG pot for the Sheffield City Region. This means that the Council has received more grant support at 17% of the overall ARG, than the estimated business stock for Rotherham within the SCR, 16%. Overall, the SCR ARG fund only has £3m left to be delivered which is on target to be fully utilised before the 31st March 2022 deadline.

ARG Scheme	Grant Value Paid
ARG used to mirror gov schemes outlined in section 2.26	£1,806,140
Top up Payment	£2,558,000
Taxi Support (One off)	£837,500
Supply chain (One off)	£401,038
Open Business Grant	£86,250
Hardship (One off)	£668,000
Outdoor Hospitality	£138,353
Digital Recovery Grant	£185,702
Capital Recovery Grant	£1,383,421
Productivity Grant	£35,749
Total	£8,100,153

2.41 Comparisons to Other LA's

Out of 300 LA's or combined authorities that received an estimated grant allocation for the above schemes, only 102 have issued more than 90% of their grant allocation, SCR having issued 94%. The range of delivery outside of that 102 is from 18.6% to 89%. The grant can be spent until 31 March 2022, but the Council and SCR view has been to get the support out to businesses in need as quickly as possible.

2.42 Summary

At the end of the restart grant administration the Council has delivered a total of £87m of business support grants through the first national lockdown business support packages, the Local Restrictions Support Grants and Additional Restrictions Grant that followed. This has seen over 5,000 business receive

direct grant support to enable them to mitigate the financial impacts of Covid-19. Whilst the Council is required to return £10m to Government of unallocated grant funds, the Council was allowed to utilise those grants for other businesses that were impacted by the restrictions. The Council had to operate within the guidance that Government had outlined and could not use discretion to award these grant funds outside of that guidance. The Council only had one discretionary grant through these schemes and that as detailed in section 2.23 was fully utilised.

3. Options considered and recommended proposal

3.1 This report is an update on Covid-19 business support grant and requires no options to be considered as there are no recommendations.

4. Consultation on proposal

4.1 This report is an update on Covid-19 business support grant and requires no consultation to be carried out.

5. Timetable and Accountability for Implementing this Decision

5.1 This report is an update on Covid-19 business support grant and requires no decision to be made.

6. Financial and Procurement Advice and Implications

6.1 There are no direct financial and procurement implications arising from this report which is providing an update

7. Legal Advice and Implications

7.1 No direct legal 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 At a time of economic difficulty and tight financial constraints, managing spend in line with the Council's budget is paramount. Careful scrutiny of expenditure and income across all services and close budget monitoring therefore remain a top priority if the Council is to deliver both its annual and medium term financial plans while sustaining its overall financial resilience

13. Accountable Officers

Graham Saxton, Assistant Director – Financial Services

Rob Mahon, Head of Corporate Finance

Approvals obtained on behalf of Statutory Officers:-

	Named Officer	Date
Chief Executive	Sharon Kemp	Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	04/10/21
Head of Legal Services (Monitoring Officer)	Bal Nahal	01/10/21

Report Author: Rob Mahon, Head of Corporate Finance

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

Initial Equality Screening Assessment (Part A)

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title:

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

The report sets out the Councils administration of Covid-19 business support grants that it has been required to administer since the 11th March 2020 Budget announcement that Government would provide financial support packages to businesses impacted by Covid-19 restrictions. The report sets out the timeframes, criteria and performance against these schemes as well as setting out the Councils approach. The report clarifies the final position on each of the schemes as well as providing details of any funding returned to Government unspent.

This report is just a position statement and has no recommendations that generate a service action.

