

OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Date and Time:- Wednesday 7 October 2026 at 10.00 a.m.

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

Membership:- Councillors Steele (Chair), Bacon (Vice-Chair), Baggaley, A. Carter, Ismail, Keenan, McKiernan, Monk, Sutton, Tinsley 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 meeting Tuesday 8 September 2026 of Overview and Scrutiny Management Board (Pages 7 - 25)

To consider the minutes of the previous meeting of the Overview and Scrutiny Management Board held on 8 September 2026 and to approve them 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.

For Discussion/Decision:-

6. Public On-Street Litter Bin Collections and Service Improvement Programme (Pages 27 - 33)

For OSMB to consider an overview of current litter bin management arrangements, collection schedules, reporting processes and future service developments.

7. Information briefing on RCV replacement (Pages 35 - 37)

To consider the overview of progress and status of Phase 1 of the RCV replacement programme for 16 vehicles.

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 12 October 2026. Members of the Overview and Scrutiny Management Board are invited to comment and make recommendations on the proposals contained within the report.

8. Draft Street Trading Policy (Pages 39 - 84)

Report from the Executive Director of Regeneration and Environment.

Recommendations:

That Cabinet:

1. Approve consultation to determine whether the Council should adopt Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
2. Approve consultation on the draft Street Trading Policy, as outlined in the report.
3. Note that, following consultation, a further report will be presented to Cabinet outlining the final recommendations regarding the adoption of Schedule 4 and the introduction of a Borough-wide Street Trading Policy.

9. Local Plan (Pages 85 - 128)

Report from the Executive Director of Regeneration and Environment.

Recommendations:

That Cabinet:

1. Note the contents of this report and approve the commencement of preparation of a new Rotherham Local Plan in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026.

2. Approve the publication of the Local Plan Timetable attached at Appendix 1 and note that it supersedes the current Local Development Scheme timetable for the preparation of the new Local Plan.
3. Approve the publication of the formal 'Notice of Intention to Commence' by 30 October 2026, at the latest, in line with Regulation 19.
4. Approve the establishment of a Local Plan Steering Group in accordance with the Terms of Reference attached at Appendix 2.
5. Delegate authority to the Executive Director of Regeneration and Environment, in consultation with the Cabinet Member for Transport, Jobs and the Local Economy:
 - to approve updates to the Local Plan Timetable during plan preparation;
 - to approve, publish and submit all documents required for the statutory Scoping Stage (Regulation 20);
 - to approve publication and submission of documents required for Gateway 1 (Regulation 21); and
 - to approve the content and commencement of consultation on proposed plan content, draft vision and supporting evidence (Regulation 23).
6. Agree that Planning Board and Overview and Scrutiny Management Board will be updated and consulted at appropriate stages throughout plan preparation.
7. Agree to receive a further report as the Local Plan progresses towards plan content and evidence consultation (Regulation 23(1)(a)) and seeking approvals for subsequent stages - Gateways 2 (Regulation 26) and Gateway 3 (Regulation 31).

For Discussion/Decision:-

10. Improving Places Select Commission Scrutiny Review - School Road Safety (Pages 129 - 152)

To consider the findings and recommendations of the Improving Places Select Commission scrutiny review in respect of school road safety across the borough of Rotherham.

For Information/Monitoring:-

11. Work Programme (Pages 153 - 156)

To consider the Board's Work Programme.

12. Work in Progress - Select Commissions (Pages 157 - 166)

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

- Health Select Commission
- Improving Lives Select Commission
- Improving Places Select Commission

13. Forward Plan of Key Decisions

To review and identify items for pre-decision scrutiny from the Forward Plan of Key Decisions.

Link to: [Browse plans - Forward Plan of Key Decisions, 2025 - Rotherham Council](#)

14. South Yorkshire Mayoral Combined Authority Overview and Scrutiny Committee

As part of their role the Chair and Vice Chair of OSMB are appointed to the South Yorkshire Mayoral Combined Authority (MCA) Overview and Scrutiny Committee. The Chair of OSMB is the Vice Chair on this committee.

This committee holds the MCA to account and ensure that all aspects of the decision-making process are transparent, inclusive and fair. The Committee are responsible for checking that the MCA is delivering its objectives and that the decisions made in policies, strategies and plans have been made in the best interests of the residents and workers of South Yorkshire.

The published agenda packs and minutes can be accessed via: [South Yorkshire MCA](#).

Members who have comments and queries regarding any item on any agenda should refer this to the Chair of OSMB and the Governance Manager at the earliest opportunity to ensure they're reflected in debate during the relevant public meeting.

15. Call-in Issues

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

16. Urgent Business

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

The next meeting of the Overview and Scrutiny Management Board will be held on Wednesday 11 November 2026 commencing at 10.00 a.m. in Rotherham Town Hall.

A handwritten signature in black ink, appearing to read 'John Edwards', with a stylized, cursive script.

John Edwards,
Chief Executive.

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OVERVIEW AND SCRUTINY MANAGEMENT BOARD
Tuesday 8 September 2026

Present: - Councillor Steele (in the Chair); Councillors Bacon, Baggaley, Blackham, Keenan, McKiernan, Monk, Tarmey, Tinsley and Yasseen.

Apologies for absence were received from Councillors A Clark, Ismail, and Sutton.

Council Officers in attendance:

- John Edwards, Chief Executive
- Judith Badger, Executive Director, Corporate Services
- Ian Spicer, Executive Director, Adult Care, Housing and Public Health
- Rob Mahon, Service Director, Financial Services
- Andrew Bramidge, Executive Director, Regeneration & Environment
- Nicola Curley, Executive Director, Children and Young People's Services
- Phillip Horsfield, Monitoring Officer and Service Director - Legal Services
- Jane Maxwell, Director of Policy, Strategy and Engagement
- Fiona Boden, Head of Policy, Performance and Intelligence
- Emma Hill, Head of Democratic Services
- Barbel Gale, Governance Manager
- Kristianne Thorogood, Governance Advisor

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

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

31. MINUTES OF MEETING WEDNESDAY 1 JULY 2026 OF OVERVIEW AND SCRUTINY MANAGEMENT BOARD

Resolved: That the Minutes of the meeting of the Overview and Scrutiny Management Board held on 1 July 2026 be approved as a true record.

32. DECLARATIONS OF INTEREST

No declarations of interest were made.

33. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

No questions were received.

34. EXCLUSION OF THE PRESS AND PUBLIC

There were no reasons to exclude the press or public.

35. JULY 2026-27 FINANCIAL MONITORING REPORT

At the Chair's invitation, Councillor Alam OBE, the Cabinet Member for Finance and Community Safety reported that, as of July 2026, the forecast outturn position was an overspend of £5.9m, comprising

Directorate overspends of £10.9m offset by a projected £5.0m underspend in Central Services.

The main pressures were within Social Care, driven by increasing demand, complexity of need and market costs, and within Regeneration and Environment, where the overspend had increased by £2.9m, due to Waste and Home-to-School Transport pressures. It was noted that wider economic conditions remained uncertain, with energy and fuel costs affected by conflict in the Middle East and inflation remaining at 24.6%. The Council was expected to implement mitigating actions and was anticipated to reduce the projected overspend during the financial year.

The Service Director, Financial Services, Rob Mahon advised that the key change in the financial monitoring position was an increase in the overspend within Regeneration and Environment Services, while the position within the Social Care Directorates had remained unchanged. The £2.9m increase in Regeneration and Environment was attributed to pressures in Home-to-School Transport and Waste Services. It was noted that a significant proportion of these pressures had been mitigated through Central Services, including additional benefits from the Treasury Management Strategy and lower-than-budgeted inflationary pressures on major contracts.

The Chair invited members of the Overview and Scrutiny Management Board (OSMB) to raise questions and queries. The Vice-Chair, Councillor Bacon raised concerns regarding the scale of forecast overspends across Children and Young People's Services, Adult Care, Housing and Public Health, and Regeneration and Environment, including whether the Council remained in control of its financial position. Clarification was sought on the recovery actions being implemented, accountability for delivering those actions, and the timescales for achieving a balanced budget position.

In response, the Service Director, Financial Services acknowledged that the forecast overspend remained a significant challenge. Social Care pressures were attributed to placement demand and market conditions. Actions to address the position included the in-house residential homes programme, the Children's Services step-down programme and Adult Social Care savings initiatives. It was also noted that Central Services savings, inflation contingencies, and treasury management benefits were helping to mitigate pressures while further recovery actions were being developed.

The Executive Director of Children and Young People's Services reported that Children's Services continued to face significant placement pressures, particularly in residential provision. Progress was being made through the residential homes programme, recruitment activity, and placement reviews to ensure children were supported in the most appropriate settings. The forthcoming Families First programme was also expected to strengthen preventative support for families. It was noted that

these measures were beginning to reduce the overspend, although improvement would take time to be fully realised.

The Vice-Chair raised concerns regarding the effectiveness of the waste collection strategy, including the reasons for the reliance on hire vehicles and whether delays in introducing greener replacement vehicles had contributed to the Regeneration and Environment overspend.

In response, the Chair noted that a further report would be presented on this topic at the next meeting. The Executive Director of Regeneration and Environment, Andrew Bramidge reported that increased waste service costs were primarily due to the continued use of hire vehicles and agency staff, although overall service performance had remained strong. It was noted that procurement of the replacement vehicle fleet had been completed, with new vehicles on order and expected to be delivered in spring 2027. Recruitment activity had also been accelerated to reduce reliance on agency workers through the appointment of additional drivers and loaders.

Councillor Monk asked why the report continued to reference the High Needs Stability Grant, and why the figures quoted did not appear to correspond with 90% of the Council's stated DSG deficit?

In response, the Service Director, Financial Services explained that the Council's High Needs Stability Grant allocation was affected by its participation in the Safety Valve programme and therefore did not directly equate to 90% of the reported DSG deficit. It was noted that the Council had already received substantial Safety Valve funding over previous years, with the High Needs Stability Grant effectively providing additional support through a different funding mechanism.

Members were advised that future funding beyond the end of the Safety Valve arrangement remained subject to Government confirmation, although indications suggested continued support for high needs pressures. It was further noted that the calculation methodology was complex and that additional information setting out the position and future projections could be provided to members.

Councillor Yasseen queried the ongoing reliance on Central Services underspends to offset Directorate overspends, including the source of these underspends and whether this approach was sustainable in the longer term.

In response, the Service Director, Financial Services explained that Central Services was not an operational service area but comprised budgets relating to levies, treasury management, PFIs, pensions and inflation contingencies. The underspend did not arise from services or activities being withheld but was attributable to inflation provisions not being fully required and continued treasury management savings. It was acknowledged that reliance on these savings presented an ongoing

challenge, and that the associated risks were reviewed annually to determine whether such gains should remain as contingencies or be allocated elsewhere.

The Chair, Councillor Steele asked whether the 2026/27 pay award had been agreed and, if so, whether it had been fully reflected in the budget. It was reported that the 2026/27 pay award had been settled at 3.3% and that sufficient provision had already been included within the budget, meaning it did not create an additional financial pressure.

Councillor Yasseen questioned why demand in Adult Social Care and SEND appeared higher than national averages and whether the causes were being analysed. The Service Director, Financial Services and Ian Spicer, Executive Director of Adults, Housing & Public Health, advised that regular benchmarking and demand analysis were undertaken, noting that similar pressures were experienced by many comparable authorities. They added that performance reviews, external challenge, value for money assessments and checks on proportionality of support help monitor and manage demand.

In response to the Chair's question the Executive Director of Adults, Housing & Public Health confirmed that benchmarking was undertaken against comparable councils, enabling the authority to understand differences in performance and demand.

Councillor Yasseen asked whether above-average SEND demand could indicate that children were being over-diagnosed or over-labelled. The Executive Director of Children and Young People's Services advised that the Council did not believe this was the case, noting that robust assessment and scrutiny processes were in place and that audits had not identified inappropriate diagnoses. It was further noted that the reasons for higher SEND prevalence were not fully understood and that research with a university partner was being explored.

Councillor McKiernan asked whether some of the additional demand arose from people moving into Rotherham from elsewhere, making demand harder to predict. The Executive Director of Children and Young People's Services advised that, while there was some anecdotal evidence of families moving to areas with strong services, this was not considered a significant driver of demand. It was also noted that uncertainty around future SEND reforms had contributed to increased requests for Education, Health, and Care Plans. The Executive Director of Adults, Housing & Public Health, added that changes to ordinary residence arrangements could occasionally transfer responsibility between authorities, but this was not regarded as a major factor in Adult Social Care pressures.

Councillor McKiernan asked whether the existing SEND backlog was likely to create further budget pressures over the next two to three years. The Executive Director of Children and Young People's Services advised that SEND remained a significant financial pressure and that future costs

had been modelled as part of ongoing planning work. It was noted that expenditure was expected to continue rising without legislative reform, that the Safety Valve programme had provided temporary financial stability, and that uncertainty remained around the detail and timing of proposed Government reforms.

The Chair asked for an explanation of the overspend in home-to-school transport. The Strategic Director of Regeneration and Environment advised that costs had increased due to rising numbers of pupils with Education, Health and Care Plans requiring transport, a greater need for individual travel arrangements, more pupils attending provision outside the borough, and changes made to ensure transport arrangements complied with Council policy.

In a supplementary question the Chair asked whether taxi company contracts were regularly retendered and renewed. The Strategic Director of Regeneration and Environment confirmed that transport arrangements were reviewed and renewed through a regular procurement process, with services delivered through a combination of Council-operated vehicles and contracted taxi providers.

Councillor Tinsley asked why Markets was forecasting a £0.6m overspend from income shortfalls and whether this had been accounted for during the regeneration and refurbishment programme. The Service Director for Financial Services advised that income loss during the regeneration programme had been anticipated, but the associated loss of income had not been built into the revenue budget. It was noted that project delays had extended the impact, although income was expected to improve once the new market facilities became fully operational.

Councillor Monk asked whether route optimisation in home-to-school transport had resulted in any children who previously travelled in groups requiring individual transport arrangements. The Strategic Director of Regeneration and Environment advised that he was not aware of any cases where this had occurred and explained that route optimisation was undertaken annually to identify opportunities for appropriate shared transport arrangements.

Councillor Baggaley asked how confident the Council was that the remaining £1.2m of identified savings would be delivered and whether further savings opportunities were being considered. The Service Director for Financial Services said the identified savings were considered achievable, although delivery within the current financial year could be challenging. It was noted that route optimisation, Adult Social Care savings initiatives and improvements within Country Parks and Waleswood were expected to support delivery, and that further savings opportunities would continue to be explored through the budget-setting process.

In a follow up question Councillor Baggaley asked how sustainable the

Council's reliance on Central Services and treasury management savings was and requested further information on the £5m underspend. The Service Director for Financial Services advised that treasury management savings were built into the budget and reviewed annually as part of the budget-setting process. It was noted that confidence remained in achieving these savings in the current year and potentially the following year, subject to changes in economic conditions and borrowing requirements.

Councillor Alam OBE, the Cabinet Member for Finance and Community Safety stated that Cabinet were comfortable with the position, noting that the risks had been identified and were reviewed through the Council's regular budget monitoring process. The significant financial challenges arising from demand exceeding available funding were acknowledged and the importance of continuing efforts to deliver a balanced budget by year-end was emphasised.

Resolved: That the Overview and Scrutiny Management Board supported the recommendations that Cabinet:

1. Note the current General Fund Revenue Budget forecast overspend of £5.9m.
2. Note the updated position of the Capital Programme.
3. Approve the capital budget variations as detailed in Section 2.17 of the report.

An additional recommendation to Cabinet from OSMB was that:

4. OSMB recommend that future financial monitoring reports include updates on the delivery of overspend recovery actions, progress against savings plans, management of key financial risks, and the ongoing deliverability of the Capital Programme.

Further actions that arose from discussions were:

- That a report be provided to OSMB setting out the underlying causes of the Home to School Transport overspend, together with the actions being taken to strengthen cost control, improve service efficiency, and mitigate future budget pressures.

36. SOCIAL VALUE ANNUAL REPORT

At the Chair's invitation, Councillor Read, Leader of the Council, presented the annual Social Value Report. It was noted that the report had been aligned with the wider Community Wealth Building agenda. Social value commitments had increased by 30% and delivery by 50% since the previous report, generating £23 million of social value through local jobs, apprenticeships and increased spending within the local

economy.

Support provided through procurement brokerage; the Go for Growth programme and partnership working was highlighted as helping local businesses and residents access economic opportunities. An update was also provided on employee ownership and co-operative development, including engagement with more than 30 businesses and support for eight social clubs.

