

IMPROVING PLACES SELECT COMMISSION

Date and Time:- Tuesday 8 July 2025 at 1.30 p.m.

Venue:- Rotherham Town Hall, The Crofts, Moorgate Street, Rotherham. S60 2TH

Membership:- Councillors McKiernan (Chair), Tinsley (Vice-Chair), Adair, Ahmed, Allen, Beck, C. Carter, Castledine-Dack, Cowen, Jackson, Jones, Lelliott, Mault, Rashid, Sheppard, Stables, Taylor, Thorp, Bacon, Jacques and D. Pons.

Co-opted Members:- Mrs. K. Bacon and Mrs. M. Jacques.

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 10 June 2025 (Pages 3 - 13)

To consider and approve the minutes of the previous meeting held on 10 June 2025 as a true and correct record of the proceedings and to be signed by the Chair.

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.

6. Tenant Scrutiny Panel Review - Tenancy Health Check Visits (Pages 14 - 34)

To consider the report which presents a summary of the findings, alongside recommendations to enhance the quality and consistency of delivery, transparency of purpose, and overall impact of the Tenancy Health Check visits.

7. Improving Places Select Commission - Work Programme 2025 - 2026 (Pages 35 - 36)

To consider and endorse the outline schedule of scrutiny work for the 2025-2026 municipal year.

8. Urgent Business

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

**The next meeting of the Improving Places Select Commission
will be held on Tuesday 2 September 2025
commencing at 1.30 p.m.
in Rotherham Town Hall.**



John Edwards,
Chief Executive.

IMPROVING PLACES SELECT COMMISSION
Tuesday 10 June 2025

Present:- Councillor McKiernan (in the Chair); Councillors Ahmed, Allen, Beck, Castledine-Dack, Jackson, Jones, Lelliott, Mault, Rashid, Sheppard, Stables, Thorp and Tinsley.

Also in attendance were Mrs. K. Bacon and Mrs. M. Jacques, Rotherfed Co-optees.

Apologies for absence were received from Councillors Adair, C. Carter and Taylor.

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

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

1. MINUTES OF THE PREVIOUS MEETING HELD ON 18 MARCH 2025

Resolved:- That the minutes of the previous meeting held on 18th March, 2025 be approved as a true and correct record of the proceedings and signed by the Chair.

2. DECLARATIONS OF INTEREST

Councillor Allen declared a personal interest in Minute No. 64 (Housing Strategy 2022-25 Final Progress Report) on the grounds of being the former Cabinet Member for Housing.

Councillor Sheppard declared a personal interest in Minute No. 62 (Independent Equalities Review of Bereavement Services Provision) on the grounds of being the former Deputy Leader and Cabinet Member involved.

3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

The Chair advised that there were no members of the public or representatives of media organisations present at the meeting and there were no questions in respect of matters on the agenda.

4. EXCLUSION OF THE PRESS AND PUBLIC

The Chair advised that there were no items of business on the agenda that would require the exclusion of the press or public from the meeting.

5. INDEPENDENT EQUALITIES REVIEW OF BEREAVEMENT SERVICES PROVISION

Consideration was given to the Independent Equalities Review of Bereavement Services Provision presented by the Monitoring Officer, which was commissioned to assess the end-to-end bereavement support and burial services for the Muslim community in Rotherham, thus

encompassing the roles of statutory and community voluntary agencies before, during, and after bereavement.

Kaushar Tai, the specialist consultant commissioned to carry out the review, was asked to identify the need to learn from examples of good practice, explore areas for improvement and make key recommendations across all areas of services in Rotherham to ensure good practice was implemented wherever possible and practical to do so.

This report addressed each of the proposed recommendations highlighted within the review and provided a position statement on the current situation with these across the board.

The Chair invited Kaushar Tai to report his findings and in doing so he confirmed he had consulted with communities and bereavement services to review current practices with particular emphasis on Muslim burials within twenty-four hours and comparisons with other religious practices.

Positive feedback from stakeholders had been received including from medical examiners, coroners, staff, bereavement services, mosques, and communities.

It was suggested that as part of the improvements in the process just simplifying requirements, streamlining processes with co-working and joined up working would be beneficial. In addition, this would enhance and accommodate religious timelines especially with Muslim burials taking place without delay. This was compromised with the new medical examiner requirements of a further check and whilst this was a legal requirement adherence would allow for the peaceful departure of the soul. Not only did this help with the bereavement process, but assist with those wishing to mourn.

The report considered how best to address bottlenecks in the system and looked at flexible G.P. and medical examiner appointments and pathways.

Whilst training did take place there needed to be some competency training in bereavement services in other aspects, with improvements to staff recognising efforts, encouraging dialogue, building trust and co-operation and also adhering to Equalities Act 2010.

In addition, the need for full access to disabled and fair crisis centres was needed to prevent discrimination, protect characteristics and to coincide with reasonable accommodation outside normal hours to align to inclusivity.

Respect for faith burials was important, provide dignity for traditions and, therefore, strengthen community trust.

The review also considered details about burial sites, headstone restoration, locating and relocating missing headstones, ongoing work

around digital mapping of graves consistency in the size of the grave and separation distances.

There was also a need to ensure clean maintenance around gravestones, active land allocation for future burials, appropriate spacing between graves, construction of pathways to ensure disabled access and taps for washing.

There was a need for exploration in community led burial practices to ensure consistency with appropriate commissioning from those involved. It was suggested that there be uniformity in burial practices with some bench installations and to take into account Muslim visitation practices with car park provision to be managed. This integrated partnership and collaborative work would promote clear communication and referral pathways.