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

<ul style="list-style-type: none"> • Key findings n/a 	
<ul style="list-style-type: none"> • Actions n/a 	
Date to scope and plan your Equality Analysis:	n/a
Date to complete your Equality Analysis:	n/a
Lead person for your Equality Analysis (Include name and job title):	n/a

5. Governance, ownership and approval

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

Name	Job title	Date
Judith Badger	Strategic Director – Finance and Customer Services	28/9/21

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	28/9/21
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

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

-
- 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?	<i>no impact on emissions</i>				
Emissions from transport?	<i>no impact on emissions</i>				
Emissions from waste, or the quantity of waste itself?	<i>no impact on emissions</i>				
Emissions from housing and domestic buildings?	<i>no impact on emissions</i>				
Emissions from construction and/or development?	<i>no impact on emissions</i>				
Carbon capture (e.g. through trees)?	<i>no impact</i>				

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

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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Work programme – Overview and Scrutiny Management Board UPDATED: 15 September 2021

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
16 June	Year Ahead Plan	Pre-decision scrutiny in advance of Cabinet meeting on 21 June.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That Overview and Scrutiny Management Board members are consulted and involved in the development of both the format and the contents of the new medium-term Council Plan. 3. That Overview and Scrutiny Management Board members receive regular updates, at a frequency and in a format to be determined, on performance against the objectives contained in the new medium-term Council Plan.
	Equality Annual Report	Pre-decision scrutiny in advance of Cabinet meeting on 21 June.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That Overview and Scrutiny Management Board members are provided with the training and information to enable them to provide effective scrutiny and oversight of the equalities agenda at the Council in order to ensure the best equalities outcomes are obtained for both residents and Council employees.
	Finance Update	Pre-decision scrutiny in advance of Cabinet meeting on 21 June.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a further report be brought to the October 2021 meeting of the Overview and Scrutiny Management Board regarding the allocation of Covid related business support grants.

	Town Centre Master plan Implementation	Pre-decision scrutiny in advance of Cabinet meeting on 21 June.	<ol style="list-style-type: none">1. That Cabinet be advised that the recommendations be supported.2. That Overview and Scrutiny Management Board members are further consulted on the number, location and design of the public seating areas contained in the Town Centre Masterplan.3. That in addition to protecting established trees and replacing any unhealthy or dying trees, that consideration be given to increasing the overall number of trees in the Town Centre.
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Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
14 July	Financial Outturn 2020/21	Pre-decision scrutiny in advance of Cabinet meeting on 19 July.	1. That Cabinet be advised that the recommendations be supported.
	May 2021/22 Financial Monitoring	Pre-decision scrutiny in advance of Cabinet meeting on 19 July.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a report be presented at a future meeting of the Overview and Scrutiny Management Board that details how the changes that have been made to how the Council operates and provides services as a result of the pandemic have informed budget management procedures, and whether these changes to how the Council operates have highlighted any new opportunities where future budget savings could potentially be made. 3. That further information on the budget processes and on the assumptions used to determine staffing budgets across all directorates be circulated to members of the Overview and Scrutiny Management Board.
	Local Plan: Adoption of Heritage at Risk Strategy and Register	Pre-decision scrutiny in advance of Cabinet meeting on 19 July.	1. That Cabinet be advised that the recommendations be supported.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
28 July	Grange Landfill	Resolved on 18 March that a further report on the latest situation surrounding the Grange Landfill be presented to the Overview and Scrutiny Management Board in three months' time.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That a further report on the current situation regarding the Grange Landfill site be brought to the January 2022 meeting of the Overview and Scrutiny Management Board, or sooner if there are any significant changes regarding the issues relating to the sites operation. 3. That the Assistant Director, Community Safety and Streetscene liaises with the Leader of the Council, the Opposition Group Leaders and the Chief Executive on the potential to write a further letter to the Secretary of State for Housing, Communities and Local Government requesting that they use their discretionary powers to either revoke the planning permission granted in 1958 for the Grange Landfill Site or to make a discontinuance order.
	Adult Care - restructure and pathway development	Resolved December 2020 to request an update in 6 months.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That the Chair and Vice-Chair of the Overview and Scrutiny Management Board liaise with the Strategic Director – Adult Care, Housing and Public Health and the Assistant Director - Adult Social Care and Integration on the focus of a future report to the Overview and Scrutiny Management Board on how the Adult Social Care service goes over and above statutory levels of service provision.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
15 September	Year Ahead Plan – Progress Report	Pre-decision scrutiny in advance of Cabinet meeting on 20 September.	That Cabinet be advised that the recommendations be supported.
	July Financial Monitoring 2021/22	Pre-decision scrutiny in advance of Cabinet meeting on 20 September.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That a report be circulated to members of the Overview and Scrutiny Management Board in order to provide members with information and assurance on the specific activities that are being carried out with, and by directorates in order to ensure the timely delivery of previously agreed budgetary savings.
	Community Infrastructure Levy Spending Protocol	Pre-decision scrutiny in advance of Cabinet meeting on 20 September.	<ol style="list-style-type: none"> 1. That Cabinet be advised that the recommendations be supported. 2. That further consideration be given to how all elected members can be consulted and engaged with regarding the allocation and prioritisation of Strategic Community Infrastructure Levy funds. 3. That an all-member seminar be delivered in order to provide members with information on the Community Infrastructure Levy, Section 106 agreements and on the new processes and protocols for the spending of both Strategic and Local Community Infrastructure Levy funds in their wards.