RDASH's achievement of Real Living Wage accreditation was welcomed, alongside the continued contribution of partner organisations through the Rotherham Together Partnership. Priorities for further strengthening social value delivery were outlined, and reference was made to emerging national procurement reforms intended to improve accountability for suppliers' social value commitments.

The Director of Policy, Strategy and Engagement, Jane Maxwell welcomed the progress made through the Social Value programme and advised that work was underway to strengthen the Council's approach to community wealth building. It was noted that internal arrangements would be reviewed to ensure the right services were engaged and that close working with procurement and contract management colleagues would continue to maximise social value opportunities. Emphasis was placed on both contractual measures and strong supplier relationships to support the delivery of positive outcomes for residents.

The Chair invited members of the Overview and Scrutiny Management Board (OSMB) to raise questions and queries, Councillor Blackham referred to recent Government changes that had reduced the tax advantages associated with employee ownership and asked whether these changes were affecting demand for the support provided, what impact was anticipated, and how the Council intended to respond.

The Leader advised that recent changes to tax incentives had led some businesses to question whether employee ownership remained as attractive as previously but stated that it was too early to assess the long-term impact on demand for support. It was noted that work had expanded into the 21st Century Social Clubs programme and that much of the employee ownership support focused on business owners approaching retirement, promoting employee ownership as a means of protecting the long-term values and continuity of businesses. It was confirmed that the tax changes had not altered the Council's overall approach and that the wider effects would continue to be monitored.

Councillor Blackham asked when the current uncertainty surrounding employee ownership demand was expected to become clearer. Concern was raised that, if fewer businesses pursued employee ownership because of changes to tax incentives, the dedicated officer resource could become underutilised, and clarification was sought on whether alternative uses for that resource were being considered.

The Leader advised that there were no plans to redeploy the dedicated officer, as there remained ongoing work to support existing employee-owned businesses and those considering employee ownership. It was noted that the officer continued to play a valuable role within the regeneration service, and while future policy changes could affect demand, the Council remained committed to the post.

Councillor Yasseen expressed support for the Social Value programme but sought assurance on how its impact was being measured. Reference was made to procurement readiness support provided through the Chamber of Commerce, and clarification was requested on how many businesses receiving support subsequently progressed through procurement processes or secured contracts, as this was considered a more meaningful measure of success.

The Leader agreed that measuring outcomes was important and advised that information would be sought on the results achieved through the Go for Growth programme. It was acknowledged that understanding how many supported businesses went on to secure contracts or progress through procurement processes would provide a stronger measure of impact, and further information would be provided where available.

Councillor Yasseen requested further information on Real Living Wage accreditation outcomes, the geographical distribution of support and benefits, and equalities data, particularly in relation to engagement with and outcomes for ethnic minority-led businesses. Concern was raised that relatively few ethnic minority-led businesses appeared to secure contracts despite significant ethnic minority populations in some parts of the borough.

The Leader acknowledged that these issues had been raised previously and agreed to provide further information in writing where available.

It was noted that many ethnic minority-led businesses were likely to be smaller enterprises, which could face greater challenges in accessing public sector procurement opportunities. The Leader advised that support available through the Go for Growth programme may help address these barriers and undertook to explore whether information on participation by ethnic minority-led businesses was available.

The Leader also clarified that social value activity was supported by two specialist procurement officers and an employee ownership officer within RIDO, alongside contributions from a range of services including procurement, employment support, policy and economic development. It was emphasised that delivering social value relied on a wider organisational commitment rather than a small number of dedicated posts, and a commitment was given to provide further information on geographical distribution, ethnic minority business engagement and Go for Growth outcomes.

The Chair advised that, following discussions, it was felt the policy was operating successfully and did not require annual scrutiny review. It was proposed that the policy be reported to the Board on a biennial basis. The Chair then sought a show of hands from Members in support of the recommendation. Upon being put to the vote, the recommendation was carried unanimously.

Resolved: That the Overview and Scrutiny Management Board supported the recommendations that Cabinet:

1. Receive the annual report, noting the social value commitments along with outcomes delivered.
2. Approve that the key priorities for 2026/27 are:
 - a) Continuing to ensure social value commitments made within the procurement process are delivered through contracts.
 - b) Championing democratic business models through employee ownership and 21st century social clubs.
 - c) Continuing to build on opportunities to support residents into employment and strengthen access to good-quality jobs across the borough.
 - d) Enabling more socially productive use of land and property.
 - e) Following the changes proposed nationally, exploring how to maximise local benefits from investment.
3. Agree to delegate authority to the Director Policy, Strategy and Engagement, in consultation with the Leader of the Council, to extend the Social Value Policy approved by Cabinet in March 2024 to March 2029.

An additional recommendation to Cabinet from OSMB was that:

4. Cabinet is asked to note that the Overview and Scrutiny Management Board (OSMB) has agreed to scrutinise the Social Value Annual Report every two years.

Further actions that arose from discussions were that:

- Information on the uptake of support by BAME-led businesses, particularly in relation to the support offered through the Chamber of Commerce and Go for Growth programme be provided.
- Information on the outcome measures from Go for Growth, including evidence of progression and success in response to questions about whether businesses receiving procurement-readiness support were subsequently securing contracts or progressing through procurement processes be provided to members of OSMB.

- Information be provided to OSMB setting out the specific outcomes arising from the Social Value Programme, including evidence of the tangible and longer-term benefits delivered through social value activity, the outcomes and impact of Real Living Wage accreditation, how social value benefits have been distributed across different communities and areas of the borough, and information demonstrating how social value activities and procurement opportunities are supporting equality objectives and benefiting under-represented groups.

37. OVERVIEW AND SCRUTINY MANAGEMENT BOARD SCRUTINY REVIEW – STREET LIGHTING COLUMNS

Councillor Steele, as Chair of the review, introduced the report and thanked Members and officers for their contributions, with particular thanks to Sam Barstow, Service Director, Community Safety and Street Scene for supporting the review and providing the information needed to develop the recommendations.

The review had included engagement with Parish Councils through a questionnaire, which received a good response, and parish representation had been involved throughout the process to ensure local views were reflected.

In presenting the recommendations, the Chair highlighted the importance of maintaining a collaborative approach with Parish Councils while ensuring compliance with the Council's policy and health and safety requirements. It was noted that where installations had been made without agreement, the Council would require them to be removed.

In conclusion, the Chair emphasised that the Council's policy should be applied consistently and made it clear that lighting columns served as an important health and safety function for the people of Rotherham.

Councillor Tarmey welcomed the review and its recommendations as a positive starting point. Concerns were raised about whether future lighting column testing frequencies could be informed by inspection findings if defect rates remained lower than anticipated.

Reference was made to the proposed guidance for Parish Councils, with a suggestion that greater clarity be provided on permitted attachments and when additional testing or approvals would be required. Consideration was also suggested for blanket approvals for simple, low-risk installations.

Councillor Tarmey further suggested that lessons could be learned from how Council policies were communicated to Parish Councils and the public. While acknowledging that the policy was based on legal requirements and best practice, it was noted that future policies could benefit from greater consideration of public perception and clearer

communication.

The Chair emphasised the importance of maintaining clear communication with parish councils and keeping them informed of matters affecting them wherever possible, recognising the value of a strong two-way working relationship.

It was noted that lighting columns were subject to a three-year testing regime and that their condition deteriorated over time. The Chair stressed that the primary purpose of lighting columns was to provide illumination and maintain public safety.

Alternative options for displaying banners and other items were highlighted as part of the review. Councillor Steele thanked Members for their involvement, noting that although there had been differing views and extensive discussion, consensus had ultimately been reached on the recommendations.

The Vice-Chair, Councillor Bacon welcomed the review and raised concerns about communication failures, questioning whether the relevant Cabinet Member had been aware of the issue and why it had not been addressed sooner.

The Chair responded that the review had focused on communication issues rather than individual accountability. It was explained that the matter arose from legislative changes affecting lighting column testing requirements. The review had considered policies from neighbouring authorities, and the Chair acknowledged that communication with parish councils could have been improved, highlighting the importance of ongoing liaison arrangements.

The Chair outlined the next steps in the process, explaining that the review report would be submitted to Cabinet, which would have eight weeks to respond to the recommendations. It was noted that, following consideration, the recommendations would be incorporated into Council policy as appropriate.

The Chair also highlighted the work of the review group, noting that, as the review had arisen from a resolution of Full Council, efforts had been made to complete the work and bring it to the Committee as quickly as possible.

The Committee then voted on the report, which was supported unanimously.

Resolved That: The Overview and Scrutiny Management Board:

1. Received the following recommendations for consideration and endorsement.

2. Agreed that the report, together with the approved recommendations, be submitted to Cabinet for consideration and a formal response, and that Cabinet be asked to:
 - a. Approve amendments to the Highway Asset Management Plan to incorporate a comprehensive framework for attachments to lighting columns and associated highway assets, setting out requirements relating to permitted and prohibited attachments, risk-based approval arrangements, structural testing and retesting requirements, applicant responsibilities, and enforcement provisions. The framework should apply consistently to all users of lighting columns, including the Council, Parish and Town Councils, contractors and third parties.
 - b. Approve the development and publication of a standalone, publicly accessible Lighting Column Attachments Guidance Document, in consultation with Parish and Town Councils, to provide clear and practical guidance on the application of the Highway Asset Management Plan framework, including attachment classifications, approval processes, testing requirements, responsibilities, communication arrangements, and practical examples of acceptable and unacceptable attachments.
 - c. Establish formal consultation, communication and engagement arrangements with Parish and Town Councils, including consultation on future policy changes, testing programmes and charging arrangements, together with sufficient advance notice of any financial implications to enable effective budget planning, procurement and decision-making.
 - d. Establish clear categories for lighting column attachments, identifying which attachments are permitted without testing, permitted subject to approval and structural testing, or prohibited, and publishes consistent standards for structural testing, assessment criteria, retesting intervals, validity periods and maximum permissible loading thresholds where appropriate.
 - e. Continues to coordinate structural testing arrangements on a borough-wide basis where appropriate and considers longer-term funding, procurement and cost-sharing arrangements to minimise administrative burdens and secure value for money for Parish and Town Councils whilst maintaining compliance with relevant safety standards.
 - f. Ensures arrangements are developed to support the continuation of community display schemes where lighting

columns are unable to safely accommodate attachments, including consideration of alternative display solutions, targeted asset replacement where appropriate, the use of structural testing outcomes to identify trends, inform the Council's future investment priorities, replacement programmes and wider asset management decisions.

- g. That the service engages in meaningful discussions with interested parties including Parish Councils, seeking to install displays on lighting columns, with the aim of reaching a shared understanding regarding the timescales and process for replacing damaged or missing columns, and to explore opportunities to facilitate timely installation where feasible.
 - h. Strengthen the enforcement framework for unauthorised attachments by establishing clear compliance procedures and, where legally permissible, implementing arrangements for the recovery of costs incurred in the removal of unauthorised installations, and reviews the effectiveness of the new arrangements within 12 months of implementation, including consideration of feedback from Parish and Town Councils, testing outcomes and enforcement activity, with the findings reported to the relevant Scrutiny Board.
3. Asked Cabinet to formally consider its response to the above recommendations within two months of its receipt, in accordance with the Overview and Scrutiny Procedure Rules.
 4. In responding to these recommendations, it was requested that any response should identify the proposed actions, responsible officer(s), success measures and target completion dates for each recommendation.

38. HEALTH SELECT COMMISSION - PROPOSAL TO APPOINT THE ROTHERHAM WOMEN'S HEALTH NETWORK AS A NON-VOTING CO-OPTEE TO THE HEALTH SELECT COMMISSION

At the Chair's invitation, Councillor Keenan, Chair of the Health Select Commission (HSC) introduced the report, which was seeking approval to appoint a representative from the Rotherham Women's Health Network as a non-voting co-optee to the Commission.

It was noted that the proposal arose from the Rotherham Women's Health Network's contribution to the Commission's scrutiny work on access to contraception, menopause services and wider women's health issues. The Network had provided valuable evidence on health inequalities, access to services and the experiences of women within the health system in Rotherham

It was noted that the aims of the Rotherham Women's Health Network aligned closely with the remit of the Commission and the Council's priorities. The proposed non-voting co-optee role would provide ongoing access to specialist knowledge, lived experience and independent challenge on matters affecting women's health.

Alternative engagement arrangements had been considered, but a non-voting co-optee role was identified as the most effective and transparent approach. It was noted that the appointment would enable the Rotherham Women's Health Network to contribute to discussions on relevant issues as required and would strengthen scrutiny of women's health services and outcomes across the borough.

The proposal had been unanimously supported by the at the HSC meeting on 23 July 2026, and approval of the recommendations set out in the report was recommended to the Board.

Resolved That: The Overview and Scrutiny Management Board:

1. Approved the appointment of a non-voting Co-optee from the Rotherham Women's Health Network (RWHN) to the Health Select Commission's membership.
2. Approved that the RWHN non-voting Co-optee seat on the Health Select Commission shall remain in place until such time as it is deemed no longer necessary or appropriate by the Commission.

39. WORK PROGRAMME

The Chair invited the Governance Manager to introduce the Board's work programme, which included a proposed review of the Council's consultation processes. It was noted that Members had agreed at a prioritisation meeting that this topic should be included in the scrutiny work programme. The proposed scope of the review was outlined, including consideration of how consultations were planned, managed and governed, the use of consultation tools and guidance, and quality assurance arrangements.

It was noted that the review would examine how consultations were made accessible and inclusive, particularly for underrepresented groups, and how feedback was analysed, communicated and used to inform future decision-making. Councillor Steele was proposed as Chair of the review group, and all Scrutiny Commission Members would be invited to participate. The proposed scope was agreed.

The Governance Manager introduced a proposed joint scrutiny review titled "Protecting Children, Supporting Honest Businesses and Cracking Down on Illicit Vapes, Tobacco and Underage Sales". It was noted that the review had arisen from a Notice of Motion approved by Council on 15 July 2026 concerning the sale of illicit tobacco, counterfeit cigarettes,

illegal vaping products and underage sales. Concerns had been raised regarding the increasing availability of such products within local communities and the impact on residents, legitimate businesses and public safety.

The proposed scope of the review, which reflected the terms of the approved motion, was outlined. It was noted that the review would be undertaken jointly by Members of OSMB, the Health Select Commission and the Improving Lives Select Commission. Given the joint nature of the review, Councillor Bacon was proposed as Chair, and a minimum of two Members from each of the three commissions would be invited to participate. The proposed scope was agreed.

The Governance Manager provided an update on the Notice of Motion titled "Stop Polluting Our Rivers and Hiking Our Bills", which had been approved by Council on 15 July 2026. It was noted that the motion requested OSMB to invite representatives from Yorkshire Water and Severn Trent to attend a special meeting to answer questions from councillors and members of the public regarding infrastructure improvements and the reduction of sewerage discharges in Rotherham. Members were advised that invitations had been issued to both organisations, outlining the motion and requesting their availability for a future meeting.

The Chair advised that the format of the meeting had also been discussed. It was proposed that all elected Members would be invited to submit questions in advance to help shape the discussion and support the development of clear recommendations. The meeting would be open to all Members, including Cabinet Members, although responsibility for any recommendations arising from the meeting would remain with OSMB. The proposed approach was supported by members of OSMB.

An update was provided on the Children's Takeover Challenge, noting that while the event had been scheduled for 7 October 2026, preparatory work with the Youth Cabinet on lines of enquiry and potential recommendations was still ongoing. To ensure participants were able to gain maximum value from the process, it had been proposed that the event be deferred for a short period. Members noted the revised timescales.

Councillor Yasseen raised concerns about the scrutiny prioritisation process, suggesting that motions and petitions already debated and approved by Full Council should proceed directly to the relevant scrutiny body without being subject to further prioritisation. It was argued that additional prioritisation could risk delaying or altering the intent of decisions made by Full Council.

Councillor Steele explained that the prioritisation process was intended to assess additional scrutiny topics proposed by Members and ensure resources were used effectively, rather than to prevent agreed motions

from progressing. It was noted that matters referred by Full Council formed part of the scrutiny work programme and had been treated as priorities, with the lighting columns review cited as an example.

In response, Councillor Yasseen acknowledged that approved motions had so far been progressed appropriately but suggested that safeguards should remain in place to ensure such matters could not be deprioritised in future.

Councillor Steele assured Members that motions approved by Full Council would continue to be progressed through the scrutiny process in accordance with established democratic procedures and would not be prevented from being implemented.

Resolved that: the Overview and Scrutiny Management Board:

1. Agreed the draft scope for the OSMB Scrutiny Review - The Council's Consultation Process and appointed Councillor Steele as Chair of the review group.
2. Agreed the draft scope for the OSMB Scrutiny Review - Protecting Children, Supporting Honest Businesses and Cracking Down on Illicit Vapes, Tobacco and Underage Sales and appointed Councillor Bacon as the Chair of the review group.
3. Noted the updates provided on the work programme.

