

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Date and Time :- Wednesday 15 September 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 14 and 28 July 2021 (Pages 4 - 22)

To consider the minutes of the previous meetings of the Overview and Scrutiny Management Board held on 14 and 28 July 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.

Items for Pre-Decision Scrutiny

In accordance with the outcome of the Governance Review in 2016, the following items are submitted for pre-scrutiny ahead of the Cabinet meeting on 20 September 2021. Members of the Overview and Scrutiny Management Board are invited to

comment and make recommendations on the proposals contained within the report.

6. Year Ahead Plan Progress Report (Pages 23 - 88)

Cabinet Portfolio: - Leader

Strategic Directorate: - Assistant Chief Executive

7. July Financial Monitoring 2021/22 (Pages 89 - 113)

Cabinet Portfolio: - Corporate Services, Community Safety and Finance

Strategic Directorate: - Finance and Customer Services

8. Community Infrastructure Levy Spending Protocol (Pages 114 - 135)

Cabinet Portfolio: Jobs and the Local Economy

Strategic Directorate: - Regeneration and Environment

For Information/Monitoring:-

9. Work Programme (Pages 136 - 152)

To consider the Board's Work Programme.

10. Forward Plan of Key Decisions - 1 September to 30 November 2021 (Pages 153 - 160)

To review and identify items for pre-decision scrutiny from the Forward Plan of Key Decisions covering the period from 1 September to 30 November 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 Wednesday 13 October at 11am at Rotherham Town Hall.



**SHARON KEMP,
Chief Executive.**

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Wednesday 14 July 2021

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

Apologies for absence:- Apologies were received from Councillors Hoddinott and Wyatt.

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

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

15. MINUTES OF THE PREVIOUS MEETING HELD ON 16 JUNE 2021

Resolved: - That the Minutes of the meeting of the Overview and Scrutiny Management Board held on 16 June 2021 be approved as a true record.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

18. EXCLUSION OF THE PRESS AND PUBLIC

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

19. FINANCIAL OUTTURN 2020/21

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 Outturn for 2020/21. The Leader of the Council, the Assistant Director - Financial Services and the Head of Corporate Finance attended the meeting to present the report.

The report detailed the final revenue and capital outturn position for 2020/21 and also provided information on the Council's reserve balances as at the end of the financial year.

The report stated that the Council had had a final underspend against its approved budget of £6.1m, following mitigating actions taken to manage the significant financial impacts of Covid-19. The report also noted the late receipt of £2m of Government support towards the ongoing costs associated with Operation Stovewood. It was noted that significant uncertainty remained around the financial consequences of the pandemic, potential restrictions, further in-year pressures on the Council's budget and on future Government funding support. As such a prudent use of the

underspend was being proposed in order to address these ongoing risks during the financial years 2021/22 and 2022/23.

A summary of the outturn position for each directorate was also included in the report along with an accompanying narrative on any budget variances. The report also provided information on the Housing Revenue Account (HRA) and the Council's Capital Programme.

In introducing the report, the Leader noted the significant financial impact of the pandemic on the Council in many areas such as increased spending on PPE, increased costs related to waste disposal as people spent more time at home, the reduction in income to the Council and how activity focussed on the pandemic had delayed the delivery of previously agreed savings. The Leader also noted that while the pandemic had been financially challenging for the Council that due to strong budget management before and during the pandemic that the Council was in a relatively strong financial situation.

Members sought assurance regarding the underspend on the activity linked to the HRA. The Leader assured members that the work that had been delayed due to the pandemic that had created the underspend was being reprofiled and that all planned spending from the HRA would be delivered.

Members asked for further information on the apparently large figures in the outturn position of the Central Services budget. The Leader advised that Central Services was used as a budget area for the processing and recording of many things including corporate charges and Government grants, and as such the reported figures for this budget area would appear to be a large figure.

Members asked whether the Council's response to the pandemic had highlighted any opportunities regarding how services were delivered that could enable future savings to be made. The Leader noted that the decision to redeploy staff during the pandemic had been an effective use of resources and advised that learning from the pandemic on how services could most effectively be delivered would be highlighted by individual services as part of the annual budget setting process.

Members asked with regard to the policy during the pandemic of paying care providers set payments that would have resulted in providers being paid for more hours than they had delivered to service users, whether there were any plans to recoup any overpaid money from the care providers. The Leader noted that the revised approach to payments to care providers during the pandemic had resulted in overpayments being made. The Leader advised however that it had been essential to support care providers who would have experienced increased costs during the pandemic so as to ensure that they were able to continue to deliver services, and as such there were no plans to recoup any overpayments.

Members asked for further information on the Central Services budget. The Assistant Director - Financial Services advised that work was continuing to reduce the number of individual budgets held in the Central Services area and that further information could be provided as required on the different budgets that were included under the Central Services budget heading.

Members noted with approval that while the pandemic had been financially challenging for the Council that due to strong budget management before and during the pandemic that the Council was in a relatively strong financial situation. Members also noted how effective the redeployment of staff had been with regard to both service delivery and efficient budget management and control.

Members asked if there were any current predictions on when the Council would return to a more normal way of operation and budget management. The Leader noted his thanks to all staff who had worked throughout the pandemic and in different roles that had ensured residents had been able to access the services and support that they needed. The Leader advised that there was however still much uncertainty with regards to the ongoing impact of the pandemic, and as such he was unable to predict when the Council would finally return to a more normal way of operation and budget management. The Head of Corporate Finance advised that there were still many financial unknowns in many areas related to the pandemic that made future budget planning uncertain, and as such it was important that the Council maintained adequate reserves as a mitigation against the ongoing uncertainty.

Members noted the ongoing impact of austerity and the impact that Government cuts had had on council services. Members noted their concern on how the cuts to services had negatively impacted on accessibility to services and the subsequent impact on equalities. Members asked whether the Equality Impact Assessments that were included in all decision-making reports could be refocussed to incorporate accessibility issues. The Leader noted the positive step that having Equality Impact Assessments had been but noted their limitations in being focused on specific reports that made incorporating broader issues like accessibility more difficult.

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

Resolved: -

That Cabinet be advised that the recommendations be supported.

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20. MAY 2021/22 FINANCIAL MONITORING

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 May 2021 based on actual cost and income figures for the first two months of 2021/22. It was noted that the report was the first 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 May 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 £5.9m 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.

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 sought further assurance regarding activity around the delivery of previously agreed savings. The Cabinet Member for Corporate Services, Community Safety and Finance assured members that activity was continuing to be conducted across directorates to monitor the activity around, and to ensure the delivery of the required savings.

Members asked for further information on the reduction in the amount spent on older people's placements. The Cabinet Member advised that the reduction had been due to fewer older people going into care homes and more older people being supported to stay in their own homes for longer.

Members asked for further information on the projected £0.8million overspend that was currently being projected with relation to Central Services. The Assistant Director - Financial Services noted that this figure was currently being projected due to uncertainties around the delivery of some of the required savings identified being delivered in the current financial year. The Assistant Director advised however that this overspend would most likely be mitigated by increased savings linked to Treasury Management activity that had not yet been factored into the projections.

Members asked how confident officers were on the assumptions that had been used in the current financial projections. The Assistant Director advised that the assumptions that had been used were based on officer's best professional judgment on the current available information, and that

as the year went on the projections would be firmed up as more confirmed figures and financial information became available.

Members asked for further information surrounding the upgrade, reopening and use of neighbourhood centres. The Leader, who was in attendance at the meeting advised that neighbourhood centres would be reopening imminently and assured members that the financial forecasts had factored in their temporary closure and the corresponding adjustment of tenant's rents. The Leader advised the Cabinet Member for Social Inclusion was currently looking at how the neighbourhood centres could be most effectively utilised in the future.

Members sought assurance about the programme to upgrade council housing across the Borough that had been severely impacted and delayed due to the pandemic. The Leader noted the enormity of the programme of works and assured members that work was ongoing to get the programme of improvements back on track.

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 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.

21. LOCAL PLAN: ADOPTION OF HERITAGE AT RISK STRATEGY AND REGISTER

Consideration was given to a report that was submitted for pre-decision scrutiny ahead of the Cabinet meeting scheduled for 19 July 2021 that sought approval for the adoption of the draft Heritage at Risk Strategy and Heritage at Risk Register. The Strategic Director - Regeneration and Environment and the Planning Policy Manager attended the meeting to present the report.

In introducing the report the Strategic Director - Regeneration and Environment noted that the Heritage at Risk Strategy set out the actions that the Council would take to reduce the number of heritage assets at risk and to achieve the repair and restoration of assets that would otherwise be lost. The report stated that wherever possible the Council would work with the owners of heritage assets; however, the strategy also identified actions which could be taken where this could not be achieved.

The Strategic Director noted that the Heritage at Risk Register, that identified assets that were at risk of further deterioration and loss, would be kept updated and formed the basis for identifying and prioritising where actions and resources for the protection of heritage assets should be targeted. The Strategic Director noted the consultation that had been carried out in the preparation of the documents and advised that following Cabinet approval there would be a further six-week consultation period with key partners and stakeholders.

The Planning Policy Manager noted that proposed strategy and risk register would play an important role in the protection of the Borough's heritage assets, and as such their production, that had been an aspiration for some time was a good news story for the Borough. The Planning Policy Manager advised that there was national register of heritage assets that was managed by Historic England but noted that that register only listed Grade 1 and Grade 1* assets, whereas the proposed Heritage at Risk Register was far more comprehensive in its coverage.

Members asked for further information on the selection criteria that had been used and whether the register would be a "living" document that could have further assets added at a later date. The Planning Policy Manager provided details on the selection criteria that had been used, noting that the criteria had been set by Historic England. The Planning Policy Manager confirmed further sites could be added to the register in future if they met the selection criteria. It was also noted that the "risk" status of assets would be updated as the individual situation regarding each site changed over time.

Members welcomed as a positive development in the protection of the Borough's heritage that the draft Heritage at Risk Strategy and Heritage at Risk Register would provide. Members noted the scope and limitations of what could be included on the Heritage at Risk Register and asked what if there were any further plans to recognise and protect a wider range of heritage assets, in particular those assets of importance to BAME communities and their heritage. The Planning Policy Manager advised that work was in progress on developing a local list of heritage assets that would have locally set criteria for an asset's inclusion. The Planning Policy Manager that consultation on this local register would be wide and inclusive.

Members asked whether the outcome regarding the loss of Bramley Old Hall would have been different if the proposed strategy and register had

been in place at the time. The Planning Policy Manager advised that the outcome, with the building being demolished would have been the same as Bramley Old Hall had neither been listed or located in a conservation area. The Planning Policy Manager advised that Bramley Old Hall may have been included on a local list if one had existed at the time and that this could have given the site more protection when the application for the means of demolition had been submitted to the Council.

Members sought assurance that ongoing discussions were being carried out regarding sites on the register in order to secure their future. The Planning Policy Manager assured members that numerous conversations were continuing with owners of assets on the register, including the owner of the Guest and Chrimes site.

The Chair noted that some of the assets listed in the register had the incorrect wards noted as their location. The Planning Policy Manager noted that the document had been prepared prior to the new Borough wards coming into force in May 2021 and advised that work would be carried out to update this information.

The Chair thanked the Strategic Director - Regeneration and Environment and the Planning Policy Manager for attending the meeting and answering member questions.

Resolved: -

That Cabinet be advised that the recommendations be supported.

22. WORK PROGRAMME

The Board considered its Work Programme.

Resolved: - That the Work Programme be approved.

23. FORWARD PLAN OF KEY DECISIONS

The Board considered the Forward Plan of Key Decisions 1 July – 31 September 2021.

Resolved: - That the Forward Plan be noted.

24. CALL-IN ISSUES

There were no call-in issues.

25. URGENT BUSINESS

There were no urgent items of business.

26. DATE AND TIME OF NEXT MEETING

8D

Resolved: - That the next meeting of the Overview and Scrutiny Management Board will be held at 11am on Wednesday 28 July 2021 at Rotherham Town Hall.

OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Wednesday 28 July 2021

Present:- Councillor Clark (in the Chair); Councillors Barley, Baker-Rogers, Browne, Burnett, A Carter, Cooksey, R. Elliott, Pitchley, Wyatt and Yasseen.

Apologies for absence: - Apologies were received from Councillor Baum-Dixon.

The webcast of the Council Meeting can be viewed at: -
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27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

- 1) Mr R Branagan asked that with regard to the amount of waste currently being taken to the site as part of the construction phase, what processes were in place for ensuring that the operator did not exceed the amounts of waste allowed by the permit that were currently being taken to the site.

In response the Assistant Director - Community Safety and Streetscene noted that the responsibility for monitoring compliance with the permit was that of the Environment Agency and referred the question to Jacqui Tootill, Area Environment Manager at the Environment Agency who was in attendance at the meeting.

Jacqui Tootill advised that material could currently be imported to the site under two authorisations, with one authorisation being an exemption that allowed inert waste to be brought to the site for the purposes of constructing the haul roads, the compound and other infrastructure, with the second authorisation was to bring in materials if it was suitable to create the required engineering works of the engineered bases on the waste cells. Jacqui Tootill advised that these authorisations were in place order to prepare the site to be fully operational with the amount of waste brought to the site being dependent on the size of the area being worked on. Jacqui Tootill advised there had been five inspections carried out by Environment Agency inspectors during 2021 and that no concerns had been raised regarding the amount or type of waste that was being taken to the site. It was noted that full records of the waste taken to the site were kept by the operator and that the Environment Agency had no concerns regarding compliance by the operator with regards to the waste currently being taken to the site.

As a supplementary question Mr R Branagan asked about the processes for the Environment Agency inspecting waste transfer

records.

In response Jacqui Tootill advised that the Environment Agency did not hold these records and would only ask to see them if they had any concerns regarding the type or amount of waste being taken to the site, however as the Environment Agency did not have any concerns the Environment Agency would not be asking to inspect these records.

- 2) Mr S McKenna asked that as the Council would not use its powers to issue a discontinuation order, and that as the Council also allowed the operator to use the access road that crossed Council owned land, what would the Council do to stop the operation of the site.

In response the Assistant Director - Community Safety and Streetscene noted that both the Council and the Secretary of State had the power to revoke a planning permission if it had been found to have been granted wrongly. The Assistant Director noted that the Council had considered the use of Section 102 of the Town and Country Planning Act 1990 in term of the potential for making a discontinuance order on the site, however any discontinuance would be subject to compensation which had been estimated to be potentially in excess of £20million. The Assistant Director reaffirmed that the Council did not have the financial resources to pay at that level of cost as well as being unlikely to be able to justify the proportionality of spending such a large amount of local public money on a single planning issue without contravention of value for money requirements. The Assistant Director advised that the Secretary of State had confirmed that they would not use their powers to revoke the planning permission as the planning permission had been granted correctly.

The Assistant Director confirmed that the Council had received a wide range of advice regarding the operator's right to use the access road over Council owned land and that from this advice it was clear that the Council was required to allow the contractor to use the road in order to access the site. The Assistant Director advised that further advice would be sought on this issue and confirmed that the Council's position of wanting to stop the operation and use of the site for landfill had not changed.

As a supplementary question Mr McKenna asked whether the Council would acknowledge that the use of the access road over Council owned land was not legitimate.

In response the Assistant Director reaffirmed that based on current legal advice, that the Council had no legitimate power to stop the contractor using the road to access the site.

- 3) Mr M Staniland asked when the Council would make it clear that the operator had no right to use the access road and that the operator was not allowed to stop others using the road to access the adjacent public space.

In response the Assistant Director reaffirmed that the Council owned the land over which the access road passed, and that the legal advice received by the Council had made it clear that the Council did not have the ability to stop the operator of the site using the road as they had a legal right of access. The Assistant Director advised as the operator had a legal right of access that the issue of the ownership of the land over which the road passed was not relevant. The Assistant Director stated that while the operator had a right of access to use the road, that they had no right to stop other people using the road and that the Council had communicated this clearly to operator.

As a supplementary question Mr Staniland asked why the site operator was not using the original access road to access the site.

In response the Assistant Director advised that the operator had a right of access in using the access road that was currently being used and that the Council had no powers to compel the operator to use the alternative access road to the site.

- 4) Councillor Jones asked whether the Environment Agency had received information on the material taken from to the site from the MHH Contracting site in Sheffield after the fire at that site.

In response Jacqui Tootill stated that the Environment Agency had not as yet received a fire report for the site. Jacqui Tootill confirmed that the fire had been on an area of the site that had been used for the storage of scrap metal and that the material that had been brought to the Grange landfill site was inert material from a separate part of the MHH Contracting site that had not been involved in the fire.

As a supplementary question Councillor Jones asked why potentially contaminated material from the fire site was being taken to Grange landfill.

In response Jacqui Tootill advised that Environment Agency officers had inspected the MHH Contracting site and had confirmed that no evidence had been found of waste from the area of the fire going to the Grange landfill site. Jacqui Tootill stated that there were no concerns about the type of waste that had been taken from the wider MHH Contracting site to Grange landfill.

29. EXCLUSION OF THE PRESS AND PUBLIC

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

At this point Councillor Clark vacated the Chair. Councillor Barley then took the Chair for the following item.

30. GRANGE LANDFILL SITE - UPDATE

The Assistant Director - Community Safety and Streetscene, the Strategic Housing and Investment Manager, the Head of Planning and Building Control and Jacqui Tootill, Area Environment Manager at the Environment Agency attended the meeting to provide a report on activity regarding the Grange Landfill Site.

The report noted that on 30 October 2019 the Council had received a petition from the Droppingwell Action Group calling on the Authority to take enforcement action in respect of the Grange Landfill Site. As the petition had met the threshold for consideration by the Overview and Scrutiny Management Board a meeting had been held on 28 January 2020 to consider the petition. At that meeting the Overview and Scrutiny Management Board made eleven recommendations (Minute No.113) that were subsequently accepted by Cabinet on 23 March 2020 (Cabinet Minute No.140).

A further update report had been presented to the Overview and Scrutiny Management Board on 18 March 2021 where it had been resolved: "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." (Minute No.341).

In introducing the report, the Assistant Director advised that the report provided a further update on activity surrounding the site since March 2021.

The report stated that over the last three months, the operator had continued to undertake works to prepare the site for full operation and to fulfil the requirements of the Environmental Permit that had involved the importation of inert waste for use in construction. It was noted that this was legally allowed under the terms of the Permit. It was noted that the conditions of the Environmental Permit for the operation of the tip had not yet been met, and as such full landfilling operations were not able to commence.

The Assistant Director advised that the Council had last written to the Secretary of State on 26 February 2021, to ask them to use their powers under the Town and Country Planning Act 1990 to revoke or discontinue the planning permission and to fund any compensation claims from the Government purse. On 14 July 2021 the Ministry for Housing, Communities and Local Government had advised the Council that they:

“...do not consider it would be expedient for the Secretary of State to exercise his powers to revoke planning permission or to discontinue use of land in this case.”

In addition to the update on the planning issue the report provided updates on:

- Access issues related to the site
- Public Rights of Way
- the Borehole
- Site Security and Monitoring
- Disposal of Waste from Housing Development.

Jacqui Tootill, Area Environment Manager at the Environment Agency confirmed that the engineering works that were required to enable the site to accept waste were continuing and advised that once these were completed a report would be submitted to the Environment Agency for their consideration. Jacqui Tootill stated that only once the Environment Agency were happy with the construction and all of the arrangements at the site would tipping activity be allowed to commence.

Members asked that due to the complex nature of the ongoing issues related to the operation of the site that involved a number of council departments, how confident officers were that activity was being effectively coordinated to stop the operation of the site. The Assistant Director confirmed that he was leading and coordinating activity across the council regarding the site and noted that all council departments were fully committed to working to find any possible way in which the operation of the site for landfill could be stopped. The Assistant Director reaffirmed that the present difficulties around the site and its operation were a result of the planning permission that had been granted in 1958 and the lack of conditions on how landfill activities could be operated at the site contained in that permission.

Members queried the Environment Agency's classification of the site as a “low risk” site and asked what implications this classification had for the monitoring of the site. Jacqui Tootill confirmed that from the perspective of Environment Agency the site was classified as a “low risk” site as the current tip was separate to the historic site. Jacqui Tootill advised that due to the concern locally about the site, the tip was subject to an increased level of inspection, noting that the site had been subject to five inspections so far during 2021. It was noted that other similar “low risk sites” would only be subjected to two inspections a year. The Assistant Director assured members that the site was viewed as a high-risk by the Council due to its impact on local communities.

Members asked whether officers could guarantee that no further waste from council construction sites would be taken to the site, following an incident earlier in the year when a contractor to the council had taken waste from a council construction site to the site. The Strategic Housing

and Investment Manager advised that the contractor involved had confirmed that this issue would not happen again and advised that all new Council contracts with contractors would contain a requirement that no waste from construction sites was taken to the Grange landfill site.

Members asked whether the traffic restrictions that had been implemented in the locality of the site were effectively addressing road safety concerns related to vehicles accessing the site. The Assistant Director advised that the restrictions that had been implemented had effectively addressed the safety issues regarding the access to the site off Droppingwell Road, but that they did not address the road safety concerns around the unadopted access road. The Assistant Director noted that issues relating to road safety on the unadopted access road were the responsibility of the Health and Safety Executive (HSE), but assured members that the Council was continuing discussions with the HSE regarding road safety concerns related to the access road.

Members sought clarification on whether a revocation of the 1958 planning permission for the site could provide a final solution for the site and its potential to be used as a landfill site. The Assistant Director stated that if the planning permission granted in 1958 was revoked then the operator of the site would be able to apply for a new planning permission to use the site as a landfill site and advised that any such permission would be accompanied by the kind of comprehensive conditions relating to the site's operation that were not included in the current planning permission. The Head of Planning and Building Control noted that if previous planning had been revoked for the site then it was very unlikely that a new application to use the site for landfill would be successful. The Head of Planning and Building Control advised that the Secretary of State had confirmed that they did not see any reason why the planning permission granted in 1958 should be revoked.

The Head of Planning and Building Control noted that the Council had considered the use of Section 102 of the Town and Country Planning Act 1990 in terms of the potential for making a discontinuance order on the site, however any discontinuance would be subject to compensation that had been estimated to be potentially in excess of £20million. The Head of Planning and Building Control stated that the Council did not have the financial resources to pay at that level of cost as well as being unlikely to be able to justify the proportionality of spending such a large amount of local public money on a single planning issue without contravention of value for money requirements.

Members noted with concern the apparent lack of trust between local residents and the Environment Agency regarding how activity at the site was regulated. Members asked whether the operator of the site received prior notification of when inspection visits from the Environment Agency would take place. Jacqui Tootill advised that inspections were carried out both with and without notice being given to the operator, as while inspections without notice allowed an accurate picture of operations to be

observed, inspections with notice were required in order to enable the operator to have the correct specialist personnel on site to meet the inspectors from the Environment Agency. It was noted that of the five inspections carried out during 2021 that four had been with notice and one without notice.

Members noted the ground water monitoring activity carried at the site and asked whether any monitoring of water courses in the area was taking place. Jacqui Tootill advised that the monitoring of water courses and surface water was covered by a national monitoring programme that was carried out by the Environment Agency but noted that this programme did not cover every water course. It was noted that the permit for the operation of the site did not require the monitoring of surface water.

Members asked how the Council would ensure that the conditions contained in the 1958 planning permission on issues such as the height of tipping would be managed correctly and complied with by the operator of the site. The Head of Planning and Building Control advised that there was no requirement on holders of planning permission to advise the Council how they would comply with the conditions attached to a planning permission and that the Council would only become involved if they were advised of a potential breach of conditions.

Members sought assurance on how the Council was communicating with local residents regarding the ongoing situation at the site. The Assistant Director noted that the Council's website contained detailed and up to date information relating to the site. The Assistant Director advised that activity was taking place in order to develop more a more effective communication strategy that would enable local residents to be advised on what powers the Council did and did not have in relation to the operation of the site.

Members noted and agreed that it may be beneficial to write again to the Secretary of State to request that they used their powers to stop the operation of the tip.