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
13 October	TBC	MEETING CANCELLED	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
3 November 2021	Safer Rotherham Partnership Annual Report.	Annual item for the Board to receive the Safer Rotherham Annual Report in its role as the Council's Statutory Crime and Disorder Committee, as defined by the Crime and Disorder (Overview and Scrutiny) Regulations 2009.	
	Covid Business Support Grants	Resolved 16 June that a further report be brought to the October 2021 meeting of the Overview and Scrutiny Management Board regarding the allocation of Covid related business support grants.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
17 November	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 22 November.	
	Annual Complaints Report	Annual item	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
8 December	TBC	Pre-decision scrutiny in advance of Cabinet meeting 13 December.	
	Progress Report on the recommendations made by the Overview and Scrutiny Management Board on the use of agency staff	Resolved December 2020 to request an update in 12 months.	
	Adult Care Service Provision	Resolved 28 July: That the Chair and Vice-Chair of the Overview and Scrutiny Management Board liaise with the Strategic Director – Adult Care, Housing and Public Health and the Assistant Director - Adult Social Care and Integration on the focus of a future report to the Overview and Scrutiny Management Board on how the Adult Social Care service goes over and above statutory levels of service provision.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
19 January	TBC	Pre-decision scrutiny in advance of Cabinet meeting 13 December.	
	Grange Landfill	Resolved on 28 July: That a further report on the current situation regarding the Grange Landfill site be brought to the January 2022 meeting of the Overview and Scrutiny Management Board, or sooner if there are any significant changes regarding the issues relating to the sites operation.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
9 February	Budget Consultation	Annual item.	
	TBC	Pre-decision scrutiny in advance of Cabinet meeting 14 February.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
23 February	Digital Strategy	Resolved February 2020 to bring an update in 12 months.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
23 March	TBC	Pre-decision scrutiny in advance of Cabinet meeting 28 March.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
6 April	TBC	Pre-decision scrutiny in advance of Cabinet meeting 25 April.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
11 May	TBC	Pre-decision scrutiny in advance of Cabinet meeting 16 May.	