40. WORK IN PROGRESS - SELECT COMMISSIONS

Update from Health Select Commission:

Councillor Keenan provided an update from the Health Select Commission and advised that scoping had been completed on 26 September and highlighted that two significant topics would be progressing through the Health Select Committee. Councillor Keenan thanked the Members involved in the scoping work and Kerry Grinsill-Clinton, Governance Advisor for their tireless efforts and support.

Update from Improving Lives Select Commission:

Councillor Monk noted that there was little to add to the report. The most recent session had focused on the devolution reform proposals, which had been submitted and were awaiting a decision. As the matter was not yet in the public domain, part of the discussion had been held in private session. This provided Members with an opportunity to ask a wide range of questions and receive assurances.

Update from Improving Places Select Commission:

Councillor McKiernan noted that the timing of meetings had created some

overlap, as IPSC had met the previous week but too late for updates to be included in the current report. As a result, two meetings had taken place since the report was prepared. IPSC had considered the Local Growth Plan at one meeting, with the remaining elements due to be considered at a future meeting following a delay to the timetable. Councillor McKiernan also advised that the School Road Safety Review had been approved by IPSC and would be submitted to OSMB at a future meeting.

The Chair reminded Members that the Overview and Scrutiny Annual Report would be presented to Full Council the following day. Chairs were encouraged to contribute to the debate and provide any additional context or updates relating to their respective commissions.

41. FORWARD PLAN OF KEY DECISIONS

The Governance Manager highlighted items on the Cabinet Forward Plan for October that may require scrutiny's consideration, including the draft Street Trading Policy and Community Governance Review recommendations for consultation.

It was noted that the Children and Young People Strategy had already been considered by the Improving Lives Select Commission, which had provided feedback to inform the final version before submission to Cabinet. The engagement session had been well received by both Members and young people, with positive feedback received on the constructive and supportive approach taken.

Members were also advised that an update on the replacement of refuse vehicles and on-street litter bin collections was scheduled for the October meeting.

The following Cabinet items expected to Cabinet in October were noted:

- Adult Care, Housing and Public Health: Extra Care Housing Model; Future Delivery of Tenant Engagement; Homelessness Prevention Grant Commissioned Services; and Place Expansion Grant Delivery Arrangements.
- Children and Young People's Services: Children and Young People Strategy.
- Corporate Services: Community Governance Review Recommendations for Consultation and Property Transactions.
- Regeneration and Environment: Draft Street Trading Policy and Local Plan.
- Non-Key Decisions: Business Rates Relief Applications.

It was further noted that the OSMB's review of street lighting columns was expected to be considered by Cabinet.

Councillor Jamie Baggaley sought clarification on the Community Governance Review item scheduled for Cabinet in October and asked how it differed from the review already considered by OSMB. Philip

Horsfield, Service Director - Legal Services and Monitoring Officer, explained that the report would present refined proposals arising from the initial consultation and seek Cabinet approval to undertake a further consultation on those specific proposals. In response to a question about the number of consultation stages involved, the Monitoring Officer advised that this was intended to be the final consultation exercise before the responses were considered and final recommendations were submitted to Cabinet and Full Council for approval.

The Chair suggested that the consultation process be allowed to conclude before any further scrutiny consideration was undertaken, if required.

Councillor Cameron McKiernan sought clarification on the Local Plan item listed on the Forward Plan. Andrew Bramidge, Executive Director of Regeneration and Environment explained that, in line with the timetable previously approved, a report would be submitted to Cabinet seeking approval to notify the Ministry of Housing, Communities and Local Government of the Council's intention to formally commence preparation of a new Local Plan.

The Chair asked whether Councillor McKiernan wished the matter to be considered by scrutiny before its submission to Cabinet. Councillor McKiernan indicated that this was not necessary.

Resolved: That the Overview and Scrutiny Management Board agreed that the following items would be added to the October agenda as part of OSMB's pre-decision scrutiny work:

- Draft Street Trading Policy – Pre-decision scrutiny
- Replacement of refuse vehicles
- Public on street bin collections

42. SOUTH YORKSHIRE MAYORAL COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE

The Chair advised that there were no updates and the South Yorkshire Mayoral Combined Authority Overview and Scrutiny Committee was meeting on 8 September 2027.

43. CALL-IN ISSUES

There were no call-in issues.

44. URGENT BUSINESS

The Chair reported an item of urgent business concerning changes to the membership of the Planning Board arising from the Town and Country Planning (Size and Composition of Planning Committees) (England) Regulations 2026, which were due to come into force on 31 October 2026. Members were advised that the Council was required to amend its constitutional arrangements and recalculate committee memberships to

reflect the new requirements.

It was noted that, because of the revised political balance calculations, the Labour Group's representation on the Planning Board would reduce from 13 to 12 seats, the Conservative Group's representation would reduce from three to two seats, and the number of non-aligned members would increase from one to two seats. Membership allocations on other committees would remain unchanged.

In response to a question regarding the reason for the changes affecting the Planning Board, it was explained that these arose from the application of political balance requirements and the committee structure prescribed by the new regulations. It was further noted that a report on the changes was due to be considered by Full Council.

The Chair noted that there were no further urgent business and thanked Members for their attendance before closing the meeting.

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BRIEFING	TO:	Overview and Scrutiny Management Board (OSMB)
	DATE:	22/09/2026
	LEAD OFFICER:	Barry Connolly Head of Environmental Services 07934 232720
	TITLE:	Public On-Street Litter Bin Collections and Service Improvement Programme
1. Background		
1.1	Rotherham Metropolitan Borough Council manages a borough-wide network of 2,558 public litter bins across neighbourhoods, town centres, parks, transport hubs and other public spaces.	
1.2	The service forms part of the wider Street Cleansing operation and supports the Council Plan objective of ensuring that places are thriving, safe and clean.	
1.3	The briefing has been requested by OSMB to provide an overview of current litter bin management arrangements, collection schedules, reporting processes and future service developments.	
2. Key Issues		
2.1	The Street Cleansing Service operates across North, Central and South areas of the borough, with dedicated cleansing teams undertaking litter bin emptying, litter picking and cleanliness monitoring. Collection frequencies are based upon bin usage, footfall, historical performance data, customer feedback and operational intelligence, ranging from daily collections in high-footfall areas to monthly collections in lower-demand locations. A detailed breakdown of litter bins by ward is provided in Appendix 1, enabling Members to understand the geographical distribution of litter bin assets across the borough.	
2.2	Reporting overflowing bins Residents can report overflowing bins via: - RMBC website: Tell us if a litter bin or dog waste bin needs emptying – Rotherham Metropolitan Borough Council - RMBC Customer contact centre - 01709 382121 We also receive requests via complaints, members caseworks and MPs letters, but we recommend for reporting purposes that all go through the website link. These reports are monitored and used alongside operational intelligence to identify locations where collection frequencies or bin provision may require review.	

2.3 Litter bin requests

Requests for new litter bins are primarily submitted through the Council's online application process. However, the service also receives requests through Ward Members, customer enquiries, complaints, resident contacts and other service requests

1. Resident / Member identifies a need for a litter bin.
2. Request submitted via:
 - Council website application form
 - Ward Member enquiry
 - Customer contact
 - Complaint or service request route
3. Assessment completed using the Bin Installation Assessment Form (see Appendix 2)
4. Consideration of:
 - Evidence of littering
 - Existing nearby provision
 - Accessibility
 - Emptying and maintenance requirements
 - Cost and operational impact
5. Decision:
 - Approved for installation by the Zonal Operations Manager
 - Refused with rationale provided

Since August 2021 the Council has:

- Installed 203 new litter bins
- Refused 52 requests
- Removed 1 litter bin
- Replaced or refurbished 7 bins

This represents a net increase of 203 litter bins across the borough.

2.4 Bin Stock

The Council supplies and maintains 3 types of bins throughout the borough, these are:

- Single Litter bins
- Dual Litter bins
- Solar compaction bins

2.5 Partnership Working

The Council also undertakes litter bin emptying on behalf:

- Wentworth Parish Council
- Brampton Parish Council
- Whiston Parish Council
- Thurcroft Parish Council
- Todwick Parish Council

Collection frequencies are agreed through Service Level Arrangements. However this primarily supports bins located in parish-managed parks and recreation areas.

3. Service Development and Future Improvements

- 3.1** The service continues to review litter bin provision, collection frequencies and operational performance management to ensure resources are targeted effectively. This includes the use of service data, customer feedback, Member enquiries and local knowledge to identify areas where provision may need to be enhanced, collection frequencies adjusted, or bins upgraded to larger-capacity units where demand requires.
- 3.2** As part of the Council's commitment to improving environmental quality and service performance, the service is currently recruiting three new Grounds and Streets Officers. A key element of these roles will be the analysis of data relating to overflowing litter bins, littering and fly-tipping hotspots across the borough. The officers will support evidence-based decision making by identifying locations that may require changes to cleansing frequencies or levels of service provision, whilst also reviewing opportunities for digital and process improvements.
- 3.3** The new roles will work collaboratively with Street Cleansing, Enforcement, Neighbourhood Services, Members and other stakeholders to develop targeted hotspot initiatives and coordinated interventions. They will also provide enhanced analysis of resource deployment, operational performance and service outcomes to ensure that available resources are being utilised as effectively as possible.

4. Key Actions and Timelines

4.1	Action	Timeline
	Continue monitoring litter bin performance and customer reports	Ongoing
	Complete recruitment of Grounds and Streets Officers	Autumn 2026
	Review litter bin hotspot data and collection frequencies	Autumn/Winter 2026
	Implement targeted service improvements based on data and demand	Ongoing
	Review litter bin assessment process following Member feedback	By March 2027
	Annual review of litter bin provision and performance	Ongoing

5. Recommendations

- 5.1** That the Overview and Scrutiny Management Board (OSMB):
1. Note the current arrangements for managing and emptying public litter bins across the borough.
 2. Note the processes for reporting overflowing bins and requesting new litter bins.
 3. Note the current partnership arrangements with Parish Councils.
 4. Support the ongoing service improvement programme, including enhanced performance monitoring and data-led review of collection frequencies.
 5. Consider any opportunities for further service improvements arising from the briefing.

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Appendix 1 - Bins Breakdown Per Ward

Zone	Ward	Singular Bin	Dual Bin	Solar Bin	Total
South	Anston and Woodsetts	118	16	1	135
South	Aston & Todwick	42	3	0	45
South	Aughton And Swallownest	44	1	8	53
Central	Boston Castle	141	12	50	203
South	Bramley & Ravenfield	66	17	1	84
South	Brinsworth	41	5	1	47
North	Dalton & Thrybergh	87	14	1	102
South	Dinnington	128	14	7	149
Central	Greasbrough	97	3	2	102
South	Hellaby And Maltby West	75	4	2	81
North	Hoober	96	14	0	110
Central	Keppel	79	5	0	84
North	Kilnhurst & Swinton East	54	10	2	66
South	Maltby East	110	12	9	131
North	Rawmarsh East	91	8	1	100
North	Rawmarsh West	78	3	5	86
South	Rother Vale	120	19	0	139
Central	Rotherham East	116	9	1	126
Central	Rotherham West	134	9	1	144
Central	Sitwell	100	11	1	112
North	Swinton & Rockingham	73	8	5	86
South	Thurcroft & Wickersley South	36	1	1	38
South	Wales	94	10	10	114
North	Wath	116	10	8	134
South	Wickersley North	71	15	1	87
	BOROUGHWIDE	2207	233	118	2558
North	North	595	67	22	684
South	South	945	117	41	1103
Central	Central	667	49	55	771
BOROUGH	BOROUGHWIDE	2207	233	118	2558

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Appendix 2

Installation of New Street Litter Bin		
When the Community Delivery Team receives a request to install a new street bin there are various considerations to be made prior to approval being granted –	Location of request - Oaks Lane Shopping Precinct	
	Request reference -	
	Date received -	
	Requesters details -	
	Officer Reviewing -	
	Reviewers notes -	
Proximity to other street bins?		
Guidance - The service needs to establish whether there are other street bins in close proximity and to ensure these bins are being used as required. This includes whether the current bin is being used and what type of bin is already in the locality. If local bins are being under utilised, this suggests bins be relocated rather than installation of an extra bin.		
Litter hotspot?		
Guidance - Street cleansing records will show if there have been requests for the service to cleanse in the particular locality on a regular basis. If there are a number of record of littering , this would suggest the need for a street bin. If not, the service needs to consider other factors.		
Is the suggested site suitable?		
Guidance - Whilst the amenity is for the purpose of public use, the service needs to ensure a new street bin is installed at a site which is accessible to operatives, within the Health and Safety guidelines for safe handling ie waste is not having to be carried for substantial distances between the bin and the service vehicle, or over unsuitable ground. A bin should also be sited to ensure maximum use by members of public and is safe for them to access.		
Has there been a change within the surrounding area?		
Guidance - New housing developments or shops create extra footfall and potentially extra litter for disposal. This may therefore mean extra amenities such as street bins are required. Note, the need for extra bins can be dictated by the new, and type, of development.		
Type of bin required?		
Guidance - Whilst a request may be received by the service for a particular bin, the service should establish if this is the correct type of bin for the site based on the standard bins available, Solar Powered, Standard Bin, Integrated Dog / Litter Bin.		
Actions Required by Reviewer	Record of Decision	
Installation of new bin Approved Y/N		
Type of bin to be installed		
Location bin to be installed		
Ward Members Consulted Y/N		
Date outcome communicated		
If approved added to data base Y/N		
If approved added to works programme Y/N		

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BRIEFING	TO:	OSMB
	DATE:	07/10/2026
	LEAD OFFICER:	Debra Barnett Fleet Programme Officer R & E Directorate Mobile: 07920547220 Email: debra.barnett@rotherham.gov.uk
	TITLE:	Information briefing on RCV replacement
1. Background		
1.1	Rotherham Metropolitan Borough Council (RMBC) currently operate 30 Council-owned Refuse Collection Vehicles (RCVs) and relies on an additional 17 hired vehicles to deliver household and commercial waste collections. The owned assets are aged and are operating outside the generally accepted life of 7 years, with several of them being over 10 years old. Efficient and regular scheduled household waste removal is totally reliant on reliable and efficient RCVs. Waste Services have confirmed that 44 RCVs are required to establish the optimum sized owned fleet for RMBC.	
1.2	This briefing provides an overview of progress and status of Phase 1 of the RCV replacement programme for 16 vehicles. It includes details of the awarded supplier, anticipated time scales for delivery and future replacement plans for the remaining vehicles.	
1.3	RCVs play an essential role in maintaining clean, safe and attractive neighbourhoods. Effective waste removal and management support the Council Plan objective of ensuring places are thriving, safe and clean, whilst contributing to the Council's statutory duties relating to household waste and environmental quality	
1.4	In July 2026 a contract was awarded for 16 new vehicles, and a Capital bid has been submitted requesting funding to purchase up to 26 more vehicles over the next few years. These steps will renew all owned vehicles and reduce the reliance on hired vehicles to deliver essential waste management services across the entire borough. The proposal will also significantly reduce service costs for these vehicles.	
2. Key Issues		
2.1	Phased purchasing of RCVs.	
2.1.1	Older vehicles are subject to more frequent maintenance requirements and breakdowns that does cause service disruption. A proactive refurbishment programme of owned vehicles has successfully lengthened the service life of some of these vehicles, but this is not a sustainable long-term solution.	
2.1.2	A contract valued at £4.2m was awarded to Dennis Eagle for the purchase of 16 RCVs for the waste management service. The contract commenced in July 2026, with the first 4 vehicles scheduled to arrive week commencing 16 th August 2027. This is Phase 1 of the renewal programme for RCVs over 7 years old. The new vehicles will help mitigate issues regarding breakdowns and service delivery problems associated with older vehicles.	

2.1.3 Working closely with the awarded supplier, service leads, and fleet management colleagues; a plan of receiving, testing and onboarding the vehicles as soon as practicable is scheduled and being monitored.

2.1.4 Phase 2 of replacement has begun, with a request for a Capital Investment of £7.02M to purchase a further 26 RCVs, over a three-year period. This ambitious programme will see the current fleet completely refreshed by 2030. These actions will effectively manage out the issues we currently have due to the age of the feet and the need to hire vehicles. It should also be noted that there will be times when there will be a need to hire in vehicles on an ad hoc basis, but this will be in exceptional situations.