The Vice-Chair thanked the Assistant Director - Community Safety and Streetscene, the Strategic Housing and Investment Manager, the Head of Planning and Building Control and Jacqui Tootill, Area Environment Manager at the Environment Agency for attending the meeting and answering member questions.

Resolved: -

- 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 site's 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.

At this point the Councillor Barley vacated the Chair. Councillor Clark retook the Chair for the remainder of the meeting.

31. ADULT CARE RESTRUCTURE AND PATHWAY DEVELOPMENT - PROGRESS REPORT

The Cabinet Member for Adult Social Care and Health, the Strategic Director of Adult Care, Housing and Public Health and the Assistant Director of Adult Care and Integration attended the meeting to provide a progress report on the Adult Social Care Restructure and Pathway.

In introducing the report, the Cabinet Member for Adult Social Care and Health noted the restructure and pathway had been a success due to the clear vision that had been created at the outset.

The report noted that on 21 October 2019, the Council had implemented a new Adult Social Care operating structure and introduced new pathways for Rotherham residents to access information, guidance and support. At this time following a period of engagement and formal consultation, staff moved into new teams. The main aims of the new structure and pathways had been to ensure a more customer focussed and responsive offer to the residents of Rotherham, resulting in less waiting time at the point of contact; a stronger reablement offer that enabled more people to regain independence; increased continuity of council staff involved; a simpler structure for residents and partners to understand and to raise practice standards and overall performance.

The report provided an update on activity since the previous progress report to the Overview and Scrutiny Management Board that was received on 2 December 2020 (Minute No.262).

The Assistant Director of Adult Care and Integration noted that the new pathway had been only four months into its implementation when the pandemic arrived, and as such the service had been operating under the pandemic procedures as well as working in the new ways of the pathway. The Assistant Director advised that as such it was still difficult to ascertain clearly what the impact had been of the pandemic on the delivery of the pathway had been, noting that significant challenges related to the pandemic still remained.

The Assistant Director advised that since the last report had been received by the Overview and Scrutiny Management Board that an Internal Audit had been carried out in January 2021. The overall objective of the audit had been to provide independent and objective assurance that the Target Operating Model/Social Care Pathway was being applied correctly and consistently by social workers. The Assistant Director advised that the results of the audit had demonstrated that Substantial Assurance could be shown that the controls were operating effectively.

Members noted some difficulties that they had experienced regarding the first point of contact processes online and by the phone when accessing services. The Assistant Director advised that these concerns would be investigated.

Members asked for further information on issues around staff vacancies that had been highlighted in the report. The Assistant Director advised that the delivery model had been based on expected levels of demand, but as demand had increased there had been difficulties in ensuring that there were sufficient social workers in post. The Assistant Director assured members that action had been taken to ensure that extra staff had been brought in as needed in order to meet demand for services.

Members noted how the report stated that it was essential for staff to feel settled and confident in their roles and that the culture in the service had changed to be much more positive than it had been before. Members asked what had happened in the service to create this change. The Assistant Director advised that the new structure and related procedures had created a greater feeling of togetherness and purpose which had not been possible in the previous structure due to the disparate way in which it had been designed. The Assistant Director advised that the service was now clearly focused on supporting staff to provide the best possible service by focusing on each staff member's particular skills.

Members noted the wide range of services provided by the service and asked for further information on how performance was monitored over the wide range of services. The Assistant Director advised that many of the services provided were statutory services with related methods of monitoring performance but advised that many of the services provided went over and above the statutory requirements. Members agreed that it would be beneficial to see both quantitative and qualitative information that showed how the Adult Care Service went over and above its statutory requirements.

Members asked for further information on the outputs that been achieved through the implementation of the new performance management framework. The Assistant Director advised that the performance framework had presented challenges to both staff and managers in its implementation, noting that it the framework was multipurposed in both

ensuring a high quality and constantly improving service as well as managing staff and manager performance. The Assistant Director advised that the introduction of the framework had been a big cultural change for the service but assured members that it was now well embedded and was driving continuous improvement to how services were delivered.

Members asked whether it would be possible when service users were re-referred to the service whether they could be relocated to the same worker who they had been previously involved with to ensure continuity of service. The Strategic Director of Adult Care, Housing and Public Health advised that due to the size of the Adult Care Service this would not be logistically possible, but assured members that information sharing processes were in place that ensured that when service users were re-referred for support that the allocated worker would have full knowledge of an individual's history and needs.

Members asked how far the experiences of service users went into the design of services. The Assistant Director advised that in addition to the outcomes of the investigations into when things had gone wrong feeding into service development, Huddle Boards and the Perform platform enabled feedback to be recorded daily which could then be analysed in order to ensure the best possible service delivery.

Members asked for further information on the issue of staff turnover, retention and vacant positions, and asked whether there had been any benchmarking activity conducted in order to establish how Rotherham compared to other local authorities. The Strategic Director advised that recruitment in the sector was a national issue and was being experienced by all local authorities. The Strategic Director noted that the restructure had created a number of new roles, but that due to the impact of the pandemic and changes to staff turnover with fewer staff across the sector looking to change jobs, recruitment to vacant posts had been more challenging.

The Chair thanked the Cabinet Member for Adult Social Care and Health, the Strategic Director of Adult Care, Housing and Public Health and the Assistant Director of Adult Care and Integration for attending the meeting and answering member questions.

Resolved: -

- 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.

32. WORK PROGRAMME

The Board considered its Work Programme.

Resolved: - That the Work Programme be approved.

33. WORK IN PROGRESS - SELECT COMMISSIONS

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

34. CALL-IN ISSUES

There were no call-in issues.

35. URGENT BUSINESS

There was no urgent business.

36. DATE AND TIME OF NEXT MEETING

Resolved: -

- 1) That subject to a final decision being made by the Chair and Vice-Chair, that a meeting of the Overview and Scrutiny Management Board will be held at 11am on Wednesday 14 August 2021 at Rotherham Town Hall.
- 2) That a meeting of the Overview and Scrutiny Management Board will be held at 11am on Wednesday 15 September 2021 at Rotherham Town Hall.

Committee Name and Date of Committee Meeting

Cabinet – 20 September 2021

Report Title

The Year Ahead Plan – progress report

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

Yes

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

Simon Dennis

Acting Head of Policy, Performance & Intelligence

Assistant Chief Executive's Directorate

Simon.Dennis@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

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

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

The original plan set out the headline themes and corresponding outcomes and key actions for September 2020 through to June 2021. An extension to the Plan, featuring these same themes and outcomes, was agreed on 21 June 2021 and is now in place for period until the new Council Plan is agreed for 2022 onwards.

Formal quarterly progress reports are presented in public at Cabinet meetings, with an opportunity for Scrutiny consideration if required. The first public report was presented to Cabinet on 21 December 2020 and have since been presented on a quarterly basis on 22 March 2021 and 21 June 2021.

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

Recommendations

1. To note the progress made with the Year Ahead activities.

List of Appendices Included

Appendix 1 – Year Ahead Plan milestone tracker

Appendix 2 – Case studies

Appendix 3 – Timeline

Appendix 4 – Equality Screening

Appendix 5 – Carbon Impact Assessment

Background Papers

The Year Ahead Plan – report to Cabinet on 21 September 2020

The Year Ahead Plan progress report to Cabinet on 21 December 2020, 22 March 2021 and 21 June 2021

Consideration by any other Council Committee, Scrutiny or Advisory Panel

Overview and Scrutiny Management Board – 16 December 2020

Overview and Scrutiny Management Board – 16 June 2021

Council Approval Required

No

Exempt from the Press and Public

No

The Year Ahead Plan – progress report

1. Background

- 1.1 The Year Ahead Plan is the Council's plan for operating in and recovering from the COVID-19 pandemic. The purpose of the plan is to support residents, communities and businesses through the challenges and uncertainty of the pandemic, helping to build resilience whilst also continuing to drive our ambitious plans for Rotherham. It sets out the headline themes and corresponding outcomes and key actions for September 2020 through to June 2021.
- 1.2 The key aims of the Year Ahead Plan are to continue to:
- Work with our residents and stakeholders, supporting them and adapting with them to meet current needs in light of the pandemic
 - Manage the ongoing effects of the pandemic, including the local outbreak control plan
 - Drive our ambitious plans for the borough wherever possible
 - Develop and embed new ways of working.
- 1.3 The Year Ahead Plan replaced the Council Plan for 2020/21 and was approved by Cabinet on 21 September 2020. This original plan ran to June 2021, and an extended Year Ahead Plan, agreed at Cabinet on 21 June 2021, is now in place for the period until the new Council Plan for 2022 onwards is agreed. The themes within the extended Year Ahead Plan remain the same, with a minor change made to the outcome relating to children and young people (Better Health and Wellbeing theme). New actions through to November 2021 were identified by liaising with current activity leads across directorates, with roadmap for easing lockdown restrictions factored into these. The current report provides an update on the extended Year Ahead Plan activities.
- 1.4 The plan is framed around 5 themes:
- Thriving Neighbourhoods
 - Better Health and Wellbeing
 - Economic Recovery
 - New Ways of Working
 - Hope and Confidence in Rotherham.
- The plan also includes the following cross-cutting strands, which are integral to each theme:
- Social Justice
 - Climate Impact.
- 1.5 In delivering against these themes, the extended version of the Year Ahead Plan outlines a total of 75 actions. In addition, fourteen actions from the original version of the Plan are still being reported on.

2. Key issues

2.1 Progress update

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

Action fully complete
Action started and on track to be delivered by the deadline originally set
Action has some risk/delay to delivery or is behind the original schedule – deadline may not be met
Action will not be met within the original timeframe or the deadline has been missed
Action closed. The work is ongoing and will continue to be delivered by the relevant service.

- 2.1.2 As of 11th August:

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

There is also a specific action in the plan to ensure that 'Initiatives and activities across all themes are on track' which has not been rated.

- 2.1.3 Some actions from the original version of the plan were ongoing, with no fixed completion date, at the time of the last report. Where activities are classed as ongoing, these actions have now been closed and a closing position statement provided for each at the end of Appendix 1. Ongoing actions will continue to be delivered by the relevant service.

- 2.1.4 A small number of activities within the plan have been delayed, further details are available within each section of this report. Of the 14 actions which are 'behind schedule' or 'off track', 12 of these will be complete or the work will have commenced by November 2021, when the Plan comes to an end. The two actions that are expected to extend beyond the duration of the Plan are: commission new services to prevent financial exploitation (Thriving Neighbourhoods), and Moor Road, Manvers cycleway construction (Better Health and Wellbeing); both of which are subject to unavoidable

delays.

2.2 Thriving Neighbourhoods

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

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

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

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

2.2.3 The Valuing Volunteers Policy is due to go to Staffing Committee in September, with Volunteer Co-ordinators currently liaising with council services to identify volunteering opportunities and putting preparations in place for this to commence from October 2021.

2.2.4 Neighbourhood working remains a key priority. Early development of new ward plans for 2021/22 has now begun with Members, and the spend of ward budgets has commenced (though this is a small amount of spend to date due the number of new Members and the development of ward priorities needing to take place first). The Grounds Maintenance service is also now starting to initiate engagement with new ward councillors to develop the local priorities and plan community days for the coming year.

2.2.5 Following the May elections, ward-based partnerships and networks are being realigned with the new wards and Neighbourhood officers are meeting with Members to address any issues. In addition to this, 25 new ward web pages are now live and can be accessed on the Council's 'Your Neighbourhoods webpage'.

2.2.6 The Joint Working Agreement with Parish Councils was finalised during July and has been signed off.

2.2.7 The Member Induction programme commenced on 17 May 2021, with 11 sessions delivered during May and 15 during June. The programme covered a range of areas, including introductions to the Council, each directorate and its leadership team, roles and responsibilities for officers and Members, neighbourhood working, safeguarding, equality and diversity and specific sessions for committee members. Following the conclusion of the programme, a report detailing feedback received on the induction process and programme from Members, presenters and the Member

Induction Task and Finish group was presented to the Member and Democratic Panel. A revised Member Development Plan has now emerged from this and protocols have been put in place for the Member Support Team to manage this going forward, with the new Development Programme set to commence in September 2021.

- 2.2.8 The Member Induction programme was also used as an opportunity to help Members in ensuring that they carry out their roles effectively and safely, with a session delivered focusing on Member support, development and safety. Following this, channels of communications were also re-enforced to ensure the Members are proactive in coming forward to raise any issues which the Member Support Team can assist with resolving.
- 2.2.9 To support vulnerable residents across the borough into training or work, the Pathways to Success Programme continues to exceed targets set within the funding agreement. The project aims to engage 469 participants (across both projects) and sets a target to achieve 170 confirmed results by March 2022 (this consists of participants accessing confirmed training and education). As of 5th August 2021, the team have a current caseload of 434 participants against the project total of 469. 128 people have gained confirmed employment and 80 people have completed a recognised training course.
- 2.2.10 For further support for vulnerable residents, a bid was submitted to the Government's Rough Sleeping Accommodation Programme (RSAP) in April 2021 for 20 units of move on accommodation for rough sleepers, with further bidding rounds to take place in July and September. The bid is to enable South Yorkshire Housing Association to purchase 15 homes and Action Housing to purchase five homes. A decision is expected imminently.
- 2.2.11 The COVID Local Support Grant of £237,034 from the Department for Work and Pensions (DWP) for spend during May / June was fully spent to deliver holiday vouchers in lieu of free school meals and school uniform support for a number of children starting secondary school in September 2021. There has been a further summer COVID Local Support Grant from DWP of £948,137, which was used to fund food vouchers for those in receipt of free school meals over the summer school holidays.
- 2.2.12 A range of initiatives to tackle loneliness and isolation, including carrying out befriending calls via the tenant federation provider, delivering social activities within Neighbourhood Centres following re-opening and empowering community groups to provide support within their communities through the tenant federation contract, are taking place. Since April 2020, Rother Fed have supported 363 Rotherham residents (172 tenants) and currently have 43 active volunteers making calls to 168 residents involved at present. Referrals per month average 30 and they have 11 new volunteers, pending necessary approvals. Neighbourhood centres reopened from 19th July 2021, with Rother Fed working with resident groups to prepare them for reinstating activities.

- 2.2.13 In relation to the recommissioning of domestic abuse services, both the refuge and support services are proceeding as planned. The tender process for the refuge is now complete and the service will mobilise towards the end of September 2021. The market engagement process has now ended for the support service offer, and officers are beginning to prepare the future service specification.
- 2.2.14 Youth work has continued throughout the pandemic with Rotherham's young people. The Early Help Outreach and Engagement Team has delivered 28 Keepsafe Two operations, the purpose of which was to engage with Rotherham's young people to ensure that they are keeping safe and also to reassure the community that services are all still working collaboratively to promote safety within their area, with regard to both concerns raised around anti-social behaviour in the area and those around the pandemic. These operations generated a good amount of engagement from young people and will continue to be delivered going forward as full face-to-face provisions are opened up. A full case study is attached to this report (see Appendix 2).
- 2.2.15 Refurbishment works at Wath Library were completed and the library reopened to the public on 9 August 2021.
- 2.2.16 Finally, the action to develop social supermarkets in the borough is well underway, with additional detail to support the proposals being developed; the timetable has been revised accordingly.
- 2.2.17 One action within the Thriving Neighbourhoods theme is rated as 'behind schedule' and one action is rated as 'off track'. Realigning the ward partnerships and networks with the new wards is at risk of delay and there are ongoing discussions to ensure sufficient capacity and to align operational footprints. The commissioning of new services to prevent financial exploitation remains 'off track' due to the delivery partner being unable to go ahead until autumn 2021. Work is ongoing to identify a suitable route to market for the appointment of an organisation with the capacity and capability to meet the requirements of this work.

2.3 Better health and wellbeing

- 2.3.1 The Better Health and Wellbeing theme is about taking steps to address the health impacts of the pandemic, including managing any future outbreaks, assessing the effect the pandemic has had on health inequalities and building on positive behavioural changes such as increased physical activity.
- 2.3.2 Within this theme, the Council is focussed on the following outcomes:
- Local incidents and outbreaks are managed effectively
 - Health inequalities are understood and responded to
 - Vulnerable adults are protected and adult social care is able to adapt to the changing conditions
 - Children, young people and families are safe, resilient and successful

- Active travel is accessible, and local people reap the associated health and environmental benefits.

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

- 2.3.3 The current infection rate for Rotherham is 441.2 per 100,000 and the over 60s rate is 286.5 (as at 6 September). This compares to the England average of 303.2 and 162.6 for over 60s. Infection rates have remained high since the removal of restrictions and are predominantly in groups of people who are yet to be vaccinated, such as younger adults. With supervised testing of all secondary school pupils taking place twice during the first week of the new term, a rise in recorded infections is anticipated.
- 2.3.4 The review of the Local Outbreak Management Plan saw a strengthening of outbreak response processes. The daily huddle has developed into an Incident Review Meeting, at which all cases and clusters reported to the team are considered and decisions are made regarding the need for an Incident Management Team (IMT) to be stood up. The focus is currently on high-risk settings, care services, schools and workplaces.
- 2.3.5 The Council took on responsibility for contact tracing from the national NHS Test and Trace system from Monday 29th March 2021 which is referred to as the 'Local 0' approach. The Council has a target to achieve an 89.1% completion rate for contact tracing for all cases in Rotherham. The Local 0 approach has enabled quicker follow up of cases and the ability to not only carry out contact tracing, but to also offer guidance and support around self-isolation and to offer a wider welfare check with the opportunity to make links to the support available through the Rotherham Community Hub. Faster follow up and support to adhere to self-isolation are key to breaking chains of transmission at the local level.
- 2.3.6 Engagement work continues to take place within high-risk places, including targeted work in town centre neighbourhoods, ethnic minority communities and amongst the working age population. This includes regular liaison with local community organisations, targeted messaging, and joint working with the CCG to put on targeted vaccination sessions for low uptake and high-risk groups.
- 2.3.7 The Community Testing programme incorporating supervised lateral flow testing has now ended, with the Riverside House café and satellite sites no longer offering this approach from 30 June. The Council replaced the supervised offer by moving to the Community Collect model of home testing kits, rolling this out across the library, leisure and customer service points within the borough and working with partners to identify other external distribution outlets to target unvaccinated people or those at higher risk of contracting Covid-19. This approach has been well received by the Department of Health and Social Care and was approved from 1 July until 30 September.
- 2.3.8 The Council continues to work with health partners to manage the flow of

people with social care needs in and out of the hospital. Although the system is under pressure, Rotherham compares well across South Yorkshire and Bassetlaw in terms of discharge from acute care. The rate of discharge home also compares favourably and is in line with the national target of 95%.

- 2.3.9 Work is ongoing to co-produce a refreshed Carers Strategy with partners and Rotherham carers. Phase 1 of the Carers Strategy, which will be focussed on Covid recovery and stabilisation, was due to be in place by June 2021 and this has now slipped to the end of August 2021. This delay was due to resources and capacity challenges within partner organisations which impacted on the timescales.
- 2.3.10 Extensive work is taking place across schools to promote the use of catch-up opportunities. A significant proportion of secondary schools and special schools (just under 85%) had either a summer school or extended school programme summer break.
- 2.3.11 Elective Home Education (EHE) numbers have been higher than in a typical year, with the primary reason given by those opting for EHE being fears around Covid-19 and contraction of the virus in schools. A series of multi-agency summits focussed on elective home education (EHE) were held in June and July 2021, which has supported greater visibility and a partnership focus on safeguarding of the EHE cohort.
- 2.3.12 The implementation of the Looked After Children Sufficiency Strategy and development of local residential provision continues to progress. Staff recruitment is underway, and additional managerial capacity has been recruited to, including a Registered Manager and an Operations Manager. Building adaptations are being made to prepare for the opening of the next homes.
- 2.3.13 Work is ongoing to enable active travel and improve air quality in Rotherham. Consultation on the draft cycling strategy closed on 27 August, and work should be completed shortly on phase 1 of the Sheffield Road cycleways scheme.
- 2.3.14 Building on the Beat the Street initiative, a programme of activity was developed to encourage local people to stay active over the summer holidays. Copies of this programme were sent to all schools prior to breaking up and printed copies were also placed in locations around the borough (inc. supermarkets, Clifton Park, Thrybergh and Rosehill Park cafes), along with nature trail sheets for families to take part in in their own time. An Olympic trail for families also took place in Clifton Park on 6 August and in Rosehill Park on 16 August, with an opportunity to win prizes.
- 2.3.15 Three actions within the Better Health and Wellbeing theme are rated as 'behind schedule' and one action is rated as 'off track'. The actions at risk of not being delivered within the original timescales are due to delays relating to negotiations with Government regarding the Clean Air Zone programme, a project being rescheduled within the Transforming Cities Fund programme

and Herringthorpe Stadium being used as a testing centre. The Carers Strategy is rated as 'off track' as it missed the original timescale outlined within the Plan. This is now projected to be complete by the end of August 2021.

2.4 Economic recovery

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

2.4.2 The theme is focussed on the following outcomes:

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

Progress updates are set out below.

2.4.3 Support to local businesses affected by the pandemic continues, with more recent focus being on supporting businesses with Digital Innovation and Capital Investment support. The Local Restrictions Support Grant (LRSRG) and the Restart Grant (RG) schemes are now closed, having provided over 1,700 Rotherham based businesses with financial support, to a total value of £30.3 million. Further support has also been provided via South Yorkshire Mayoral Combined Authority, through the Additional Restrictions Grant (ARG), with over 2,000 businesses supported for a total grant value of £8.1 million. These grants are in addition to the business grant support provided during the first national lockdown, meaning a total grant value of £85.5 million has been awarded to over 5,000 local businesses since the start of the pandemic.

2.4.4 In January 2021, the Council launched a local scheme offering financial assistance to people who fell outside the national criteria for self-isolation support payments. The intention was that anyone who needed to self-isolate and who would otherwise lose income as a result, was entitled to cash support. As at the beginning of August 2021, payments have been made on the local scheme to 659 claimants at a cost of £167,750, whilst claims to the government scheme have been made to 1,699 claimants at a cost of £849,500.

2.4.5 Three bids totalling almost £60 million were submitted to the Government's Levelling Up Fund by the 18th June deadline. If successful, they would see a range of activity taking place across the borough, including:

- Creation of a new library and community hub in Wath, with improvements to the surrounding area
- Improvements to Dinnington High Street and markets
- Supporting the local leisure and tourism industry via projects at Wentworth Woodhouse, Thrybergh Country Park, Magna and Rother Valley Country Park
- Enhancing the town centre regeneration programme, focusing on the Riverside residential quarter and the leisure and culture quarter

- 2.4.6 In common with the construction industry nationally, the town centre housing programme is experiencing minor delays, with a shortage of materials as the economy recovers from the pandemic. Despite this, the first homes at Wellgate Place are expected to be completed in November 2021, with a show home opening in October. Further sites at Westgate Riverside and Millfold Rise are on course for completion in summer and autumn 2022 respectively.
- 2.4.7 On the Forge Island site, essential infrastructure work to pave the way for the new development remains on track. Demolition and site preparation works at Riverside Precinct have been completed and, subject to agreement with Muse Developments, further elements such as a vehicle restraint system to protect the flood wall will be carried out in the coming months.
- 2.4.8 In June 2021, the Government confirmed funding of £31.6 million for Rotherham's Town Deal. Work has now begun on developing full business cases for the projects, which are due to be submitted in June 2022. The Town Deal 'accelerator' project to create a pocket park and high-quality public space on the old Primark site on High Street, is progressing well.
- 2.4.9 Following confirmation of funding for redevelopment of Rotherham markets and a new central library, detailed designs for the market redevelopment are being prepared as part of the planning application. Also in the town centre, the public realm scheme on College Street is on track to be completed in September, when work is also due to begin on Frederick Street subject to market conditions (e.g. ability to secure materials on time).
- 2.4.10 On social value, an application has been submitted to recognise the Council as an accredited Real Living Wage employer. Discussions continue with local partners about working together to deliver maximum social value from procurement activity, building on the commitments already secured via the Council's social value policy. An anchor organisation network has been established with involvement from Voluntary Action Rotherham, South Yorkshire Police and Rotherham NHS Foundation Trust.
- 2.4.11 Six of the actions within the Economic Recovery theme are rated as 'behind schedule', with all the delays expected to be relatively minor and progress is being made. This includes the Greasbrough roundabout improvement scheme, which is now set to be completed in early 2022, and improvements to business centres, with the Moorgate Crofts heating, cooling and lighting

project now underway.