Items pending schedule or removal

Item	Details	Status	Officer
Hate Crime Strategy	Further update on steps taken to address hate crime and agreed to be involved in any pre-scrutiny work on the Hate Crime Strategy and its development.	Timescale TBC as work paused due to Covid-19.	Assistant Director, Community Safety and Street Scene/ Head of Community Safety, Resilience and Emergency Planning
New HR and Payroll System	Report on the new HR and Payroll System once implemented in phases from June 2019 which will rationalise information on the staffing establishment as at present data is held in HR and Finance.	To be subject to a one-off sub-group review. Assistant Director of Human Resources and Organisational Development contacted re request.	Assistant Director of Human Resources and Organisational Development
Forge Island	To monitor exception reporting.	To be scheduled.	Strategic Director Regeneration and Environment
CYPS - High Needs Block Update and Recovery Plan	<p>Scrutiny acknowledged that it was early days in the recovery plan process with steps outlined to reduce the deficit. Overall position.</p> <p>OSMB had other updates on this particular issue and other services within CYPS, but Chair confirmed continuation at work planning meeting on 27 May 2020.</p>	June 2021 – Strategic Director Children’s and Young Peoples Services/Assistant Director – Education/Chair and Vice-Chair to meet to discuss focus of the report.	Strategic Director Children’s and Young Peoples Services
Response to Covid-19 pandemic and plans for post-pandemic recovery	Ongoing monitoring and reporting.	Overarching item	Chief Executive and Strategic Directors
Rothercard		To be scheduled	

Finance/Budget Setting	Resolved at the 14 July meeting: That a report be presented at a future meeting of the Overview and Scrutiny Management Board that details how the changes that have been made to how the Council operates and provides services as a result of the pandemic have informed budget management procedures, and whether these changes to how the Council operates have highlighted any new opportunities where future budget savings could potentially be made.	To be scheduled	
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Standing items to be scheduled

Item	Details	Status	Officer
Council Plan Performance Indicators	Regular monitoring	To be scheduled quarterly as agreed at 16 December 2020 meeting.	Head of Performance, Intelligence and Improvement
Equalities Report	Standing bi-monthly item	To be scheduled bi-monthly as required	Head of Performance, Intelligence and Improvement

Items to be scheduled during 2021/22

Item	Details	Status	Officer
Children's Commissioner Take Over Challenge	Annual Item	Topic to be determined and meeting scheduled for 2021.	Governance Advisor
REACH Action Plan/Provider Services	Request received from Strategic Director Adult Care for consideration from OSMB	To be considered for scheduling	Strategic Director Adult Care

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Health Select Commission - Work Programme 2021/22 Municipal Year

Meeting Date	Agenda Items
10 June 2021	Update on Health and Care System Changes
	Joint Strategic Needs Assessment (JSNA) Update
	COVID Briefing
	Initial Work Programme 2021/22
Quality Accounts	Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
8 July 2021	Carer's Strategy Update
	Health and Wellbeing Board Annual Report 2021/22
	Revised Work Programme 2021/22
2 September 2021	Suicide Prevention
September 2021 Workshop	Rotherham Community Hub
7 October 2021	The Rotherham NHS Foundation Trust (TRFT) Annual Report
	Acute Mental Health
October 2021 Working Group	Young Carers (with Improving Lives Select Commission)
25 November 2021 (Reports 16 Nov)	CAMHS (Children and Adolescent Mental Health Services)
	Prevention-led Strategy Systems
	Outcomes from Community Hub and Young Carers Sub-groups
November 2021 Year-end Quality Accounts	RDaSH, TRFT, YAS
December 2021 Working Group	Adult Social Care Outcomes Framework (ASCOF) Performance Measures
13 January 2022 (Reports 4 Jan)	Director of Public Health Annual Report 2021
	Local Authority Declaration on Healthy Weight Update
January 2022 Working Group	COVID-19 Scrutiny – Health Care Worker and Care Home Safety

24 February 2022 (Reports 15 Jan)	Maternity Services
	Hospital Discharge Policy and Practice
	Outcomes from ASCOF and COVID-19 Scrutiny Sub-groups
March 2022 Working Group	Accessibility of Public Spaces
April 2022 Workshop	Yorkshire Ambulance Service (YAS)
April 2022 Half-Year Quality Accounts	TRFT, RDaSH and YAS
7 April 2022	Acute Mental Health Update
	Autism Strategy and Pathway Update
	Intermediate Care and Reablement Update
	Outcomes of Accessibility Working Group

Work programme – Improving Lives Select Commission – Updated 6 October 2021

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
15 June 2021	Pause Progress report	Resolved in March 2020 to bring a further report after May 2021.	That the report be noted.
	Work Programme	To consider the committee’s work programme	That the Work Programme be noted and updated as discussed.
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	That the report be noted.