Current Fleet (Count)	Owned / Hired	Year registered	Age (yrs)
12	Owned	2016	10
16	Owned	2018	8
2	Owned	2025	1
Sub total	30		
6	Hired	2016	10
3	Hired	2018	8
2	Hired	2024	2
1	Hired	2025	1
5	Hired	2026	Less than 1
Sub total	17		
Total	47		



Future Fleet (Count)	Owned	Year registered	Age (yrs) in 2030
2	Owned	2025	5
16	Owned	2027	3
16	Owned	2028	2
10	Owned	2029	1
Total	44		

2.1.5 RMBC's fleet heavily relies on hire vehicles to secure service delivery, but specialised vehicles come with a large hire bill. Comparing current hire rates of £63,700 per annum to hire one RCV to anticipated costs of purchase and compliant maintenance, cost benefits can be seen in the table below:

RCVs	Hire		Owned		Variation
Initial Pricing	Per Year	£63,700	Purchase price	£37,645 (£263,515 split over 7 years)	
Fees	29% insurance + 10% Admin	£24,843	3.84% service funded borrowing per year	Average £6000 per year over 7 years	
Maintenance & testing	Included in Hire fees	£0	Estimated annual pricing	£9,251	
Total per year	£88,543		£52,896		£35,647
Total 7 year	£619,801		£370,272		£249,529
16 Vehicles	£9,916,816		£5,924,352		£3,992,464
42 Vehicles	£26,031,642		£15,551,424		£10,480,218

2.1.6 The large investment in owned vehicles can see potential revenue benefits of over £10m during the 7-year anticipated life of the RCVs. It must be noted that these figures do not include fuel nor any wear and tear items that are not included in hire costs, like tyres, fluids or accident damage.

2.2 Replacement of the RCV fleet is planned as below:

- 16 on order to be delivered August 2027 (to replace 16 2016 models)
- 16 to be purchased for delivery 2028 (replace 16 2018 models)

- 10 to be purchased for delivery 2029 (replace 10 hire vehicles)
- 42 new RCVs to be on fleet and in use by service by 2030

2.2.1 To support the future of waste management and fleet efficiencies, the fleet replacement programme will continue beyond Phase 2 to develop and on-going rolling replacement plan. This will ensure that the commissioning cycle starts well in advance of required replacements of all fleet vehicles, including RCVs. This will ensure replacements are secured before assets reach their end of service life. Proactive planning in fleet replacement will mitigate the need for refurbishment costs and keep maintenance needs lower.

2.2.2 The fleet replacement programme is focused on continuous improvement. This includes research into the newest vehicle technologies that can elevate colleagues and residents' experiences with fleet vehicles. Safety and efficiencies are key areas when specifications are written.

3. Key Actions and Timelines

3.1 Replacement of the RCV fleet is planned as below:

- 16 purchased for delivery 2027 (replaces 16 2016 models) contracts in place.
- 16 to be purchased for delivery 2028 (replace 16 2018 models) funding requested
- 10 to be purchased for delivery 2029 (replace 10 hire vehicles) funding requested
- 42 new RCVs to be on fleet and in use by service by 2030
- Commissioning cycle for replacement 2027 vehicles begin 2032 for 2034 delivery

4. Recommendations

- 4.1**
- Note the progress being made in the purchase of 16 Refuse Collection Vehicles, with delivery in August 2027
 - Note the development of a long-term rolling programme for fleet replacement to avoid service delivery becoming overly reliant on hire vehicles.

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Committee Name and Date of Committee Meeting

Cabinet – 12 October 2026

Report Title

Draft Street Trading Policy

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

Yes

Executive Director Approving Submission of the Report

Andrew Bramidge, Executive Director of Regeneration and Environment

Report Author(s)

Alan Pogorzelec, Licensing Manager
01709 254955 or alan.pogorzelec@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

The effective regulation of street trading is central to the continued regeneration and economic vibrancy of the Borough. This report proposes a regulatory approach that would see the control, and promotion, of street trading achieved through the use of consents issued by the Council in accordance with a Street Trading Policy.

In order to introduce the framework, the Council must first adopt Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. Cabinet is asked to authorise officers to commence a period of consultation in relation to the adoption of Schedule 4 and approve a draft Street Trading Policy which will be consulted on at the same time. A further report will be presented to Cabinet early in 2027 outlining the outcome of the consultation and making a final recommendation regarding the adoption of Schedule 4 and the introduction of a Borough-wide Street Trading Policy.

Recommendations

That Cabinet:

1. Approve consultation to determine whether the Council should adopt Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
2. Approve consultation on the draft Street Trading Policy, as outlined in the report.

3. Note that, following consultation, a further report will be presented to Cabinet outlining the final recommendations regarding the adoption of Schedule 4 and the introduction of a Borough-wide Street Trading Policy.

List of Appendices Included

Appendix 1 Draft Street Trading Policy
Appendix 2 Equalities Assessment
Appendix 3 Climate Impact Assessment

Background Papers

None.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None.

Council Approval Required

No

Exempt from the Press and Public

No

Draft Street Trading Policy

1. Background

- 1.1 Uncontrolled street trading can adversely affect local communities and undermine the economic stability of an area and the businesses that operate within it.
- 1.2 The current approach to regulating street trading within Rotherham is inconsistent. Street Trading is currently being utilised by a small number of traders that operate at locations within Rotherham using permissions provided many years ago, or through the misuse of parking bays and car parks.
- 1.3 Street traders are currently able to operate with minimal regulation and without appropriate consideration of the consequences of their activities on other local businesses (particularly those that trade from retail premises). In addition, the absence of a clear framework means that the way that street traders operate currently is not transparent, equitable or fair. In addition, the introduction of a street trading framework will allow well managed traders to develop and flourish, further supporting business growth and employment opportunities.
- 1.4 In order to effectively regulate street trading, the Council must first adopt Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The adoption of this legislation, together with the introduction of a clear Street Trading Policy, will provide the Council with the framework to ensure that street trading is controlled, fair, appropriate and contributes to business growth throughout the Borough.
- 1.5 Cabinet are asked to consider the adoption of the relevant legislation and review the draft Policy. Cabinet are also asked to authorise officers to commence a period of consultation on both aspects as outlined in section 4 of this report.

2. Key Issues

- 2.1 The control of street trading in Rotherham is currently achieved through a combination of powers provided by Highways and Planning legislation. The control of street trading is not the primary purpose of this legislation, and so it is largely ineffective.
- 2.2 Although there is limited regulation of street traders through food hygiene and trading standards legislation, in general, the traders that operate currently are not bound by any requirements regarding the safety and suitability of the unit that they trade from, the quality of the products that they supply or the hours of operation (and the consequential impact that this may have on the local area).

- 2.3 The ineffectiveness of the current approach has led to a small number of traders establishing themselves as a semi-permanent presence within the Borough or during particular events (events in Rotherham Town Centre or matches at the New York Stadium for example). In addition, the lack of transparency about how the current traders operate has created a situation whereby new businesses that seek to trade on the Borough's streets are unable to do so, resulting in missed opportunities for traders to enhance the offer to residents during major events and to support wider business growth.
- 2.4 The current arrangement has resulted in a situation where traders are unable to trade lawfully on the public highway, unless they are trading from a "pitch" allocated to them by the Council, or are trading on private land. The allocation of these pitches took place over 20 years ago, which means that any new businesses that want to trade on the Borough's streets are unable to do so as pitches are not reviewed / tendered on a periodic basis.
- 2.5 Some traders have attempted to circumvent these restrictions by purchasing a number of parking tickets for on-street parking bays and positioning their trading unit within the bays. This reduces the availability of parking bays that can be used by the general public, particularly those that are near to events that are taking place in the Borough.
- 2.6 The uncontrolled nature of street trading in Rotherham means that the personal details and / or identities of those involved in street trading are not known (which is not the case with those that trade from fixed retail units). This undermines the consumer protections that are afforded to customers through the Consumer Rights Act 2015 (as the identity of the trader is not known), meaning that customers are exposed to financial and safety risks due to the sale of poor quality, unsafe or counterfeit items.
- 2.7 The lack of awareness and control of those involved in street trading further undermines the safety of the public as none of the traders have been vetted or assessed as being suitable to engage in a transient activity such as street trading, especially considering that some street traders will market their products directly at children and are likely to come into close contact with them during their trading activity (for example, ice cream vendors and toy sellers during events).
- 2.8 The Council recognises the positive impact that well managed street trading can have on the local area, and the wider Borough. Furthermore, it is considered likely that some smaller or niche traders may utilise street trading as a way of developing their business and growing their customer base. This may lead to the business establishing itself as a more successful, more permanent presence in Rotherham.
- 2.9 In order to address the issues identified above, and to assist with new business development within the Borough, the Council believes that it is necessary and important to introduce a new framework that will promote the benefits of street trading, whilst at the same time protecting local people and neighbourhoods from the negative effects of the current approach.

- 2.10 The Council has the option of utilising the provisions within Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 (referred to hereafter as “Schedule 4”), which would allow far more effective control over street trading within the Borough.
- 2.11 The provisions within Schedule 4 allow the Council to designate a street according to one of three statutory designations:
- Prohibited street – street trading is prohibited at all times.
 - Licence street – street trading is prohibited without a licence granted by the Council.
 - Consent street – street trading is prohibited without the consent of the Council.
- 2.12 Where a street is not designated according to one of the above categories, the Council is not able to regulate trading on that street (except for using existing powers within Highways and / or Planning legislation).
- 2.13 Street Trading Consents and Street Trading Licences are similar in nature and are both very effective at controlling street trading. Consents have all the benefits of licences but are much more flexible and allow for a quicker more dynamic response to issues that may affect trading, such as safety or security concerns or events taking place within an area.
- 2.14 Although not required by the legislation, it would be best practice for the discharge of the provisions within Schedule 4 to be done in accordance with a policy that sets out the Council’s approach to street trading in Rotherham.
- 2.15 The Street Trading Policy will allow the Council to ensure that trading takes place in an appropriate manner and without adverse impact on the local community (for example by minimising nuisance and regulating the number and location of traders within an area).
- 2.16 The Policy will also allow the Council to set out conditions and expectations that would apply to street traders, such as:
- the safety and suitability of trading units
 - the standard of hygiene for traders selling food items
 - waste disposal
 - trading times and limitations on trading in certain areas
 - background checks on traders.
- 2.17 The street trading requirements will apply to mobile traders (such as ice cream vans) and traders trading from fixed locations (“pitches”) or stalls. As certain locations are expected to be in high demand (for example those in Rotherham Town Centre), the draft Policy makes it clear that in some cases the limitations on the number and locations will mean that trading can only take place from a designated pitch or pitches.

- 2.18 Specific street trading pitches will be identified in these high demand areas. Pitches will be allocated to traders that have applied for a consent by a specified date, with traders being asked to specify three preferred pitches. If the number of traders seeking to trade from these pitches exceeds the number of pitches that are available, then pitches will be allocated on a random basis in order of preference indicated by the trader when making their application. Consents will be issued for a period of up to two years and a waiting list will be maintained where appropriate in the event that a pitch becomes available during the two-year period.
- 2.19 To use the provisions within Schedule 4, the Council must first adopt the legislation. The process by which this must be done is set out in law, but in summary it will include:
- Undertaking consultation with key stakeholders regarding the adoption of Schedule 4.
 - Provision of notice to the Highways Authority and South Yorkshire Police.
 - Publication of a public notice in the local press.
 - Consideration of any comments received during the consultation period.
 - If appropriate, the adoption of Schedule 4 by full Council.
 - Publication of a notice confirming the decision to adopt Schedule 4.
- 2.20 As has been outlined above, it would be best practice to develop a Street Trading Policy that sets out the Council's approach to regulating street trading within the Borough. A draft Policy has been produced and is attached to this report as Appendix 1. It is proposed that the Policy is subject to a period of public consultation at the same time as the consultation on the adoption of Schedule 4. The outcome of the consultation and recommended next steps with regards to both these elements will then be presented to Cabinet after the consultation has closed and the responses have been collated and analysed.
- 2.21 Schedule 4 makes it clear that the Council may charge such fees as is considered reasonable for the grant or renewal of a street trading licence or a street trading consent. It is difficult to quantify the costs that may be associated with the administration of a street trading framework within Rotherham. The most similar existing process is that of Pavement Licences issued under the Business and Planning Act 2020. This legislation allows Councils to charge fees up to £500 for new Pavement Licence applications and £350 for the renewal of existing licences.
- 2.22 With this in mind, it is proposed that the fee for a new consent is set at £500. The initial consent would be valid for a two-year period and will allow the Council to fully consider the impact and costs of the new framework and for any adjustments to be aligned with the annual budget and fee setting process. Whilst full payment would normally be required in advance, in order to support traders, the Council will accept the payment of the two-year consent fee by instalments (£170 payable on application, then three further

payments of £110 due 6, 12 and 18 months after the consent is issued. In order to enable the instalment mechanism, traders will need to agree to setting up a direct debit arrangement. If a trader opts to pay by instalments, then the consent will be issued until the date that the first instalment becomes due, it will then be extended by the appropriate period once the instalment has been paid. The consent will lapse if the direct debit defaults and the instalment is not paid by other means by the due date and the trader will be required to apply for a new consent in order to continue to trade.

- 2.23 The Council recognises that the nature of street trading is such that some traders may only require a consent for a one-off event, or for a short period of time. In view of this, the Council is proposing to introduce lower fees for consents that last for a shorter period of time. The fees charged comprise an application fee and a contribution to the enforcement and monitoring of the street trading framework, and as a result the fee charged increases with the duration of the consent. The proposals for shorter term consents are as follows (these fees cannot be paid by instalments and must be paid in advance):

- one-day consent	£40
- one-month consent	£120
- three-month consent	£160
- six-month consent	£220
- one year consent	£340

- 2.24 The fee for the one-day consent has been set at a low level as the Council recognises the importance of street trading for some new businesses. It is possible that the cost of the one-day consent may not cover the administrative cost of issuing the licence, but the Council is keen to support new businesses as they develop and as this is a new approach, full costs and overall levels of recovery are unknown. The suitability of this approach will be reviewed annually as part of the budget setting process.

- 2.25 The Council will charge an administration fee if the trader wishes to make any administrative amendments to the consent during the period that it is valid (for example, change of name or address). The fee will be comparable to the fees charged for administrative changes to other licences or permits that are issued by the Licensing Service (currently £28).

- 2.26 Although the Council recognises that businesses will find the introduction of any new fee to be a challenge, the fee of £500 is considered fair, reasonable (the equivalent of less than 70 pence per day for the full two year licence) and has been assessed by the Government, following consultation, as being an appropriate fee to be charged for the level of work that is likely to be involved in the administration of the scheme. Furthermore, the proposed fee compares favourably with the fees charged by neighbouring authorities. Publicly available information suggests that the fee for a food trader consent in Barnsley Town Centre is £6000 per year, or £600 per year for a food trader consent in other parts of the Barnsley Borough, and the fees in Sheffield range from £200 to £500 for an annual pitch outside of the city centre, with the cost of city centre pitches varying depending on location.

- 2.27 The proposal regarding the fee and the charging structure will be included in the consultation. The final fee structure will be confirmed and agreed when the Policy is brought back to Cabinet for approval early in 2027 (subject to the outcome of the consultation).
- 2.28 Although the provisions within Schedule 4 will significantly improve the Council's ability to regulate street trading in Rotherham, it is important to note that there are a number of activities that are not considered to be street trading and as a result will fall outside of the framework outlined in this report. These exemptions include:
- Trading by any person that holds a Pedlar's Certificate issued under the Pedlars Act 1871 provided that the person is acting as a pedlar and not a street trader (Pedlar's Certificates are issued by South Yorkshire Police).
 - Trading in a market or fair.
 - Trading in a trunk road picnic area.
 - Trading as a news vendor.
 - Trading which is carried on at a premises used as a fuel filling station or is carried on at premises used as a shop or in the street adjoining premises so used and as part of the business of that shop.
 - Selling items as a roundsman.
 - Trading in accordance with a Pavement Licence (issued under Highways Legislation or the Business and Planning Act).
 - Authorised street collections.
- 2.29 As a matter of policy, a Street Trading Consent will not be required for the following activities:
- Sales of articles by householders on land within the curtilage of their property, for example garage sales or items produced by a small business operating from a residential property.
 - Goods from working farms or smallholdings sold at the premises where they were produced.
 - Trading as part of an established travelling fair where permission for the event has already been granted by the Council.
 - Trading as part of a market where permission for the market has already been granted by the Council. For the purposes of this policy, a "market" is defined as one or more stalls falling under the control and management of a person or organisation on land or premises that they have the right to manage or occupy. For example, a farmers' market or retail event organised by a local business and taking place on land that is under their control.
 - Trading within an organised community event, village fete, school / college event, event organised by a Parish / Town Council or any event of a similar nature (including events organised or facilitated by Rotherham MBC). This is subject to the event area being clearly

defined and identifiable, and the trader having been provided with written permission from the event organisers to trade at the event.