A discussion and question and answer session ensued where the following were raised:-

- Post mortems and use of digital autopsy, which was reported to be working well and a less invasive procedure, therefore, helping with timescales.
- The need for collaborative EDI training and shared learning.
- Action planning production and monitoring of the report recommendations and how this would coincide with the annual report on Bereavement Services in December. Rotherham was also highlighted as an outlier for its communication with community members.
- Drawing comparison with other Local Authorities Rotherham was on a par and was providing good integration with policy production of which there were several. Consideration was being given to hosting all relevant documentation in one place with clear signposting to relevant services.
- The key improvement recommendations highlighted on Page 18 were relevant a number of agencies and the term used generically.
- The out of hours service running at an extra hour a day was to be increased following feedback and demand.
- Enforcement action remained ongoing and negotiations with Dignity were robust and continuing.
- The report set out clearly Rotherham had sufficient space for Muslim burials.
- It may be effective to consult with other religions to ensure consistency. And secure improvements across the board.
- Numbers of religious burials each year data to be provided.
- Consideration of moving maintenance schedules to later in the day to avoid early morning dew, whilst being mindful of the impact/disruption to those requiring reflection.
- Provision of bench seating alongside sponsored provision and for this to be kept under review.

- Informative documentation and education on sensitive burial practices and consideration of sharing some detail via neighbourhood bulletins.
- Restrictions and permissions for headstone restoration.
- Funding for stonework reinstatement and the need for discreet and sensitive improvements.
- Costs associated with burials and the additional religious requirements set out via legislation.
- Burial capacity and land acquisition. The Council would ensure sufficient land was available.
- The Council would not be responsible should arrangements be sought with private cemeteries.
- Rolling out toileting provision at other cemeteries and the capital investment that would be required to fund such a provision.

Resolved:- (1) That the Independent Equalities Review of Bereavement Services Provision be received and the contents noted.

(2) That Officers produce an action plan to track the Council's progress in relation to actions against the Independent Report and that this be brought back to the Improving Places Select Commission to accompany the Bereavement Services Annual report.

(3) That data be provided on the number of religious burials each year.

(4) That an article be included in the Neighbourhood newsletter about general burial processes.

6. ROTHERHAM EMPLOYMENT AND SKILLS STRATEGY

Consideration was given to the Rotherham Employment and Skills Strategy and the Chair invited the Cabinet Member Councillor Williams to introduce and in doing so he acknowledged the work going on behind the scenes and the research analysis taking place to inform the strategy.

The Strategy, therefore, provided a vision for employment and skills to help residents prosper and businesses succeed. In addition, it provided a framework for actions over the next five years and aligned with regional and national focus on employment for a skilled workforce.

This Strategy supported the local economy, promoted inclusivity and its education/training would be responsive to the job market. Its successful delivery was by way of collaboration with partners and included residents. The Strategy's progress delivery would be monitored, prosper growth and work would remain ongoing with partners.

Simon Moss, Assistant Director, Planning, Regeneration and Transport (by way of Powerpoint) gave a presentation to highlight the Strategy's:-

- Aims and Objectives.
- Strategic Context.
- Approach.
- Implications Review 1.
- Implications Review 2.
- Implications Review 3.
- Proposed Missions.
- Strategic Framework.
- Intervention Areas.
- Implementation Plan.
- Draft Actions.
- Various Appendices.

A discussion and answer session ensued and the following issues were raised and clarified:-

- Mention of several areas of high deprivation, emphasising the need to target all areas, not just specific ones. Discussions were taking place on potential links to different approaches.
- Ongoing conversations about working with CYPS, academies, and resources to assist with those not in education, employment or training. Pathways were highlighted to work and collaborate with the voluntary and community sector to engage parts of the community not otherwise engaged with the Council. There were aspirations to align with families in poverty, with plans for a workshop to address this. Better understanding would be emphasised to target individuals through pathways to work.
- Engagement with the voluntary and community sector through Voluntary Action Rotherham, but how would it ensure this would be captured. Officers reported this would be done through a number of contracts through pathways to work and learning through the multiple programme engagements through voluntary and community sector.
- How could aspirations be raised through retaining, offering opportunities and enable training access. It was reported the provision was focused on getting people back to work. The advanced programme would provide support and upskilling opportunities for people in work through the Employment Solutions Team. The third mission of the Strategy was to enhance better signposting.
- Could there be more upskilling by offering more evening or weekend courses. Officers recognised the need for flexibility for people already in work. For those who were carers who needed the flexibility the pathways to work programme would minimise

duplication and ensure this provision was signposted clearly.

- Different levels of inactivity were reported in ethnic minorities and highest was there a reason for this. It was reported deep dive activity was looking into the reasons to understand through pathways to work. Work was going with people to understand and how to address/resolve these problems.
- How were barriers for access being overcome for learning jobs. Officers confirmed programmes were taking place with employers to work with skills banks to upskill and enhance capability of their workforce. Working in right way would support business and individuals.
- Working with various stakeholders and relationships with other partners, but to what degree had they been involved in this strategy. It was reported there had been a huge amount of work with partners. The Employment and Skills Board had partners engaged in the pathways programmes and have effective governance in place to facilitate the collaboration needed. Sub- groups to the Board provided opportunities, information and a level of activity. It was very much Rotherham's Strategy with collaboration from SYMCA and the DWP and other partners.
- The final Strategy was helpful and the connections could be seen, but Voluntary Action Rotherham was not the only organisation that could provide connectivity. Officers were more than happy to liaise with other organisations.
- There was recognition for NEETS, but if young people were not in school what mechanisms were in place to access was available. On this basis perhaps this Strategy also needed to be shared with the Improving Lives Selection Commission. NEETS work was being done with schools to identify and picking up on data about absences and any other indicators. Sharing the Strategy with other Commissions was welcomed.
- Despite the increase in development apprenticeship levels were low so what action was being taken with companies in say the construction industry to address this. It was reported one of three missions focused on higher skills. It was important to have higher end focus and address at a basic level so access into manual jobs was available. RNN were taking a lead but more could be done and actions were being taken seriously and reflected.
- In terms of the Strategy did employers indicate what they needed. Officers confirmed they were working with the Chamber of Commerce and DWP as routes to develop any opportunities.