27 July 2021	Adult Safeguarding	<p>Resolved at January 2021 meeting.</p> <ol style="list-style-type: none"> 1. That the Independent Chair of the Rotherham Safeguarding Adult's Board attends the July 2021 meeting of the Improving Lives Select Commission to present a report on how the Board is working to identify and support hidden female victims of violence. 2. That the report presented at the July 2021 meeting of the Improving Lives Select Commission also includes an analysis of cases that resulted in no further action being taken. 	<ol style="list-style-type: none"> 1. That the report be noted. 2. That members of the Improving Lives Select Commission be further consulted on the development of the revised Domestic Abuse Strategy. 3. That further information on the number of incidents and their outcomes related to female genital mutilation and so called "honour based" violence be circulated to members of the Improving Lives Select Commission. 4. That further information on work conducted with perpetrators of domestic abuse be circulated to members of the Improving Lives Select Commission. 5. That consideration be given to providing all elected members the opportunity to access an appropriate training session on domestic abuse.
	Work Programme	To consider the committee's work programme.	That the work programme be approved
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	That the report be noted.

21 September 2021	YOT Improvement Plan	Resolved at January 2021 meeting to receive a progress update.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That a further report be brought to the March 2022 meeting of the Improving Lives Select Commission to provide a progress report on the implementation of the YOT Inspection Action Plan. 3. That a briefing for members of the Improving Lives Select Commission be arranged in order to provide an overview of the work of the YOT and to detail how it has positively impacted on the lives of the children and young people that it has worked with.
	One Adoption South Yorkshire	To scrutinise how the new arrangements are working.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That a report on the performance of the One Adoption South Yorkshire regional adoption agency be brought to the September 2022 meeting of the Improving Lives Select Commission. 3. That consideration be given to how all elected members can be involved in promoting the work of One Adoption South Yorkshire in their wards and in encouraging potential adoptive parents to come forward.
	Food Poverty/Holiday Activity Programme	To receive a report on previous activities and plans for the future.	<ol style="list-style-type: none"> 1. That the report be noted. 2. That the information collated regarding attendance and uptake around the programme of activities delivered via the Holiday Activities Fund Grant be circulated to the members of the Improving Lives Select Commission as soon as it is available.
	Work Programme	To consider the committee's work programme.	That the work programme be approved
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	That the report be noted.

<p>5 October 2021</p>	<p>Adult Safeguarding</p>	<p>Follow up report on Adult Safeguarding issues.</p>	<ol style="list-style-type: none"> 1. That the report be noted. 2. That a further report regarding Adult Safeguarding, with a focus on the approach and activity being carried out in Rotherham, be brought to the April 2022 meeting of the Improving Lives Select Commission. 3. That an all member seminar be delivered in order to share information and case studies on how Adult Safeguarding activity in Rotherham had impacted on the lives of individuals. 4. That the Strategic Director of Adult Care, Housing and Public Health, in consultation with relevant delivery partners, give consideration to how elected members can work to raise awareness of Adult Safeguarding issues within their communities.
<p>26 October</p>	<p>SEN</p>	<p>Resolved December 2020 to request an update</p>	

2021	Strategy/Sufficiency	Agreed as an area of focus in July 2021 Work Programming session.	
	Children's Mental Health	Agreed as an area of focus in July 2021 Work Programming session.	
	Work Programme	To consider the committee's work programme.	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	
7 December	Education Recovery	Agreed as an area of focus in July 2021 Work	

2021	(including Elective Home Education)	Programming session.	
	Post-CSE Support	To receive the report from the sub-group of ILSC on Post-CSE Support.	
	Work Programme	To consider the committee's work programme.	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	
25 January 2022	Adult Safeguarding Annual Report	To receive and consider the annual report.	