- 2.30 The exemptions and policy positions have been included in the proposed approach as the Council recognises the importance of such activities for local communities and neighbourhoods and it is not the aim of the policy to prevent these activities going ahead where this is clearly in the public interest.
- 2.31 It should also be noted that if the provisions were adopted, it would be recommended for there to be a period of transition that would allow existing traders to adapt to the new framework and obtain relevant permissions if required.
- 2.32 Three approaches have been considered with regards to the control of street trading. With the exception of option a), all options will require the adoption of Schedule 4 and should be supported by a Street Trading Policy. The three approaches are outlined below.

- 2.33 a) Designate all streets in the Borough as “Prohibited Streets”.

Designating all streets as prohibited streets will mean that street trading cannot take place in any part of the Borough at any time under any circumstances. As has already been said, street trading is beneficial to the local economy, provided it is effectively regulated. Indeed, in some circumstances the provision of street trading would be desirable and something that the Council would be keen to promote (for example, during an event). This option is not recommended.

- 2.34 b) Designate all streets in the Borough as “Licence Streets”.

This option would see the introduction of a statutory framework that would allow the Council to implement conditions, limitations and other requirements that will allow the effective regulation of street trading. Under this option, street trading would only be permitted if the trader is in possession of a licence issued by the Council.

However, although there are benefits to this option, the statutory nature of the process restricts the Council’s ability to vary or remove licences due to security, safety or operational reasons. For example, if circumstances were such that it would be undesirable to permit street trading in a particular area at a particular time (due to security or safety concerns), then the Council would be unable to vary a licence or prevent street trading taking place as these reasons are not specified within the legislation. This would mean that the Council would be unable to take urgent action as a result of specific local circumstances. Therefore, this option is not recommended.

- 2.35 c) Designate all streets in the Borough as “Consent Streets”.

This option would allow the Council to effectively control street trading across the Borough through the issuing of consents. Consents would be issued in

accordance with a Street Trading Policy, and the Council would have the ability to apply conditions, limitations and other requirements (similar to the licences referred to in option b) above).

The Council has the option of giving different designations to different streets across the Borough (e.g. designating some streets prohibited streets, and others as consent streets), and this option has been considered. However, this approach could potentially restrict the Council's ability to deal with applications on a case-by-case basis. For example, a general prohibition on street trading in a particular area would prevent the trading from taking place even if the individual circumstances meant that such trading was desirable on a particular occasion (for example during a special event).

The use of consents would have the same benefits as the use of street trading licences, but their use will allow the Council to vary or remove a consent if this is required due to operational, safety or security reasons (which would not be possible if licences were to be used). The ability to effectively regulate street trading, combined with the additional flexibility that consents afford means that this option is the preferred approach. **This is the recommended option.**

- 2.36 All the above approaches would require a level of enforcement in order to ensure that the specific requirements relevant to each approach are being adhered to. There will be requirement for enforcement in the first year as the requirements are phased in.
- 2.37 Enforcement of the street trading framework will primarily fall to the Council's Licensing Service, and this activity will be undertaken in addition to the existing enforcement activity that is undertaken by the officers within the service. However, there will be an expectation that other Council teams (such as the Trading Standards and Street Safe teams) will assist with enforcement of the framework where the opportunity arises.
- 2.38 Enforcement activity will include, but is not limited to, identification of traders operating without the relevant consents, failure to adhere to consent conditions and non-compliance with the requirements of individual consents (e.g. trading times and locations not being adhered to).
- 2.39 Enforcement will be undertaken in accordance with the Council General Enforcement Policy, with the ultimate sanction being the removal of a street trading consent and / or the prosecution of an individual trader.

3. Options considered and recommended proposal

- 3.1 There are two options that have been considered.
- 3.2 Option 1 – the Council does not consult on the adoption of Schedule 4 and the implementation of a Street Trading framework.

3.3 This may arise either because Cabinet chose not to introduce the framework or decides to introduce the framework without consultation.

3.4 This option is not recommended for the following reasons:

3.5 1. The current arrangement is ineffective and inconsistent. The effective regulation of street trading is considered to be a contributor to the Borough's regeneration plans and its continued economic success.

A failure to adopt Schedule 4 and a Street Trading Policy would allow this approach to continue, and the issues / concerns identified within this report will not be addressed.

2. Choosing to adopt Schedule 4 and introducing a Street Trading Policy without having first consulted on them would open the Council up to legal challenge via judicial review. In addition, by not taking the views of stakeholders into account, the Council increases the likelihood of there being unintended consequences introduced by the policy (which may then have a detrimental impact on the economic health of local businesses and the Borough in general).

3.6 Option 2 – consult on a proposal to adopt Schedule 4 and a Street Trading Policy.

This option will enable the Council to give consideration to introducing a street trading framework that has been developed after taking into account the views of all stakeholders that could potentially be affected by the policy.

The Council would also have the confidence that any policy introduced would withstand a legal challenge and would best deliver the aims and objectives of the Street Trading Policy. This is the recommended option.

4. Consultation on proposal

4.1 If approved by Cabinet, officers will commence a formal consultation as soon as possible following the decision. The consultation will last for eight weeks, and include the following:

- Online consultation via the Council's website.
- Direct consultation with any existing street traders that the Council is aware of.
- Consultation with groups representing communities and businesses in the local area.
- Consultation with groups representing children and young people, vulnerable adults and those sharing a protected characteristic.

4.2 As has been mentioned elsewhere in this report, the consultation will seek views on the proposed charging framework – including whether the current arrangements are appropriate for mobile vendors (such as ice cream vans).

- 4.3 Following the consultation period, the responses will be analysed and collated and a report presented to Cabinet for consideration with a recommendation regarding the adoption of Schedule 4 and the approval of a Street Trading Policy (dependent on the outcome of the consultation).

5. Timetable and Accountability for Implementing this Decision

- 5.1 The consultation will commence by the end of November 2026 and continue for an eight week period.
- 5.2 A report regarding the findings of the consultation will be presented to Cabinet in early 2027, following analysis of consultation responses.
- 5.3 As referred to in section 2 above, there is a statutory process that must be followed should the decision be made to formally adopt Schedule 4. Further detail on the timelines associated with this will be provided in the report that is presented to Cabinet following the consultation.

6. Financial and Procurement Advice and Implications

- 6.1 This report proposes consulting on the introduction of a range of fees for a new Street Trading consent. These are detailed in 2.22 and 2.23. These amounts are not final and may change as a result of consultation. It is not envisaged that any charging will take place before 1 April 2027. Proposed fees will be considered as part of the annual Budget and Council Tax Report and approved by full Council if agreed.
- 6.2 It is not known how much income this new fee will generate and whether it will cover the costs of administering and enforcing the licences. This will be considered as part of the next update to Cabinet.
- 6.3 There are no implications for procurement introduced by this report.

7. Legal Advice and Implications

- 7.1 Section 3 Local Government (Miscellaneous Provisions) Act 1982 provides the power for the Local Authority to resolve that Schedule 4 to the Act shall apply to their district and, if a council so resolves, that the Schedule shall come into force in their district on such day as may be specified in the resolution.
- 7.2 Schedule 4 of the Act relates to street trading which is defined as the selling or exposing or offering for sale of any article (including a living thing) in a street. Paragraph 2.28 of this report outlines the activities under Schedule 4 which are not deemed to be street trading.
- 7.3 The Local Authority cannot pass a resolution unless a notice of intention has been published in a local newspaper, a copy has been served on the chief of police for the area and on the responsible highway authority, and where

applicable the consent of the highway authority or relevant corporation has been obtained. Schedule 4 sets out the publication requirements and detail as to representations which can be made to the Local Authority in relation to the proposed resolution.

- 7.4 Schedule 4 Paragraph 9 sets out the provision around the setting of fees. A district council (which includes a Metropolitan Council) may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.
- 7.5 Adopting a Street Trading Policy will ensure that the Local Authority operates consistently and provides transparency to those who wish to apply, which in turn minimises the risk of legal challenge in relation to the decision-making process.
- 7.6 Consultation is legally required as set out within Schedule 4 once a decision has been made to adopt the provisions and pass a resolution; there are also strict notification requirements. There is no legal requirement to consult prior to this point but it is recommended, particularly given that the adoption of a specific policy is also being considered. To consult at this point ensures transparency and allows the views of businesses, residents, stakeholders etc to be taken into account.

8. Human Resources Advice and Implications

- 8.1 This report is seeking the approval of Cabinet to undertake a period of consultation with regard to the control of street trading, and as such there are no HR implications introduced by this report.
- 8.2 The administration of the Street Trading Policy (if introduced) will be undertaken by the Council's Licensing Service. The introduction of a framework is not expected to result in excessive demands being placed upon the service, and therefore at this stage any demand will be met utilising existing resources.
- 8.3 The need for additional staffing resources will be reassessed after the first year; any increase in staff numbers will be funded through the application fees associated with the framework. Fees will be reassessed if additional staff are required and will be set at a level that ensures full cost recovery (which will mean that fees may increase after year one).
- 8.4 The enforcement of the street trading framework will primarily be undertaken by the Licensing Service, however there would be an expectation that other services would offer support as appropriate (for example, the Street Safe and Trading Standards teams). Training will be provided to all those that are involved in the enforcement of the new framework, and relevant delegations / authorisations would be updated to reflect the new powers. The involvement of partners such as South Yorkshire Police will also be requested where appropriate, although it is accepted that the involvement of the police may not always be possible.

9. Implications for Children and Young People and Vulnerable Adults

9.1 This report is seeking approval to consult (rather than a decision to adopt the legislation or policy), therefore there are not thought to be any direct implications for children, young people and vulnerable adults.

9.2 However, the proposed street trading framework will help to protect children and vulnerable people through the restrictions / conditions that it will introduce. For example:

- Applicants seeking permission to trade on the street will be required to provide a Disclosure Certificate from the Disclosure and Barring Service (basic level). This will allow the Council to assess the suitability of applicants prior to providing permissions to trade.
- Restrictions with regard to the locations and times that traders can trade (not trading outside schools / colleges at certain times or on certain days).

10. Equalities and Human Rights Advice and Implications

10.1 An initial screening assessment has been carried out, and this indicates that the proposals within this report will not have any implications for equalities or human rights.

10.2 A full consultation process will be undertaken prior to any decision being made to adopt the legislation or approve the Street Trading Policy; this will include groups representing those that share protected characteristics. Any comments received will be fully considered prior to a decision being made.

11. Implications for CO2 Emissions and Climate Change

11.1 This report is seeking the approval of Cabinet to undertake a period of consultation with regard to the control of Street Trading, and as such there are no implications for CO2 emissions and climate change.

11.2 However, if the proposal is introduced, conditions will require a consent holder to dispose of waste in accordance with Environmental legislation – a failure to do so may result in the consent being withdrawn.

12. Implications for Partners

12.1 There are no implications for partners that are introduced by the proposals within this report.

12.2 As referred to above, it may be the case that the Licensing Service request support from partners such as South Yorkshire Police with regard to the enforcement of the street trading framework (if introduced). There is however

no expectation that support will be provided as it will depend on the resources that are available.

13. Risks and Mitigation

- 13.1 A failure to effectively manage street traders within the Borough could have an adverse impact on the regeneration activity taking place within the Borough and the economic stability of businesses that operate in areas that are attractive to street traders (Rotherham Town Centre for example).
- 13.2 The introduction of the framework will address this risk but will itself present additional risks related to the efficient administration and enforcement of the street trading framework. As has been referred to above, in the first year it is expected that this activity will be met using existing resources – this will be reviewed at the end of year one and any additional resources will be funded through the fees that are charged as part of the framework (if adopted).
- 13.3 Any incidental costs associated with the introduction and implementation of a street trading framework will be met from within the Licensing Service budget (these costs include those associated with advertising/public notices, consultation etc.).

14. Accountable Officers

Alan Pogorzelec, Licensing Manager

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	John Edwards	22/09/26
Executive Director of Corporate Services (S.151 Officer)	Judith Badger	22/09/26
Service Director of Legal Services (Monitoring Officer)	Phil Horsfield	18/09/26

Report Author: Alan Pogorzelec, Licensing Manager
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Appendix 1

**Rotherham MBC
Street Trading Policy**

(DRAFT FOR CONSULTATION)

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Introduction

The aim of this Street Trading Policy (“the Policy”) is to enable the Council to take a consistent and transparent approach regarding the control of street trading within the Rotherham Borough.

It is anticipated that the approach will create a street trading environment which complements premise-based trading, is sensitive to the needs of residents, provides diversity and consumer choice.

This Policy relates to all street trading activities within the Metropolitan Borough of Rotherham.

Whilst each application will be dealt with on its own merits, this Policy gives prospective applicants an early indication as to whether their application is likely to be granted or not. It also provides prospective applicants with details of what is expected of them should an application be granted.

The Policy recognises the importance of street trading in Rotherham and that it can add to the vibrancy and vitality of the area whilst not adding to nuisance, crime, and disorder, or cause other problems.

This Policy will be subject to monitoring and review after five years or more frequently should legislative changes deem this necessary. However, the Licensing Service will regularly review the policy and make any changes to reflect minor, administrative or legislative changes or to amend any inconsistencies between the legislation and the policy. Any significant changes (such as a significant change to the application process) will only be made after appropriate consultation and with the approval of the Council’s Cabinet.

The overall objectives of this Policy are to:

- Ensure that any permitted street trading is properly regulated as to where, when, and how it takes place.
- Prevent obstruction of the Borough’s highways.
- Ensure the safety of the public and of the traders permitted to trade.
- Ensure any activities do not cause nuisance or annoyance to the public and those traders surrounding the permitted street trader.
- Protect public health through the control of street trading.
- Ensure that appropriate safeguarding measures are in place for children and vulnerable persons.
- Ensure that traders operate within the law and act fairly in their dealings with the public.

Policy Application

Street Trading means the selling, exposing, or offering for sale of any article in a street. The term 'street' includes any road, footway, or other area to which the public have access without payment (this can include private land and car parks).

Rotherham Metropolitan Borough Council (hereafter referred to as "the Council" or "Rotherham Council") has adopted Schedule 4 of the Local Government (Miscellaneous Provision) Act 1982 which means that consent is required before trading in certain places.

This Policy applies to all street trading activity in Rotherham. The policy does not apply to:

- activities such as placing goods for sale on the street from a shop, street cafes operating from fixed premises or the siting of "A" boards on the street (as this is not within the remit of the Act), or
- activities which are not considered to be street trading, including:
 - Trading as a pedlar under the authority of a 'Pedlars Certificate.'
 - Trading conducted by a roundsman.
 - Trading in a charter market or a statutory market.
 - Trading as a news vendor (newspapers and periodicals).
 - Trading at a petrol station.
 - Trading in a trunk road picnic area provided by the Secretary of State under section 122 of the Highways Act 1980.
 - Trading on or at premises used as a shop or in a street adjoining premises so used and as part of the business of the shop.
 - The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.

As a matter of policy, a Street Trading Consent will not be required for the following activities:

- Sales of articles by householders on land within the curtilage of their property, for example garage sales or items produced by a small business operating from a residential property.
- Goods from working farms or smallholdings sold at the premises where they were produced.
- Trading as part of an established travelling fair where permission for the event has already been granted by the Council.
- Trading as part of a market where permission for the market has already been granted by the Council in writing. For the purposes of this policy, a "market" is defined as one or more stalls falling under the control and management of a person or organisation on land or premises that they have the right to manage or occupy. For example, a farmers' market or retail event organised by a local business and taking place on land that is under their control.
- Trading within an organised community event, village fete, school / college event, event organised by a Parish / Town Council or any event of a similar

nature (including events organised or facilitated by Rotherham MBC). This is subject to the event area being clearly defined and identifiable, and the trader having been provided with written permission from the event organisers to trade at the event.

Street Designation

The Act states a Local Authority can designate its streets in three ways; these are:

- 'Consent Street' – which is a street in which street trading is prohibited without the consent of the local authority.
- 'License Street' – which is a street in which street trading is prohibited without a license granted by the local authority.
- 'Prohibited Street' – which is a street in which street trading is prohibited.

The Council has adopted Schedule 4 of the Act for the whole of its areas and on XXXXXXXXXX made a Resolution to determine that all streets within the Rotherham Borough are designated as 'Consent Streets' with effect from XXXXXXXXXX. The effect of this designation is that street trading in any street within this area is not permitted without first obtaining a Street Trading Consent from the Council.

It is a criminal offence to engage in street trading in a Consent Street without authorisation.