- What apprenticeship programmes were available across partnerships and the Council. It was reported there was an extensive established apprenticeship programme and there was a corporate drive to increase the offer.
- With all the initiatives, collaboration and signposting how was the Council involved. Officers confirmed large employers were really important to deliver the Strategy and the Council was taking a lead role. Work was taking place through a particular strand and there was an assistance programme for growth acceleration via the NHS. It was important to have themed outcomes and supply chains to encourage local employment with local training opportunities and planning policies to support the work taking place.
- Was there any links to young people who were elective home educated. This was an area Improving Lives had looked at so may need lines of enquiry to be followed up.

Resolved:- That the presentation and the information be received and the contents noted.

7. HOUSING STRATEGY 2022-25 FINAL PROGRESS REPORT

Consideration was given to the Housing Strategy 2022-25 which was approved by Cabinet in June 2022 and published in July 2022.

The Chair invited Councillor Beresford, Cabinet Member, to introduce where it was highlighted the Strategy recognised the key issues affecting housing in Rotherham and the impact these have on residents. It set out how the Council would work in partnership to address the priorities identified.

The Housing Strategy was being refreshed, subject to Cabinet approval towards the end of the year. This report was presented for information and provided a final position statement for the three-year strategy period between April 2022 – March 2025 and was presented to this Commission annually.

The thirty year vision was set to provide high quality homes and this Council wanted to be the best provider to reduce the gap for healthy and vibrant communities. This would ensure people were living in energy efficient homes, would revitalise the town centre and provide a real community of living.

Sarah Watts, Strategic Housing Manager, delivered a presentation via Powerpoint which highlighted:-

- The thirty year vision.
- Local Context.

- Six key priorities for the 22-25 period:-
 - ❖ High quality new homes.
 - ❖ Affordable homes to meet local need.
 - ❖ Investing in existing homes.
 - ❖ Bringing empty homes back into use.
 - ❖ Supporting people to live independently.
 - ❖ Strengthening communities.
- Achievements against each of the six priorities.
- Housing Strategy Next Steps.

A discussion and question and answer session ensued and the following issues were raised and clarified:-

- There had been tremendous work done with incredible achievements and Members were proud how this had moved on. What were the biggest challenges to achieving those policy areas and what had been the learning from this that would shape the future. Officers confirmed the development programme was an ongoing challenge as it was ambitious with the delivery of homes in the current climate, with increases and the need to weigh up value for money in the building of high quality homes. The sector was under scrutiny from the Regulator of Social Housing, so it was a balance between providing the new homes needed and the need to invest in existing homes, whilst still losing stock via Right To Buy for the investment into existing homes.

The Social Housing Regulation Act was a real challenge with HRA investment going into making homes safe. There was only so much funding available. The Regulator expectations were high and the Council would be subject to inspection in the next few years.

- How many new homes had been built in the last three years but then bought through the Right To Buy Scheme. Officers did not have this figure to hand and would provide this in writing.
- Clarification was sought and provided on banning orders and how Cabinet approved the policy in 2022 giving the Enforcement Team the tools for persistent offenders when all other actions had failed.
- Empty homes enforcement tools were available, what were these. It was reported these were enforcement tools against non-compliant owners and landlords and were a last resort for things such as compulsory purchase or working being undertaken and recharged back.
- Output and achievements had increased overall with a programme of support for tenants and residents. This had seen 581 accredited training and helping others into employment. Was this done by

Housing or part of the Employment Solutions Team. It was noted this was historically Employment Solutions, but this had now moved under another portfolio.

- Over the past three years had anything been included about housing complaints about stock and would this be included going forward. Officers confirmed this was not part of the Strategy. Complaints related to day-to-day operations and were monitored through Housing SMT's to ensure complaints were dealt with effectively.

Complaints monitored and overseen on a monthly basis. The Annual Tenant Satisfaction Survey measured feedback and is regulated and the Housing Ombudsman monitored performance. There had been nothing over the last three years, but it remained challenging in dealing with higher expectation and problems being encountered. Complaints were also monitored and shared with the Cabinet Member.

- Following consultation was there anything in the current Strategy that was surprising or that would continue into the new Strategy. It was reported consultation was based on looking at the six themes, to check if they were relevant and if there was any different emphasis. Priorities remained similar in that there was a need for more affordable homes, options and opportunities and housing that met need. The new Strategy provided different emphasis on the priorities and the proposal was for four priority areas rather than the six. This would aid to balance investing in new and existing homes and ensure the balance was right. The key was to working effectively with partners and other stakeholders.
- During the consultation process was there any change with the change of Government and funding. Officers confirmed work would continue with SYMCA and Homes England to ensure a good evidence base and be able to move quickly when investment was available. Much of the funding was from the HRA generated from tenants which was used to reinvest and ensure housing need was met.

The new business plan had followed due process and through new standards the Council would need to see how efficient the HRA was and in the collection of rents. Priorities would be presented to Members in terms of improvements and new build and investment into the assets.

- With the development of thirty-two bungalows was there an opportunity to go out to the market to find developments who could building specific developments especially with the lack of certain provision. One of the barriers was people moving into a smaller property and having to move out of their support network. Could the Council look to build more bungalows. Officers confirmed this was

IMPROVING PLACES SELECT COMMISSION - 10/06/25

factored into development programmes, but bungalows were land hungry. Demand had to be balanced with the need for family housing too.

- Housing development in the town centre, had consideration been given to the development of the Howard Building which would easily lend itself to apartments. It was noted the Howard Building was in private ownership and some enforcement for clean up had been in force. The next phases for regeneration for the town centre would look at all opportunities available, including bring buildings back into use.
- Where housing schemes had stalled where land was available for housing had an outline application been submitted when there was borough wide opposition by local residents. If the work developing green spaces was causing that much backlash how would this affect the Council moving forward. It was noted that the Council had a requirement for new homes and whilst there was some local resistance sites like Bassingthorpe Farm would take into account type and infrastructure links.

It was also noted a new supplementary planning document was due to be presented to the Cabinet in September for approval which set the framework for the detailed assessment. Regular conversations were taking place with Fitzwilliam Estates and it was about all working together to bring the site forward.

With the experimental homes was there any missed opportunities that did not go forward. Officers confirmed there was talk of a community led housing project in Eastwood. This did get started with two properties with an exemplar landlord which eventually was developed as social housing and was Government funded. The second phase was not supported, but where there was an opportunity to discuss further this would be investigated.