2.5 New Ways of Working

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

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

- High quality customer services which are efficient and accessible
- Staff are supported to work flexibly, building on recent experiences of home working
- An empowered and agile workforce, feeling valued and embracing new ways of working.

Progress updates are set out below.

2.5.3 Work has continued to develop new and existing digital processes to make it easier for customers and communities to access the services they need.

2.5.4 New systems and processes are in development to allow customers to choose a collection date for requesting bulky waste online, including a redesigned form to improve the customer experience. This work is currently on track for completion by September 2021, although further work is needed to upgrade/test back-office software and design the digital workflow to accommodate the booking facility, allocation of work, and actioning of all associated tasks within the process.

2.5.5 Customers are now able to pin a location on a map when reporting an issue, such a faulty streetlight, bollard or sign. The facility will be added to other forms over the next few months e.g. reporting a pothole, applying for skip permit etc. Once a customer has reported an issue, they receive an auto acknowledgement and their request is sent to the relevant service to action accordingly, dependent upon the nature of the request and urgency. Projects are also currently underway to improve the end-to-end process, including tracking the issues reported and improving customer communications to ensure customers are kept updated once action has been taken.

2.5.6 A new enhanced pre-booked appointment model for face-to-face customer appointments went 'live' in 5 locations in May 2021 (Aston, Dinnington, Maltby, Rawmarsh and Swinton). The same model was implemented in Riverside House on 19 July. The new model operates as a 'meet and greet' service whereby staff triage customer enquiries and signpost and/or support as appropriate. Customers unable to 'self-serve' are offered assistance by telephone; or, where appropriate offered a pre-booked appointment at one of the six Customer Service centres.

- 2.5.7 The New Housing Management System is planned to go live on 30 September 2021. This will bring five existing IT systems into one integrated system. Given the speed of project implementation the IT Governance Board agreed all existing IT functionality will go live as planned on 30 September 2021, and new functionality including the customer portal and mobile working will be rolled out by the end of March 2022. All costs for this variation are contained within the existing project budget.
- 2.5.8 To successfully deliver a place based Digital Inclusion Programme, the Council needs to understand the level of digital exclusion across the borough as a whole and identify the barriers that stop the people accessing and benefiting from online services and digital activities. To help identify the barriers a 3rd party organisation will be commissioned to engage with residents, communities, businesses, and organisations to:
- Identify and profile the target group. For example, adults, children and businesses who are offline and/or lack basic digital skills/confidence to engage online
 - Understand the local barriers to digital inclusion at an individual and Rotherham place level
 - Analyse the level of investment required (linking the level of investment to potential economic growth)
 - Identify existing digital inclusion activity (and the gaps) across the Rotherham place
 - Identify best practice digital inclusion activities and programmes at a local and national level to inform the type of digital inclusion activities that best respond to the borough wide needs and aspirations.

A specification has been drawn up to procure the research and the route to market is currently under discussion which will then determine when the works will be able to commence.

- 2.5.9 A digital inclusion project manager post has been established and will be advertised in August 2021. In addition, the first digital inclusion steering group will take place in September 2021 and will involve a range of stakeholders across the local authority, health, and voluntary sectors.
- 2.5.10 Online videos have been used since the start of the pandemic to communicate key messages, share updates about community initiatives and provide customers with online self-help. 62 videos have been added to the Council's YouTube channel in the past 12 months. This includes Covid-19 related broadcast messages such as information about test and trace, restrictions and staying safe, and pandemic life experiences. The online public self-help videos also remain popular (lateral flow testing, housing repairs, taxi vehicle application) with work continuing to develop similar tutorials for other services. The videos have attracted a total of 21,000 views. In terms of video tutorials, there were 546 views of the lateral flow testing video, and 1,845 views of housing repair videos. An evaluation exercise was undertaken in August 2021, to help determine how the pace and number of online tutorials can be increased.

- 2.5.11 Due to current local infection rates, the Council continues to operate flexible working, including staff working from home, to ensure services are delivered in a covid secure way and to reduce the risk of infection in workplaces. Future hybrid working arrangements are currently being discussed with teams across the Council. The Hybrid Working Policy will go to Staffing Committee in September 2021 but will not be formally implemented until infection levels decrease nationally and locally.
- 2.5.12 A series of workforce focus groups have been undertaken between January and March 2021 to gather staff feedback and identify positive stories to help develop an organisational narrative which will promote behaviours and ways of working. The feedback from these groups has been shared with the wider leadership team and four key areas of focus have been agreed, including:
- Wellbeing & mental health – health and wellbeing of employees is prioritised through compassionate management and leadership; the approach which has supported resilience over the past year and a half continues.
 - Setting & managing expectations – tasks and deadlines are communicated as clearly as possible, and expectations and scope concerning these are clarified at the outset to avoid reactive ways of working.
 - Recognition and thank yous – remembering the importance of the informal thank you, recognition and signs of appreciation.
 - Succession planning – in line with workforce planning activities, review available management information specific to the service to identify areas where succession planning would be beneficial to support future resource/demand requirements.

The areas of focus will be used to inform the workforce and development initiatives outlined in the new Workforce Strategy which will be developed and launched in line with the new Council Plan in January 2022 and will be reported through the Big Hearts Big Changes Programme.

- 2.5.13 A key priority for workforce engagement is ensuring that employees have a voice and can share their thoughts and ideas on change and ways of working. One of the ways staff can do this is by becoming a Change Champion and staff are now able to register their interest in becoming a Change Champion to input into the Big Hearts Big Changes programme's key areas and act as a critical friend, become an early adopter of new ideas and collectively help to find solutions to challenges.
- 2.5.14 Work is continuing to further develop the Council's Wellbeing Programme and monthly themes are identified and shared, along with promotional activities/ideas, with the Wellbeing Champions Network. There is also a dedicated wellbeing page which is accessible from the intranet home page providing details of upcoming events, access to workshops and signposts to the support available. Since September 2020, 41 wellbeing sessions have been delivered and 720 staff have attended.

- 2.5.15 The Council successfully applied to be a Kickstart employer in early 2021 and identified 89 potential placements that would be suitable as part of this scheme. Recruitment started in May 2021 and has been undertaken in cohorts. As of 5 August, 29 young people were undertaking a placement. Placements that are available in cohort four and five are currently open for applicants and the placements for cohort six were advertised from mid-August. Two contracts were terminated due to behaviours/attendance. In addition to the six-month paid work placements, all individuals also receive three days of personal and employability development and have access to a monthly peer support session. Reports on the scheme's overall progress are produced on a quarterly basis.
- 2.5.16 One action relating to the New Ways of Working theme is 'behind schedule'. This relates to the safe return to Riverside House and other Council buildings and implementation of a new Hybrid Working Policy by July 2021. The delay is due to the local infection rates and Council staff are currently continuing to work from home. The Hybrid Working Policy will be presented to staffing committee in September.

2.6 Hope and Confidence in Rotherham

- 2.6.1 Through this theme, the Council aims to foster a sense of optimism within Rotherham. This will be achieved by delivering on the commitments set out across the themes in this plan, by engaging with local people and seeking feedback, by keeping streets and public places clean and welcoming, and by providing a range of activities that aim to inspire joy and hope.
- 2.6.2 Within this theme, the Council is focussed on the following outcomes:
- People trust the Council to deliver on its commitments
 - Communication messages are clear along with opportunities to engage and provide feedback
 - Local people feel more connected to their community by engaging in positive activities: getting active, creative and outdoors more often
 - Places are clean, welcoming and well-maintained.

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

- 6.6.3 'Rotherham Round-up' was launched in June 2021 to provide regular news, video and event updates from the Council and help celebrate Rotherham as a place. Although its early days, the distribution list is growing and is being actively promoted via various channels, such as social media and the Council website. As of 21 July, 7,144 people had subscribed to the 'council news' topic, from which this newsletter is sent. The topic subscribers have grown by around 1,000 since the newsletter was launched. Residents can subscribe to the email newsletter via the Council website.
- 2.6.4 The Great Big Rotherham To Do List is the resilience toolkit and was launched in July 2021. The toolkit is a fun, engaging, vibrant and comical fold-out guide to remind people of the positive things they're already doing for their mental and physical wellbeing, and to inspire them to try new things. The guide also shows how these activities relate to the Five Ways

to Wellbeing - a nationally recognised, evidence-based set of actions that help people function and feel at their best. 34,000 people have received a hard copy since it's July launch. A full case study is attached to this report (see Appendix 2).

- 2.6.5 Preparations are underway for the Rotherham Show, a three-day festival to take place 3 - 5 September incorporating Clifton Park, Clifton park Museum and Rotherham Civic Theatre. Whilst planning is underway the final go ahead will depend on the outcome of announcements relating to the Government's road map, the restrictions in place and the infection rate in Rotherham.
- 2.6.6 The Civic Theatre is undergoing a major front of house renovation programme to create new performance spaces, a coffee shop encouraging daytime use, new box office facilities and a refurbished bar area. Refurbishment is on track for completion in August 2021, with the reopening of the theatre planned for Friday 3 September 2021.
- 2.6.7 Progress is underway to carry out a range of environmental improvements around the borough. Progress includes:
- 2024 Roads Programme – An additional £24m funding being invested over a four-year programme focussed on the unclassified road network to improve its condition to the national average. The improvements being made make up around 700km of the total network of 1170km. £12m of the repairs are being managed and delivered by in house teams. 2021/22 is the second year of the programme and the Highways Service has published the new Indicative Highway Repair Programme 2021/22 on the Council website which includes 138 estate roads, totalling 30km. As of 5 August 2021, 77 roads and 25 footways have been resurfaced. The next three months will see a large amount of works on the strategic and unclassified network around schools to take advantage of reduced impact on road users due to the summer school holidays.
 - £489k investment in zonal cleansing teams - Programme developed for delivery of gateway cleansing and four zonal teams established. Areas have been identified which will receive enhanced attendance and staff deployed to undertake this work. Additionally, staff will support requests from residents to address ad-hoc enhancement activity. The service has also established a works programme for the maintenance of cycleways across the borough and initial visits to these areas are being undertaken.
 - Pollinator-friendly places initiative – The funding has been agreed and twelve wildflower trial areas have been established across the borough, with all now seeded, and signage put in place to inform residents.
 - Three-year litter bin programme – As of 5 August 2021, 38 solar powered bins have been installed at locations in the Town Centre, following a trail. 110 will be installed in total across the borough. Implementation of solar powered bins on track for completion by

November 2021.

- Fly tipping and non-payment of fixed penalty notices - New reporting and monitoring arrangements have been established in relation to successful outcomes which are now reviewed monthly. During April and May 2021, 22 formal actions were taken in relation to environmental crime offences, which included six fixed penalty notices for fly tipping. The service had one successful conviction in April with 16 further pending prosecution under the Environmental Protection Act 1990.
- Promotion of the seven day out of hours service – The new seven-day service launched in March 2020. The service has been promoted through use of social media and is available in the out of hours section on the Council's website. As a result, access has increased dramatically. In 2019/20 during April and May 427 actions were delivered by the team. In 2020/21, following launch of the new service this increased to 1,434, though a large proportion of demand related to Covid enforcement. Despite this the numbers remain significantly higher than the 2019/20 baseline with 838 actions during April and May of this year. As the impact of Covid-19 decreases, the Council will seek to publicise the out of hours service more widely.

2.6.8 One action within the Hope and Confidence theme is rated as 'behind schedule' due to COVID-19 and supply issues within the construction sector.

2.7 Cross-cutting strands

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

- A borough based on social justice where all residents have a good quality of life and are able to achieve their potential
- Carbon emissions for the Council and the borough are reduced.

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

2.7.3 The Equalities Annual report was presented to Cabinet in June 2021. This set out progress to date and identified issues to be addressed going forward. These issues, alongside the baseline work undertaken have provided the priority direction for project development in the next stage of the Equality Review.

2.7.4 Projects have now been developed that will be implemented over the coming months. These involve collection and use of data; engagement with communities, along with engagement in public life; embedding equalities into service planning aligned to the new Council Plan process and engagement and support for Council staff. Between them, the projects address the Equality Framework for Local Government Key Lines of Enquiry (KLOEs) which require development to achieve excellent.

- 2.7.5 A critical development is the adoption of refreshed Equality Objectives. Draft objectives aligned to the draft themes of the new Council Plan have been produced and consulted on. They will be presented to Cabinet later this year. The refreshed objectives, along with guidance, will provide high level direction to inform the embedding of equalities into service planning.
- 2.7.6 The Council published its first Climate Emergency Annual Report in March 2021, the report included a Carbon Action Plan for 2021/22, which outlined actions to be undertaken to reduce emissions, and a progress update. Since then, a tree management protocol/guidance has been produced and consulted on and a heating decarbonisation plan has been developed for council operational buildings. Further inclusions are being considered for all energy contract points and leased buildings. Preparations are also underway to expand community events (workshops, face to face stands etc.) to help reduce Rotherham residents' energy costs, reduce fuel poverty and reduce domestic emissions. During the pandemic the Council made active use of social media channels which has led to 202,940 web hits relating to energy support, as of end July 2021.
- 2.7.7 All actions relating to the cross-cutting strands are 'on track'.

2.8 Measuring our impact

- 2.8.1 Continuing to measure impact against the Year Ahead Plan will be crucial to ensure that the Council is focussed on the right things for Rotherham's residents. This will include monitoring the Resident Satisfaction Survey, as well as other key indicators, such as the total funding dispersed to businesses affected by Covid restrictions and the increased social value from Council spend.
- 2.8.2 The key indicators that the Council will focus on are outlined in the table below.

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

- 2.8.3 The most recent Resident Satisfaction Survey was conducted in June 2021 and the results are currently being analysed.

3. Options considered and recommended proposal

3.1 The recommendations of this report are for Cabinet:

1. To note the progress made with the Year Ahead activities.

4. Consultation on proposal

- 4.1 A series of workshop sessions have previously taken place with elected members around the themes within the Year Ahead Plan.
- 4.2 Partners were also engaged as part of the development of the plan through the Rotherham Together Partnership.
- 4.3 As part of the delivery of the Year Ahead Plan, engagement with the public will be an ongoing priority.
- 4.5 Each of the action leads have been involved in providing the progress updates included within this report and these have been shared and discussed with Assistant and Strategic Directors and Cabinet Members.

5. Timetable and Accountability for Implementing this Decision

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

6. Financial and Procurement Advice and Implications

- 6.1 There are no direct financial implications arising from the report, but the plan's delivery will require close financial management to ensure that financial implications are within budget and longer-term implications that may be generated by the Plan are factored into the Council's Medium Term Financial Strategy.
- 6.2 The financial impact of delivery of the Year Ahead Plan will therefore need to be monitored as part of the Council's financial management arrangements and considered alongside the ongoing financial impact of COVID and the Council's overall financial position.
- 6.3 Aside from the project specific updates detailed in the report, there are no direct procurement implications as a result of the recommendations detailed in this report. However, any identified need to procure goods, services or works in relation to achieving the Year Ahead Plan objectives should be referred to the Corporate Procurement Service. This will ensure all projects are procured in line with both the relevant internal financial and procurement procedure rules and the Public Contract Regulations 2015 (as amended), and that social value commitments are secured.

7. Legal Advice and Implications

- 7.1 There are no direct legal implications arising from the plan itself; however the delivery of the plan in achieving the identified outcomes will require ongoing legal input to assess the legal implications relevant to each theme and support individual services in the delivery process.
- 7.2 In the delivery of the plan, the Council will need to continually consider its statutory and non-statutory duties to ensure that these are identified and met at all stages, in order to minimise the risk of legal challenge. Certain duties, such as the Public Sector Equality Duty and the requirements placed on the Council through the Clean Air Directive, have already been identified and clearly addressed through the identification of the cross-cutting strands in the plan.
- 7.3 The law is continually changing and even more so due to the impact of the pandemic. It is vital that all relevant legislation and any changes are fully considered at all stages in the implementation of the plan to ensure that all decisions are made in accordance with the most up to date legislation.

8. Human Resources Advice and Implications

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

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Underpinning the delivery of the Year Ahead Plan is a cross-cutting strand relating to social justice. This includes considering the impact of the pandemic on vulnerable groups, including children and young people and vulnerable adults.
- 9.2 The Better Health and Wellbeing theme has a focus on supporting children and young people and vulnerable adults. Specific outcomes include ensuring health inequalities are understood and responded to, ensuring that vulnerable adults are protected, and adult social care is able to adapt to the changing conditions, and that Children, young people and families are safe, resilient and successful.
- 9.3 Protecting the most vulnerable residents is also a key component of the Thriving Neighbourhoods theme.

10. Equalities and Human Rights Advice and Implications

- 10.1 COVID-19 impacts on everyone in the borough, with those who are older, with pre-existing health conditions, disabled people and BAME communities particularly at risk. In addition to the direct impacts of infection, the indirect effects of the pandemic are also likely to disproportionately impact on

disadvantaged groups. An equality analysis was produced alongside the Local Outbreak Control Plan, which outlined the implications of the pandemic for protected characteristic groups in further detail.

- 10.2 In recognition of these implications, social justice has been included as a cross-cutting strand within the Year Ahead Plan. This means that consideration of issues relating to equalities and social justice has fed into the development of each theme.
- 10.3 As agreed at the November Cabinet meeting, the Council is also delivering on the equalities review, which will help build an understanding of the issues in Rotherham and identify how the Council can make a measurable difference to furthering equality. This will be framed around the four key lines of enquiry within the Equality Framework for Local Government:
- Understanding and working with your communities.
 - Leadership and organisational commitment.
 - Responsive services and customer care.
 - Diverse and engaged workforce.
- 10.4 Different leads and directorates will be responsible for equalities within their themes and ongoing analysis of data and intelligence with regards to equalities will continue to take place. Any Cabinet decisions linked to the themes within the Year Ahead Plan will include an equality screening to assess the equality impacts. An equality screening assessment is attached to this report (Appendix 4).

11. Implications for CO2 Emissions and Climate Change

- 11.1 Climate Impact is one of two cross-cutting themes within the Plan and is integral to its delivery. For all themes, it is considered how actions can contribute towards the Council's carbon reduction target and improved environmental outcomes. A Carbon Impact Assessment has been produced (Appendix 5).
- 11.2 The Council published its first Climate Emergency Annual Report in March 2021. This report included both a Carbon Action Plan for 2021/22, which outlined actions to be undertaken over the subsequent year to reduce emissions, and a progress review of actions carried out/in progress so far. See paragraph 2.7.6 which provides further information.

12. Implications for Partners

- 12.1 Working with partners will be integral to the delivery of the Year Ahead Plan. Partners have therefore been engaged and consulted as part of the plan's development.
- 12.2 A complementary partnership year ahead plan has been developed and was agreed by Rotherham Together Partnership in September 2020. This focuses on key milestones relating to the five "game changers" within the Rotherham Plan:

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

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

13. Risks and Mitigation

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

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

14. Accountable Officers

Simon Dennis,
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Assistant Chief Executive's Directorate
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Approvals obtained on behalf of Statutory Officers:

	Named Officer	Date
Chief Executive	Sharon Kemp	03/09/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	27/08/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	01/09/21

Report Author:

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

Appendix 1 – Year Ahead Plan Milestone Tracker

THRIVING NEIGHBOURHOODS				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
Putting communities at the heart of everything we do	Deliver libraries investment programme			
	Complete refurbishments at Wath library as part of the libraries refurbishment programme.	August 2021	On track	Refurbishment works nearly complete. The library is set to reopen on 9 August 2021.
	Members drive local activity through revised ward plans			
	2021/22 ward plans (x25) agreed and published, including member led consultation and engagement in each ward.	July - September 2021	On track	Early development of ward plans has commenced with Members.
	All ward members to meet Cleaning and Grounds Maintenance staff to deliver on locally agreed priorities	Ongoing July - November 2021	On track	The service is now starting to initiate engagement with ward councillors to develop the coming year's priorities and community days.
	Commence spend of ward members' budgets to address local priorities.	Ongoing	On track	Spend of ward budgets has commenced, though this is small to date due to the development of local priorities needing to take place first.
	Ward based partnerships and networks realigned with new wards.	July 2021	Behind schedule	Officers have been aligned to new wards and meetings are taking place, but there are ongoing discussions to ensure sufficient capacity and to align operational footprints.
Democratic arrangements are open, transparent and accountable	Joint Working Agreement with Parish Councils finalised.	July 2021	Completed	The final version of the agreement was completed in July and has now been approved.
	Member Development Programme 2021			
	Implementation of the revised Member Development Plan, including induction and support for new members	June – November 2021	On track	The Member Development Plan has now emerged from the Member Induction Programme and protocols are in place for the Member Support Team to manage this.
	Further develop the "Your Neighbourhood" section of the council website			
	Your Neighbourhood webpages – 25 new ward pages launched	June 2021	Completed	All pages went live in June 2021.
Vulnerable residents affected by Covid-19 are	Continue to work with partners to provide crisis food, support and other essentials for vulnerable residents			
	Deliver on £100k budget allocation to develop social supermarkets, food pantries, food clubs and other	Ongoing July 2021 –	On track	The action to develop social supermarkets in the borough is well underway, with additional

Appendix 1 – Year Ahead Plan Milestone Tracker

THRIVING NEIGHBOURHOODS				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
supported by the Council	measures as part of a preventative approach to help people avoid food crisis.	November 2021		detail to support the proposals being developed; the timetable has been revised accordingly.
	Undertake a range of initiatives to tackle loneliness and isolation including carrying out befriending calls via the tenant federation provider, delivering social activities within Neighbourhood Centres following re-opening in June and empowering community groups to provide support within their communities through the tenant federation contract, within the context and framework of the Health and Wellbeing Board loneliness strategic plan.	Ongoing November 2021	On track	Befriending calls are currently being made by 43 active volunteers with Rother Fed to 168 residents. Neighbourhood centres reopened from 19 July 2021 with Rother Fed support to resident groups to prepare them for reinstating activities.
	Deliver the European Social Fund Pathways to Success employment support programme to meet the funding agreement targets for vulnerable residents into training and work.	Ongoing to March 2022 September 2020 – November 2021	On track	The programme continues to exceed the targets set out in the funding agreement, with a current caseload of 434 participants against the project total of 469 by March 2022.
	Recommission domestic abuse support services.	Ongoing to October 2022 July 2021 – November 2021	On track	Tender for the refuge now complete, service to mobilise towards end September 2021. In relation to support service offer, market engagement process has now ended and officers are beginning to prepare the future service specification.
	Commission new services to prevent financial exploitation.	April 2021 – June 2021	Off track	This action is off track due to the intended delivery partner being unable to go ahead until autumn. Work is ongoing to identify a suitable route to market for the appointment of an organisation with the capacity and capability to meet the requirements of this work.

Appendix 1 – Year Ahead Plan Milestone Tracker

THRIVING NEIGHBOURHOODS				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
	Help those who are at risk of abuse and homelessness			
	Increase the availability of move-on accommodation for rough sleepers by submitting a funding application to Government and working with the Community Voluntary Sector and Housing Association partners to support delivery.	June – November 2021	Completed	Bid submission for Rough Sleeper Accommodation Programme successful for 20 additional properties delivered by SYHA and Action Housing.
Rotherham residents, VCS organisations and businesses use their skills and assets to help others	Strengthen and adapt existing strategic relationships with the voluntary and community sector (VCS)			
	Implementation of staff volunteering policy.	July – November 2021	On track	The policy is now due to be presented at Staffing Committee in August. Volunteer Co-ordinators have set up systems that will allow this to start happening from September 2021.
	Identify volunteering opportunities and engage with Rotherham Heroes volunteers.	July – November 2021	On track	The Valuing Volunteers Policy is due to go to Staffing Committee in September. Volunteer Co-ordinators are currently liaising with council services to identify volunteering opportunities.