Food Traders

In addition to having a Street Trading Consent, any traders selling food must be registered with the appropriate Food Authority as a food business. If you operate a mobile food vehicle, you should be registered with the council where your vehicles are kept, this is not where you trade. All traders must be registered before applying and be able to provide evidence of your registration when applying for a Street Trading Consent.

Whether a trader is hot or cold food a current Level 2 Food Hygiene Certificate will still be required.

Most but not all, food businesses get a food hygiene rating, ratings range from 0 to 5, with 5 being the best. Ratings are allocated by inspectors following their inspection of your business, a sticker will be given stating your food hygiene rating, and this must be displayed where customers can see it.

As a food trader we would expect you to achieve and maintain a minimum Food Hygiene Rating of a '3'.

Existing businesses whose food hygiene rating falls below a '3', will automatically suspend their current Street Trading Consent. The Consent will come out of suspension if and when the minimum food hygiene rating is regained. Continued suspension may result in the Consent being terminated.

New applicants will be required to supply evidence of their existing food hygiene rating of a '3' or above, or their 'awaiting inspection' status.

All food businesses will be checked to ensure they are registered, and their hygiene rating or inspection verified.

Mobile Traders

Mobile traders must move from position to position remaining stationary for no longer than 20 minutes to initially attract customers and thereafter only long enough to serve customers present. The vehicle must move on as soon as the last customer has been served, and no other customer is clearly awaiting service.

The Consent Holder must ensure that any stopping position does not infringe any parking or traffic requirements or cause obstruction of the highway and does not present any dangers to other road users or pedestrians.

A Street Trading Consent does not allow trading in Council owned car parks. Additional permissions would be required from Parking Services.

Mobile street traders must not stop within 100 metres of any school, measured from the main entrance to the school grounds, during the school day from an hour before and an hour after without the written consent of the school. Any written consents obtained from the school must be provided at the application stage.

The use of chimes and other audible signals:

Section 62 of the Control of Pollution Act 1974 (CoPA) set outs requirements with regard to noise in streets.

It is an offence under section 62(1)(b) of CoPA to use a loudspeaker in the street for the purposes of advertising any trade or business. However, there is a specific exception for the operation of loudspeakers between 12pm and 7pm if they are fixed to vehicles used to convey and sell perishable commodities for human consumption to the public, such as ice-cream, provided that they do not give reasonable cause for annoyance to persons in the vicinity.

The Secretary of State has issued an approved code of practice that gives guidance on minimising noise from ice-cream van chimes. It should also be taken as applying equally to any other sounds made by a loudspeaker fixed to a vehicle from which perishable goods are sold to the public. Mobile traders are expected to show compliance with this code, as doing so will help to show that a vendor has complied with section 62 of CoPA. Compliance with the code will also help to demonstrate that a vendor has used “best practicable means” to prevent, or counteract, the effects of any nuisance resulting from the chiming.

The current version of the approved code of practice can be found here: <https://www.gov.uk/government/publications/code-of-practice-on-noise-from-ice-cream-van-chimes>.

For the avoidance of doubt, mobile ice cream vans are vehicles adapted for the sale of ice cream and only sell ice cream, cold soft drinks, cold sandwiches, confectionery, crisps, and frozen lollipops.

Static Street Trading

Static Street Trading is trading in one site for more than 20 minutes. If a trader wishes to move around various parts of the borough, they are required to apply for the appropriate Mobile Street Trading Consent.

Static Street Trading is where a pitch is identified, and a Consent Holder trades only from that pitch within the terms and conditions of the Consent issued.

These pitches are usually very specific, and traders are given consent based on the detailed plan submitted with their application.

It would be up to the trader to locate a pitch and make an appropriate application with the Council.

Applicants must contact the appropriate services prior to submitting an application to discuss any issues they may have and whether any other permissions are required.

It is not possible for traders to move pitch, even just a short distance, without the prior consent of the Council.

A Multiple Static Site Consent can be requested for traders who wish to trade in more than one location on a different day(s) of the week under the same Street Trading Consent. A total of two trading pitches will be authorised.

All applications will be dealt with under their own individual merits, however when determining an application, the proximity of existing nearby shops, cafes, and other trades that primarily trade in the same articles will be taken into account.

Sale of Alcohol

To sell alcohol, as well as having to hold a Street Trading Consent, licence authorisation under the Licensing Act 2003 would also be required. Where authorisation is granted under the Licensing Act 2003 conditions may be attached to the Street Trading Consent. These conditions may include but are not restricted to the following:

- The trader adopting a challenge 25 policy.
- Restrictions on the sale of alcohol in open containers
- Times at which alcohol may be sold, and the locations not to be near schools, voluntary or third sector services.

Any street trader wishing to sell alcohol should contact the licensing team for further information.

Commercial Selling of Vehicles on the Highway

The commercial selling of a vehicle on the highway falls within the scope of street trading and therefore a Street Trading Consent is required from Rotherham Council.

Additional restrictions are set out in Section 3 of the Clean Neighbourhoods and Environment Act 2005. This states that a person is guilty of an offence if at any time, acting in the course of a business selling motor vehicles, leaving two or more motor vehicles parked within 500 metres of each other on a road(s) where they are exposed or advertised for sale.

Trading on Private Land

Where your proposed trading pitch is on privately owned land you must seek permission from the relevant landowner. You must provide us with a letter or email from the landowner confirming you have permission to trade on their land, including the days and times of permitted trade. We will require the landowners' details for verification purposes.

Unregistered land is land that has not been recorded in the Land Registry, which is the official database of land and property ownership in England and Wales. Unregistered land may have no clear title or evidence of ownership, or it may have been inherited or transferred informally over time. Trading on unregistered land without authorisation can expose you to legal risks and liabilities, such as legal proceedings from the owner of the land. If a Street Trading Consent is to be considered we may request further documentation to be signed and agree to trading at your own risk, for these types of requests we will always seek advice from our legal department before any decisions can be made.

The onus is on the applicant to research the proposed trading site, i.e. planning permission, legal right to trade, food and safety, waste provisions, highway restrictions etc.

Trading on National Highways' Trunk Roads

Any consent issued to trade on a National Highways operational assets will be subject to the following additional conditions and restrictions:

- Applications will automatically be refused if there are any safety or environmental concerns.
- Semi-permanent structures such as 'portacabins' or sheds will not be erected in any of the laybys and must be in a position to leave at a moment's notice.
- A Street Trading Consent will not supersede National Highways right to ask a Street Trader to move or cease trading if they feel there are safety or environmental concerns.
- Vehicles/trailers should be sited in an 'ox bow' type layby where grass or concrete areas separate the layby from the main carriageway.
- All vehicles/trailer units must be removed at the end of each working day.
- No flags or signs are to be placed on National Highways land.
- All litter must be removed at end of each working day.
- Any Street Trader can be asked to move or cease trading by National Highways, the local authority or emergency services without notice.
- National Highways reserve the right to close any of the laybys on both a temporary and a permanent basis, Street Traders will have no right to recompense.

Street Trading in a Town or District Centre

Where appropriate, the Council will issue street trading consents that will permit trading from specific streets or pitches within a town or district centre within the Borough.

Any consent issued for such areas may be subject to additional conditions or restrictions, which may include limitations as to the number, location and trading times.

There may be times when the permitted area will be unavailable due to utility, maintenance or construction works. This is a normal function of the Highways Authority and utility companies and will not, therefore be subject to compensation.

For special events which may take place within these areas, the Council may issue a notice suspending or revoking all street trading consents for a particular area and / or period of time. No compensation will be offered for relocation or removal of a street trading consent under these circumstances.

Businesses may be permitted to place up to one 'A' board on the highway – this should not exceed 800mm in height and 500mm in width. 'A' boards and other free standing pavement signs should be placed, either in an area 600mm immediately in front of their stall or in line with an adjacent line of bollards. It should be remembered that at least 1.8m of clear footway must be retained between the board and the stall or bollards/obstruction, and boards should allow at least 450mm clearance between the board and the kerb edge.

External tables and chairs may only be used upon written approval from the Council.

Application Process

An application for a Street Trading Consent cannot be given tacit approval, as it is in the public interest that the Council must undertake checks before any application can be granted. Consents will be provided in writing to the person named on the application form.

Any application for a Street Trading Consent must meet the following criteria:

- The applicant must be over 17 years of age.
- The name of the business must not be the same as, or be similar to, that of an existing static retail business or another street trader

The application must be submitted with the following documents and information:

- A completed and signed Street Trading Consent Application Form
- The appropriate application fee, a non-refundable fee of £100, is payable for an initial enquiry to carry out checks including the suitability of a proposed location. If the site is not approved the £100 fee will be retained to cover administrative costs. If the application is approved the applicant must submit the balance of the relevant fee before the Council will issue the Street Trading Consent.
- A recent passport size photograph of all Consent Holders.
- Applicants must have obtained a valid basic DBS check dated within 6 months (see section 17 for more information on DBS's)
- Proof of identification for name and address (you cannot provide one form of identification for both:
 - Proof of name: current passport, birth certificate, current UK, or EEA photocard driving licence, or benefit letter.
 - Proof of address: utility bill or bank statement issued within the last 3 months, current council tax year bill, UK driving licence, tenancy agreement or mortgage statement.
- Proof of right to work in the UK: a current passport, drivers' licence, residence permit or a bank statement.
- In respect of an application for a Consent to trade from a fixed site, a location plan of where the vehicle or stall will be positioned in an appropriate scale to identify the exact location of the vehicle or stall and surrounding areas and streets. The plan must clearly identify the proposed street trading site, and the ground dimensions it will cover.
- Where the Consent area is on private land written approval is required from the landowner including trading days and times.
- Colour photographs of the vehicle/stall from which trading is proposed to take place, the images must show the front, back and side of the vehicle/stall.
- Dimensions of the vehicle or stall and any identifying marks, e.g. vehicle registration etc.
- Gas safety certificate for any trailer or vehicle.
- Vehicle test certificate
- Declare you have registered as a food business (where appropriate).

- If trading in food, evidence and details of any food hygiene qualifications, food hygiene score rating or awaiting inspections status.
- Any permissions or consents already granted about your proposed operation, for example, planning consents, late night refreshment premises licence, cafe licence or waste disposal agreement.
- A valid certificate of insurance policy covering third party and public liability risks for at least £5 million, which must cover street trading.
- Any other additional information specified on the application form or requested by the Licensing Service that may reasonably be required in order to assess the suitability of the applicant, trading unit or site.

Once all the above documents and relevant application fees have been submitted the Council will conduct all necessary checks and consultations before deciding on whether to grant a Street Trading Consent.

Other than judicial review, there is no statutory right of appeal against a decision to refuse to grant, amend, vary, or revoke a Street Trading Consent.

Street trading consents will be issued subject to a number of conditions, these will be applied to consents on a case by case basis. The general conditions outlined at Appendix A will normally apply to all consents, however the Council reserves the right to add, amend or omit conditions to individual consents as is considered necessary.

Following receipt of an application, advice may be sought from the Highways Authority with regards to the size of the layby and to ensure that there is safe access and egress.

Applicants shall ensure that any location supports the aims and objective of this Policy and should take the following into account when deciding on a location.

- Traffic flow – applicants should ensure there are enough potential customers to sustain a business.
- Size of layby – applicants should ensure there is sufficient room for numerous cars/lorries, etc.
- Proximity to competition – applicants must consider current trading of similar goods in the area. Street Trading Consent will normally be refused where there is similar trading of goods in the area.
- Toilet facilities – applicants must consider such facilities are provided if selling hot food and drinks.
- Access to and egress from layby – applicants must ensure that there is safe access into and egress from the layby.
- Crossing a carriageway – applicants must ensure that customers are not obliged to cross a carriageway to access the layby.

Renewals

Street Trading Consents that have not been renewed by their expiry date will automatically cease to exist and trading must cease until such time as a new Street Trading Consent has been granted.

All renewal applications must be submitted a minimum of 20 working days prior to the expiry of the current Street Trading Consent to allow for processing of the application. A completed renewal form and application fee will need to be submitted.

Generally, no further consultation will be necessary when dealing with a renewal application, however the Council reserves the right to consult where there are or have been concerns raised in the previous Street Trading Consent period.

Applications for renewal of a Street Trading Consent will be granted once proved that no substantiated complaints have been received regarding:

- The manner in which the Consent Holder has conducted their business.
- The Consent Holder or any authorised assistant's conduct
- Where no relevant objections have been received
- In addition, a new criminal record disclosure will only be required every 3 years.

The majority of documents requested in the initial application process will need to be produced at every renewal.

Checks will be made to ensure there have been no changes from the original application, these checks will include verification of any permissions granted including the trading location.

The responsibility for ensuring renewal of Street Trading Consents rests solely with the Consent Holder, the Council is not obliged to send out reminders. If a renewal application and fee are not submitted, then the Street Trading Consent will lapse.

A renewal application will not be accepted after the expiry of any existing Street Trading Consent. The effect of this will be that a trader will not be permitted to trade until a new application and fee has been submitted and the Street Trading Consent is granted.

Street trading consents will be issued subject to a number of conditions; these will be applied to consents on a case by case basis. The general conditions outlined at Appendix A will normally apply to all consents, however the Council reserves the right to add, amend or omit conditions to individual consents as is considered necessary.

Transfers and Amendments

Street Trading Consents are non-transferable, the Consent Holder may employ any person to assist in the conduct of the business but may not let, assign, or part with his/her interest or possession under this Street Trading Consent or any part thereof but he may surrender it at any time. The rights granted by the Street Trading Consent cannot be sublet, transferred, or shared with any other person or party and is personal to the Consent Holder.

No amendments (e.g., date changes, location, type of stall or van) may be made without the prior written consent of the Council.

Any Street Trading Consent which is valid but is no longer required should be surrendered to the Council in writing.

Fees

The fees associated with the Street Trading framework will be periodically reviewed by the Council.

Additional charges may be made for the recovery of reasonable costs associated with the collection of refuse, cleansing of streets or other remedial work required due to the acts or omissions of a street trader.

Should the Consent Holder wish to vary the Street Trading Consent at any time during the duration of the Street Trading Consent, an administration fee will be charged. The administration fee will be in line with administration fees charged for other licences and consents issued by the Licensing Service.

Where a Street Trading Consent is surrendered during the life of the Consent, no refund will be made unless there are exceptional circumstances.

If a Street Trading Consent is revoked by the Council due to a change in external circumstances (e.g. closure of a street due to roadworks) then a pro rata refund will be issued of any fee paid (excluding instalments that are due but not paid by the time of the revocation). Deductions may be taken from the remaining balance before refunding the Consent Holder for the reasonable cost of repair to any damage caused, removal of any discarded materials, additional cleansing costs, along with appropriate administration fees.

If a Street Trading Consent is revoked by the Council due to breaches of conditions or non-compliance with this policy by the Consent Holder, no refund will be made by unless there are exceptional circumstances.

Payment must be made in full when the application is submitted. The only exception to this is for 2 year consents where the trader opts to pay by instalments. In these cases, the consent would be issued until the date that the next instalment falls due and will be extended once each instalment is paid, If an instalment is not paid within 28 days of it becoming due, then the consent will lapse and the trader will be required to apply for a new consent.

Disclosure and Barring Service Checks

Whether you have been convicted of any relevant offence, we will ask for a basic DBS disclosure to be submitted with each application. Any convictions or proven criminal behaviour will be assessed. A basic disclosure will be required every three years once an application is granted.

Guidance regarding basic checks, including how to apply and the information disclosed on a basic certificate, please visit:

<https://www.gov.uk/government/publications/basic-checks>

If any convictions are recorded on the certificate, the application will be referred for further internal evaluation to determine a decision.

See Appendix B for guidelines relating to the relevance of convictions.

General Data Protection Regulations

The Council is committed to compliance with all applicable Data Protection Law. This includes the Data Protection Act 2018; the Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Further information about our use of personal information can be found on the Council's website. www.rotherham.gov.uk

Enforcement

Where activities are conducted without a Street Trading Consent or where conditions are breached, the Council will look to gather evidence and take enforcement action as appropriate.

The Highway's Authority and South Yorkshire Police have the power to remove any obstructions from the highway.

Any enforcement action will be undertaken in accordance with the Council's General Enforcement Policy, and in particular will be:

- Proportionate in applying law and seeking compliance.
- Consistent in approach.
- Targeted towards Consent Holders not complying with their Street Trading Consent and conditions or unlawful activity.
- Transparent in helping Consent Holders to understand what is expected of them.

APPENDIX A**STREET TRADING CONSENT STANDARD CONDITIONS****LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 SCH. 4**

The Street Trading Consent will stipulate the Consent Area, the type of vehicle or stall, and description of goods, any other relevant information, and additional conditions. The Consent Holder must comply with all conditions outlined in this Policy. Failure to comply with any condition attached to the Street Trading Consent May result in the revocation of such Consent.