Resolved:- (1) That progress against the Housing Strategy priorities be received and noted.

(2) That the Improving Places Select Commission continue to receive annual progress reports for the Housing Strategy.

(3) That data be provided on new housing properties bought through the Right to Buy Scheme.

8. IMPROVING PLACES SELECT COMMISSION - WORK PROGRAMME 2025 - 2026

The Governance Manager introduced the work programme report and highlighted how Councillor Steele, Chair of the Overview and Scrutiny Management Board, would be emailing out requesting items for future

work for incorporation into this year's work programme.

It was also noted that two workshops were ongoing; one on the Water Bylaws and the other School Road Safety. Anyone wishing to join these review groups should contact the Governance Manager.

Resolved:- That the update on the Work Programme be received and noted.

9. URGENT BUSINESS

The Chair advised that there were no urgent items of business requiring the Commission's consideration other than nomination for a member of the Health, Welfare and Safety Panel.

Resolved:- That Councillor Tinsley be appointed as the Improving Places Select Commission's representative for 2025/26.

Committee Name and Date of Committee Meeting

Improving Places Select Commission – 8th July 2025

Report Title

Tenant Scrutiny Panel Review – Tenancy Health Check Visits

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

No

Strategic Director Approving Submission of the Report

Ian Spicer, Strategic Director of Adult Care, Housing and Public Health

Report Author(s)

Paul Walsh, Head of Service, Housing & Estates

Paul.Walsh@rotherham.gov.uk

Ward(s) Affected.

Borough-Wide

Report Summary

The Tenant Scrutiny Panel completed a review of the Tenancy Health Check (THC) process, looking at the scope and purpose of the visits, how they are arranged and undertaken, whilst, identifying recommendations for service improvement.

This report presents a summary of the findings, alongside recommendations to enhance the quality and consistency of delivery, transparency of purpose, and overall impact of the Tenancy Health Check visits.

Recommendations

That Improving Places Select Commission:

1. Note the outcome of the Tenant Scrutiny Review, the actions proposed to deal with each recommendation and progress to date.
2. That a further report detailing progress is presented to Improving Places Select Commission in 12 months' time.

List of Appendices Included

- **Appendix 1** Tenants Scrutiny Review Action Plan.
- **Appendix 2** Initial Equalities Screening Assessment
- **Appendix 3** Climate Impact assessment

Background Papers

- Tenancy Scrutiny Review THC Report

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

1. Background

- 1.1 Tenant Scrutiny Panel reviews provide an ongoing opportunity for tenants to work pro-actively with the Council, to look at various aspects of landlord service delivery, from a customer perspective and develop recommendations and actions for service improvement
- 1.2 In April 2024, The Tenancy Health Check (THC) process was selected by the Tenant Scrutiny Panel for review.
- 1.3 The Tenants Scrutiny Panel identified areas where improvements could be made following discussions with officers and tenants. The review looked at several stages of the THC process and how visits are conducted. This included:
 - The clarity of communication regarding the purpose of the visits.
 - The effectiveness of visits in identifying and addressing tenant support needs.
 - The frequency and overall purpose of visits.
 - Reviewing questions and lines of enquiry asked in THC form.
- 1.4 The review methodology included tenant surveys, benchmarking against other housing providers, officer interviews, and case studies.
- 1.5 The Panel examined how effectively the visits identify safeguarding concerns and ensure property conditions are maintained. The review included:
 - The extent to which Tenancy Health Checks support early identification of safeguarding concerns.
 - The impact of visits in improving tenant engagement and supporting referrals.
 - The consistency of visit procedures across different housing officers and locality teams.
 - The level of tenant awareness regarding the purpose and benefits of the visits.
- 1.6 Key findings from benchmarking highlighted the importance of standardised procedures, proactive communication, and a tenant-centred approach to these visits.

2. Key Issues

- 2.1 The review identified the following areas requiring improvement:
 - **Visit Purpose & Name:** The term "Tenancy Health Check" was found to be misrepresentative, and a new name recommended.
 - **Communication:** Improving communication, including text/email reminders, is recommended.
 - **Officer Consistency:** Discrepancies in how visits were conducted were noted, suggesting a need for standardised training and oversight.

- **Support & Advocacy:** Some tenants, particularly those with additional needs, would benefit from a clearer mechanism to request supported visits.
- **Visit Frequency & Performance Monitoring:** The current four-year cycle requires flexibility for some tenants; a risk-based approach is recommended.
- **Data Handling & IT Systems:** Issues were noted in how tenants' personal data was recorded, including terminology that could be considered insensitive.

2.2 Good progress has already been made against the recommendations, which demonstrates the value the Council places upon the Tenant Scrutiny Review framework, ensuring tenant voices are clearly heard in how we shape, deliver and continually improve services.

3. Options considered and recommended proposal

3.1 Progress in delivering the actions from the Tenant Scrutiny Review are detailed within the action plan in Appendix 1.

4. Consultation on proposal

4.1 The action plan, associated with this report (Appendix 1) will be monitored at Tenant Scrutiny Panel meetings, which are attended by Council officers, Rotherfed and tenant representatives.

5. Timetable and Accountability for Implementing this Decision

5.1 The Council's Housing Service along with the nominated lead officers in the action plan have responsibility for implementing the findings of the review and delivering the associated action plan within the designated timescales.

5.2 The Tenant Scrutiny Panel will receive regular updates on progress against the recommendations and actions.

5.3 A further report will be presented to the Improving Places Select Commission in 12 months' time, detailing progress on delivering the action plan.

6. Financial and Procurement Advice and Implications

6.1 There are procurement implications arising from the recommendations detailed in the action plan.

6.2 There are no significant financial implications arising from the recommendations within this report. All proposed activity will be funded from within existing resources.