BETTER HEALTH AND WELLBEING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
Local incidents and outbreaks are managed effectively	Publish and deliver the Local Outbreak Management Plan (LOMP)			
	Meet national Contact Tracing weekly target of 89% contacts completed successfully.	Ongoing for the duration of the pandemic	On track	The target has been consistently met, despite rising case numbers since the implementation of Local 0 on 29th March 2021.
	Regular and timely review of all clusters of cases in complex settings (care, schools and workplaces) for requirements to hold an Incident Management Team meeting (IMT).	Ongoing for the duration of the pandemic	On track	The review of the Local Outbreak Management Plan saw a strengthening of our outbreak response processes. The daily huddle has developed into an Incident Review Meeting at which all cases and

Appendix 1 – Year Ahead Plan Milestone Tracker

BETTER HEALTH AND WELLBEING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
				clusters are reported and IMTs are stood up if required.
	Targeted engagement with communities to promote vaccination take up and dispel myths and fake news.	Ongoing for the duration of the pandemic	On track	Engagement work continues to take place within high-risk places, including targeted work in town centre neighbourhoods, BAME communities and amongst the working age population.
Health inequalities are understood and responded to	Strengthen the approach to tackling health inequalities			
	Promote and continue to develop the JSNA, including incorporating further needs assessments for the 0-19 and the drug and alcohol services.	Ongoing (specific datasets included by August 2021)	On track	The JSNA refresh was launched at the May Health and Wellbeing Board, with promotion to partners and elected members. Work continues on the detailed Health Needs Assessments to support the 0-19 and Drug and Alcohol Service re commissioning programmes.
	Develop the new Health and Wellbeing Board action plan, based on the findings of the JSNA.	September 2021	On track	Draft priorities are now out for consultation with Health and Wellbeing Board members and will be shared with wider stakeholders for comment. The final action plan is scheduled to come back to the board in September.
Vulnerable adults are protected and adult social care is able to adapt to the changing conditions	Ensure that adult social care is able to adapt to the changing conditions			
	Monitor the impact of the COVID pandemic on the demand for Adult Social Care through the Performance Framework, in line with the recovery and reset plan.	August 2021	On track	The pandemic is continuing to impact on the provision of services and issues are effectively escalated through the performance framework.
	Deliver the Learning Disability Transformation programme focusing on strength-based assessments and the community options programme.	Ongoing (March 2022)	On track	The existing programme is on track to deliver before March 2022. Over 50 people are now experiencing new opportunities that they have not been able to do before with an increase of choice in community activity, travel skills, work and confidence.
	Work with health partners to manage the flow of people with social care needs in and out of the	Ongoing June-	On track	Although the system continues to be challenged due to the complex issues relating

Appendix 1 – Year Ahead Plan Milestone Tracker

BETTER HEALTH AND WELLBEING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
	hospital, making best use of available resources.	November 2021		to the Covid-19 pandemic, Rotherham compares well across South Yorkshire and Bassetlaw in terms of discharge from the acute and the rate of discharge home are in line with the national target.
	Ensure support is in place for carers			
	Refresh and co-produce the Carers Strategy.	Original target date: April 2020-June 2020 Revised target date: August 2021	Off track	Work has been ongoing to co-produce a refreshed Carers Strategy with partners and Rotherham carers. Resources and capacity challenges within partner organisations have impacted on the timescales for developing the strategy therefore this activity is off track and is expected to be complete by August 2021.
	Ensure a carers network is in place to support implementation of Phase 1 of the Carers Strategy.	November 2021	On track	To support delivery of the Carers Strategy, a carers network will be established by November 2021. Interest is building in the formation of a carers network, with multiple relevant organisations expressing an interest. In the meantime, the unpaid carers group continues to meet and will form the basis for building a wider network.
Children, young people and families are safe, resilient and successful	Support children, young people and families to remain resilient.			
	Submit a targeted prevention and promotion funding bid to Public Health England (PHE Prevention and Promotion Fund for Better Mental Health 2021/22) to develop a team around the school model of working.	July 2021 – outcome of bid known	On track	The bid has been submitted and has been successful, with £337,834 allocated to Rotherham. Planning and implementation will start in September.
	Support the education recovery from the Covid-19 pandemic, including a strong focus on enhanced support for disadvantaged learners.			
	Support and promote the use of catch-up premium, any educational recovery opportunities, holidays activity and food, and summer school activity.	August 2021	On track	A significant proportion of secondary schools and special schools (just under 85%) will either have a summer school or extended school programme summer break. Early Help

Appendix 1 – Year Ahead Plan Milestone Tracker

BETTER HEALTH AND WELLBEING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
				are also rolling the Holidays, Activity, and Food programme across summer break, and almost £1m worth of vouchers will be provided to over 10,000 children eligible for school meals.
	Deliver a series of multi-agency summits focussed on those who have elected to home educate to support collaborative safeguarding practice.	September 2021	On track	Two multi-agency summits focussed on elective home education (EHE) were held in June and July, which has supported greater visibility of the EHE cohort and enhanced governance arrangements. The final summit will take place in the Autumn term with and will include working with school leaders to look at additional issues driving EHE pressures from within school system.
	Keep children and young people safe and protect the most vulnerable.			
	Open the next home as part of the delivery of the residential strategy.	October 2021	On track	Staff recruitment is progressing, and adaptations are being made to buildings.
	Ensure emergency accommodation is operational by the end of 2021.	December 2021	On track	The building is ready and registration documents are being drafted. Further recruitment is required to support medium to longer-term managerial cover. Programme of ongoing assessment centres are in place to recruit the required and agreed staffing.
Rotherham is a place where active travel is accessible, and local people reap the associated health and environmental benefits	Deliver a range of schemes to improve air quality and increase physical activity			
	Complete public consultation on the draft Cycling Strategy and present the final draft for approval.	October 2021	On track	Public consultation on the draft cycling strategy is live until 27 th August. The aim is to secure final approval for this strategy in the Autumn.
	Start construction for Sheffield Parkway 50mph speed limit (to be delivered as part of parkway widening.)	March 2022	On track	The scheme is out to consultation until August 2021.
	Start construction for Wortley Road Weight Restriction TRO.	March 2022	On track	The scheme is out to consultation until August 2021.
	Start construction for Rawmarsh Hill bus priority and	March 2022	Behind	There were delays from the original intended

Appendix 1 – Year Ahead Plan Milestone Tracker

BETTER HEALTH AND WELLBEING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
	routing changes.		schedule	programme in starting this scheme due to negotiations with Government regarding the Clean Air Zone programme. The scheme is now out to consultation until August 2021.
	Complete phase 1 of Sheffield Road cycleways.	March 2022	On track	Phase one is due to complete in August 2021.
	Commence Moor Road, Manvers cycleway construction.	December 2021	Behind schedule	This project was rescheduled within the TCF programme to be commenced at a later date than had originally been planned but is still expected to be completed within the overall Transforming Cities Fund programme time frame to 2023.
	Deliver a 'Beat the Street' summer programme of activity (including activities delivered by the Council and partners and some one-off BtS trails in parks) to encourage people to continue getting out during summer holidays, with prizes as incentives.	August 2021	On track	Programmes have been developed and were sent to all schools prior to break up. Printed copies are also being placed in various locations around the borough (inc. supermarkets, Clifton Park, Thrybergh and Rosehill Park cafes), along with nature trail sheets for families to take part in in their own time over the summer holidays.
	Deliver £250k investment works in Herringthorpe Stadium (including completion of flood lighting, refurbishment of internal and external pavilion (including track and hammer cage).	November 2021	Behind schedule	There are delays to elements of the delivery due to Herringthorpe Stadium car park being used as a COVID-19 testing centre, as well as a delay during the procurement process. The works for all aspects, apart from the car park, are expected to be contracted by end September 2021.

Economic recovery				
Outcomes	Activity	Target date for delivery	Status	Rationale for status

Appendix 1 – Year Ahead Plan Milestone Tracker

Economic recovery				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
The Rotherham economy can adapt and start to recover from the pandemic	Work with partners including DWP, colleges and providers to deploy new job coaches into local communities	October 2020 – May 2021	Completed	DWP require job coaches to support vulnerable customers attending the job centre, but a range of partners, including National Careers Service, Pathways, Coalfields Regeneration Trust have been invited to locate community work coaches working in local communities.
	ESF Advance project up and running	August 2021	Behind schedule	Adverts for posts to deliver the project are to be advertised in September 2021 and work is ongoing to finalise budgets and outputs. Rotherham strand likely to start in October 2021.
	£425k of investment in the borough's other business centres.	April 2021 – June 2021	Behind schedule	Moorgate Crofts heating, cooling and lighting project has commenced and is due to take 4 months to complete.
	Start construction of new Century business centre at Manvers	December 2021	Behind schedule	Amendments to the draft design require consideration by South Yorkshire Mayoral Combined Authority (SY MCA) through submission of a revised business case. Planning application under preparation and to be submitted by end September 2021.
The vision for the regeneration of the borough rejuvenates communities and businesses	Develop and submit bids for the Community Renewal Fund	June 2021	Completed	The council coordinated the development and submission of a number of Rotherham bids to SY MCA. Three Rotherham bids were included in the final MCA submission to government in June.
	Develop and submit bids for the Levelling Up Fund	June 2021	Completed	Three bids for a total of almost £60 million were submitted in June 21, incorporating a range of activity across the borough.
	Complete enabling and preparatory works ready for construction to commence on the Forge Island development	Original target date: November 2021	On track	Demolition and site preparation works at Riverside Precinct have been completed. Subject to agreement with Muse

Appendix 1 – Year Ahead Plan Milestone Tracker

Economic recovery				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
		Revised target date: March 2022		<p>Developments, further elements include:</p> <ul style="list-style-type: none"> Vehicle restraint system to protect the flood wall Yorkstone paving on Bridge Street Planting in the newly formed public realm (when correct season). <p>Rated as 'on track' as expecting enabling works to be completed by March 2022.</p>
	Start to develop full business cases for Towns Fund schemes	From September 2021	On track	<p>A government funding offer of £31.6m was confirmed in June. Project confirmations will now be submitted to government by the end of August.</p> <p>Full business cases will then be development, informed by public consultation, for submission by June 2022.</p> <p>Resourcing and delivery capacity remain a challenge.</p>
	Complete construction of 'pocket park' scheme in the town centre	<p>Original target date: September 2021</p> <p>Revised target date: March 2022</p>	Behind schedule	<p>Site demolition completed June 2021; post-demolition works completed early July 2021.</p> <p>Landscape designs are being finalised in line with planning permission, and procurement is underway.</p> <p>Delay expected – now expecting completion by March 2022.</p>
	Complete detailed design for market and library schemes	November 2021	On track	Detailed designs now progressing, with a planning application for the redevelopment of the entire Rotherham Markets complex

Appendix 1 – Year Ahead Plan Milestone Tracker

Economic recovery				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
				being prepared. This includes developing the concept design work, in addition to producing a number of essential surveys and reports.
	Complete the public realm scheme on College Street and begin work on Frederick Street	September 2021	On track	Works on College Street continue to progress well with the contractor expecting completion in Sept 21. The Frederick Street designs have been approved, but market conditions (e.g. timescales for securing materials) will determine whether works can commence as planned in September 2021. Slight delay is possible.
	Greasbrough roundabout upgrade.	January 2021 - June 2021	Behind schedule	Scheme is on track for a revised target completion date of early 2022.
	Town centre housing sales and marketing campaign launched	May 2021	Completed	The marketing campaign for the three town centre housing sites, now branded as The Trilogy Collection, began online in May and has continued on social media. A show home will be up and running at Wellgate Place by October.
	First homes completed at Wellgate Place by October 2021, with all 54 homes completed by January 2022	October 2021 / January 2022	Behind schedule	In common with the construction industry nationally, the Wellgate Place development has faced challenges with materials shortages as the economy recovers from the pandemic and a slight delay is anticipated. However, these issues have largely been mitigated on site, with the first completed homes now expected in November 2021 and the whole scheme due to complete in February 2022.

Appendix 1 – Year Ahead Plan Milestone Tracker

Economic recovery				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
Social value is maximised to create more local jobs, apprenticeships and benefits in communities	Submit application to become an accredited Real Living Wage employer	July 2021	Completed	The application has been prepared and was submitted in August 2021.
	Create a best practice guide based on the Council's social value work so far	November 2021	On track	The council's social value web pages provide examples of best practice and are updated regularly.
	Agree a joint project with local partners	December 2021	On track	Discussions continue with partners and an anchor organisation network has been established with involvement from Voluntary Action Rotherham, South Yorkshire Police and Rotherham NHS Foundation Trust.

NEW WAYS OF WORKING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
High quality customer services which are efficient and accessible	Focus on accessibility, enabling as many people as possible to self-serve online whilst continuing to provide assisted access for vulnerable customers and those who are unable to access services digitally			
	Enable customers to choose a collection date when requesting a bulky waste collection online.	September 2021	On track	Work has been taking place to develop systems and processes, including a redesigned form to improve customer experience.
	Enable customers to use location services or pin a location from a map when reporting an issue, such as reporting a faulty streetlight.	July 2021	Completed	Customers are now able to pin a location on a map when reporting an issue and the facility will be added to other forms over the next few months. Once a customer has reported an issue, they receive an auto acknowledgement, and their request is sent to the relevant service to action. Various projects are also currently underway to improve the end-to-end process, including tracking the issues reported and improving

Appendix 1 – Year Ahead Plan Milestone Tracker

NEW WAYS OF WORKING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
				customer communications to ensure customers are kept updated once action has been taken.
	Appointment based face to face customer service to re-open.	May – July 2021	Completed	Pre-booked appointment mode for face-to-face customer service now live Aston, Dinnington, Maltby, Rawmarsh, Swinton and Riverside House.
	Deliver Rotherham Digital Inclusion Strategy Phase 1, supported by a £50k budget investment in libraries and outreach work.	September 2021	On track	To help the Council understand the level of digital exclusion across the borough and identify barriers a 3 rd party organisation will be commissioned to engage with residents, communities, businesses, and organisations. A digital inclusion project manager post has been established and will be advertised in August 2021.
	Implement new housing case management system.	October 2021	On track	Planned go live on 30 September 2021. This will bring five existing IT systems into one integrated system. New functionality including the customer portal and mobile working will be rolled out end March 2022.
Staff are supported to work flexibly, building on recent experiences of home working	Implement new Agile Working Policy to improve work-life balance and productivity			
	Safe return to Riverside House and other Council buildings and implementation of new Hybrid Working Policy (dependant on national guidance).	July 2021 (subject to government guidance and local decisions)	Behind schedule	Due to current local infection rates, continue to operate flexible working, including staff working from home. Hybrid working policy will go to Staffing Committee in September 2021 but will not be formally implemented until infection levels decrease nationally and locally.
An empowered and agile workforce, feeling valued and	Learning from the Covid-19 response, use to shape organisational development			
	Informed by staff feedback, implement initiatives relating to workforce engagement, support and development.	Ongoing June – November	On track	Feedback from the organisational development focus groups has been shared with the Wider Leadership Team and four key

Appendix 1 – Year Ahead Plan Milestone Tracker

NEW WAYS OF WORKING				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
embracing new ways of working		2021		areas of focus have been identified, including: wellbeing and mental health; setting and managing expectations; recognition and thank yous; succession planning. These areas will inform workforce initiatives and development outlined in the new Workforce Strategy.
	Continue to deliver a sustainable wellbeing programme to the whole workforce	Ongoing June – November 2021	On track	This work is ongoing. Monthly themes are identified, along with promotional activities/ideas. Dedicated wellbeing page available for staff. 41 staff wellbeing sessions have been delivered since September 2020.
	Maximise employment opportunities for young people during 2021 through the Kickstart Scheme, by providing up to 89 placements, with up to £100K additional council investment.	November 2021	On track	Successfully applied to be a Kickstart employer in early 2021 and identified 89 available placements. Currently 29 young people are undertaking a placement. Recruitment continues.

Hope and Confidence				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
People trust the Council to deliver on its commitments	Initiatives and activities across all themes are on track.	Ongoing (June – November 2021)	n/a	n/a
Communication messages are clear along with opportunities to engage and	Continue to broaden the reach of communications messages and engage with local people			
	Establish new process for sending out general news updates 'Rotherham Round-up' and expand the distribution list to maximise it.	Ongoing June – November 2021	On track	'Rotherham Round-up' was launched in June 2021 to provide regular news, video and event updates from the Council and help celebrate Rotherham as a place. Work will

Appendix 1 – Year Ahead Plan Milestone Tracker

Hope and Confidence				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
provide feedback				continue to expand the distribution list.
Local people feel more connected to their community by engaging in positive activities: getting active, creative and outdoors more often	Delivery events and activities for Rotherham residents			
	Launch the Rotherham Recovery Toolkit – a downloadable pack of crowd-sourced ideas for creative and active ways to encourage good mental health.	October 2020 - March 2021	Completed	The Great Big Rotherham To Do List is the resilience toolkit and was launched in July 2021. The toolkit is a fun, engaging, vibrant and comical fold-out guide to remind people of the positive things they're already doing for their mental and physical wellbeing, and to inspire them to try new things.
	Deliver the Rotherham Show in line with national guidance	September 2021	On track	Scheduled to take place 3 rd -5 th September dependant on the outcome of government announcements/restrictions and the infection rate in Rotherham.
	Reopening of the Civic Theatre	September 2021	On track	Undergoing renovation and scheduled to reopen 3 rd September 2021.
	Restoration of Rotherham's heritage sites			
	Begin work on the restoration of Keppel's Column	July 2021	Behind schedule	Delayed due to COVID-19 and supply issues within the construction sector. Award expected to be made for the construction works in August with a start on site in September and completion by Spring 2022.
Places are clean, welcoming and well-maintained	Carry out a range of environmental improvements around the Borough			
	Delivery of the '£24 million to 2024' Roads Programme to repair approximately 150 roads and footpaths by November	July-November 2021	On track	Successfully delivered the first year of the 2024 Roads Programme, 201 roads covering a length of 29.8 miles or 47.8km were repaired. Second year of the programme for 2021/22 underway and as of 5 August 2021, 77 roads and 25 footways have been resurfaced.
	Deliver on £489k investment in four additional zonal	July-	On track	Established work programme for maintenance

Appendix 1 – Year Ahead Plan Milestone Tracker

Hope and Confidence				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
	cleansing teams to further enhance the cleansing regimes in high footfall areas and on main routes and cycleways.	November 2021		of cycleways and areas which will receive additional resource identified. Staff have been deployed to undertake work and support requests from residents.
	Develop the strategic approach to support the future delivery of a 'pollinator friendly' borough.	July-November 2021	On track	Established twelve wildflower trial areas across the borough, with all now seeded, and signage has been placed at sites informing residents of the project.
	Delivery of the 3-year litter bin programme to improve the quality and location of street litter bins across the borough by investing in additional equipment, including installing 98 solar power bins by November.	July-November 2021	On track	38 solar powered bins have been installed at locations in the Town Centre, following a trail. 110 will be installed in total across the borough. Implementation is on track for completion by November 2021.
	Increase the number of successful outcomes from fly-tipping investigations and non-payment of FPNs and publicise this more widely.	July-November 2021	On track	Established new reporting and monitoring arrangements in relation to successful outcomes which are now reviewed monthly. Publicised recent prosecutions regarding failure to comply with a community protection notice relating to waste in gardens.
	Promote the seven day Out of Hours Service, increasing access for noise and anti-social behaviour complainants.	July-November 2021	On track	The new seven-day service launched in March 2020 continues to be promoted through use of social media and out of hours webpage. As the impact of Covid-19 decreases, the Council will seek to publicise the out of hours service more widely.

Cross cutting				
Outcomes	Activity	Target date for delivery	Status	Rationale for status

Appendix 1 – Year Ahead Plan Milestone Tracker

Cross cutting				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
A borough based on social justice where all residents have a good quality of life and are able to achieve their potential	Develop and deliver an action plan to support the Council on the ambition to get to excellent on the Equalities Framework for Local Government.	June-November 2021	On track	A baselining exercise has been undertaken to identify strengths and weaknesses. This analysis along with the proposed actions for 2021 was summarised in the Equalities Annual Report received by Cabinet in June 2021. The Equality, Diversity and Inclusion Strategy and refreshed equalities objectives will be developed in line with the new Council Plan and brought to Cabinet later this year.
Carbon emissions for the Council and the borough are reduced	Develop a proactive tree planting strategy, using an investment of £50k for a dedicated engagement officer to lead activity.	November 2021	On track	Tree management protocol/guidance which forms the first stage of this work, now completed.
	Develop a Council-building decarbonisation plan.	November 2021	On track	Initial heating decarbonisation plan developed for Council operational buildings and additional site survey information being incorporated.
	Implement Community Energy Support Scheme post restriction communication and support plan to reduce Rotherham residents' energy costs, reduce fuel poverty and reduce domestic emissions.	November 2021	On track	Made active use of social media during the pandemic. Preparations are underway to expand to community events (workshops, face to face stands etc.) now restrictions have eased.

Appendix 1 – Year Ahead Plan Milestone Tracker

Ongoing actions from the original plan

The following actions from the original plan were ongoing, with no fixed completion date, at the time of the last report. Where activities are classed as ongoing, these actions have now been closed and a closing position statement provided. Ongoing actions will continue to be delivered by the relevant service.

Outstanding actions from original plan				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
Thriving Neighbourhoods				
Putting communities at the heart of everything we do	Deliver additional youth work in every community in the borough, as committed in our 2020/21 budget.	October 2020 - June 2021	Closed – ongoing activity	<p>This is an ongoing activity with no end date. Youth work will continue to be delivered across the borough via Children and Young People's Services in partnership with the VCS and will no longer be reported on in this report.</p> <p>28 Keepsafe Two operations have been delivered in total by the team, the purpose of which was to engage with Rotherham's young people to ensure that they are keeping safe and also to reassure the community that services are all still working collaboratively to promote safety within their area, with regard to both concerns raised around anti-social behaviour in the area and those around the pandemic.</p>
Democratic arrangements are open, transparent and accountable	Review working arrangements to ensure members are able to carry out their roles effectively and safely, and deliver the member development programme.	October 2020 - June 2021	Closed – ongoing activity	<p>This work is ongoing and will continue to be reported via the implementation of the revised Member Development Plan action in the extended plan.</p> <p>The Member Induction Programme is now complete, and the new development programme is to commence in September</p>

Appendix 1 – Year Ahead Plan Milestone Tracker

Outstanding actions from original plan				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
				<p>2021.</p> <p>In relation to ensuring members can carry out their roles safely and effectively, the induction programme was used as an opportunity to help ensure Members can carry out their roles effectively and safely, with a session delivered focusing on Member support, development and safety.</p> <p>Channels of communications have also been re-enforced to ensure the Members are proactive in coming forward to raise any issues the Council can assist with resolving.</p>
Vulnerable residents affected by Covid-19 are supported by the Council	Government hardship funding utilised to increase crisis resources.	October 2020 - June 2021	Closed – ongoing activity	<p>This is an ongoing action as and when funding is provided with no end date. This work will continue through services across the Council and will no longer be reported in this report.</p> <p>The COVID Local Support Grant of £237,034 from DWP for spend during May / June was fully spent to deliver holiday vouchers in lieu of free school meals and school uniform support for a number of children starting secondary school in September. There has been further a summer COVID Local Support Grant from DWP of £948,137 which is currently being used to fund food vouchers for those in receipt of free school meals over the Summer school holidays.</p>
Better Health and Wellbeing				

Appendix 1 – Year Ahead Plan Milestone Tracker

Outstanding actions from original plan				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
Local incidents and outbreaks are managed effectively	Delivering the national testing strategy.	July 2020 - June 2021	Closed – ongoing activity	<p>Testing is an ongoing activity. This work will continue and will no longer be updated on within this report.</p> <p>The Community Testing programme incorporating supervised lateral flow testing has now ended with the Riverside House café and satellite sites no longer offering this approach from 30th June. The Council has replaced the supervised offer by embracing the Community Collect model of home testing kits, rolling this out across the library, leisure and customer service points within the borough and working with partners to identify other external distribution outlets to target unvaccinated people or those at higher risk of contracting Covid-19. This approach has been well received by the Department of Health and Social Care and has been approved from 1st July until 30th September.</p>
Health inequalities are understood and responded to	Assess the impact of Covid-19 on different communities and take appropriate action.	October 2020 - December 2020	Closed – ongoing activity	<p>This is an ongoing activity. This work will continue and will no longer be updated on within this report.</p> <p>The Covid-19 team analysts continue to review the progress and impact of the pandemic and the vaccine programme across Rotherham, reporting to the daily Incident Review Meeting and the Community IMT to enable Covid-19 response work to be tailored to meet the needs of the borough.</p>
Economic Recovery				

Appendix 1 – Year Ahead Plan Milestone Tracker

Outstanding actions from original plan				
Outcomes	Activity	Target date for delivery	Status	Rationale for status
The Rotherham economy can adapt and start to recover from the pandemic	Agree the Sheffield City Region Renewal Action Plan, and secure Rotherham's share of additional devolution and associated funding to support the local economy.	October 2020 – May 2021	Closed – ongoing activity	The renewal action plan is in place and the Council has secured funding from a range of sources, with other bids pending. Updates will continue to be provided via separate actions (see main table above).
New Ways of Working				
High quality customer services which are efficient and accessible	Introduce more online videos to visually help, guide and inform our customers about the things they need to know.	January – March 2021	Closed – ongoing activity	<p>This is an ongoing action with no end date. This work will continue via IT and Comms and will no longer be reported on within this report.</p> <p>Online videos will continue to be produced to communicate key messages and provide self-help. In the last 12 months, 62 videos added to the Council's You Tube channel.</p>
Hope and confidence				
People trust the Council to deliver on its commitments Communication messages are clear along with opportunities to engage and provide feedback	Develop content for all channels, but primarily digital, which celebrates Rotherham as a place, in support of the Year Ahead themes and strands.	July 2020 – June 2021	Closed – ongoing activity	This is an ongoing action with no end date and specific content continues to be developed, alongside other positive coverage. This work will continue via Comms and will be reported as part of the Rotherham news round-up action in the newly extended plan.