Rotherham Council reserves the right to alter or amend these conditions at any time.

1. Consent holders shall notify the Council of any changes to their details such as name, address, telephone number or email address as soon as it occurs. A fee is applicable for amendments.
2. The consent holder will be issued with a Street Trading Consent, certificate, and conditions.
3. The Consent Holder shall at all times have a copy of the Street Trading Consent available for inspection on request to any Police Officer or Officer of the Council.
4. The Certificate must be clearly displayed on the vehicle or stall and must be visible to the public and customers.
5. Where the Consent Area is on private land where the public have access without payment, there is a requirement to have a Street Trading Consent. The applicant for the Consent must first obtain prior written approval from the landowner and this must accompany the application.
6. Where the Consent area is on council land, unless approval is obtained from the council, no street trading activities will be allowed.
7. The grant of a Street Trading Consent shall not be deemed to give any approval or consent which may be needed under any Byelaw, enactment, or regulation other than schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
8. The Consent Holder shall meet all statutory duties and obligations placed upon them relevant to the nature of the street trading e.g., planning consent, Health, and Safety at Work Act 1974, Environmental Protection Act 1990, Food Safety Act 1990, Food Safety and Hygiene Regulations 2013, Regulations (EC) No. 852/2004, The Regulatory Reform (Fire Safety) Order 2005, and the Licensing Act 2003. This list is not exhaustive, and it is the responsibility of the Consent Holder to ensure full compliance of all relevant legislation particularly any relevant Highway legislation.
9. The Consent Holder is not and shall not hold themselves out as being the servant or agent of the council whether orally or in writing.

10. The Consent Holder shall not hold themselves out as having the power to make, vary, discharge, or waive any byelaw or regulation of any kind.
11. It is the duty of the Consent Holder to establish the ownership of the land to which the Street Trading Consent relates and seek permission from the owner to trade from that location. This may involve additional restrictions and payment for which the Council are not responsible.
12. Consent Holders and authorised assistants must be 17 years of age.
13. The Consent Holder must have a valid insurance policy for public liability providing cover to a minimum amount of £5,000,000, a certificate of which must be produced upon application.
14. There may be times when the permitted area will be unavailable due to utility, maintenance or construction works. This is a normal function of the Highways Authority and utility companies and will not, therefore be subject to compensation.
15. Nothing contained in these conditions shall relieve or excuse the Consent Holder or his/her employees or agents from any legal duty or liability and the Consent Holder shall indemnify the Council in respect of all claims, actions, demands, or costs arising from the Street Trading Consent.
16. No damage shall be caused to the public highway as a result of the street trading activity taking place and the Consent Holder shall reimburse the council of any costs in repairing any damage caused.
17. The Consent Holder shall not sell any type of food, goods, or merchandise other than that specified in the Street Trading Consent.
18. The Consent Holder must confine the selling of goods and merchandise within the approved consent area and will not be permitted to erect additional tables, awnings, or any other structure.
19. There shall be no sale of goods that are likely to conflict with those provided by nearby shops and premises.
20. No live animals (e.g., mammal, reptile, fish, or bird) shall be permitted to be sold from any stall or vehicle.
21. The Consent Holder shall not knowingly allow the sale of any counterfeit/fake material and shall comply with any relevant Trading Standards legislation.
22. The Consent Holder shall not knowingly allow the sale of any goods prohibited for sale by Rotherham Council. We have a range of items that are excluded, details can be obtained from the Licensing Service.
23. No trading of hot food or drinks shall be permitted before 5am or after 11pm or sales of alcohol unless a Premises Licence has been issued or a Temporary Events Notice served on the Council and objected to, in accordance with the Licensing Act 2003.

24. The Consent Holder shall not hold any auction or like sale.
25. Trading may only take place on the days and during the times specified on the Street Trading Consent.
26. The Consent Holder shall trade only from the consent area indicated on the Street Trading Consent.
27. A Consent Holder may employ any other person(s) to assist them in trading without a further Consent being required.
28. Consent Holders and any authorised assistant(s) shall ensure that the public and authorised officers are always treated with courtesy. Consent Holders shall ensure that their authorised assistant(s) are competent, courteous, and helpful.
29. The Consent Holder shall conduct a risk assessment to ensure that highway safety is not compromised and shall not prevent the Highways Authority, National Highways, and utilities from undertaking its duties.

(Please note works such as excavations can be carried out without prior notice. The Council will revoke a Street Trading Consent following any reasonable request from the Highways Authority and National Highways (where applicable)).

30. The Consent Holder shall conduct their business in such a manner to ensure they do not:
 - Cause a nuisance to the occupiers of adjoining properties.
 - Cause an obstruction to the vehicles or pedestrians on the highway.
 - Cause a danger to occupiers of adjoining properties or to other users of the highway.
 - Cause annoyance or inconvenience to the users of the highway.
31. A Consent Holder may trade in a Consent Street from a vehicle or stall. The Consent Holder shall only trade from a vehicle or stall described in the Street Trading Consent.
32. Any vehicle or stall used must be positioned entirely within the approved Consent area.
33. Any vehicle or stall used by a Consent Holder in the course of street trading shall be constructed and maintained in accordance with any relevant legislation and to the satisfaction of all reasonable requirements of the Council and (where applicable) National Highways as to its construction, safety, appearance, and any display of advertisements. A high standard of presentation and appearance will be expected.

In addition, the Consent Holder shall maintain the stall or vehicle in a clean state at all times and its structure shall be kept in good order, repair, and condition.
34. Any motor vehicle used for the purpose of Street Trading shall be in a roadworthy condition and have the relevant documents i.e. insurance, tax, and MOT to make the use of that vehicle on a road legal.

35. The vehicle or stall shall not be left unattended at any time and shall always be supervised by a person over the age of 17 years.
36. Outside of the permitted daily trading period the Consent Holder shall remove the approved vehicle or stall from the Consent area together with any and all objects or things of any nature whatsoever placed by the Consent Holder in the Consent area (whether directly and ancillary to street trading or otherwise) which for the avoidance of doubt shall include (but shall not be limited to) planters, ornamental devices of any description, furniture, portable or other fencing, waste bins, heating and lighting apparatus, unless the Council has agreed otherwise previously in writing.
37. The Consent Holder or authorised assistant(s) shall remove the vehicle/stall and goods within a reasonable time after the expiry of the time for trading specified in the Street Trading Consent.
38. The Consent Holder or authorised assistant(s) shall remove the vehicle/stall and goods for so long as may be necessary in the event of an emergency or in exercise of the council's highways power and duties, if reasonable required to do so by an authorised officer.
39. No Consent Holder shall trade at their authorised Consent area on dates when road closure directives are in place for special events other than with the permission of the organisation applying for the closure order.
40. The Consent Holder or authorised assistant(s) shall not make any excavations or indentations of any description whatsoever in the surface of the highway or place or fix any equipment of any description on or in the said surface.
41. External tables and chairs may only be used upon written approval from the Council after first obtaining the appropriate highways permission from the highway's authority.

(Please note 'the highway' includes the carriageway and a portion of the footway and the verge, the highway is not just the road.)
42. The Consent Holder and the vehicle/stall must comply with all relevant road traffic and highways legislation. Possession of a Street Trading Consent does not override parking restrictions or other traffic regulations.
43. A Consent Holder shall not leave their vehicle or stall in the street in which they trade, apart from in an approved parking space, except for the purpose of loading and unloading goods. Such loading and unloading shall be conducted as quickly as possible and the vehicle removed immediately on completion. This condition shall not apply when waiting restrictions are in force.
44. All businesses have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business. You may be prosecuted should you not comply with these requirements.

45. The Consent Holder and authorised assistant(s) must provide adequate refuse storage adjacent to the sale area. The storage must be a substantial construction, waterproof and animal proof. The trade waste must be removed at the end of each working day or if the amount of refuse warrants it, when the container is full, whichever is the sooner. Public litterbins are not to be used.
46. The Consent Holder and authorised assistant(s) will be responsible for keeping the area surrounding the vehicle or stall in a clean and tidy condition.
47. The Consent Holder shall make such provisions as are necessary to prevent the deposit on any street of solid or liquid refuse and no discharge shall be made into any surface water drains.
48. Layby traders shall ensure that the whole of the layby and adjacent verge/footpath (but not the carriageway) to a distance of 10 metres be kept free of litter and refuse at all times, whilst resident.
49. The Consent Holder or authorised assistant(s) shall comply with any directions given by the council from time to time regarding the handling, storage, and removal of refuse.
50. No advertisements shall be displayed on the consent area that relates to any goods, commodities, or services other than what is approved in the Street Trading Consent.
51. No advertising is permitted other than on the stall or vehicle. The fixing of signs or marking of the highway or street furniture is specifically prohibited by the Highway's Authority.
52. No poster, advertisement, signage or decoration of an unsuitable material or nature shall be displayed, sold, or distributed on or about the vehicle or premises. For example, any material in breach of the Obscene Publications Act 1959, any material that is considered indecent, scandalous, offensive, or likely to be harmful to any person likely to purchase it.
53. Signage and similar material must not have the appearance of a traffic sign, or be of such a nature as to distract motorists and other road users on the highway,
54. A-Boards, flags or any other signage are not to be placed on National Highways land.
55. A-Boards should not exceed 800mm in height and 50mm in width. A boards and other free standing pavement signs should be placed, either in an area 600mm immediately in front of their stall or in line with an adjacent line of bollards. At least 1.8m of clear footway must be retained between the board and the stall or bollards/obstruction, and boards should allow at least 450mm clearance between the board and the kerb edge.
56. Any lighting provided at the Consent area by the Consent Holder must be approved by Rotherham Council. If the Consent Area is located on, or adjacent to the public highway, the lighting must also be approved by the highway's authority. Strobe lights will not be used in any circumstances.

APPENDIX B**Guidelines relating to the relevance of convictions for Street Trading**

The Policy and guidelines relate to applications for the grant or renewal of a Street Trading Consent, as well as current holders of those authorisations.

These guidelines do not deal with every type of offence, and do not prevent the Council from taking into account offences not specifically addressed in the guidelines or other conduct, which may be relevant to an individual's application.

Each application will be decided on its own merits and will be assessed whether an applicant is a suitable person to hold or to continue to hold a Street Trading Consent. Unspent convictions or conduct of applicants will take the following into consideration:

- Whether the conviction/incident is relevant.
- The seriousness of the offence/incident.
- The length of time since the offence/incident occurred.
- Whether there is a pattern of offending behaviour or similar conduct.
- Whether a person's circumstances have changed since the offence/incident occurred, and the circumstances surrounding the offence/incident, and the explanation offered by that person.

Where an applicant has been convicted of a criminal offence, the Council cannot review the merits of the conviction.

The following are given as guidance to certain categories of offences for new applications or renewals of Street Trading Consents:

Dishonesty

Holders of a Street Trading Consent must be persons who can be trusted. It is easy for a dishonest trader to take advantage of the public. Members of the public using Street Trading outlets expect the trader to be honest and trustworthy.

For these reasons, a serious view will be taken of any unspent convictions involving dishonesty. In general, a new applicant or renewal application is unlikely to be granted a Street Trading Consent where an application is made within 3 to 5 years of a conviction or from the date of release from a period of imprisonment.

Violence

Street traders will have close contact with the public, therefore, to minimise any risks, a serious view will be taken where offences of violence involve a loss of life, a Street Trading Consent will be refused.

In other cases, a period of 3 to 10 years, free of convictions, or from the date of release from a period of imprisonment, depending upon the nature and seriousness of the offence(s), will generally be required before an application is likely to be considered favourably.

Drugs

Where an applicant has a conviction for an offence that relates to the supply or importation of drugs and the date of the conviction or the release date from a period of imprisonment is less than 5 to 10 years before the date of the application, a Street Trading Consent will be refused. After 5 years from a conviction or the date of release from a period of imprisonment, the circumstances of the offence and any evidence which shows that a person is now suitable to hold a Street Trading Consent will be taken into consideration.

An application will normally be refused where the applicant has a conviction for an offence relating to the possession of drugs and the date of the conviction or the release date from a period of imprisonment is within 3 to 5 years of the date of the application. After a period of 3 years from conviction or the date of release from the period of imprisonment, consideration will be given to the circumstances of the offence and any evidence to show that an applicant is a suitable person to hold a Street Traders Consent.

An application will normally be refused where an applicant has more than one unspent conviction for offences related to the possession of drugs and the last conviction or the date of release from the period of imprisonment is less than 5 years before the date of the application.

Sexual and Indecency Offences

As the holders of Street Trading Consents (for example those who sell ice cream), have access to children, applicants who have unspent convictions for rape, indecent assault, any sexual offence involving children and any unspent conviction for an offence under the Sexual Offences Act 2003 will normally be refused a Street Trading Consent.

Where an applicant has a conviction for a sexual offence such as indecent exposure, they will normally be refused a Street Trading Consent until they can show a substantial period usually between 5 and 10 years free of any such convictions from the date of conviction or the date of release from the period of imprisonment.

When considering applications, the Council may take into account any information of a sexual nature which does not amount to a criminal offence that is brought to its attention where that information may indicate that an applicant may not be a suitable person to hold a Street Trader Consent. It will normally require a period of not less than 5 years free of such incidents from the date on which the incident occurred or, if more than one from the date of the last incident.

Motoring Convictions

In most cases, motoring offences are unlikely to be relevant when deciding if any applicant for a Street Trading Consent is a suitable person. However, there may be instances where the nature of the Street Trading is such that, by its very nature the

applicant is required to drive (for example ice cream sellers) or the offences are of a serious nature.

In those cases, an applicant for a Street Trading Consent would be expected to show a period usually between 3 and 5 years of any such offences from the date of conviction or the date of release from the period of imprisonment.

Formal Cautions and Fixed Penalty Notices

For the purposes of these guidelines, the Council will take into account cautions and penalty notices, however the longer the period since the caution/penalty notice was imposed the less relevance it is likely to have.

PART A - Initial Equality Screening Assessment

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

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

Completed at the earliest opportunity it will help to determine:

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

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

1. Title	
Title: Draft Street Trading Policy	
Directorate: Regeneration and Environment	Service area: Community Safety and Street Scene
Lead person: Alan Pogorzelec	Contact: Alan Pogorzelec
Is this a:	
☒ Strategy / Policy	☐ Service / Function ☐ Other
If other, please specify	

2. Please provide a brief description of what you are screening
We are recommending that Cabinet approve a period of consultation on the following: • adoption of legislation that will allow the Council to regulate street trading, and • approval of a draft street trading policy. This screening assessment is limited to this recommendation.

Appendix 2

3. Relevance to equality and diversity

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

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

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

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

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

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

4. Considering the impact on equality and diversity

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

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

Appendix 2

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?**

We have tried to consider the impact that the policy and adoption of the legislation would have on those that will be affected by the policy. This includes current traders, members of the public and local businesses. We have done this by applying the draft policy requirements and framework to those traders that we are aware of that currently undertake an element of street trading, and also thought about the likely impact of this on local businesses and residents.

There is no empirical data that we can use as part of this assessment, however we will be undertaking a full equality analysis following the consultation that is carried out (subject to the approval of Cabinet).

- **Key findings**

The policy have an impact on local businesses, current traders and members of the public. Although we expect that this impact will be a positive for residents and local businesses (by ensuring fairness and a more effective regulatory framework), we accept that those traders that currently undertake an element of street trading may consider that they are adversely affected by the proposal as they are now subject to regulation that they previously would not have been.

The proposal to undertaken consultation on a policy may result in concern from all of those that would be affected by the policy and regulatory framework should it be introduced.

As we only have limited information regarding those traders that currently undertake street trading, and those that use their services, it cannot be said with certainty that there will not be an impact on any person that has a protected characteristic. We should therefore be mindful of this when carrying out the consultation and ensure that this is taken into consideration by Cabinet when making the final decision with regard to the adoption of the policy and regulatory framework.

- **Actions**

1. We should undertake comprehensive consultation prior to any further decision being made in relation to the formal adoption of the policy and Schedule 4.
2. The consultation must include consultation with groups representing those that share a protected characteristic.
3. This information should inform a full equality analysis that will be carried out in advance of any final decision being made by Cabinet / Council.

Date to scope and plan your Equality Analysis:

4/1/2027 (or following completion of the consultation if earlier)

Appendix 2

Date to complete your Equality Analysis:	1/2/2027
Lead person for your Equality Analysis (Include name and job title):	Alan Pogorzelec (Licensing Manager)

5. Governance, ownership and approval

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

Name	Job title	Date
Andrew Bramidge	Executive Director (Regeneration and Environment)	08/09/26
Councillor John Williams	Cabinet Member for Transport, Jobs and the Local Economy.	07/09/26

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	14/4/26
Report title and date	Draft Street Trading Policy
If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet – 12 th October 2026
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	22/4/2026

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				
Emissions from transport?	None				
Emissions from waste, or the quantity of waste itself?	Decrease		Conditions would be attached to consents that require holders to dispose of waste in accordance with environmental legislation.		
Emissions from housing and domestic buildings?	None				
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:

None.