7. Legal Advice and Implications

7.1 There are no substantive legal issues arising from the content of this report.

7.2 Implementation of the recommendations will support the Council's commitment to meeting statutory and regulatory requirements arising from the Social Housing Regulator customer standards. Particularly the Safety and Quality Standard that requires registered providers to have 'an accurate record at an individual property level of the condition of their homes, based on a physical assessment of all homes...' and the Transparency, Influence and Accountability Standard.

8. Human Resources Advice and Implications

8.1 Officer training recommendations will be delivered within existing workforce development programmes.

9. Implications for Children and Young People and Vulnerable Adults

9.1 Improving how we support all tenants will positively benefit engagement with children, young people, and vulnerable adults.

10. Equalities and Human Rights Advice and Implications

10.1 We will actively engage under-represented groups and use our customer data to ensure services and communications are accessible and meet the diverse needs of our tenants and neighbourhoods by contributing to the Equality, Diversity, and Inclusion Strategy 2022-25 through the following

- Understanding, listening, and engaging across all communities.
- Delivering fair, inclusive, and accessible services.
- Empowering people to engage and challenge discrimination and to promote good community relations.

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 to achieve the same position by 2040.

12. Implications for Partners

12.1 The Council has a contract in place with Rother Fed (local Tenant Federation provider) to support the delivery of the work undertaken by the Tenant Scrutiny Panel, as part of the Council's Tenant Engagement

12.2 Framework.

The Council will continue to seek out best practice and consider how to continually improve scrutiny and engagement with tenants through its Exemplar Accreditation and membership of national tenant participation advisory service, TPAS.

13. Risks and Mitigation

- 13.1 The key risk is the failure to engage with the Tenant Scrutiny Panel in Rotherfed and inability to deliver against the recommendations in the action plan. This will be mitigated by ongoing monitoring, scrutiny and evaluation of the recommendations by the Improving Places Select Commission and the Housing Options Management Team

14. Accountable Officers

John Holman, Interim Assistant Director of Housing

Report Author: Paul Walsh, Head of Service, Housing & Estates
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This report is published on the Council's [website](#)

Appendix 1 - Tenant Scrutiny Review- Action Plan Template

Exercise name: **Reviewing RMBCs approach and performance regarding Tenancy Health Checks.**

Progress/indicator RAG status	
	Work is significantly behind schedule and no progress has been made, and/or Progress has been made but the timescale has not been achieved
	Progress is being made, progress is good and the action is likely to be achieved within timescale. Or the action has been completed but evidence is required to demonstrate achievement
	The action has been completed and there is a record of evidence to support its completion.

Recommendation (in priority order)	Lead Officer	Actions	Target Date	Rag Status	Comments
Recommendation A: Change name from "Tenancy health check" <i>"Change the name of the visits to 'Your Tenancy Review' or something similar that better reflects the purpose of the visits. Consider using a strapline... 'A chance to review your home and find out how you are.'"</i>	Levi Karigambe	1. Service to collate new name suggestions.	July 2025	Complete	New name chosen by the housing & estates staff & tenant engagement pool. THCs will now be called Tenancy Reviews. Implementation will begin in July 2025 including updating existing documents and online material with new name.
	Paul Walsh	2. Head of Service to notify Tenant Scrutiny Panel of proposed name change. 3. New name to be implemented by the service from April 2025.			
Recommendation B: Officer training and consistency <i>"Improve the consistency of the Tenancy Health Check experience by ensuring that ALL officers are working to the same procedure document and are supervised, regularly trained,</i>	Area Housing Managers	1. All Area Housing teams to complete compulsory EDI online training (including Oliver McGowan Training Tier 1) 2. Area Housing Managers/Senior Housing Officers to sample check and quality assure THC	July 2025 July 2025	Complete	Area Housing Teams all have completed mandatory EDI training within the last 12 months, covering all protected characteristic groups. The Oliver McGowan training is a recently introduced online module designed to enhance officers' understanding of autistic tenants

Appendix 1 - Tenant Scrutiny Review- Action Plan Template

<p><i>and offered shadowing opportunities.</i></p> <p><i>Provide regular training for officers on how to have sensitive conversations around protected characteristics, preferably at induction and then annually.</i></p> <p><i>Train officers to always introduce themselves and anyone accompanying them when entering people's homes."</i></p>		<p>completions as part of officer 121 process.</p>			<p>and those with learning difficulties. All area housing teams have completed this training.</p> <p>The Council's Code of Conduct document sets out clear expectations regarding the conduct of staff.</p> <p>THC quality assurance audits will be incorporated into officer 121 discussions, with any issues identified being addressed.</p>
<p>Recommendation C: Advocacy services</p> <p><i>"Explore the introduction of an arrangement with an organisation that provides advocacy services to be offered to any tenant who may wish to use it."</i></p>	Jemma Davenport	<p>1. Add information stating 3rd party support such as friends/family/support workers can attend THC visits, including arranging suitable times/dates to enable this to happen.</p>	July 2025	Complete	<p>Information on 3rd party support including utilising ASC advocacy service added to THC appointment letter. Distribution of new letters will begin in July 2025.</p>
<p>Recommendation D: Communications</p> <p><i>"Make changes to the tenancy handbook 'A Guide to Your Home' to reflect the purpose of the visits and also to be less threatening. Include in the description that there will be</i></p>	Carol Wordsworth/ Daniel Cowley	<p>1. Update 'Tenancy Health Check' section in 'A Guide To Your Home'. Make the purpose of the visit clearer.</p>	March 2026	In Progress	<p>Guide To Your Home to be updated.</p>
	Daniel Cowley	<p>1. Update Tenancy Health Check information on webpages setting out the purpose and scope of the visit.</p>	September 2025	Complete	<p>Update webpages to include additional Tenancy Health Check information, regarding purpose, frequency etc.</p>