THRIVING NEIGHBOURHOODS

Keepsafe Two Operations carried out across the borough to keep young people safe

As a service, Early Help Outreach & Engagement agreed that it was still essential to engage with Rotherham's young people to ensure that they are keeping safe and also to reassure the community that services are all still working collaboratively to promote safety, with regard to both concerns raised around anti-social behaviour in the area and those around the pandemic.

Following from this, the team planned some Keepsafe Two operations to ensure young people in the borough are safe. The purpose of these Keepsafe Two operations is to focus on engaging with young people and is not about enforcement.

The team worked collaboratively with the Council's partners from South Yorkshire Police, South Yorkshire Fire & Rescue, Rotherham Council's Housing Services, Barnardo's, Rotherham United Community Sports Trust and have also worked with local elected Members.

The team have carried out 28 Keepsafe Two operations throughout the borough and have engaged with over 1,000 young people. On the whole, young people have been very receptive to the presence of the team, partners and ward members and have engaged very well. The purpose of the Keepsafe Two operations was explained to young people who discussed their perceptions about communities, the area they live in and the services and activities available to them within it, and education and aspirations. The team



The Early Help Outreach & Engagement North team conducting a Keepsafe Two operation with South Yorkshire Police and Barnardo's in Wath.

THRIVING NEIGHBOURHOODS

also had discussions about the pandemic and dispelled some myths that young people had.

The success of the Keepsafe Two operations has led the team to continue delivering these, as well as beginning to gradually open their face-to-face provisions for Rotherham's young people.



The Early Help Outreach and Engagement South Team ready for their Keepsafe Two operation with South Yorkshire Police in Maltby.



The Early Help Outreach & Engagement Central Team ready for their Keepsafe Two operation with South Yorkshire Police, Barnardo's and local elected Member in Ferham.

BETTER HEALTH AND WELLBEING

Almost £1million worth of vouchers will be provided to 10,000 children eligible for free school meals this summer holiday.



Almost £1million worth of vouchers will be provided to 10,000 children eligible for free school meals this summer holiday as the Council extends support to families on low incomes.

Continuing the provision made throughout the last four school holidays to families who are struggling in the wake of the Covid-19 crisis, the Council is providing £90 supermarket vouchers for each child to cover the six-week break. The money is roughly equivalent to the cost of providing a child with a free meal at school.

The food vouchers can be redeemed at local supermarkets and will be provided to 10,802 pupils from 119 schools across the borough, totalling £970,785 in funding (two schools are closing for five weeks only).

The Council has chosen to make the provision by using the Government's Covid Local Support Grant.

Through the summer, the vouchers will be complemented by the Rotherham Healthy Holidays scheme which provides activity days with

healthy school meals to all children in the borough.

The Rotherham Healthy Holidays programme has been organised by the Council with a range of partners to offer activities ranging from football and cycling through to arts and first aid throughout the summer. Each activity day includes a healthy meal and families who are entitled to free school meals can book a place for free.

The Council is working in partnership with local schools, who will distribute the vouchers to eligible families on its behalf and also promote the free places on the Rotherham Healthy Holidays programme.

Councillor Victoria Cusworth, Cabinet Member for Children and Young People, said: "As the number families relying on low incomes continues to rise, we are stepping up our efforts to make sure that nobody in the borough will go hungry. The Covid pandemic made it extremely difficult for some families to make ends meet and we want to do as much as we can to help them.

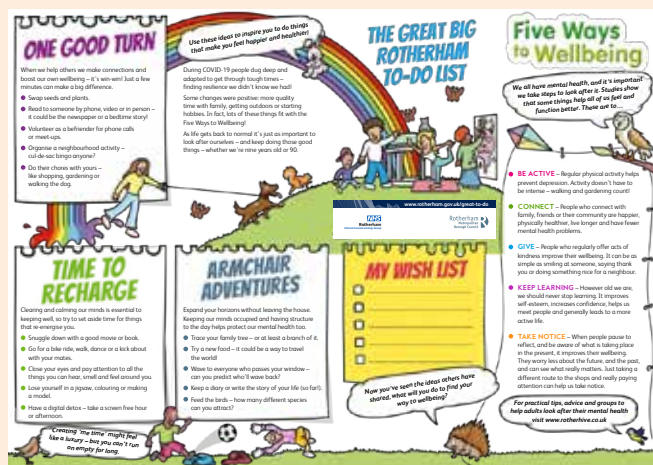
"The Council first stepped in last October to provide food vouchers to local children during the school holidays when the Government failed to provide the support needed, and we are glad to be able to put the current funding to such an important purpose. Once again, we are extremely grateful to schools for helping to get this support to the families that most need it.

"We will keep pressure on the Government to ensure these are permanent arrangements in the future and, earlier this year, the Council adopted a motion which calls for the right to food to be incorporated into the national food strategy – enshrining in law that nobody in this country should go hungry."

HOPE AND CONFIDENCE

The Great Big Rotherham To-Do List

The brief was to create a resilience toolkit to capture the positive behavioural changes made by people during the pandemic. The result is The Great Big Rotherham To-Do List (TGBRTDL) – a fun, engaging, vibrant and comical fold-out guide to remind people of the positive things they're already doing for their mental and physical wellbeing, and to inspire them to try new things. The guide also shows how these activities relate to the Five Ways to Wellbeing – a nationally recognised, evidence-based set of actions that help people function and feel at their best.



Co-production

All content for TGBRTDL was gathered from residents and staff following a call out for people to share the great things they'd been doing through the lockdown. An enthusiastic response

produced more than enough ideas: jumping in puddles, learning to knit, finding a pen pal or simply listening to the birds.

The production of the guide was funded by the Council and NHS Rotherham Clinical



Commissioning Group and distribution funded by The Welcome Back Fund. The Welcome Back Fund provides councils across England with a share of £56 million from the European Regional Development Fund (ERDF) to help build back better from the pandemic.

HOPE AND CONFIDENCE

Formats

The TGBRTDL has been created as a pocket-size fold-up guide that can be opened and stuck on the fridge for all the family to see and engage with. It is also available to download and print off in the original design and an accessible Word version from:

The Great Big Rotherham To-Do List – Rotherham Metropolitan Borough Council

The webpages provide links to further information and support including:

- Rotherhive
- Be the One
- Five Way to Wellbeing
- CAMHS
- With Me in Mind.

Making a Big To-Do over feegood stories

Creative Rotherham folk discovered new simple pleasures when lockdown forced them to take a break from the norm. Now an alternative guide is bringing together some of those passions, and encouraging people to share their own, as Michael Upton reports

KATHY WRIGHT: "I studied for three months to gain a new qualification in teaching English as a foreign language during lockdown. I wanted to help others become more proficient in English as it's the most spoken language in the world. I hope to retire somewhere warm and sunny and maybe work as a TEFL teacher a few hours a week to keep my pension topped up!"

FAY HALL: "Joining Rotherham CLC (Creative Learning Communities) during lockdown enabled me to have some time for myself whilst working from home and home schooling my daughter. I have used my new skills to create gifts to give to family members, to boost their spirits during the pandemic."

CLAIRE MOSELEY: "To keep myself happy during lockdown, I went walking with friends to visit Rotherham's woodlands, fields and waterways."

KATE GREEN: "Exploring places close to home, making dens in the woods and climbing trees with my six-year-old son have kept me happy during lockdown. We visited Canklow Woods and got lost in thought and play... then actually got lost because they're huge!"

WILL BREEZE: "During lockdown, I have successfully germinated lemons and orange seeds and have given the seedlings to friends and family, which we call Covid trees."

Rotherham Metropolitan Borough Council
Published by Jane RMBC Rotherham · Yesterday at 10:21 · ...

Trying and learning new things are great for our health and wellbeing! If you've been thinking about taking up a new hobby but aren't sure what you want to try, check out The Great Big Rotherham To-Do List packed with loads of fun activities! 🐼 🌈

"I studied for three months to gain a new qualification in Teaching English as a Foreign Language during lockdown. I wanted to help others become more proficient in English as it's the most spoken language in the world. I hope to retire... See more

2,490 People reached · 23 Engagements · +1.5x higher Distribution score · Boost Unavailable

Distribution and publicity

Upwards of 34,000 people have received a hard copy of TGBRTDL since it's July launch. Twenty thousand copied were inserted into Home Matters – the magazine for council tenants and leaseholder. A further 14,000 copies were given away free with the Rotherham Advertiser.

The guide is available for free in libraries and will be handed out at events throughout the summer. It will also be used by practitioners. A social media campaign featuring the people who sent in their ideas is ongoing to raise awareness of the guide.

Rotherham Director of Public Health Ben Anderson, said: "We hope people will keep it handy and use it to inspire everyday moments of calm, kindness, fun and fascination - because those little actions can make a big difference to how we feel today, and our ability to adapt and cope when times are tough."

TIMELINE OF KEY ACHIEVEMENTS AND ACTIVITIES

May to July 2021

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



PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title

Title: The Year Ahead Plan – progress report

Directorate:

Assistant Chief Executive's

Service area:

Policy, Performance and Intelligence

Lead person:

Simon Dennis, Acting Head of Policy, Performance and Intelligence

Contact:

simon.dennis@rotherham.gov.uk

Is this a:

☒

Strategy / Policy

☐

Service / Function

☐

Other

If other, please specify

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

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

extended Year Ahead Plan, agreed at Cabinet on 21 June 2021, is now in place.

Formal quarterly progress reports are presented in public at Cabinet meetings, with an opportunity for Scrutiny consideration if required. The first public report was presented to Cabinet on 21 December 2020 and have since been presented on a quarterly basis on 22 March 2021 and 21 June 2021. This screening relates to the fourth quarterly progress report to Cabinet, covering progress made to June 2021.

3. Relevance to equality and diversity

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

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

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

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

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

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

4. Considering the impact on equality and diversity

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

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

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

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

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

COVID-19 is impacting every person across the borough. The Year Ahead Plan sets out the Council's approach to supporting all residents, communities and businesses through these difficult times, which includes those with protected characteristics.

All themes within the Year Ahead Plan will help to address the impacts that COVID-19 has had on all communities.

The Plan also includes a cross-cutting theme aimed at equalities and social justice to ensure all residents have a good quality of life and are able to achieve their potential, by:

- Overcoming unfairness caused by lack of access to economic opportunities
- Seeing an improvement in the life chances and opportunities of disadvantaged communities facing social barriers and affected by poverty and unemployment
- Making sure that services and information are accessible to all and taking action when decisions or policies are unfair or discriminatory
- Developing a positive environment and removing barriers to participation so that residents are able to contribute to decisions that affect their lives and their communities
- Inclusive communities where people feel safe, have a sense of ownership, and feel confident in reporting incidents of abuse or discrimination.

- **Key findings**

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

Each of the themes within the plan will help to address the impacts COVID-19 has had on local communities by:

Thriving Neighbourhoods

- Providing support to isolated and vulnerable residents affected by the pandemic, including developing a preventative approach to help people avoid food crisis, undertaking initiatives to tackle loneliness and isolation, helping those at risk of abuse and homelessness and supporting vulnerable people into training or work.
- Driving local activity and the delivery of local improvements through the creation of ward plans, the spend of ward budgets and through neighbourhood working.
- Supporting volunteering in the borough by implementing a Staff Volunteering Policy and engaging with Rotherham Heroes volunteers.

Examples of consideration of equality issues within this theme include:

- Ensuring the Staff Volunteering Policy includes reasonable adjustments to ensure opportunities are open to all (including disabled staff or those with caring responsibilities)
- Targeted campaigns (with partners) to increase the number of volunteering opportunities / volunteers from communities with protected characteristics through the Rotherham Heroes programme
- As ward plans begin to be developed, the process will include the consideration of ward demographics and consultation with seldom-heard communities.
- The refresh of the ward webpages ensured that the pages can be read by accessibility software.
- Equalities data continues to be monitored in a number of areas, including through homelessness assessments, crisis food provision and the allocation of ward budgets.
- The tenant federation contract included a requirement to increase involvement with tenants from underrepresented groups (BAME, Young, Disabled, Rural, Working). As such, they have employed a part-time Community Organiser who has a specific focus on this action.

Better Health and Wellbeing

- Strengthening the Council approach to tackling health inequalities, including promoting and developing the JSNA and developing the new Health and Wellbeing Board action plan.
- Supporting vulnerable and disabled adults to ensure they are protected and able to adapt, including monitoring the impact of the pandemic on demand for adult social care, delivering the Learning Disability Transformation programme and ensuring a carers network is in place.
- Supporting children and young people to achieve their potential, including supporting the educational recovery opportunities, and supporting collaborative safeguarding practiced for those who are home-educated.

Examples of consideration of equality issues within this theme include:

- A full Equality Assessment was completed around the Local Outbreak Management Plan, which outlined mitigating actions that would be taken.

- Targeted engagement with communities to promote vaccination take up and dispel myths has included work in town centre neighbourhoods, ethnic minority communities and amongst the working age population. This includes regular liaison with local community organisations, targeted messaging, and joint working with the CCG to put on targeted vaccination sessions for low uptake and high-risk groups.
- In addition to these aspects of the plan, a central focus of the better health and wellbeing theme will be work around health inequalities, which has implications for nearly all protected characteristic groups.

Economic Recovery

- Supporting people to find jobs and supporting employers so that they can adapt and survive.
- Maximising social value to create more local jobs, apprenticeships, and benefits for local communities.

Examples of the consideration of equality issues within this theme include:

- Three bids totalling almost £60 million have been submitted to the Government's Levelling Up Fund, with the consideration of the impacts on protected characteristic groups built into the proposals.
- Engagement with local people, including protected characteristic groups, has informed the development of the Town Centre house build programme, and targeted engagement with underserved communities in Eastwood and Templeborough has shaped the Town Investment Plan.
- An application has been submitted to recognise the Council as an accredited Real Living Wage employer to help tackle economic inequalities.
- Delivery on library schemes will have a positive impact on the protected characteristic groups, including those with disabilities, by improving the accessibility of libraries in accordance with the Library Strategy.

New Ways of Working

- Increasing self-serve online services, whilst also providing assisted access for vulnerable customers and those who are unable to access services digitally.
- Ensuring the Council's workforce is supported and engaged, including those from protected characteristic groups.

Examples of the consideration of equality issues within this theme include:

- Work is currently taking place to deliver the Rotherham Digital Inclusion Strategy. This has significant equalities implications, as national data finds that digital exclusion is more prevalent amongst the elderly, disabled, and individuals from BAME and socially deprived communities. To help identify the barriers in Rotherham a 3rd party organisation will be commissioned to engage with residents, communities, businesses, and organisations.
- Work is continuing to further develop the Council's Wellbeing Programme. There is a dedicated wellbeing page which is accessible from the intranet home page providing details of upcoming events, access to workshops and signposts to the support available. Since September 2020, 41 wellbeing sessions have been delivered and 720 staff have attended.
- To support young people across the borough into employment, the Council

successfully applied to be a Kickstart employer in early 2021 and identified 89 available placements that would be suitable as part of this scheme. As of 5 August, 29 young people were undertaking a placement.

- The opportunity to become a Change Champion has been promoted to staff across the Council, allowing staff to input into the Big Hearts Big Changes programme's key areas and act as a critical friend, become an early adopter of new ideas and collectively help to find solutions to challenges.

Hope and Confidence

- Ensuring ongoing communications with all communities.
- Delivering a programme of events to bring communities together in a safe way and get people more active.

Examples of the consideration of equality issues within this theme include:

- A full equality analysis was completed in relation to the strategic management and maintenance of Rotherham highways.
- The Great Big Rotherham To Do List, a resilience toolkit, was launched in July 2021 and aims to support the mental and physical wellbeing of people across the borough.

Cross cutting

A borough based on social justice where all residents have a good quality of life and can achieve their potential:

- The Equalities Annual Report was presented to Cabinet in June 2021 and outlines progress to date and issues to address going forward.
- These issues have, with the baseline work conducted as part of the ongoing Equalities Review, informed the priorities to address and key projects to be implemented over the coming months.

Carbon emissions for the Council and the borough are reduced.

- Preparations are underway to expand community events (workshops, face to face stands etc.) to help reduce Rotherham residents' energy costs, reduce fuel poverty and reduce domestic emissions.

• Actions

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

The actions required include:

- Continue to monitor the equality implications of the Year Ahead Plan.
- Implementation of the projects identified as part of the Equalities Review, including projects around the collection and use of data; engagement with communities, along with engagement in public life; embedding equalities into service planning aligned to the new Council Plan process and engagement and support for Council staff.
- The development of the new Council Plan is ongoing and includes consultation with and consideration of the impacts on protected characteristic groups across the borough. A full equality analysis will be complete for the final plan.
- As each of the activities within the Year Ahead Plan are progressed it will be the responsibility of the specified lead to ensure that an equality analysis is completed where this is applicable.

Date to scope and plan your Equality Analysis:	Previous completed for the Year Ahead Plan extension.
Date to complete your Equality Analysis:	Completed on 28/05/21
Lead person for your Equality Analysis (Include name and job title):	Rebecca Woolley, Policy Officer

5. Governance, ownership and approval

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

Name	Job title	Date
Simon Dennis	Acting Head of Policy, Performance and Intelligence	10.08.21
Jo Brown	Assistant Chief Executive	04.08.21

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	12.08.21
Report title and date	Year Ahead Plan progress report to Cabinet on 20 September 2021
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	26 August 2021
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Appendix 5 - Carbon Impact Assessment – Year Ahead Plan Progress report

User guidance:

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

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

Will the decision/proposal impact...	Impact	If an impact or potential impacts are identified			
		Describe impacts or potential impacts on emissions from the Council and its contractors.	Describe impact or potential impacts on emissions across Rotherham as a whole.	Describe any measures to mitigate emission impacts	Outline any monitoring of emission impacts that will be carried out
Emissions from non-domestic buildings?	Increases emissions	<ul style="list-style-type: none"> Return to Riverside House and other Council buildings as part of plan resulting in potential increase in emissions due to increased energy use. Reopening of Council premises as part of plan such as the Civic Theatre, resulting in potential increase in emissions due to increased energy use. 	<ul style="list-style-type: none"> Potential increase emissions across Rotherham as a whole resulting from increased number/use of operational buildings. 	<ul style="list-style-type: none"> Planned and ongoing actions to mitigate carbon impacts include detailed site surveys to identify interactions to decarbonise operational buildings, implementation of energy awareness training for the Council workforce and continuing to support the private sector led development of Templeborough biomass heat network. An initial heating decarbonisation plan has now been developed for Council operational buildings and additional site survey information is being incorporated. Implementation of a Hybrid Working Policy may result in mitigation of emissions from return 	<ul style="list-style-type: none"> Planned and ongoing actions to monitor carbon impacts include improving the monitoring and data capture processes currently in place, especially for energy generation both internally and throughout the borough.

				to Council buildings, compared to a complete return.	
Emissions from transport?	Unknown impact on emissions	<ul style="list-style-type: none"> • Potential increase in emissions associated with increased zonal cleansing on main routes and cycleways as part of plan. However, this would likely be small and it is entirely plausible that these will be offset from abstraction for car use. • Return to Riverside House and other Council buildings resulting in potential increase in emissions as staff previously working from home commute to work. There is a trade-off however in respect of reduced domestic heating and power (working from home is less carbon intensive in summer than commuting but the reverse holds in winter). • Potential increase in emissions through 	<ul style="list-style-type: none"> • Potential decrease in long term of carbon emissions across the borough as a result of schemes to improve air quality and increase physical activity in the extended Year Ahead Plan, including works on the new Cycling Strategy and cycleway construction projects, and Beat the Street sustain plan. • So far there is not sufficient data to determine to what extent the above reductions will offset increases implied and whether there will be a net increase or decrease in emissions. • Clean Air Zone measures may increase carbon (Euro 6 buses are more carbon intensive than Euro 4). Increased commercial vehicle mileage as a result of Wortley Rd HGV ban and Rawmarsh Hill bus 	<ul style="list-style-type: none"> • A vehicle replacement programme is being developed to consider alternative fuel vehicles, and a potential reduction of fleet emissions will also be achieved by the planned rollout of Telematics. • The Cycling Strategy in development is estimated to reduce overall emissions from transport by ~2% across the borough if fully implemented, and with fair public uptake in response. Delivery comes with an initial estimated £¾ billion of infrastructure works. • All residential developments, and all developments providing five or more parking spaces, are now expected to provide charging infrastructure, with 20% of parking spaces at non- 	<ul style="list-style-type: none"> • Planned rollout of Telematics for fleet vehicles to monitor driver compliance will fuel efficiency.

		<p>fleet emissions associated with delivery of Year Ahead actions, including, for example, grounds maintenance and construction works.</p>	<p>diversions may also result in increases in emissions.</p> <ul style="list-style-type: none"> • The joint Sheffield Rotherham Clean Air Plan (i.e. interventions in both Sheffield and Rotherham) is estimated to save circa 1.3 kt p.a. CO2 in 2022, or about 0.2% of 2018 road transport emissions in Rotherham, compared against business as usual. The most significant savings are seen on Sheffield Parkway (about 90% of the savings). This is likely an effect of reduced vehicle speeds consequential to the 50mph speed limit reducing emissions, but also of re-assignment of some traffic away from the Parkway to quicker routes given increased journey times (especially off peak) as consequence of the speed limit. This reassignment does not appear to be onto other roads in Rotherham; it may be the 	<p>residential developments required to have charging points and cable routes provided to ultimately serve all parking spaces.</p> <ul style="list-style-type: none"> • Expansion of EV charging infrastructure. 	
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			reassignment is on to roads into Lower Don Valley in Sheffield. As such a proportion of the apparent saving may not be a real saving of emissions, but instead an 'off-shoring' of emissions.		
Emissions from waste, or the quantity of waste itself?	Impact unknown (reduced emissions per household but this is likely to be countered by the increased number of households, developments, and economic renewal)	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Potential reduced emissions through Year Ahead actions to encourage recycling and responsible waste disposal, including a three-year litter bin programme, a campaign against fly-tipping and a new system of booking a date for bulky waste collection online. 	<ul style="list-style-type: none"> Planned recycling improvement and contamination reduction through engagement activities, including a behaviour-focused campaign to reduce waste and contamination. Plan to work with BDR PFI contractor to continue landfill waste reduction. Plan to set out and deliver plans to introduce recycling to the Council's commercial waste offer, in order to support schools and businesses to recycle more. Implementation framework under the Barnsley, Doncaster and Rotherham Joint Waste Plan. 	