	Rotherham Children's Safeguarding Partnership – Annual Report	To receive and consider the annual report.	
	Work Programme	To consider the committee's work programme.	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	
8 March 2022	YOT Improvement Plan	Resolved at the September 2021 meeting to bring a	

		further report in 6 months' time.	
	Work Programme	To consider the committee's work programme.	
	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.	
26 April 2022	Adult Safeguarding	Resolved 5 October 2021:	

		That a further report regarding Adult Safeguarding, with a focus on the approach and activity being carried out in Rotherham, be brought to the April 2022 meeting of the Improving Lives Select Commission.	
	Work Programme	Project group updates	For the Chair/project group leads to provide an update on the work of the project groups.
	Project group updates	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.
	ILSC Monitoring Report	To monitor the progress of recommendations made by ILSC.	

Items pending scheduling or removal

Item	Details	Status
Support for Young Carers	Raised as an area of interest by members following a report on Carers at HSC.	To be scheduled/considered for a sub-group project.
Counter extremism in schools/ Radicalisation of young people and extremism	<p>Resolved in September 2019</p> <p>That a report be submitted to this Commission as part of 2020/21 work programme outlining how the local authority was meeting its Prevent duty.</p> <p>That an update on its counter extremism work be submitted to this Commission as part of 2020/21 work programme.</p> <p>That this update includes an evaluation of the work in schools and further details of the work with adults and neighbourhoods and any specific work with parents and carers.</p> <p>Focus to be on work being done in schools.</p> <p>Referred to ILSC from OSMB</p>	<p>To be scheduled</p> <p>July 2021 – Chair and Vice Chair will be receiving a briefing in order to consider the focus of the subsequent report to the committee.</p>
Youth Offending Team – Service Provision	To look at the processes and journey that young people go through who are accessing YOT services	Agreed September 2021 to provide a briefing for members.
CYPS Directorate workforce strategy	Progress report	Focus to be discussed before scheduling
Re-referrals and repeat child protection planning –	Resolved at June 2020 meeting to receive a progress	To be scheduled

Progress report	<p>report at December 2020 meeting.</p> <p>Nov 2020 – Rescheduled to March 2021</p> <p>Feb 2021 – Chair deferred item as data on this was not highlighting an areas of additional concern.</p>	
Mental Health and Digital Exclusion amongst young people.	Resolved at December 2020 HSC “That the Improving Lives Select Commission investigate young patients’ access to technology with a view to preventing their digital exclusion from accessing mental health services.”	To be scheduled
Domestic Abuse Strategy	To follow up from the meeting held where ILSC members were invited to input into the refresh of the Domestic Abuse Strategy.	<p>To be scheduled or linked into OSMB pre-decision work.</p> <p>April 2020 – “Following the end of the Market engagement process Officers can attend and update Scrutiny to allow for feed into the service specification development. This will likely be July/August 2021”</p>
One Adoption South Yorkshire	Resolved September 2021 to bring a further report in 12 months’ time.	To be scheduled for September 2022

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Improving Places Select Commission - Work Programme 2021/22 Municipal Year

Meeting Date	Agenda Items
29 June 2021	Initial Work Programme 2021/22
	Aids and Adaptations Tenant Scrutiny Review
20 July 2021	Rough Sleeper Strategy Update
	Revised Work Programme 2021/22
7 September 2021	Cold Spaces
	Flood Alleviation Update
	Bereavement Services Annual Report
2 November 2021 (Reports 22 October)	Thriving Neighbourhoods Annual Report
	Progress on Library Strategy and Action Plan
November/December 2021 Working Group	External Funding for Regeneration and Development
14 December 2021 (Reports 3 December)	Planning White Paper
	Rotherham Town Centre Update
	Allotments Self-Management Update
	Outcomes from External Funding Sub-group
January/February 2022 Working Group	Cultural Strategy (with Improving Lives Select Commission)
1 February 2022 (Reports 21 January)	Environment Bill – Waste Management
	Housing Strategy
	Fly Tipping Update
March 2022 Working Group	Market Service – Recovery and Future Engagement
22 March 2022 (Reports 11 March)	Active Travel Update
	Clean Air Zone Update
	Highways Service Update
	Outcomes from Cultural Strategy Sub-group