Appendix 1 - Tenant Scrutiny Review- Action Plan Template

<p><i>checks on whether they need any help or support as well as looking at the condition of the home and garden.</i></p> <p><i>Add information about Tenancy Health Check visits onto the website to improve people's knowledge about the process and purpose."</i></p>					
<p>Recommendation E: Letter</p> <p><i>"full details of which officer(s) may be visiting, and how to contact them to rearrange if necessary. If more than one officer is visiting, this should be made clear.</i></p> <p><i>more information or an accompanying leaflet/checklist to explain the purpose of the visit and what it includes (plus any preparation required by the tenant)."</i></p>	Jemma Davenport	<ol style="list-style-type: none"> 1. Add information on how to reschedule Tenancy Health Check visits on the initial appointment letter. 2. Reflective of individual customer needs and requirements and good practice, appointment letters to provide details of officer/s attending. 	September 2025	Complete	<p>Updated THC appointment letter contains clearer information on how tenants can reschedule THC visits. Distribution of new letters will begin in July 2025.</p> <p>THC letters generally do not refer to named officers, as changes can occur due to officer absence or THC's being undertaken by several officers focussing upon a particular locality. However, the service recognises this is an issue and will endeavour to include visiting officer details as far as practically possible.</p> <p>Council officers must always carry official ID and produce this before entering customers' homes.</p>
Recommendation F: Notice of visits		<ol style="list-style-type: none"> 1. See actions in response to Recommendation C and E 	September 2025	In progress	Letters advising of THC visits are currently issued 2-4 weeks in advance.

Appendix 1 - Tenant Scrutiny Review- Action Plan Template

<p><i>"Give at least three weeks' notice of the visit taking place than the current two weeks, to allow for people to arrange a support worker/ advocate/ family member/ friend to be present, and to allow for arrangements to be made to take time off work if appropriate.</i></p> <p><i>Consider changing the process for tenants to be contacted in the first instance by their preferred contact method rather than always by letter.</i></p> <p><i>Arrange for confirmation and reminders of visits by text message, email or phone call prior to the appointment if possible."</i></p>		<p>2. Service to consider mechanisms to contact tenants by other methods, including issuing of reminders ahead of visits.</p>	March 2026		<p>Updated letters will provide information as to how to rearrange appointments. Development of automatic visit reminders based on tenants' communication preference being discussed with I.T.</p>
<p>Recommendation G: Personal information requested.</p> <p><i>"The forms of identification requested (to include bus passes and remove NI number)</i></p>	Levi Karigambe	<p>1. Place 'Prefer not to say' at top of protected characteristics list in THCs.</p>	March 2026	Complete	<p>The service will be retaining the N.I. question on the THC, as this is a unique identifier used for customer verification and security purposes.</p> <p>To align with RMBC's standard</p>

Appendix 1 - Tenant Scrutiny Review- Action Plan Template

<i>Moving the option to 'prefer not to say' on protected characteristics to the top of the list."</i>					<p>equality formatting, 'Prefer not to say' will not appear at the top of response list.</p> <p>Officers will continue receiving guidance and support to help them confidently ask sensitive questions, particularly when challenged.</p>
<p>Recommendation H: Frequency of visits</p> <p><i>"Consider a graded system for the frequency of tenancy visits, relevant to the risks and referrals identified at each visit.</i></p> <p><i>Consider whether once every four years is a suitable frequency for Tenancy Health Check visits.</i></p> <p><i>Inform tenants at the end of each visit when they may expect the next one."</i></p>	Jemma Davenport	<ol style="list-style-type: none"> 1. THC's generally to be conducted at least once every four years. 2. Frequency of THC's to reflect specific customer needs. 3. THC guidance to be updated to reflect the above. 	September 2025	In progress	As a minimum, THC's will be conducted at least once every four years. THC's will be conducted more frequency, such as annually, where this will better meet the needs of specific tenants.
<p>Recommendation I: The questions asked.</p> <p><i>"Include information on both the form and in the procedure, document concerning:</i></p> <ul style="list-style-type: none"> - <i>overcrowding/ under-occupancy</i> - <i>wood burners</i> 	Levi Karigambe	<ol style="list-style-type: none"> 1. Add questions on wood burners and looking ahead (i.e. future housing needs planning). 	March 2026	In Progress	Based upon the occupancy questions already asked, officers will assess whether a property is over-crowded. Wood burning heating devices are not permitted within Council homes.
	Jemma Davenport	<ol style="list-style-type: none"> 2. Amend guidance on THC's to consider future housing needs of tenants 	March 2026	In Progress	THC will include a consideration of the suitability of the current home, provide any advice required,

Appendix 1 - Tenant Scrutiny Review- Action Plan Template

- <i>mobility scooters - looking ahead – future plans and needs.”</i>					including advice for tenants using mobility scooters.
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Appendix 2

PART B – Equality Analysis Form

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

This form:

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

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

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

1. Title	
Equality Analysis title: Tenancy Health Check – Scrutiny report	
Date of Equality Analysis (EA): 15/05/2025	
Directorate: Adults Housing and Public Health	Service area: Housing and Estate Services
Lead Manager: Paul Walsh	Contact number: _____
Is this a: <input type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other	
If other, please specify Tenant Scrutiny Recommendations	

2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance

Name	Organisation	Role (eg service user, managers, service specialist)
Daniel Cowley	Housing and Estate Services	Project Development Officer
Levi Karigambe	RMBC Housing and Estates	Project Development Officer

3. What is already known? - see page 10 of Equality Screening and Analysis Guidance
Aim/Scope (who the Policy/Service affects and intended outcomes if known)

This may include a group/s identified by a protected characteristic, other groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The actions outlined within the Scrutiny Report, and summarised within the cabinet briefing, detail how a Tenant Scrutiny panel, recommends how our existing Tenancy Health Check process can be improved to better serve our tenants. All Council Tenants should receive a Tenancy health check periodically therefore changes will affect all RMBC housing tenants. The Tenancy Scrutiny Panel encompasses tenants from a diverse range of protected characteristics.

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

When a tenant engages with the Housing service, we collect equality and diversity data, which when required can be used to pull together reports as needed.

The Census population of Rotherham in 2021 was 265,800, with around half living in and around the main urban area of Rotherham. The remainder live in smaller towns such as Wath, Dinnington and Maltby, and in numerous large villages and rural communities, all of which have their own distinct identities.