Emissions from housing and domestic buildings?	Increases emissions	<ul style="list-style-type: none"> Potential increase in emissions from new Council properties. 	<ul style="list-style-type: none"> Potential increase in emissions across the borough as a result of emissions from new homes constructed at Wellgate Place and town centre housing developments. 	<ul style="list-style-type: none"> All residential developments are now expected to provide charging infrastructure, with 20% of parking spaces at non-residential developments required to have charging points and cable routes provided to ultimately serve all parking spaces. The new properties have a B grade EPC rating and an energy rating of 83. Houses on the town centre developments will incorporate electric vehicle charging points and a financial contribution of £88,500 towards Sustainable Transport will help encourage the switch to lower carbon vehicles. Planned roadmap to zero carbon for Council housing. Planned establishment of energy specifications for new Council homes in line with 	<ul style="list-style-type: none"> Planned work to establish housing stock emission baselines, including establishing these for Council stock and working to consolidate available evidence on private housing stock.
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				<p>planned regulation changes.</p> <ul style="list-style-type: none"> Community Energy Support Scheme launched on 1st March 2021 to provide support for Rotherham residents to reduce energy costs, improve energy efficiency and support with potential Government grants. Since the last report, active use has been made of social media during the pandemic to promote the scheme. Preparations are underway to expand this to community events (workshops, face to face stands etc.) now restrictions have eased. 	
Emissions from construction and/or development?	Increases emissions	<p>Increase in emissions from construction and development projects associated with actions in the extended Year Ahead Plan, including:</p> <ul style="list-style-type: none"> The libraries refurbishment programme Construction of new cycleways per IEA 	<ul style="list-style-type: none"> Potential increase in emissions across the borough resulting from construction and future use of new developments. 	<ul style="list-style-type: none"> All developments providing five or more parking spaces, are now expected to provide charging infrastructure, with 20% of parking spaces at non-residential developments required to have 	<ul style="list-style-type: none"> Planned and ongoing actions to monitor carbon impacts include improving the monitoring and data capture processes currently in place, especially

		<p>pathway can be expected in time to be comfortably offset by reduced car use, though perhaps not initially and depends on ongoing development of network</p> <ul style="list-style-type: none"> • Investment works at Herringthorpe Stadium • Construction of new Century business centre at Manvers • Forge Island development works • Town Centre development works, including public realm scheme and 'pocket park' • Construction of new homes at Wellgate Place • '£24 million to 2024' Roads Programme • Greasbrough roundabout upgrade • Parkway widening scheme. 		<p>charging points and cable routes provided to ultimately serve all parking spaces.</p> <ul style="list-style-type: none"> • Construction of new cycleways will have a potential long-term impact of reducing borough-wide emissions (refer to IEA on balance of emissions). • Implementation of energy awareness training for the Council workforce. 	<p>for energy generation both internally and throughout the borough. This data should be publicly available.</p>
Carbon capture (e.g. through trees)?	Reduces emissions	N/A	<ul style="list-style-type: none"> • Potential long-term reduction in emissions through carbon capture associated with proactive tree planting strategy. The tree 	<ul style="list-style-type: none"> • Appointment of the Trees and Woodlands Engagement Officer. • Update to Local Plan Core Strategy. • Adoption of the Tree 	N/A

			management protocol/guidance, which forms the first stage of this work, is now completed.	Management Policy.	
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Identify any emission impacts associated with this decision that have not been covered by the above fields:

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

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

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

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

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

In line with this cross-cutting theme, the Council's first Climate Emergency Annual Report was published in March 2021 and included a progress review of actions which have been completed or are ongoing, as well as a Carbon Action Plan for 2021/22, which outlined actions to be undertaken over the subsequent year to reduce emissions. This Action Plan captures planned and ongoing activity in areas which are linked to the delivery of many actions under The Year Ahead Plan (as identified above), including:

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

The extended plan contains three actions under the Climate Impact cross-cutting theme:

1. Develop a proactive tree planting strategy, using an investment of £50k for a dedicated engagement officer to lead activity.
2. Develop a Council-building decarbonisation plan.
3. Scheme post restriction communication and support plan to reduce Rotherham residents' energy costs, reduce fuel poverty and reduce domestic emissions.

All three actions are currently on track and a full progress update can be found in the main report.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Laura Stapleton, National Management Trainee, PPI, ACEX
Please outline any research, data, or information used to complete this [form].	Climate Emergency Annual Report published in March 2021
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]	

Committee Name and Date of Committee Meeting

Cabinet – 20 September 2021

Report Title

July Financial Monitoring 2021/22

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

Yes

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

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

Ward(s) Affected

Borough-Wide

Report Summary

The report sets out the financial position as at the end of July 2021 and is based on actual costs and income for the first four months of 2021/22 and forecast for the remainder of the financial year. Financial performance is a key element within the assessment of the Council's overall performance framework and is essential to achievement of the objectives within the Council's Policy Agenda. To that end, this is the 2nd financial monitoring report of a series of monitoring reports for the current financial year which will continue to be brought forward to Cabinet on a regular basis.

As at July 2021, the Council currently expects to deliver the overall outturn within budget for the financial year 2021/22. Whilst the Directorates have a forecast year-end overspend of £7.2m on the General Fund, this is mitigated by the government's provision of COVID-19 emergency support grant and Sales, Fees and Charges Income Compensation. However, it should be noted that the longer term impacts of Covid-19, public health measures and the pace at which services can return to normal is unknown.

Recommendations

1. That the current General Fund Revenue Budget forecast of a balanced budget be noted.
2. That it be noted that actions will continue to be taken to ensure that a balanced financial outturn is delivered.

3. That the Capital Programme update be noted.
4. That the current position of the Councils Local Scheme for Self-Isolation Support Payments is noted, as per section 2.48.

List of Appendices Included

Appendix 1 Equalities Impact Assessment

Appendix 2 Carbon Impact Assessment

Background Papers

Budget and Council Tax 2021/22 Report to Council on 3rd March 2021

May 2021/22 Financial Monitoring Report to Cabinet on 19th July 2021

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

July Financial Monitoring 2021/22

1. Background

- 1.1 As part of its performance and control framework the Council is required to produce regular and timely reports for the Strategic Leadership Team and Cabinet to keep them informed of financial performance so that, where necessary, actions can be agreed and implemented to bring expenditure in line with the approved budget for the financial year.
- 1.2 Delivery of the Council's Revenue Budget, Medium Term Financial Strategy (MTFS) and Capital Programme within the parameters agreed by Council is essential if the Council's objectives are to be achieved. Financial performance is a key element within the assessment of the Council's overall performance framework.
- 1.3 This report is the second in a series of financial monitoring reports to Cabinet for 2021/22, setting out the projected year-end revenue budget financial position in light of actual costs and income for the first four months of the financial year.

2. Key Issues

- 2.1 Table 1 below shows, by Directorate, the summary forecast revenue outturn position.

Table 1: Forecast Revenue Outturn 2021/22 as at July 2021

Directorate	Budget 2020/21	Forecast Outturn 2020/21	Forecast Variance over/under (-)
	£m	£m	£m
Children and Young People's Services	62.4	65.3	2.9
Adult Care, Housing & Public Health	87.1	86.4	-0.7
Regeneration and Environment Services	45.1	49.7	4.6
Finance and Customer Services	19.2	19.0	-0.2
Assistant Chief Executive	7.2	7.0	-0.2
Central Services	14.6	15.4	0.8
Directorate Forecast Outturn	235.7	242.9	7.2
Covid-19 support grant			-7.2
Sales, Fees and Charges Income			0.0
Compensation Claims			
Net Forecast Outturn			0.0
Dedicated Schools Grant			0.8
Housing Revenue Account (HRA)			0.2

2.2 The Council's overspend position (excluding government's COVID-19 support grants) at this point is largely due to two overall issues:

- Financial implications as a result of COVID-19 and the Council's response to the pandemic.
- Delayed delivery of savings plans as a result of COVID-19.

As at July 2021, the Directorate forecast overspend of £7.2m is mitigated by the Government's provision of emergency funding to support the COVID-19 response. Government has provided the Council with £8.3m emergency funding for the financial impacts during 2021/22. At this point it is too early to fully and accurately estimate the financial impacts of Covid-19 on 2021/22, nor estimate the longer-term financial impact on the Council. As such the Council is forecasting the use of £7.2m at present, to support the Council's forecast outturn position, leaving £1.1m to mitigate any further pressures that occur during the year. The Council also carried forward within the Covid grants reserve, £5.3m of emergency support funding from 2020/21, to be used to support the longer-term financial impacts of Covid-19. If needed, this will be used in 2021/22 or held in reserve for financial pressures over the longer term.

2.3 In addition to the emergency funding support, Government has confirmed that the co-payment mechanism for irrecoverable Sales, Fees and Charges income, with the Government covering 75% of losses beyond 5% of planned income, will continue for quarter 1, 2021/22. This scheme will provide the Council with additional grant to support irrecoverable income losses on sales, fees and charges income. As a result, the Council expects to deliver a balanced budget position as at the financial outturn 2021/22, however, it should be noted that the continuing impacts of Covid are still to be fully defined.

2.4 It is not anticipated that the Council will see the same level of financial support, through grants, during 2021/22 that it has during 2020/21. However, there have been a number of significant grant funding streams confirmed for 2021/22, a list of the most significant are shown below:

- Tranche 5 of Emergency Funding support provided to local authorities, un-ringfenced grant, £8.3m.
- The extension of the Sales, Fees & Charges Scheme, into the first three months of 2021-22, is expected to generate £0.5m (claim not due yet).
- Local Council Tax Support (LCTS) grant will be provided to help Councils manage the financial impact on their budgets from continued increased levels of LCTS claimants during 2021/22, £2.8m.
- Control Outbreak Management Fund (COMF), final allocation of £2.1m.
- Government will provide Section 31 grants to cover the financial impact of the expanded retail discount 2021 to 2022. The reliefs will see businesses in the Retail, Hospitality and Leisure sectors continue to benefit from 100% rates relief from April 2021 to June 2021, reducing to 66% relief for the remainder of the financial year.

2.5 These grants taken together with the specific Covid-19 Grants Reserve carried

forward from 2020/21, of £27.4m, place the Council in a constructive position to manage the ongoing financial impacts of Covid-19. However, it should be noted that some of these grants are specific and targeted towards specific costs, such as the Section 31 grant to cover the impact of business rates relief. In addition, it is still too early for the Council to reliably forecast the ongoing financial implications of Covid-19, as government restrictions continue, this uncertainty will remain.

- 2.6 The forecast position will continue to be monitored closely and mitigations identified to ensure a balanced outturn position can be delivered. As indicated, it is anticipated at present that the Council will be able to deliver a balanced outturn position, despite the risk of additional cost pressures that may arise as a result of continuing Covid impact.
- 2.7 As detailed within the Budget and Council Tax Report 2021/22 the Council has to deliver £18.1m of agreed savings, of which £5.6m are budgeted to be delivered in 2021/22. The table below presents the agreed savings by Directorate and indicates the budgeted profile for delivery. These values are based on agreed savings, no new savings plans have to be developed to meet these targets.

Table 2 – Agreed Profile of Budget Savings and Cost Reductions by

Directorate	Budget Savings and Cost Reductions £m	Budgeted delivery in 2021/22 £m	Budgeted delivery in 2022/23 £m	Remaining shortfall after 2022/23 £m
ACHPH	5.8	0.0	1.4	4.4
CYPS	8.9	3.65	5.25	0.0
R&E	1.8	1.2	0.5	0.1
Customer Services (R&E)	1.65	0.8	0.85	0.0
Total	18.15	5.65	8.0	4.5

Directorate:

To date £1.45m of savings have been delivered against the budgeted delivery in 2021/22 of £5.65m, with a forecast delivery of £1.69m for 2021/22. The non-delivery of savings is built into the overall Directorate forecasts and is due in the main to pressures on CYPS placements as detailed later within this report.

The following sections provide further information regarding the Councils forecast outturn of £7.2m, before taking account of the COVID grant, the key reasons for forecast under or overspends within Directorates, and the progress of savings delivery.

- 2.8 **Children and Young People Services Directorate (£2.9m forecast overspend)**
- 2.9 Children & Young People Services continue to implement the budget recovery plan with budget savings on track for staffing and therapeutic savings, but

placement pressures mean only £1.1m of the £3.6m are currently forecast to be achieved in 2021/22 and a review of the £5.2m planned for 2022/23 is now required as these savings are also in the main linked to a reduction in placement costs.

- 2.10 The budget pressure at the end of July is a £2.9m projected overspend, an adverse movement of £2.1m compared to the £0.8m pressure reported as part May's financial monitoring report to Cabinet in July. In the main the pressures relate to demands on residential & emergency placement spend that is also impacting the delivery of planned savings for 2021/22. The budget position includes additional cost pressures due to the COVID pandemic which are estimated at £1.5m (£1.2m placements and £0.3m reduced income) and Stovewood costs linked to CYPS of £3.8m.
- 2.11 The Looked After Children number of 562 is ahead of the budget profile of 594 for this period, a reduction of 32 placements. However, the placement mix is showing higher than projected placements in high costs settings for residential (5), emergency (8), Independent Fostering Agency (11), Parent & Baby (2), offset by a reduction of supported accommodation (4), in-house fostering (32) and no cost placements (22).
- 2.12 The direct employee budget is £36.2m and is a combination of general fund, traded and grant funded services. The projected overspend at the end of July is £326k, of which £179k relates to general fund.
- 2.13 The staffing general fund forecast pressure of £179k relates to staffing pressures in Children's Social Care due to use of agency staff in Locality Teams, pressures in Commissioning, Performance and Safeguarding due to low vacancies offset by staff savings in the Early Help services. At the end of July there were 21 agency workers across children's social care to support service requirements.
- 2.14 The staffing budget reflects the work undertaken to date on delivery of the Early Help and Social Care Pathways savings proposals and other staff savings across the CYPS directorate.
- 2.15 A significant element of the CYPS non-pay budget relates to placements which has a net budget of £31.6m with a current projected spend of £34.1m, a projected overspend of £2.5m.
- 2.16 The £2.5m adverse projection relates in the main to £1.8m on residential placements, £0.8m in emergency and £0.1m on Mother and Baby placements, offset by savings on allowances £150k and supported accommodation £50k. In fostering there are £0.7m pressures on IFA placements due to numbers above the budget profile, offset by £0.7m savings in-house fostering due to numbers being lower than budget projections.
- 2.17 The other major budget pressures across the service relate to reduced income due to Covid for Crowden, Rockingham & fees which equates to £0.3m.

Dedicated Schools Grant

- 2.18 The High Needs Block (HNB) is £45.2m (including the £3.0m transfer from the schools block) and demand remains high due to rising numbers of children supported in specialist provision and the rising costs of Education Health Care (EHC) plans.

The central DSG reserve has now increased to 21.3m from the £19.9m deficit at the end of the 2019/20 financial year. The increase related to a £2.1 HNB pressure offset by savings on other DSG blocks and a reduction in the PRU deficits.

- 2.19 The High Needs Budget is based on the DSG recovery plan and includes anticipated growth on EHCs numbers and the implementation of new developments linked to the SEND Sufficiency Strategy.

In July the budget position is a £0.8m projected overspend, and adverse movement of £0.5m this period. The pressures reflect growth for special school and Independent Sector placements for the new academic year and pressures on Inclusion Services.

- 2.20 Both the Early Years and the Schools' Block are also expected to be broadly in line with allocations in 2020/21.

- 2.21 The key areas of focus to reduce High Needs Block spend are:

- A review of high cost, external education provision to reduce spend and move children back into Rotherham educational provision.
- Increase SEN provision in Rotherham linked to mainstream schools and academies, with further capacity becoming operational by the end of 2021/22.
- Work with schools and academies to maintain pupils in mainstream settings wherever possible.
- A review of inclusion services provided by the Council

Adult Care, Housing and Public Health (£0.7m forecast underspend)

- 2.22 The overall Directorate forecast is an underspend of £700k on general fund services, in relation to Housing and Public Health. Adult Care is currently forecasting a balanced budget.

- 2.23 Included within the forecast is the Covid-19 impact for the service. COVID-19 is estimated to have a net cost impact of £2.2m during 2021/22. This includes: £400k for personal protective equipment; £1.5m due to continued delay to budget savings and costs of transformation expected to be delivered by the end of 2020/21 (therefore, not part of the £18.1m required to be delivered from 2021/22 onwards as set out in 2.7); £600k of placement costs due to additional demand and the increased costs of providing care; and £300k staffing costs. Forecast additional NHS income for people discharged from hospital (£600k), to support the hospital discharge process during the pandemic, reduces the net Covid-19 cost.

- 2.24 Excluding the cost of COVID-19, the cost of care packages is forecast to be a net £1.67m underspend. This is due to savings on transforming care £670k and reductions in the number of older people placements of £1.75m although

Covid related placements are likely to be ongoing once temporary funding ceases. In addition, across Mental Health packages, Physical and Sensory disability services and Learning disability placements there is a net pressure of £0.75m due to an increase in demand and complexity of cases. Reductions in forecast income and increased short stay costs have reduced the overall level of underspend.

- 2.25 Staffing budgets are forecast to overspend by £600k due to lower than expected staff turnover.
- 2.26 The forecast assumes that the underspend on the Better Care fund in 2020/21 will be used to meet these ongoing Adult Care budget pressures of £1.1m in 2021/22, subject to agreement with partners, and has resulted in an overall forecast balanced budget for Adult Care.
- 2.27 Neighbourhood Services' (Housing) is forecast to underspend by £450k. This is due to anticipated additional income from furnished homes and aids and adaptation fees.
- 2.28 Public Health is forecast to underspend by £250k as the NHS Health Check programme has been paused through the pandemic to reduce the risk from face-to-face contact and support the capacity issues in primary care.

Regeneration and Environment Directorate (£4.6m forecast overspend)

- 2.29 The latest outturn projection for the Directorate indicates an unchanged forecast pressure of £4.6m for this financial year. This reflects the transition between lockdown restrictions and a return to budgeted income levels. The Directorate faced fresh cost pressures arising from the increases in self isolating staff, in waste services particularly. The Directorate anticipate income levels will begin to recover but the signs of this are not clear and obvious at this point. The forecast assumes that lockdown restrictions will not be re-introduced. The forecast outturn projection includes the following specific budget issues:
- 2.30 Community Safety and Street Scene (CSS) is reporting an overall pressure of £2.73m. The most significant pressure in this Service is in respect of Transport (£1.5m). Pressures continue in Home to School Transport (£1m), where lockdown restrictions and social distancing requirements have limited the ability to make savings. Engagement continues with CYPS to maximise savings opportunities. As previously reported a cost pressure amounting to £473k is being forecast in Fleet Management and Vehicle Maintenance. Plans are in place to improve the efficiency of the unit but it will take time for arrangements to be reset then embed in.

Waste Management is forecasting an overspend of £0.7m, which is a favourable change of £400k since the previous budget monitoring. Although underlying pressures resulting from extra tonnages being collected from the kerbside remain evident, there has been an improvement in income from chargeable waste streams such as recycling and bulky waste.

A pressure of £405k is being reported in Parking Services as a result of lockdown restrictions earlier in the year and the continuing impact on town

centre footfall. Other pressures within CSS, totalling approximately £84k are largely the result of additional costs such as agency expenditure and overtime costs are a result of Covid restrictions.

- 2.31 Culture Sport and Tourism (CST) continues to be impacted by lockdown restrictions earlier in the year and slow recovery following those restrictions and is reporting an overall pressure of £907k . Leisure sites, green spaces and country parks are income earners for R&E but the rate of recovery in income remains uncertain. Many of the services in this Directorate are weather dependent too. Staycation trend, due to the restrictions on foreign travel could mitigate any downturn but income shortfalls at Rother Valley Country Park and Waleswood Caravan Park are expected to be up to £693k this year. The Theatre has a forecast net £86k loss, following the Council decision to close the facility until the Autumn

Libraries costs are forecast to be less than planned (-£142k) which is due to vacancies. Other pressures in CST, totalling approximately £270k include other green spaces and operations costs in response to covid.

- 2.32 Planning Regeneration and Transport (PRT) is forecasting an overall pressure of £983k. The largest pressure in this Service is in Transportation, £314k. There are a high number of vacancies, so, fewer fee earning staff are in post consequently less than planned income is recovered. In addition, 2 higher cost agency posts are in place to support the service, cover staff vacancies and deliver the essential transport infrastructure capital programme.

- 2.33 A pressure of £123k is being reported in respect of Facilities Services, mainly due to Covid response related costs, agency costs, PPE and lost income. In Asset Management a pressure of £480k mostly reflects a reduction in project fee turnover but this is in a year of high growth in new capital investment and may therefore improve. In addition, there are some unplanned building related costs arising.

A pressure of £141k is being forecast on Markets arising from the number of void stalls and the ongoing difficult trading conditions. However, grant income and less than planned cost in RIDO has helped balance the Markets service pressure.

- 2.34 Progress on delivering outstanding revenue budget savings within the Directorate continues into 2021/22. Property and transport savings reviews are underway as lockdown restrictions ease. New ways of working arising from the pandemic appear to be influencing the service provision in these areas. Revenue budgets currently reflect that the time taken to deliver savings in these areas has taken longer than planned, however, as outlined above, Transport, including Home to School especially continues to be a considerable challenge

Finance and Customer Services (£0.2m forecast underspend)

- 2.35 The overall Directorate is reporting a £0.2m forecast underspend. Whilst there are financial pressures, as detailed below, the service will use vacancy management, ICT Contracts and Legal disbursements savings to mitigate these

financial pressures and deliver a £0.2m underspend. The current service forecast suggests potentially a greater underspend than this but there are risks within that forecast position hence a balanced position currently being reported. These risks relate in the main to technical adjustments for bad debt provision on Housing Benefits, an area that can fluctuate significantly.

- 2.36 Within Customer, Information and Digital Services, following a review of the service provision and the loss-making position it was in, the Schools Connect Trading service was ceased. Therefore, the service holds a budget pressure of £126k reflecting the income that would have been generated when this traded service was viable. The service also has a pressure within the corporate mail and print service following a centralisation of print services, the print service had an income shortfall of £100k. Following the changes to ways of working as a result of the pandemic, the service has seen a significant reduction in print costs that is mitigating this income shortfall. Now the budgets have been centralised the service are better placed to control print usage and implement a strategy to minimise print whilst promoting digitalised service provision.
- 2.37 Whilst Legal Services faces continued demand for legal support with child protection hearings and court case costs relating to Looked After Children, legal disbursements and vacancies are currently forecast at a £554k underspend. However, the number of cases during the year remains volatile and will continue to be monitored closely.

Assistant Chief Executive (£0.2m forecast underspend)

- 2.38 The service is currently able to forecast a £217k underspend, in the main due to carrying a number of vacant posts within the HR service, whilst a review of service requirements is undertaken and wider vacancies within the directorate as a result of staff turnover. The Directorate are looking to draw up a process for services to bring forward plans as part of a transformation programme, via a business case process to run projects, to review and improve service provision and efficiency. In order to support the delivery of these schemes, the Council may need to utilise some of the Transformation Reserve to support these costs.