19 April 2022 (Reports 8 April)	Re-deployable CCTV Update
	Tree Management Strategy Update
	Antisocial Behaviour Policy Update
	Outcomes from Market Service Sub-group
April/May Working Group	Housing Repairs Service Review

FORWARD PLAN OF KEY DECISIONS
1 October 2021 – 31 December 2021

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

Contact Information:-

Democratic Services
Riverside House
Main Street
Rotherham
S60 1AE

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

What is the Forward Plan?

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

What is a Key Decision?

A Key Decision is one which is likely to:-

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

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

What does the Forward Plan tell me?

The plan gives information about:

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

Who takes Key Decisions?

Under the Authority's Constitution, Key Decisions are taken by the Cabinet. Key Decisions are taken at public meetings of the Cabinet. The Cabinet meets once a month on a Monday at 10.00am at Rotherham Town Hall. Meeting dates for 2021/22 are:

21 June 2021	20 September 2021	22 November 2021	24 January 2022	28 March 2022	16 May 2022
19 July 2021	18 October 2021	13 December 2021	14 February 2022	25 April 2022	

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

Names of contact officers are included in the Plan.

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

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

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

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
KEY DECISIONS TO BE TAKEN ON 18 OCTOBER								
CHILDREN AND YOUNG PEOPLE'S SERVICES								
Proposal to make prescribed alterations to the Willows School	August 2021	To approve a period of statutory consultation on proposals by the posting of a public notice.	Cabinet Member for Children and Young People	Pre statutory consultation completed. Statutory consultation via public notice.	Report	All Wards	Open	Suzanne Joyner Tel: 01709 247617 suzanne.joyner@rotherham.gov.uk
Proposal to make prescribed alterations to Newman School	August 2021	To approve a period of pre statutory consultation on proposals.	Cabinet Member for Children and Young People	Ward Members, constituency MP's, Parish Councils, parents/carers of children attending the school, all schools and wider stakeholders.	Report	All Wards	Open	Suzanne Joyner Tel: 01709 247617 suzanne.joyner@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
Transport for Children, Young People and Vulnerable Adults Contractor Framework	August 2021	To approve the procurement process for externally contracted transport services, given the contract value of circa £5million per annum.	Cabinet Member for Transport and Environment	Relevant Members, officers and stakeholders	Open with exempt appendices	All Wards	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Disposal of Surplus Property Assets	July 2021	To approve the disposal of surplus properties: 58 Quarry Hill Wath	Cabinet Member for Jobs and the Local Economy	Relevant officers, Members, and stakeholders	Report	Wath	Part exempt	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
KEY DECISIONS TO BE TAKEN ON 22 NOVEMBER								
ADULT CARE, PUBLIC HEALTH AND HOUSING								