The 2021 Census further shows that Rotherham had 113,900 households, compared with 108,300 in the 2011 Census, an increase of 5,600 or 5.2%. In 2021, 25.8% were aged 60 or over which is slightly higher than the England figure of 24.2% and the Yorkshire and Humber figure of 25%. Rotherham's population is ageing broadly in line with national trends and the percentage aged over 85 increased from 2.1% in 2011 to 2.3% in 2021.

116,800 Rotherham residents are in employment. One in five workers who live in Rotherham are employed in Sheffield and another one in five works elsewhere outside Rotherham.

Rotherham has a similar age profile to the national average and in common with the national trends, the population is ageing. Central Rotherham has a younger population than average whilst the more suburban and rural areas, mainly in the south of the borough, have older age profiles.

Rotherham's ethnic minority population was 8.1% in 2011 and in the 2021 Census was 11.7%. The central area of Rotherham is far more ethnically diverse than the rest of the

Borough. The largest minority ethnic group in the central area is Pakistani & Kashmiri (4% of the population), followed by the Slovak & Czech Roma (1.5% of the population). Rotherham also has smaller Black African, Indian, Chinese, Irish and Arab communities, all with between 500 and 2,000 people.

Despite improvements overall, some areas of Rotherham are affected by high economic and social deprivation. Rotherham is the 52nd most deprived district in England according to the Index of Multiple Deprivation 2015, which showed 19.5% of residents living in the 10% most deprived areas nationally.

Central Rotherham forms the main area of high deprivation although there are also pockets in Maltby, Rawmarsh, Dinnington, Thurgroft, Wath, Swinton and Aston. The main forms of deprivation affecting Rotherham are low levels of qualification, poor health, high rates of disability and high worklessness, notably long-term sickness.

Identified vulnerabilities of council tenants, for example, deafness/ vision impairment, are logged on NEC on a tenant's profile. Regarding conducting Tenancy Health Checks, these can be used by Housing Officers to inform frequency of visits required.

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

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

Tenancy Health Checks will be reviewed by the Tenant Scrutiny Panel, both to ensure implementation, and to discuss its impact on tenants. The Scrutiny Panel will need to rely on input from the Tenant Connectors pool (a pool of tenants willing to engage with the council on a case-by-case basis) or other wider Tenant voice to ensure it effectively captures some of the experiences of those from various protected characteristics.

Engagement undertaken with customers. (date and group(s) consulted and key findings)

The Tenant Scrutiny Panel produced the recommendations, with support from council officers to provide data and expertise. This exercise was conducted with the Tenant Scrutiny Panel over a period of months throughout 2024.

Engagement undertaken with staff (date and group(s) consulted and key findings)

Relevant Heads of Services have viewed and signed the Cabinet report, in line with existing processes
25/04/2025

4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)

How does the Policy/Service meet the needs of different communities and groups? (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

The impact on tenants belonging to various communities and groups will be positive, as recommendations made within the action plan refer to flexibility in support, providing clearer information to tenants, rolling out training to staff and providing flexibility to move dates around to support advocacy services. Suggested changes have the potential to make services more accessible and adapt to tenant needs. Some of the changes do however rely on the discretion of staff therefore their effectiveness will be linked to how well staff use their discretion to the benefit of customer, especially those with vulnerabilities.

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

The intention of this work is to improve accessibility to the pathway. It is anticipated to help to remove barriers to communities seeking housing related support, and individuals that are less likely to self-report issues they face to the council, due to vulnerabilities or additional needs.

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

Yes, the discretion provided to increase visit frequency for those with additional needs, the rolling out of training to staff, and the discretion to re arrange appointments to facilitate advocacy services will have a positive impact, reducing communication barriers, prioritising support, and enabling the council to adapt our service to the needs of service users.

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

It is unlikely these changes will have any negative impact on community relations. In the unlikely event a tenant notices differing frequency of visits with a neighbour for example, and perceive they are receiving a differing service, this will be managed by officers clearly communicating that visit frequency will be increased at their discretion on a case-by-case basis.

Actions being taken because of Tenant Scrutiny recommendations may have a positive impact on community relations, demonstrating that the council is listening to Tenants needs, and the effectiveness of our Tenant Engagement offer.

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

Title of analysis: Tenant Scrutiny Panel – THC
Directorate and service area: Adults Housing and Public Health
Lead Manager: Paul Walsh – Head of Service (Housing & Estates Management)
<div style="background-color: #00728f; color: white; padding: 2px 5px;">Summary of findings:</div> <p>The Tenant Scrutiny panel has made a series of recommendations, utilising their personal experience and wider Tenant voice, to suggest improvements to Tenancy Health Checks. Tenancy Health checks provide an opportunity to signpost tenants, make referrals for support, and ensure that the tenancy agreement is being followed. The panels suggestions point out existing deficiencies in the way health checks are being implemented, and most of the suggestions provide the opportunity to positively impact the effectiveness of the Tenancy Health Checks, particularly for those with identified vulnerabilities.</p> <p>Some of the changes suggested relying on the discretion of housing officers to deliver them such as providing additional checks when additional needs are identified.</p>

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Explore methods to track identification of Tenants requiring more frequent Tenancy Health Check visits, to ensure that officer discretion is being used effectively	D, PM, C, A O	10/2025

Ensure actions outlined in the Scrutiny action plan are implemented by the assigned dates – see Scrutiny Action plan	A,D, PM, C, O	
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***A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups**

6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Ian Spicer	Strategic Director - ASCHPH	23/06/2025
Cllr Beresford	Cabinet member for Housing	26/06/2025

7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

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

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

Date Equality Analysis completed	
Report title and date	
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	

Appendix 3 - Climate Impact Assessment, Appendix 4, Tenant Scrutiny Panel review -Tenancy Health Check

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 the Borough as a whole.	Describe any measures to mitigate emission impacts	Outline any monitoring of emission impacts that will be carried out
Emissions from non-domestic buildings?	None	No change	No change	No Change	No change
Emissions from transport?	Decrease	There may be a minor decrease in emissions from travel when completing Tenancy Health Checks. Currently there are wasted journeys by area housing staff when attending the address of tenants, to find that the tenant is not available. This leads to repeated trips. However, providing more notice and providing the opportunity to re-arrange the visit will reduce the number of wasted journeys and the number of car journeys taken overall. Fewer car journeys will lead to reduced CO ₂ emissions.	No Change	Carbon emissions from area housing staff travel between THC appointments may be further mitigated by route optimisation. Adapting working practices to accommodate active travel or public transport between THC appointments might offer further mitigation, if not already in place.	If area housing staff travel between THC appointments in their own vehicles, then 'before' and 'after' carbon emissions can be estimated from mileage claims, to evaluate the carbon impact of changes to THC appointments. Ensuring that all area housing staff fully record their mileage travelled between appointments will support accurate monitoring of emissions.