Central Services (£0.8m forecast overspend)

- 2.39 There are agreed savings to be delivered from Central Services as the £0.8m customer services saving to be delivered from Regeneration and Environment Services has been budgeted for here. It is unlikely this saving will be delivered in full this year and as such has been forecast as an overspend. To date £51k of the saving has been delivered in the current year, with a further £24k secured for 2022/23.
- 2.40 A number of general efficiencies on centrally managed budgets are anticipated to mitigate the current forecast overspend by the end of the financial year, this position will be kept under review and updated in future Financial Monitoring reports. The Council has £13.6m of emergency support funding available to support the 2021/22 financial outturn. Whilst in the table in section 2.1, an element of this grant is shown below the Directorate position, to net off the overall overspend, at the year end this grant will be applied to Central Services, as was the approach in 2020/21.
- 2.41 The Central Services budgets are made up of a number of corporate budgets for levies and charges such as the Integrated Transport Levy (ITA), PFI

Financing, and Treasury Management. A list of the main budget areas within Central Services was provided as part of the Council's Budget and Council Tax Report 2021/22, approved at Council 3rd March 2021. The costs within this area are largely fixed costs, set out prior to the start of a financial year, not specific to a particular Directorate and are therefore not controllable by the Directorates and thus held centrally. For example, the cost of levies for 2021/22 was set at £11.8m at the outset of 2021/22.

Housing Revenue Account (HRA)

- 2.42 The Housing Revenue Account is a statutory ring-fenced account that the Council has to maintain in respect of the income and expenditure incurred in relation to its council dwellings and associated assets. The HRA is currently forecast to overspend by £240k before transfer from reserves.
- 2.43 There is a forecast underachievement of income (£156k) which relates to: the closure of Communal Facilities due to COVID-19, reduced garage rents and RHI income (district heating). This is offset by increased fees for Aids and Adaptations (-£55k) due to additional works including work delayed due to the pandemic and increased cost of sales income from RTB (£124k). There is a forecast overspend within Supervision and Management (£346k) mainly due to fewer vacant posts. The provision for bad debt is expected to reduce saving £83k. R&M is forecast to budget at this stage although there are potential pressures in respect of the backlog of works due to the impact of Covid 19.
- 2.44 The HRA budget includes a revenue contribution to capital expenditure of £6.5m (which is forecast to budget at this stage) plus a contribution from the HRA reserve of £2.2m to balance the overall budget. The transfer from reserve is forecast at £2.4m to reflect the forecast overspend which will bring the HRA back to a balanced position.
- 2.45 **Local Self-Isolation Support scheme update**
- 2.46 The Council's Local Self-Isolation Support scheme, approved at Cabinet on 25th January 2021, was established to provide financial support to those people needing to self-isolate, that couldn't access the government Test and Trace Self Isolation Support schemes. This scheme provides payments of £250 per successful applicant providing that they meet the scheme criteria. As part of the June Finance Update report to Cabinet, 19th July, a recommendation was approved to continue the scheme for as long as the Government's schemes continue. Therefore, when the Government scheme ends, the Council's Local Self-Isolation Support Scheme will also end. At present, this is expected to be the end of September 2021.
- 2.47 The funding for the local scheme was originally approved at £100k, as part of the update on the Council's response to the Covid-19 emergency report to Cabinet on the 25th January 2021. This report also earmarked £100k to support the operation of the Test and Trace discretionary scheme, delegating authority to the Strategic Director of Finance and Customer services to adjust the split of this £200k as required, given both schemes are demand led. Up until June the budget allocation seemed to be more than sufficient to meet demand, however, during July and August the Council has seen a rapid rise in the number of people either testing positive for Covid-19 or being identified as a contact under the NHS Track and Trace process. This spike in positive tests or identified

contacts mirrored the national picture at the time and has seen the volume of applicants to the Councils Local Scheme dramatically increase. At the time of production of this report, the Council had received, processed, and paid 751 claimants at a value of £187,750 against the Local Scheme. A delegated officer decision was taken in August 2021 to allocate the full £200k earmarked in the 25th January cabinet report to the Councils Local Scheme. Government have provided additional funding for the operation of the discretionary scheme so further support was not required.

- 2.48 Given this current position it is clear that for the Council to continue to offer the Local Scheme, additional funding is required. Whilst the current high levels are expected to reduce with the new self-isolation rules introduced on the 16th August 2021 (for example people fully vaccinated do not have to self-isolate if they are identified as a contact of someone with a positive test), it is not expected that they will reduce sufficiently to allow the Council to fund all the costs from within the current budget provision. Therefore, the Council will need to identify additional funding options to support the likely overspend on the approved budget. It is expected that this additional budget requirement will be found from the Control Outbreak Management Fund (COMF) contingency (the fund from which the original 200k is provided). A cabinet report on COMF, 16th August, set out the approval process to release these additional funds if required.

2.49 Capital Programme Update

- 2.50 The Capital Programme 2021/22 now totals £193.689m split between the General Fund £124.354m and HRA £69.335m. This is a decrease of £11.503m to the position as at the end of May reported to Cabinet on 19th July 2021, the majority of which relates to the reprofiling of schemes due to delays caused mainly from COVID-19 and the high volume of capital activity taking place nationally that is straining resources from an internal and external delivery point. The movement is based on the latest profiles of expenditure against schemes, both new and revised grant allocations (£0.253m) and slippage and re-profiles of (£11.250m).

The overall Capital Programme 2021/22 to 2023/24 has reduced by £0.123m, predominantly as a result of changes to grant funding available, as detailed in the following sections.

	Total Increase £m	2021/22 Impact £m	Post 2021/22 Impact £m
Revised Grant and Funding Estimates	(0.253)	(0.253)	0.000
New borrowing	0.000	0.000	0.000
Slippage / reprofiling	0.130	(11.250)	11.380
Total	(0.123)	(11.503)	11.380

- 2.51 The main re-profiles are:

- **Reach relocation**, £1.000m slippage, Adult Services are carrying out a

Learning Disabilities review, with a cabinet report planned for Autumn 2021, followed by public consultation. The process is expected to take until the end of the calendar year, and therefore the procurement process and lead in time will result in the contract being delivered in 2022/23.

- **Riverside House Refurbishment**, £0.350m slippage, the planned works are on hold until a review of the operational estate based on the hybrid working model is complete. This funding will be used to facilitate the works once the review is complete and new ways of working defined.
- **Aston Academy Classroom replacement**, £1.224m slippage, following completion of the tender process a revised spend profile has been produced with the works commencing from June 2021 and run over a 12 month period. The original spend profile was too ambitious and has required a re-profile.
- **Newman Upper School**, £2.462m slippage, the delivery of this scheme was planned for 21/22 however due to challenges progressing a number of other major schemes within the wider CYPS programme, this scheme start date has been pushed back to the new year.
- **HRA Phase 2 acquisitions programme**, £2.185m slippage. The Council has reached agreement to purchase 2 properties directly from a developer. Whilst deposit payments will be made in 2021/22, the full amounts for the purchases will be made as the properties complete during 2022/23.

2.52 New grant funded schemes are added to the Capital Programme on an ongoing basis in accordance with the Financial and Procurement Procedure Rules. Grant schemes added or reduced since the November Cabinet report are listed below:

Directorate/Scheme	2021/22 £M	Post 2021/22 £m
Regeneration & Environment		
Section 106 contribution received towards the delivery of a project to redevelop the sporting facilities at Handsworth. The funding will complete the existing scheme that has already secured funding from The Football Foundation.	0.120	0.000
Revised funding from the Future High Streets Fund (FHSF) following formal approval of the Council's allocation.	(0.419)	0.000
Children's and Young People's Services		
The Council has received a contribution from Brinsworth Manor Infant School towards the capital project that will increase classroom capacity and improve the building facades. Funding provided through their Devolved Formula Capital (DFC) Funding.	0.046	0.00
Total	(0.253)	0.000

2.53 MCA Approvals

The Mayoral Executive Board have approved an allocation of £1.912m for Dalton Road highways project. This is for the improvement of 400m of the A630 Doncaster Road (a key radial route between Rotherham and Doncaster), at Dalton, with associated revisions to junctions and crossings. The scheme provides an additional eastbound traffic lane between Mushroom Roundabout and Dalton Lane, to ease the flow of traffic away from the roundabout and reduce blocking back and further congestion in the peak periods. The scheme has been earmarked for Transforming Cities Funding and will be added to the capital programme once the Council has gained final approval for its Full Business Case from the MCA.

2.54 Proposed amendments to the use of corporate resources

Due to increased construction costs the proposed restoration works to Keppels Column will cost an additional £45k, the service will continue to look at value engineering to reduce the impact. In order to progress this scheme, it is proposed that £45k is transferred from the Council's operational buildings capital programme budget to support the restoration works. Due to a requirement to review the use of operational buildings due to the impact on ways of working as a result of Covid-19, the operational buildings programme can accommodate this virement.

2.55 The proposed updated Capital Programme to 2023/24 is shown by Directorate in Table 3 below.

Table 3: Proposed Updated Capital Programme 2021/22 to 2023/24

Directorate	2021/22 Budget £m	2022/23 Budget £m	2023/24 Budget £m	Total Budget £m
General Fund Capital				
Children and Young People's Services	12.937	9.442	5.412	27.790
Assistant Chief Executive	0.391	0.210	0.210	0.811
Adult Care & Housing	6.849	6.540	14.226	27.616
Finance and Customer Services	7.125	3.204	10.523	20.852
Regeneration and Environment	95.052	47.518	28.089	170.659
Capitalisation Direction	2.000	1.000	1.000	4.000
Total General Fund Capital	124.354	67.914	59.460	251.728
Total HRA Capital	69.335	48.677	45.651	163.663

Total RMBC Capital Programme	193.689	116.591	105.111	415.391
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It should be noted that current spend against this revised profile is still low for this point in the year. The capital programme for 2021/22 is ambitious and a review of the deliverability of the capital programme will therefore be undertaken, with the potential need to delay the delivery of some programmes of work. It is therefore anticipated that the programme will reduce further due to slippage as the year progresses.

Funding position of Capital Programme 2021/22

2.56 The £193.689m of capital expenditure is funded as shown in the Table 4 below.

2.57 Table 4: Funding of the approved Capital Programme

Funding Stream	2021/22 Budget £m
Grants and Contributions	57.965
Unsupported Borrowing	63.072
Capital Receipts	1.144
Capital Receipts - Flexible Use	2.000
HRA Contribution	0.173
Total Funding - General Fund	124.354
Grants and Contributions	5.787
Unsupported Borrowing	4.303
Housing Major Repairs Allowance	41.286
Capital Receipts	11.441
Revenue Contribution	6.519
Total Funding - HRA	69.335
Total	193.689

Capital Receipts

2.58 The Council is continuing to undertake a comprehensive review of its assets and buildings portfolio with the aim of rationalising both its operational and non-operational asset holdings. This may contribute future capital receipts which are earmarked to support the revenue budget, in accordance with the Council's approved flexible use of capital receipts strategy.

2.59 To date General Fund useable capital receipts of £0.077m have been generated. Although loan repayments will be received during the financial year, these cannot be used to support the revenue budget as only those receipts by the disposal of property, plant and equipment can be used in that way.

Description	Total as at 31st July 2021 £m
11 Russell House	0.077
Total Capital Receipts (Excluding loan	0.000

repayments)	
Repayment of Loans	-0.014
Total Capital Receipts	-0.091

- 2.60 The detailed disposal programme is currently being updated and so coupled with the COVID19 situation it is very difficult to forecast. Therefore, at this stage the forecast for useable capital receipts is between £0.5m and £1m and includes surplus property disposals which are subject to Cabinet approval. These receipts are made up of a small number of disposals and therefore any changes to these could impact on these forecasts significantly.

3. **Options considered and recommended proposal**

- 3.1 With regard to the current forecast net revenue budget overspend of £7.2m, further management actions continue to be identified with the clear aim of ensuring a balanced budget position can be achieved, in recognition that there are still financial implications as a result of the third national lockdown that need to be fully understood. It is nationally recognised best practice to monitor the performance against the agreed revenue budgets and the Capital Programme throughout the year.
- 3.2 With regards to recommendation 4, the Council could choose to cease the Local Scheme when the funding runs out, this would mean some claimants in need of support are rejected and would not support the wider aims of the Council to encourage people to adhere to self-isolation rules. In addition, it would also go against the Councils commitment to continue the scheme for as long as the governments Test and Trace Support Payment schemes continue as indicated as part of the June Finance Update report to Cabinet, 19th July 2021.

4. **Consultation on proposal**

- 4.1 The Council consulted on the proposed budget for 2021/22, as part of producing the Budget and Council Tax Report 2021/22. Details of the consultation are set out in the Budget and Council Tax 2021/22 report approved by Council on 3rd March 2021.

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

- 5.1 Strategic Directors, Managers and Budget Holders will ensure ongoing tight management and close scrutiny of spend this financial year.
- 5.2 Financial Monitoring reports are taken to Cabinet meetings during the year. The Financial Outturn report for 2021/22 will be taken to Cabinet in July 2022.

6. **Financial and Procurement Advice and Implications**

- 6.1 The Council's overspend position is detailed within the report along with the estimated impact of COVID-19. This position continues to be monitored closely. Control over spending remains critical to both maintaining the robust Reserves

Strategy and Medium Term Financial Strategy. All savings are being closely monitored and tracked, with all areas at risk of shortfall subject to review and the identification of alternative options.

6.2 An update on the Council's Medium Term Financial Strategy was provided within the Budget and Council Tax Report 2021/22, approved at Council on the 3 March 2021. This indicated that a balanced budget could be maintained for 2021/22 but that there is a forecast funding gap for 2022/23. The MTFS position will be reviewed again in the Autumn ahead of 2022/23 budget planning.

6.3 There are no direct procurement implications arising from the report.

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	03/09/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	02/09/21

Head of Legal Services (Monitoring Officer)	Stuart Fletcher	02/09/21
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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 Council has a framework of budgetary monitoring and reporting that ensures budget management is exercised within annual cash limits.

Each month the Budget Manager receives timely information on income and expenditure to enable them to fulfil their budgetary responsibilities. Following the review of the budget information, each budget manager provides a forecast of their projected outturn position on each service. The Strategic Director subsequently provides a consolidated forecast for their directorate to the Chief Finance Officer and relevant Cabinet Member.

A budget monitoring report, which includes an up-to-date outturn forecast, information about significant variances from approved budgets and proposals for dealing with them, is submitted to Cabinet at least 6 times a year, culminating with

the Councils Financial Outturn report.

Whilst the framework described above relates to revenue budgets, the capital programme is also similarly monitored and reported alongside the Council's revenue position.

The financial monitoring position report summarises the key variances for each directorate and considers the key financial pressures and risks.

This report is the final financial report in the financial year, it sets out the Councils full revenue outturn position. The report also covers off any other key items to be noted at the time.

Given that the revenue and capital budgets have been approved by Council in February each year, when equality assessments would have been considered at that time in respect of the budget proposals, there are no further issues in respect of equality and diversity.

3. Relevance to equality and diversity

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

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

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

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

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

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

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals prior to carrying out an **Equality Analysis**.

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

Please provide specific details for all three areas below and use the prompts for guidance.

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

n/a

- **Key findings**

n/a

- **Actions**

n/a

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

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	19/8/21

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	19/8/21
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	

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

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

N/A

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]

Committee Name and Date of Committee Meeting

Cabinet – 20 September 2021

Report Title

Community Infrastructure Levy spending protocol

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

Yes

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Andy Duncan, Planning Policy Manager
01709 823830 or andy.duncan@rotherham.gov.uk

Ward(s) Affected

All wards

Report Summary

The Community Infrastructure Levy (CIL) is a charge that councils can apply to new developments to raise funds for local infrastructure. Rotherham's CIL Charging Schedule was adopted by the Council on 7 December 2016 and came into force on 3 July 2017.

The majority of the CIL income held by the Council is for infrastructure to support growth promoted by the Local Plan. Approval is sought for a protocol to allocate CIL income to priority infrastructure schemes at a strategic level across the borough.

A neighbourhood portion of CIL income from development in parished areas is passed to parish and town councils by default. However, the Council has discretion over spend of the neighbourhood portion arising from non-parished areas. Approval is sought for a ward-based approach to the allocation and spend of this neighbourhood portion in non-parished areas.

Recommendations

1. That Cabinet approves the protocol for prioritising and approving the spend of Strategic CIL funds.
2. That Cabinet approves the ward-based approach to the spend of Local CIL arising from development in non-parished areas.

List of Appendices Included

- Appendix 1 Local CIL Councillors' Guidance 2021-22
- Appendix 2 Carbon Impact Assessment
- Appendix 3 Equality Part A – Screening

Background Papers

National Planning Policy Framework

<https://www.gov.uk/guidance/national-planning-policy-framework>

Planning Practice Guidance – Community Infrastructure Levy

<https://www.gov.uk/guidance/community-infrastructure-levy>

Community Infrastructure Levy Regulations 2010

<https://www.legislation.gov.uk/ukxi/2010/948/contents/made>

Rotherham Local Plan 2013 – 2028

<https://www.rotherham.gov.uk/planning-development/guide-local-plan/1>

Rotherham CIL Charging Schedule

<https://www.rotherham.gov.uk/downloads/file/385/rotherham-community-infrastructure-levy-charging-schedule>

Rotherham CIL Instalments Policy

<https://www.rotherham.gov.uk/downloads/file/386/rotherham-community-infrastructure-levy-instalments-policy>

Infrastructure Funding Statement 2019/20

<https://www.rotherham.gov.uk/downloads/file/2174/infrastructure-funding-statement-2019-20>

Infrastructure Delivery Study Update 2020

<https://www.rotherham.gov.uk/downloads/file/2396/rotherham-2020-infrastructure-delivery-study-march-2021>

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

Community Infrastructure Levy – spending protocol

1. Background

- 1.1 The Community Infrastructure Levy (CIL) is a charge that councils can apply to new development to raise funds for local infrastructure, such as extra school places, road improvements, public transport improvements and better green spaces. Rotherham's CIL Charging Schedule was adopted by the Council on 7 December 2016 and came into force on 3 July 2017.
- 1.2 CIL is mandatory for certain types of development and is charged on a £ per square metre basis for new development floorspace. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy. There are certain exemptions from the charge, such as social housing, self-build housing, development for charities and residential extensions.
- 1.3 The Community Infrastructure Levy Regulations 2010 (as amended) set out how CIL charges and their collection should be applied, administered and enforced. The Rotherham CIL Charging Schedule sets out the specific types of development that are liable to the charge in the borough and the applicable rates. These vary for residential development in different areas of the borough reflecting the viability of development in different market areas. The Council's CIL Charging Schedule and accompanying CIL Instalments Policy are in line with the regulations.

1.4 Infrastructure Funding Statement

In 2019, the Government updated the CIL Regulations. These changes:

- Removed Regulation 123 lists (the list of infrastructure that may receive CIL funding).
 - Required councils to publish a new Infrastructure Funding Statement.
 - Lifted the restriction on pooling S106 agreements.
 - Allowed councils to use S106 and CIL to fund the same infrastructure.
- 1.5 Reflecting the new regulations, the Council withdrew its Regulation 123 list and subsequently published its first Infrastructure Funding Statement in December 2020, as required by the amended regulations.
 - 1.6 Rotherham's CIL was prepared in tandem with the Local Plan Core Strategy. The strategy was informed by an Infrastructure Delivery Study, summarising what infrastructure is required to support the new homes and businesses in growth areas set out in the Local Plan.
 - 1.7 The Infrastructure Delivery Study has recently been updated to support the Core Strategy review currently in progress. The study will also inform future Infrastructure Funding Statements and help identify priorities for CIL spend.

1.8 CIL income

As well as setting out what items or types of infrastructure the Council intends to fund using CIL, the Infrastructure Funding Statement also provides an account of CIL and S106 income, spend and monies held for the previous financial year.

1.9 CIL becomes payable when development commences – not when planning permission is granted. Builders usually have three years to implement a planning permission before it lapses, which causes a “time lag” between the grant of permission for CIL-liable development and income being received by the Council. The Council has also adopted an instalments policy for CIL payments, to ease developer concerns about viability and cash flow. This adds a further delay to the receipt of CIL income.

1.10 This time lag resulted in minimal CIL income being received in the early years of the charge, but income has now increased significantly. This has been helped by several large Local Plan housing sites starting on site in 2019 and 2020 and their CIL payments being received.

1.11 Spending CIL

The total CIL income received by the Council is divided into three “pots”, as set out in the CIL Regulations:

- Strategic CIL (80%)
 - for infrastructure set out in the Infrastructure Funding Statement
- Local CIL (15%)
 - passed to parishes to spend on local infrastructure priorities
- Admin (up to 5%)
 - retained by the Council to cover the cost of applying the charge

1.12 Strategic CIL income should be spent on infrastructure required to support growth from the Local Plan, in line with the requirements of the CIL Regulations. The Council’s Infrastructure Funding Statement sets out the types of infrastructure for CIL spend to achieve this aim. Specific schemes and strategic priorities for spending CIL income will be outlined in future Statements, informed by the updated Infrastructure Delivery Study.

1.13 Town and parish councils are due a “neighbourhood portion” of the CIL income raised from new development within their parish boundary, otherwise known as Local CIL. The default is payment of 15% of CIL income raised within the relevant area. This increases to 25% for parishes with an adopted Neighbourhood Plan.

1.14 The Dinnington Neighbourhood Plan was successful at local referendum on 6 May 2021 and was adopted by the Council on 26 May 2021. Accordingly, the Council passes 25% of CIL income raised in Dinnington St John’s Parish to

the Town Council. All other parishes currently receive 15%.

- 1.15 Town and parish councils can spend CIL income on infrastructure in their parish. The CIL Regulations give more leeway to how parishes spend CIL income than applies to the Borough Council.
- 1.16 CIL income is passed on to town and parish councils twice a year in line with the CIL Regulations, with payment dates of 28 October and 28 April for the preceding six months. Town and parish councils are required to publish an annual account of the Local CIL they have received, how it has been spent and what funds remain unspent.
- 1.17 The Council retains up to 5% of CIL income to cover the costs of administering the charge, such as software systems, staffing and enforcement.

2. Key Issues

- 2.1 At the time of writing, the Council has collected around £2.9m in CIL income. Along with the publication of the updated Infrastructure Delivery Study in June 2021, this makes it timely to formalise how the Council prioritises and approves the spend of CIL income.
- 2.2 Officers from the Planning Service, Finance and Legal Services monitor S106 money and more recently, CIL income. This group is being extended to form a CIL officer group to include representatives from other relevant services, such as Transportation, Education and Greenspaces. The membership of the group and frequency of meetings will be determined as appropriate. This group will act as a forum to consider and advise on which infrastructure should be prioritised for CIL spend to support new development flowing from the implementation of the Local Plan.
- 2.3 The Planning Service monitors the take up of Local Plan development sites and will feed that information into the process. Officers can then consider the amount of growth, and where it is taking place, and compare that to the updated Infrastructure Delivery Study to consider which infrastructure should be prioritised for spend.
- 2.4 This approach represents a strategic overview of the growth across the borough, rather than CIL funds being allocated to a specific development site. This is an important distinction when compared to the S106 regime, which is also used to secure funding from developers but is explicitly linked to the planning permission for a development. S106 monies must be spent in accordance with a legal agreement to mitigate the local effects of that development.
- 2.5 There may also be a case for prioritising spend on a scheme if it would help the Council to secure match funding for example from Central Government or Sheffield City Region. For example, there may be a window for bids for transport projects that would secure much larger sums than CIL alone, but which may require CIL in order for the scheme to be brought forward.

2.6 Strategic CIL proposals

It is proposed to follow an annual process to consider potential schemes to receive funding from the Strategic CIL pot. Member oversight and approval will be critical to this process. This would broadly consist of:

- The CIL officer group considers current development trends against the requirements in the updated Infrastructure Delivery Study.
- Schemes are assessed and prioritised against relevant criteria to determine the infrastructure that will most support new growth areas and help bring forward development sites to implement the Local Plan.
- A list of priority schemes is drawn up (or potentially the conclusion that funds should be carried forward that year).
- A final list of schemes is presented to Cabinet, seeking approval for the Strategic CIL funds to be spent as recommended.