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Drugs and Alcohol Services Commissioning	August 2021	To seek approval to the recommissioning of a 'all age' Alcohol and Drug Service which expands the existing adult model to include the current young person's service as part of one new specialist pathway with a start date of 1 st April 2023.	Cabinet Member for Adult Social Care and Health	Service users, interconnected RMBC services and partner organisations.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
The location of Parkhill Lodge Residential Service.	August 2021	To seek approval following consultation on the location of Parkhill Lodge service.	Cabinet Member for Adult Social Care and Health	Ward Members, Customers and Staff.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
Proposals for the REACH service	August 2021	To seek approval to consult on the day opportunities for people with learning disabilities and autism with complex needs in relation to models of delivery and location.	Cabinet Member for Adult Social Care and Health	Ward Members, Customers and Staff.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
ASSISTANT CHIEF EXECUTIVE								
New Council Plan 2022 - 2024	August 2021	To approve the new Council Plan and the Year Ahead Delivery Plan.	Leader of the Council	Relevant officers, Members and stakeholders, including public consultation.	Report	All Wards	Open	Jo Brown jo.brown@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
September 2021/22 Financial Monitoring	August 2021	To note the current revenue and capital monitoring position and agree any required actions.	Cabinet Member for Corporate Services, Community Safety and Finance	Relevant Members, Officers and Stakeholders.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Medium Term Financial Strategy	August 2021	To consider a review and update of the Medium-Term Financial Strategy and agree any required actions.	Cabinet Member for Corporate Services, Community Safety and Finance	Relevant Members, Officers and Stakeholders	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 22 NOVEMBER								

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
ADULT CARE, PUBLIC HEALTH AND HOUSING								
Mid-year housing development update report	August 2021	To note progress against the 2021/22 annual housing development programme.	Cabinet Member for Housing	Ward Members in affected wards, other council services.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
New Applications for Business Rates Relief	March 2021	To consider the recommendation for a new application for Business Rates discretionary relief.	Cabinet Member for Corporate Services, Community Safety and Finance	Relevant Members, officers and stakeholders.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
KEY DECISIONS TO BE TAKEN ON 13 DECEMBER OR LATER								
ADULT CARE, PUBLIC HEALTH AND HOUSING								
HRA Business Plan 2022-23	October 2021	To consider and recommend to Council the approval of the 2022-23 HRA Business Plan.	Cabinet Member for Housing	Relevant Members, Officers and Stakeholders.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
Housing Rent and Service Charges 2022-23	October 2021	To consider and recommend to Council the approval of the HRA rent and service charges for 2022-23.	Cabinet Member for Housing	Relevant Members, Officers and Stakeholders.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk
ASSISTANT CHIEF EXECUTIVE								
Refreshed Equalities Strategy and Objectives	July 2021	To approve the council's equality objectives.	Cabinet Member for Corporate Services, Community Safety and Finance	Scrutiny, partners and stakeholders.	Report and appendix	All Wards	Open	Jo Brown jo.brown@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Clean Air Zone (CAZ) - Submission of Full Business Case	July 2021	To approve the submission to government of the Full Business Case for implementation of the Sheffield City Region Clean Air Zone Charging Scheme and associated infrastructure measures	Cabinet Member for Transport and Environment	Relevant Members, Officers and Stakeholders.	Clean Air Zone Full Business Case	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
Removal of Overage agreement on Westgate Chambers	October 2021	To agree to the removal of the overage clause that was included in sale of Westgate Chambers.	Cabinet Member for Jobs and the Local Economy	Relevant Members, Officers and Stakeholders	Report and Appendices	Boston Castle	Part exempt	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 13 DECEMBER OR LATER								
ASSISTANT CHIEF EXECUTIVE								
Year Ahead Plan Progress Report	October 2021	To report on the achievements of the Year Ahead Plan.	Leader of the Council	Members, officers and relevant stakeholders.	Report and appendices	All Wards	Open	Jo Brown jo.brown@rotherham.gov.uk
ADULT CARE, HOUSING AND PUBLIC HEALTH								
0-19 Public Health Nursing Services Commissioning	October 2021	To outline the details of the service for approval . This is as requested from the Cabinet decision of 23rd March 2021 on the forthcoming service recommission.	Cabinet Member for Adult Social Care and Health	Relevant Members, Officers and Stakeholders.	Report	All Wards	Open	Anne Marie Lubanski Tel: 01709 822397 annemarie.lubanski@rotherham.gov.uk

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

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

**PART 2
QUALIFICATIONS: ENGLAND**

Paragraphs 1-8 repealed.

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

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

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

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