Emissions from waste, or the quantity of waste itself?	None				
Emissions from housing and domestic buildings?	Decrease	Higher number of successful visits to Tenant properties means that repairs would be identified faster, particularly vulnerable tenants who would not self-report. There may be an associated reduction in emissions if repairs associated with heating retention or use are identified, such as windows being in disrepair.			
Emissions from construction and/or development?	None				
Carbon capture (e.g. through trees)?	None				
Identify any emissions impacts associated with this decision which have not been covered by the above fields:					

Will the proposal affect Council services' resilience to climate change, or the capacity of people living in the Borough to adapt to climate change?

A higher success rate in attending Tenancy Health Checks will provide more opportunities to identify potential issues in Council Tenants Homes, this will provide the council more opportunities to identify repairs and defects within the property. Defects may include leaks, damp and

mould build up, defective windows, and issues with heating. Being able to more quickly identify these issues more successfully, and therefore rectify them more quickly, particularly with vulnerable tenants who may not self-report these issues, improves the ability for Rotherham council tenants to withstand wetter winters, which have been identified as more common because of climate change.

Provide a summary of all impacts and mitigation/monitoring measures:

There will be extremely limited impact in regards to emissions or impact to the climate. Any impact would potentially be due to a reduction on car journeys by Area Housing Officers to visit Tenants at their address. With 92% of UK cars being identified as petrol or diesel in 2023 this may be associated with reduction in petrol and diesel usage, and its associated emissions. However as Housing Teams regularly attend different areas in the community, and journeys are not tracked, it is difficult to quantify.

There is also potential to reduce emissions as a result of better identification of repair issues in properties. If the measures set out in the report lead to higher success rate in attending properties, repair issues linked to energy usage may be identified, such as damaged windows, or issues with ventilation in bathrooms. Identifying and resolving these repairs may reduce usage of heating for example.

In summary, these changes would have negligible impact in regards to emissions, however any impact is likely to be to reduce emissions, not increase them.

Supporting information:

Climate Impact Assessment Author	Daniel Cowley Project Development Officer Housing and Estate Services Adult Care, Housing and Public Health
Please outline any research, data or information used to complete this Climate Impact Assessment.	<ul style="list-style-type: none"> • https://www.carbonbrief.org/analysis-how-uk-winters-are-getting-warmer-and-wetter/ • https://www.gov.uk/government/collections/national-travel-survey-statistics
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.	
Validation	Tracking Reference: CIA 471 Arthur King Principal Climate Change Officer

Improving Places Select Commission – Work Programme 2025-26

Chair: Cllr Cameron McKiernan
Governance Manager: Barbel Gale

Vice-Chair: Cllr Adam Tinsley
Link Officer: Andrew Bramidge

The following principles were endorsed by OSMB at its meeting of 5 July 2023 as criteria to long/short list each of the commission's respective priorities:

Establish as a starting point:

- What are the key issues?
- What is the desired outcome?

Agree principles for longlisting:

- Can scrutiny add value or influence?
- Is this being looked at elsewhere?
- Is this a priority for the council or community?

Developing a consistent shortlisting criteria, e.g.

- T: Time: is it the tight time, enough resources?
- O: Others: is this duplicating the work of another body?
- P: Performance: can scrutiny make a difference
- I: Interest: what is the interest to the public?
- C: Contribution to the corporate plan

Meeting Date	Agenda Item
Tuesday 10 June 2025	Independent Review of the Muslim Burial Provision in Rotherham Rotherham Employment and Skills Strategy Housing Strategy 2022-25: Action Plan Update/ Final Report Nominate representative to the Health, Welfare and Safety Panel Work Programme 2025-2026
Tuesday 8 July 2025	Tenant Scrutiny Review on Tenancy Health Checks Work Programme 2025-2026
Tuesday 2 September 2025	Selective Licensing Plan for Neighbourhoods (Long term plan for Towns) Work Programme 2025-2026
Tuesday 21 October 2025	Allotments Annual Update Work Programme 2025-2026
Tuesday 16 December 2025	Bereavement Services Annual Report Thriving Neighbourhoods Annual Report Work Programme 2025-2026
Tuesday 27 January 2026	Work Programme 2025-2026
Tuesday 10 March 2026	Climate Emergency Annual Report Work Programme 2025-2026

Substantive Items for Scheduling

TBC	Nature Recovery Strategy - South Yorkshire Mayor Combined Authority
Sep-27	Rotherham Gateway (Mainline & Tram Train) Station
TBC	Housing Strategy for 2025-28

Reviews for Scheduling

In Progress	Poss. Joint with ILSC - Agenda for Council Meeting on Wednesday 29 November 2023, 2.00 p.m. - Rotherham Council - School Road safety motion - Scrutiny Review

Items to be Considered by Other Means (e.g. off-agenda briefing, workshop etc)	
Autumn	Street Safe Team - Off-Agenda Briefing
Autumn	Street Cleansing and Fly Tipping Improvements - Off-Agenda Briefing
TBC	Briefing Note followed by Spotlight Review if required - Rural Strategy
TBC	Update on the impact of 'Awaab's Law'

Items for Future Consideration

TBC	Consideration of the Our Places Fund
TBC	Outcome of waste policy pilot.
TBC	Reviewing emailed topics for scrutiny in conjunction with OSMB