2.7 Local CIL for non-parished areas proposals

As set out above, CIL income arising from development in parished areas (the Local CIL) is passed to town and parish councils twice a year, at 15% or 25% depending on neighbourhood plan status. However, in non-parished areas, the CIL Regulations provide that:

The Council may use the Local CIL to support development of the “relevant area” by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing demands that development places on an area.

2.8 Government planning practice guidance goes on to advise that:

“The law does not prescribe a specific process for agreeing how the neighbourhood portion should be spent” but advises that “Charging authorities should use existing community consultation and engagement processes” and that consultation “should be proportionate to the level of levy receipts and the scale of the proposed development to which the neighbourhood funding relates”.

- 2.9 At the time of writing, the 15% of Local CIL income the Council has collected from development in non-parished areas amounts to around £120,000. It is proposed that this non-parished Local CIL should be devolved to the ward in which the chargeable development takes place and administered by the Neighbourhoods Team within ACEX. Ward councillors (as local community representatives) will consider what the Local CIL should be spent on based on their current ward priorities, the demands that the development has placed on the area and the outcome of any additional community consultation and engagement.

2.10 The proposed process will include:

- Annually publishing the amount of the Local CIL available within each ward.
- Ward councillors invite the local community and Council services to identify, submit and comment on ideas for appropriate projects that could be funded, in line with ward priorities and addressing the demands that the development has placed on the area.
- Project ideas are assessed by councillors who will also take into account the amounts of money involved, potential match funding, potential for pooling resources with neighbouring wards, timescales, who could deliver the project and whether it can be realistically achieved.

The appropriate level of consultation on these projects and ideas will take place but will be proportionate to the level of Local CIL available.

2.11 Ward councillors may decide not to allocate any of the Local CIL in a given year, allowing it to “carry over” and build up until a reasonable amount is accumulated.

2.12 The Head of Neighbourhoods has produced a more detailed guidance note for ward councillors and officers, setting out how decisions on spending the non-parished Local CIL will be made and the process to be followed. This is attached at Appendix 1.

3. Options considered and recommended proposal

3.1 **Option 1: Allocate and spend CIL income on infrastructure to support growth**

Strategic CIL is allocated to schemes and spend approved following the process outlined above. This would accord with the CIL Regulations by using CIL funds to support growth and would allow member oversight of the prioritisation of schemes and approval of spend. The Council is required to publish an Infrastructure Funding Study each year, which provides transparency on CIL income, spending on schemes and funds remaining.

3.2 Local CIL income from development in non-parished areas is allocated and spent in line with the process outlined above. This would enable ward member input to the allocation and spend of Local CIL funds and allow transparency by including proportionate public consultation. Details of how Local CIL income from non-parished areas had been spent would also be included in an Annual Ward Budget Report, providing transparency.

3.3 **Option 2: Merge CIL income into the capital budget and allocate Local CIL pro-rata**

Strategic CIL is merged into the Council’s capital budget. This would potentially sever the link between spending decisions and an assessment of the infrastructure needs flowing from growth in the Local Plan. As such, it

would risk not being in accordance with the CIL Regulations and lack transparency in reporting on spend.

- 3.4 Local CIL from development in non-parished areas is pooled and allocated to each non-parished ward on a pro-rata basis based on population. This would not reflect the local pressure from development and would lack transparency without ward member-led public consultation on spend proposals.

- 3.5 **Option 1 is the recommended option**, to allocate and spend Strategic and non-parished Local CIL income in line with the process set out in this report.

4. Consultation on proposal

- 4.1 Officers have worked closely with the Head of Neighbourhoods in drafting the proposals for spend of CIL income in non-parished areas. These have been drawn up in consultation with the Deputy Leader and Cabinet Member for Neighbourhood Working and the Assistant Chief Executive.
- 4.2 Local communities in non-parished areas will be consulted on proposals for Local CIL spend in relevant wards.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Subject to approval by Cabinet, officers will implement the process outlined above to assess and prioritise infrastructure schemes for spend of Strategic CIL. A report seeking approval to spend Strategic CIL income on priority schemes will be brought to Cabinet in due course.
- 5.2 Subject to approval by Cabinet, officers will work with the Head of Neighbourhoods to implement the process for spend of Local CIL in non-parished areas.

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

- 6.1 As indicated in Section 2.1, at the time of writing this report, the Council has collected around £2.9m of CIL income. This money will be used to support the funding of infrastructure projects to support growth, in line with the CIL Regulations. Under the Regulations, a percentage of CIL income is passed to parished areas. The recommendation in this report is that a percentage of this CIL income is passed to non-parished areas.

In addition, the Council retains up to 5% of CIL income to cover the revenue costs of administering the charge, such as software systems, staffing and enforcement.

- 6.2 The proposed approach is in accordance with the Council's Procurement arrangements. Any chargeable goods or services required by the Council must be procured in accordance with the Public Contracts Regulations 2015 (as amended) and the Council's own Financial and Procurement Procedure

Rules (FPPRs). Where a competitive procedure is to be undertaken advice must be sought from the Corporate Procurement Team.

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

- 7.1 Legal implications, the recommendations and contents of this report are fully in compliance with the requirements of the Community Infrastructure Regulations 2010 as amended.

8. Human Resources Advice and Implications

- 8.1 There are no direct human resource implications arising from this report.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no direct implications for children and young people and vulnerable adults arising from this report. The allocation and spend of CIL funds may eventually benefit this group if the spend is directed to educational provision, either for the general school population or for special needs facilities. Similarly, CIL spend on facilities may benefit vulnerable adults.

10. Equalities and Human Rights Advice and Implications

- 10.1 An equalities screening assessment has been carried out and is attached at Appendix 3.
- 10.2 The equalities screening assessment for this report concludes that equalities analysis is not required given the overarching nature of the protocol to allocated Strategic CIL, whilst recognising that equalities assessment will be included in the criteria to assess and prioritise individual schemes.
- 10.3 Appendix 3 Local CIL Councillors' Guidance 2021-22 has been amended at section 2 to refer to the public sector equality duty on parish and town councils in the exercise of their functions. Section 6 of the guidance has been amended to include an equalities screening or assessment as one of the criteria for ward members to consider when assessing projects for Local CIL spend.

11. Implications for CO₂ Emissions and Climate Change

- 11.1 Climate change poses a significant threat to environments, individuals, communities, and economies on local, national, and international scales. In recognition of this the Council has aimed to be net carbon neutral as an organisation by 2030, and for Rotherham as a whole to achieve the same position by 2040.
- 11.2 A carbon impact assessment has been carried out and is attached at Appendix 2.
- 11.3 The assessment concludes that the CIL spending protocol is designed to

prioritise and allocate CIL funds to infrastructure schemes to support growth promoted by the Local Plan. The Local Plan itself was subject to sustainability appraisal as part of its drafting, so its implementation inherently promotes sustainable development. Reducing emissions and the potential for carbon capture can be included in the criteria used to assess and prioritise schemes for CIL funding.

12. Implications for Partners

- 12.1 Partners and stakeholders have been consulted and engaged in the update of the Infrastructure Delivery Study. This work has captured the plans, programmes and costings from providers and input this into the study's list of infrastructure required to support growth. The Council will continue to engage with providers and stakeholders in allocating and spending CIL income and future updates to the study.

13. Risks and Mitigation

- 13.1 The Council is required to spend CIL income in line with the CIL Regulations. There is a risk that without appropriate protocols in place, decisions on CIL spend may not accord with the regulations. This could put the Council at risk of external audit and could harm public perceptions of the Council's probity. The processes set out in the report are designed to mitigate these risks. Legal advice will be sought as appropriate to ensure the Council meets its legislative obligations in the allocation and spending of CIL income.

14. Accountable Officers

Simon Moss, Assistant Director – Planning, Regeneration and Transport

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	03/09/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	26/08/21
Head of Legal Services (Monitoring Officer)	Stuart Fletcher	20/08/21

Report Author: Andy Duncan, Planning Policy Manager
01709 823830 or andy.duncan@rotherham.gov.uk

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

PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title

Title: Community Infrastructure Levy spending protocol

Directorate:
Regeneration and Environment

Service area:
Planning, Regeneration and Transport

Lead person:
Andy Duncan

Contact number:
01709 823830

Is this a:

☒ **Strategy / Policy**
☐ **Service / Function**
☐ **Other**

If other, please specify

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

The Community Infrastructure Levy (CIL) is a charge that councils can apply to new development to raise funds for local infrastructure. Rotherham's CIL Charging Schedule was adopted by the Council on 7 December 2016 and came into force on 3 July 2017.

The majority of the CIL income held by the Council is for infrastructure to support growth promoted by the Local Plan. The Cabinet report seeks approval for a protocol

to allocate CIL income to priority infrastructure schemes at a strategic level across the borough, to help implement the Local Plan.

A neighbourhood portion of CIL income from development in parished areas is passed to parish and town councils by default. However, the Council has discretion over spend of the neighbourhood portion arising from non-parished areas. The Cabinet report seeks approval for a ward-based approach to the allocation and spend of this neighbourhood portion in non-parished areas.

3. Relevance to equality and diversity

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

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

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

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

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

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

4. Considering the impact on equality and diversity

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

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

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

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

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

Infrastructure funding is required to support the growth promoted by the Local Plan. The plan was subject to extensive public consultation over a number of years, culminating in a public examination by a government-appointed planning inspector. The plan was supported by an Integrated Impact Assessment, which included an Equalities Impact Assessment (EqIA). In doing this, the effects of the planned growth on all sections of the community were comprehensively assessed; the plan was then passed by the inspector and subsequently adopted by the Council.

The EqIA for the Local Plan is in two parts, available on the website:

<https://www.rotherham.gov.uk/downloads/file/310/adopted-core-strategy-integrated-impact-assessment> (pages 309-374)

<https://www.rotherham.gov.uk/downloads/file/487/sites-and-policies-document-integrated-impact-assessment-report-volume-3-assessment-of-policies> (pages 236-290)

The outputs and recommendations arising from the EqIA were taken into account in drafting the policies of the Local Plan. Therefore, any subsequent measures to implement the Local Plan as adopted reflect the equalities assessment and the outputs and recommendations, previously undertaken and included within the accompanying IIA. Funding infrastructure to support growth is key to successfully implementing the plan.

To contribute to the infrastructure funding required, the Council has implemented a

Community Infrastructure Levy (CIL) charge for Rotherham. This was also subject to public consultation and public examination, prior to being adopted by the Council.

The Cabinet report concerns a protocol to prioritise, allocate and spend CIL income on infrastructure. It does not at this stage identify specific projects to receive funding as that will come out of the process. Infrastructure needs have been assessed in an Infrastructure Delivery Study, which has had input from service providers internal and external to the Council. In doing this, the infrastructure needs identified have taken account of providers' views, which in turn should be informed by their assessment of the effects on service users and equality and diversity.

- **Key findings**

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

The provision of infrastructure aims to ensure the Local Plan is delivered to its fullest extent and ensure there are benefits to local people arising from new development opportunities; and that impacts on the community and wider environment are mitigated in accordance with the vision of the Local Plan: "to minimise inequalities through the creation of strong, cohesive and sustainable communities".

CIL funds will be used for infrastructure, such as road improvements, extra school places, improved greenspaces and public transport improvements. As such they will benefit all sections of the community. Specific projects would take into account the impact on equality and diversity, eg when commissioning extra school places at a particular school, the Education Service would take into account any potential impacts when designing the scheme. Similarly, the Greenspaces service would take account of equality and diversity when designing improvements to a public park.

- **Actions**

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

The implementation of a protocol to equitably prioritise CIL funds for infrastructure schemes is a positive approach to ensuring the Local Plan and its policies can be implemented to its fullest extent. The process will assist the Council in achieving the best possible outcomes from new development opportunities for its own communities and all people.

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

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:		
Name	Job title	Date
Andy Duncan	Planning Policy Manager	15/7/21
Nigel Hancock	Head of Planning and Building Control	22/7/21

6. Publishing

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

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

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

Date screening completed	15/7/21
Report title and date	Community Infrastructure Levy spending protocol
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet 20/9/21
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	15/7/21

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?	No impact on emissions				
Emissions from transport?	Impact unknown	Schemes that may eventually be funded by CIL should improve vehicle flows and therefore reduce emissions	Schemes that may eventually be funded by CIL should improve vehicle flows and therefore reduce emissions	In designing schemes, the Transportation Service would seek to reduce emissions	Ongoing traffic flows and air quality monitoring
Emissions from waste, or the quantity of waste itself?	No impact on emissions				
Emissions from housing and domestic buildings?	No impact on emissions				
Emissions from construction and/or development?	Impact unknown	There would be some emissions from the construction of a road scheme or additional school buildings	Emissions from the construction of a road scheme or additional school buildings could be offset by improved traffic flows or reduced need to travel to a more distant school	In designing schemes, the Council service would seek to reduce emissions	Ongoing traffic flows and air quality monitoring

Carbon capture (e.g. through trees)?	Reduce emissions	Schemes funded by CIL that improve green spaces could involve tree planting that in turn could absorb carbon	Emissions could be reduced by more tree planting	In designing schemes, the Council service would seek to reduce emissions	Ongoing air quality monitoring
Identify any emission impacts associated with this decision that have not been covered by the above fields:					
N/A					

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

The CIL spending protocol is designed to prioritise and allocate CIL funds to infrastructure schemes to support growth promoted by the Local Plan. The Local Plan itself was subject to sustainability appraisal as part of its drafting, so its implementation inherently promotes sustainable development. Reducing emissions and the potential for carbon capture can be included in the criteria used to assess and prioritise schemes for CIL funding.

Supporting information:	
Completed by: (Name, title, and service area/directorate).	Andy Duncan, Planning Policy Manager and Climate Champion, Built Environment – Planning, Planning and Regeneration Service
Please outline any research, data, or information used to complete this [form].	Infrastructure Delivery Study update https://www.rotherham.gov.uk/downloads/file/2396/rotherham-2020-infrastructure-delivery-study-march-2021
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	N/A
Tracking [to be completed by Policy Support / Climate Champions]	Sam Blakeborough, Policy Officer, PPI, ACES

Community Infrastructure Levy (CIL) – Elected Members Guidance 2021/22

1. Background

The Community Infrastructure Levy (CIL) is a charge that councils can apply to new development to raise funds for local infrastructure. Rotherham's CIL Charging Schedule was adopted by the Council on 7 December 2016 and came into force on 3 July 2017.

CIL becomes payable when development commences (not when planning permission is granted). The Council has also adopted an instalments policy for CIL payments, to ease concerns about development viability.

The total CIL income received by the Council is divided into three "pots":

- Strategic CIL (80%) - for infrastructure set out in the Infrastructure Funding Statement
- Local CIL (15%) - passed to parishes to spend on local infrastructure priorities
- Admin (up to 5%) - retained by the Council to cover the cost of applying the charge

The Council's CIL Charging Schedule and accompanying CIL Instalments Policy are in line with the regulations. The documents are available at www.rotherham.gov.uk/cil

2. Local CIL (or the 'neighbourhood portion')

a) Parish & Town Councils

Town and Parish Councils are due a "neighbourhood portion" of the CIL income raised from new development within their parish boundary, otherwise known as Local CIL.

The default is payment of 15% of CIL income raised within the relevant area; parishes with an adopted Neighbourhood Plan receive 25% of CIL income.

CIL income is passed on to Town and Parish Councils twice a year in line with the CIL regulations, with payment dates of 28 October and 28 April for the preceding six months.

Town and Parish Councils are encouraged to work with Rotherham Council's Elected Members and the Neighbourhoods Team when considering how to allocate the Local CIL income they receive.

The public sector equality duty applies to parish and town councils in the exercise of their functions.

b) Non-parished wards

Local CIL generated in non-parished neighbourhoods will be devolved to the ward in which the chargeable development takes place and administered by the Neighbourhoods Team. Please contact your Neighbourhood Co-ordinator in the first instance to discuss - [Neighbourhoods Team - Contact List Updated - May21.docx](#)

CIL income is passed on to the relevant wards twice a year in line with the CIL regulations, with payment dates of 28 October and 28 April for the preceding six months.

3. What can be funded?

Whether received by Town / Parish councils or local Elected Members the CIL receipts must be used to support the development of the area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

CIL can only be spent on capital projects, although associated revenue spending to maintain those capital items is also permissible

Local CIL **cannot** be used for any proposal which:

- Involves funding activity that is political / religious in nature
- Is contrary to the Council's policies or priorities
- Would be unlawful for the Council to support

In non-parished wards Elected Members (as the local elected community representatives) will consider what the Local CIL should be spent on based on their current ward priorities, the demands that the development has placed on the area and the outcome of any additional community consultation and engagement.

4. Process for spending Local CIL in non-parished neighbourhoods / wards

Elected Members will invite the local community and Council services to identify, submit and comment on ideas for appropriate projects that could be funded, in line with ward priorities and which address the demands that the development has placed on the area.

In order to ensure that there is transparency and clarity an application form must be completed for every project proposal. Every application form will be checked by the Council's Neighbourhoods Team. A centralised administration process will ensure that all allocations comply with legal and financial standing orders and there is consistency across all wards.

The appropriate level of consultation on these projects/ideas will take place but will be proportionate to the level of Local CIL available

The frequency of spending decisions is at Elected Members' discretion. Elected Members can decide not to allocate any of the Local CIL in a given financial year, allowing it to 'carry over' and build up until a reasonable amount is accumulated

5. Minimum and Maximum

There is no prescribed minimum and maximum spend and it will be dependent on the amount of Local CIL generated each year. However, it is advised that Elected Members consider the administration costs of processing a payment when allocating their Local CIL (i.e. in terms of officer/admin. time it often costs as much to process a small payment as it does a large payment).

Elected Members are also asked to note that in spending money the Council will be bound to comply with Financial and Procurement Procedure Rules contained in Appendix 5 of the Council's Constitution that sets out the thresholds and varying procedures that apply.

The Neighbourhoods Team will seek advice from the Corporate Procurement Service where a competitive procedure is required.

6. Making Decisions

Elected Members will assess the submitted project ideas following community consultation. Members are advised to take into account –

- their ward priorities
- the amounts of money involved
- potential for match funding
- potential for pooling resources with neighbouring wards
- timescales
- who could deliver the project
- results of the community consultation
- whether it can be realistically achieved
- an equalities screening or assessment of the project

The allocation of Local CIL can be agreed on a majority vote if a unanimous vote cannot be achieved and evidenced by signing the application form. If a unanimous or majority vote can not be achieved, such as in two member wards, then the Cabinet Member or Leader will be asked to arbitrate. If agreement still cannot be reached in a two member ward then the spend should not be agreed.

If an Elected Member has a conflict of interest in a proposal, then they must declare this to their ward colleagues and will be unable to vote on that particular proposal. In the event that all Elected Members within a ward have a conflict of interest then the application form will be taken to the Cabinet Member or Leader for a decision.

Local CIL passed to Town and Parish Councils must be spent within 5 years of receipt. This restriction does not apply to Local CIL that the Borough Council allocates to non-parished areas. However, for good governance it is advised that Elected Members illustrate that they have allocated/committed their Local CIL budgets by **31st January 2024** in advance of the May 2024 elections and the end of their term in office.

7. Transparency, Scrutiny and Accountability

a) Parish / Town Councils

Parish and Town Councils are duty bound to publish how they have allocated the Local CIL they have received on an annual basis.

b) Non-parished wards

The amount of Local CIL available in each ward will be published by the Neighbourhoods Team in April and October of each year.

An Annual Ward Budget Report will be presented to the Improving Places Select Commission which will include -

- a breakdown of projects supported
- amounts allocated
- how it has mitigated against the impact of the development
- the ward priorities the projects have contributed to
- the benefit to communities with protected characteristics

The Annual Ward Budget Report will be published on the council's website.

The Local CIL process will be internally audited every two years to ensure compliance with legal and financial standing orders.

Work programme – Overview and Scrutiny Management Board UPDATED: 31 August 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	TBC	Pre-decision scrutiny in advance of Cabinet meeting on 20 September.	

Meeting Date	Agenda Item	Purpose/ Outcomes	Recommendations
13 October	TBC	Pre-decision scrutiny in advance of Cabinet meeting 18 October.	
	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.	
	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
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.	

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.	

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	Scrutiny acknowledged that it was early days in the recovery plan process with steps outlined to reduce the deficit. Overall position. OSMB had other updates on this particular issue and other services within CYPS, but Chair confirmed continuation at work planning meeting on 27 May 2020.	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	<p>Resolved at the 14 July meeting:</p> <p>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.</p>	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

FORWARD PLAN OF KEY DECISIONS
1 September 2021 – 30 November 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 20 SEPTEMBER								
CHILDREN AND YOUNG PEOPLE'S SERVICES								
Operational Delivery of LAC Sufficiency Strategy - Update regarding children's home provision	July 2021	To provide an update to previous cabinet reports in respect of the development of in-house children's home provision. In addition to the update the paper will seek approvals as to timings of the next phase of delivery.	Cabinet Member for Children and Young People	Relevant Cabinet Members, stakeholders and officers	Report	All Wards	Open	Suzanne Joyner Tel: 01709 247617 suzanne.joyner@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
July 2021/22 Financial Monitoring	July 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
REGENERATION AND ENVIRONMENT								
Community Infrastructure Levy Spending Protocol	July 2021	To approve the approach to prioritising and approving the spend of CIL funds and the allocation of Local CIL funds arising from development in non-parished areas.	Cabinet Member for Jobs and the Local Economy	Relevant Members, officers and stakeholders	Report and appendices	All Wards	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
NON-KEY DECISIONS TO BE TAKEN ON 20 SEPTEMBER								
ASSISTANT CHIEF EXECUTIVE								
Year Ahead Plan Progress Report	July 2021	To report on the achievements of the Year Ahead Plan.	Leader of the Council	Relevant officers, Members and stakeholders.	Report	All Wards	Open	Jo Brown jo.brown@rotherham.gov.uk

Decision title	Date added to the Forward Plan	What is the decision?	Cabinet Portfolio	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Response to recommendations from the scrutiny review on building use	July 2021	To provide a response to recommendations from the scrutiny review on building use	Cabinet Member for Corporate Services, Community Safety and Finance	Relevant Cabinet Members and officers.	Report		Open	Jo Brown jo.brown@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
New Application for Business Rates Hardship Relief	July 2021	To consider the recommendation for a new application for Business Rates hardship relief.	Cabinet Member for Corporate Services, Community Safety and Finance	Relevant Members, Officers and Stakeholders	Report	All Wards	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
BT proposal to permanently remove 18 phone boxes across the borough	July 2021	To note the officer delegated decision regarding the request from BT to remove the phone boxes.	Cabinet Member for Jobs and the Local Economy	Relevant Members, officers and stakeholders, with public consultation on Council website.	Report	Boston Castle; Greasbrough; Maltby East; Rawmarsh East; Rotherham West; Swinton Rockingham; Wales; Wath	Open	Paul Woodcock Tel: 01709 822971 paul.woodcock@rotherham.gov.uk
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

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
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 - Land at Farfield Lane, 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
NON-KEY DECISIONS TO BE TAKEN ON 18 OCTOBER								
FINANCE AND CUSTOMER SERVICES								
New Applications for Business Rates Relief	July 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	Part exempt	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
KEY DECISIONS TO BE TAKEN ON 22 NOVEMBER OR LATER								
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 publish an open tender for the Public Health drugs and alcohol services in 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
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
Development of new council housing at Netherfield Court and York Road	August 2021	To approve proposals to build new council homes on the site of the former Netherfield Court care home and on York Road car park.	Cabinet Member for Housing	Ward Members, other council services	Report	Rotherham East	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
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
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

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
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
REGENERATION AND ENVIRONMENT								
Disposal of Surplus Property Assets	August 2021	To approve the disposal of surplus property: Land at Farfield Lane, Wath	Cabinet Member for Jobs and the Local Economy	Relevant officers, Members, and stakeholders	Open Report with exempt appendices	Wath	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
NON-KEY DECISIONS TO BE TAKEN ON 22 NOVEMBER OR LATER								
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

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.