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

No.

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

The proposed conditions will ensure that those given consent to trade on the streets will be required to dispose of their waste in accordance with environmental legislation. A failure to do this may result in the consent being withdrawn.

Supporting information:

Climate Impact Assessment Author	Alan Pogorzelec Licensing Manager Community Safety and Street Scene Regeneration and Environment
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Please outline any research, data or information used to complete this Climate Impact Assessment.	None.
---	-------

If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	n/a
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Validation	Tracking Reference: CIA 630 Arthur King Principal Climate Change Officer
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Committee Name and Date of Committee Meeting

Cabinet – 12 October 2026

Report Title

Local Plan

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

Yes

Executive Director Approving Submission of the Report

Andrew Bramidge, Executive Director of Regeneration and Environment

Report Author(s)

Emma Ottewell, Head of Planning and Building Control
01709 254752 or emma.ottewell@rotherham.gov.uk

Winsze Lam, Assistant Planning Policy Manager
01709 822874 or winsze.lam@rotherham.gov.uk

Ward(s) Affected.

Borough-Wide

Report Summary

Government planning reforms introduced through the Town and Country Planning (Local Planning) (England) Regulations 2026 came into force on 25 March 2026. The Regulations require local planning authorities to prepare a new style Local Plan through a prescribed process including gateway assessments, statutory consultation stages and adoption within a 30-month plan-making period, following an initial four-month commencement phase.

Government guidance and the Regulations state that the Local Planning Authority is required to submit and publish a 'Notice of Intention to Commence' (Regulation 19), submit and publish a Local Plan Timetable (Regulation 4 and 5) that will replace the Council's current Local Development Scheme, and undertake a scoping consultation (Regulation 20). These tasks must be completed prior to the submission of a Gateway 1 self-assessment to the Planning Inspectorate. Subject to successful outcome of the Gateway 1, the Council can proceed to the prescribed 30-month plan-making process.

The Council must now commence preparation of a new Rotherham Local Plan and establish suitable governance arrangements to ensure delivery within the required timescales.

This report seeks approval of the Local Plan Timetable, establishment of a Local Plan Steering Group as well as delegated authority arrangements for procedural matters

required throughout the Local Plan process to ensure that the Council can respond as necessary to the new streamlined plan making system.

Recommendations

That Cabinet:

1. Note the contents of this report and approve the commencement of preparation of a new Rotherham Local Plan in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026.
2. Approve the publication of the Local Plan Timetable attached at Appendix 1 and note that it supersedes the current Local Development Scheme timetable for the preparation of the new Local Plan.
3. Approve the publication of the formal 'Notice of Intention to Commence' by 30 October 2026, at the latest, in line with Regulation 19.
4. Approve the establishment of a Local Plan Steering Group in accordance with the Terms of Reference attached at Appendix 2.
5. Delegate authority to the Executive Director of Regeneration and Environment, in consultation with the Cabinet Member for Transport, Jobs and the Local Economy:
 - to approve updates to the Local Plan Timetable during plan preparation;
 - to approve, publish and submit all documents required for the statutory Scoping Stage (Regulation 20);
 - to approve publication and submission of documents required for Gateway 1 (Regulation 21); and
 - to approve the content and commencement of consultation on proposed plan content, draft vision and supporting evidence (Regulation 23).
6. Agree that Planning Board and Overview and Scrutiny Management Board will be updated and consulted at appropriate stages throughout plan preparation.
7. Agree to receive a further report as the Local Plan progresses towards plan content and evidence consultation (Regulation 23(1)(a)) and seeking approvals for subsequent stages - Gateways 2 (Regulation 26) and Gateway 3 (Regulation 31).

List of Appendices Included

- Appendix 1 Rotherham Local Plan Timetable
- Appendix 2 Local Plan Steering Group Terms of Reference
- Appendix 3 Equality Impact Assessment Part A
- Appendix 4 Equality Impact Assessment Part B
- Appendix 5 Carbon Impact Assessment

Background Papers

Legislations

[Levelling-up and Regeneration Act 2023](#)

[Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#)

Government Local Plan Guidance

[30-month local plan process: an overview](#)

[Engaging the public when preparing a local plan](#)
[Creating a plan timetable](#)

[National Planning Policy Framework \(August 2026\)](#)

Local Plan Documents

[Rotherham Local Plan 2013 - 2028](#)

[Rotherham Local Development Scheme \(September 2025\)](#)

[Rotherham Call for Sites](#)

[Local Plan Funding \(Officer Decision - 03/07/2026\)](#)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Local Plan

1. Background

- 1.1 The Government has introduced a new plan-making system through the Town and Country Planning (Local Planning) (England) Regulations 2026. The Regulations require local planning authorities to prepare Local Plans through a prescribed process consisting of a four-month commencement period followed by a statutory 30-month plan-making process. This includes three Gateway assessments, statutory consultation stages, examination and adoption.
- 1.2 The Council's existing Local Plan was adopted under the former planning system. To maintain an up-to-date development plan and ensure that the Council has continued local control over future development, a new Local Plan must now be prepared, commencing in 2026 and with an anticipated adoption in 2029, and covering the period up to the 2040s (i.e. a 10–15-year period upon adoption).
- 1.3 The Local Development Scheme was adopted in September 2025 (Cabinet 15/09/2025, Item 53 refer). The LDS sets out a broad timetable for preparing a new Local Plan in response to changes to national planning policy and revised housing requirements for Rotherham.
- 1.4 The Planning and Infrastructure Bill published in March 2025 introduces Spatial Development Strategies (SDS), to be prepared by Combined Authorities. The South Yorkshire Mayoral Combined Authority (SYMCA) will be responsible for preparing the SDS for South Yorkshire, in conjunction with the constituent local authorities. The Rotherham Local Plan will need to align with the emerging South Yorkshire Spatial Development Strategy.
- 1.5 The National Planning Policy Framework (NPPF) introduces significant changes to the planning policy framework. Matters that are currently contained within Local Plans may in future be addressed either through National Development Management Policies (NDMPs), which will provide nationally consistent development management policies, or through Spatial Development Strategies (SDSs), which will establish strategic planning priorities across wider geographic areas. The Local Plan will therefore sit within a broader planning framework and will focus more directly on local priorities, site allocations and locally distinctive policies. Consequently, the emerging Local Plan is expected to differ considerably from the adopted Local Plan in both its content and structure.
- 1.6 Under the new plan making system, Local Planning Authorities (LPAs) are required to begin the preparation of a new Local Plan to replace an existing Local Plan within five years of the adoption of the Local Plan. The intention is that Local Plans are kept up to date and, whilst content will be able to be carried forward, this marks a shift to five-year plan making cycles moving forward. Under these changes, assuming a new Local Plan is adopted by 2029, the Council would be required to start a new Local Plan by 2034.

2. Key Issues

Government Expectations

- 2.1 The NPPF and associated plan-making reforms place a strong emphasis on the timely preparation of up-to-date local plans. National guidance encourages local planning authorities to commence preparation of new local plans under the new plan-making system as soon as possible and establishes statutory milestones for doing so.
- 2.2 LPAs are also bound by the new legislation to prepare new Local Plans. The Regulations provide powers for Government intervention where local planning authorities fail to make satisfactory progress in preparing a Local Plan. This is to ensure LPAs adhere to the expectations that the Government are setting out, and that the level of growth that the Government aspires to is being planned for and delivered.
- 2.3 Without clear Government guidance on transitional arrangements, authorities preparing a new Local Plan cannot be assured of any protection from higher housing requirements until its adoption. Consequently, the Council remains vulnerable to speculative development and development proposals on unallocated sites across the Borough.
- 2.4 Although site allocations have been one of the critical parts of the plan-making process, the role of the new Local Plan is now very focused on spatial strategy and the delivery of new development. The Government is also putting increased emphasis on delivering supporting infrastructure alongside new development. Local infrastructure provision and the impact of new development on such infrastructure is increasingly a national focus from communities, including concerns that improvements (especially in social infrastructure) are not being delivered in step with new development. The Local Plan must be supported by a new Infrastructure Delivery Plan (IDP) which will assess current service provision and, in due course, the impact of proposed development on infrastructure.
- 2.5 The NPPF clearly supports more of a role for inclusion of local design policy, guidance, and high-level coding into new style local plans which brings opportunities to continue to raise the bar for high-quality design and place-making to the benefit of everyone.
- 2.6 The Government is also keen to introduce more standardised, digital Local Plans which intend to reduce inconsistency between the approaches of different LPAs as well as speeding up their preparation.

Local Plan Timetable

- 2.7 As part of the preparatory work for the new Local Plan, the Council launched a 'Call for Sites' exercise in June 2026 to identify land with potential for development. The exercise invites submissions from landowners, developers, stakeholders and the wider public to establish the availability of sites across the Borough through the plan-making process.
- 2.8 In addition to the ongoing Call for Sites exercise which commenced in June 2026, there will be three further public consultation stages which must be carried out: a scoping consultation during the four-month lead in; a consultation

on the proposed plan content and evidence between Gateways 1 and 2; and a consultation on the draft Local Plan before Gateway 3 and Submission. The Government will publish more guidance on undertaking consultations in due course, with a drive to more digital engagement and a focus on reaching as wide and diverse a range of consultees as possible.

- 2.9 There are three key checks, or 'gateways', which need to be passed to progress the plan, as shown in Figure 1. Passing Gateway 1 (self-assessment) marks the end of the 4-month lead in period and signals the start of the formal 30-month plan making period. Passing Gateway 3 means the plan is ready to be submitted for Examination. In between these two milestones is Gateway 2 where a Planning Inspectorate (PINS) assessor will provide observations and advice on the Local Plan and the progress towards a 'sound' plan being delivered.



Figure 1 – Local Plan Process (Extract from Government Guidance)

- 2.10 The proposed indicative Local Plan Timetable is shown in Figure 2. The formal timetable for the new Local Plan, for which approval to publish is sought under Recommendation 2, is presented in Appendix 1.

Regulations	Stages	Date
	Call for Sites	June 2026
Reg.19	Notice of Intention to Commence	30 October 2026
Reg.20	Scoping Consultation	January 2027
Reg.21	Gateway 1 Self-assessment	26 February 2027
Reg.23	Plan Content & Evidence Consultation	July - September 2027
Reg.26	Gateway 2	January 2028
Reg.27	Draft Plan Consultation	June - August 2028
Reg.31-32	Gateway 3	October 2028
Reg.34	Submission for Examination	January 2029
Reg.35	Examination	January - June 2029
Reg.39	Adoption	July 2029

Figure 2 – Rotherham Local Plan Timetable

Local Plan Steering Group

- 2.11 The new plan making system places greater emphasis on front-loaded engagement, project management, and governance. Numerous procedural decisions will be required between Cabinet and Full Council decision points, including consultation material, evidence publication, timetable revisions, and Gateway submissions. Delays in governance processes could adversely affect the Council's ability to meet statutory deadlines.
- 2.12 A Local Plan Steering Group has therefore been proposed to provide strategic oversight, cross-party engagement and programme management. The principal function of the Steering Group is to promote the timely and efficient preparation of the Local Plan. Informal discussion and debate within the Steering Group is intended to prepare the ground for key decisions to be made within the normal publicly accountable reporting structures of the Council.
- 2.13 The Steering Group, comprising relevant members and officers, is intended to:
- Enable early political and corporate understanding and buy in to the preparation and review of the Local Plan.
 - Encourage informal discussion to guide ongoing technical work and formulate options, often on potentially controversial subjects (e.g. housing development sites).
 - Facilitate improved efficiency in corporate and key stakeholder contributions to Local Plan preparation and consultations (e.g. the Rotherham Partnership).
 - Help mitigate identified risks associated with delivering the Local Plan to quality, budget and timescale requirements.
 - Advise on reporting arrangements for key issues to be addressed within the Council's publicly accountable formal decision-making process.
- 2.14 Support will be required from wider Council services, particularly in relation to infrastructure planning. These will include, but are not limited to, Highways and Drainage, Education, Green Spaces, Public Health, Assets, Strategic Housing, Regeneration and Economic Development (RiDO), Pollution Control, Policy, Strategy & Engagement, Finance and Legal Services. Certain teams such as Highways will be represented in the internal Local Plan Project Team meetings to ensure consistent input throughout the process and reporting to the Steering Group.

- 2.15 The Local Plan Steering Group will operate in a non-executive advisory capacity and will not exercise any executive or policy-making powers. All key decisions will remain subject to the Council's established decision-making framework. The Terms of Reference (Appendix 2) establish governance arrangements and identify matters suitable for delegated decision making whilst reserving policy decisions to Cabinet and Full Council. The Planning Board and Overview & Scrutiny Management Board will also be updated and consulted at appropriate stages throughout the process.

Authority Delegations

- 2.16 The preparation and adoption of the Core Strategy and Sites and Policies Documents of the current plan took approximately nine years. With the fundamental changes to the plan-making system, as set out in paragraphs 2.1 – 2.5, the statutory requirement now is for Local Plans to be prepared, examined and adopted within a 2.5 year timeframe. Therefore, the timings for each stage and the governance mechanism to achieve this accelerated programme are crucial.
- 2.17 The proposed delegations relate to the procedural and administrative matters of Local Plan preparation and are necessary to support delivery of the Government's statutory 30-month plan-making process. Recommendations 5 and 6 would enable the Council to fulfil the requirements of the Regulations up to, but not including, Gateway 2 (Regulation 26), with approvals delegated to the Executive Director of Regeneration and Environment, in consultation with the Cabinet Member for Transport, Jobs and the Local Economy.
- 2.18 The arrangements are necessary to comply with a prescribed national timetable. Under the new system, the Council is required to maintain and regularly update a statutory Plan Timetable, publish documents at key milestones, and progress through a series of gateway stages within prescribed timescales. Delegating authority for Scoping Stage (Regulation 20), Gateway 1 (Regulation 21) and consultation on proposed plan content, draft vision and supporting evidence (Regulation 23) will allow the Council to respond promptly to emerging evidence, meet statutory deadlines and maintain momentum in accordance with the approved Plan Timetable.
- 2.19 The proposed arrangements provide appropriate democratic oversight and are intended to facilitate the effective management of the plan-making process. They do not extend to the determination of substantive planning policy matters which remain the responsibility of Cabinet and Full Council.
- 2.20 Gateway 2 represents the first formal stage at which observations and advice on the emerging Local Plan are sought from the Planning Inspectorate. It is therefore considered an appropriate point for Cabinet to receive a progress update and, if necessary, consider further delegations for subsequent stages of the process through to Gateway 3 and beyond. Key policy decisions, including the preferred spatial strategy, site allocations, submission of the Local Plan for examination and adoption of the Plan, will continue to be subject to the Council's formal decision-making procedures.

3. Options considered and recommended proposal

Option 1 (Recommended)

- 3.1 Approve the commencement of preparation of a new Rotherham Local Plan, the publication of the Local Plan Timetable and Notice of Intention to Commence, the establishment of a Local Plan Steering Group, and the proposed delegated authority arrangements to support plan preparation.

This option provides a clear and proportionate governance framework, ensures effective member oversight and engagement throughout the plan-making process, enables statutory requirements and milestones to be met efficiently, and supports the timely preparation and delivery of the Local Plan in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026.

Option 2

- 3.2 Retain existing governance arrangements and require Cabinet approval for all procedural matters.

This option is not recommended because it would cause unnecessary delays and increase the risk of failing to meet statutory milestones. While the Constitution provides a mechanism for calling additional Cabinet meetings to deal with urgent or emergency matters, and for the call-in process to be suspended where appropriate, reliance on these provisions would not provide an efficient or proportionate approach for routine procedural decisions and could still create practical difficulties in meeting required timescales as set out by Government.

4. Consultation on proposal

- 4.1 The proposed governance arrangements have been developed through discussions with Planning Policy officers, Governance, Legal Services and senior officers. Subject to approval, the Local Plan Steering Group will include representation from Cabinet Members, opposition members and relevant officers.
- 4.2 The Local Plan itself will be subject to statutory consultation at the Scoping Stage, Plan Content and Evidence Stage and Proposed Plan Consultation Stage, together with engagement throughout the examination process.
- 4.3 Public engagement in Local Plan preparation will be established in line with Regulation 2 of the Town and Country Planning (Local Planning) (England) Regulations 2026 and Government guidance (see background paper). The methodology and media will be set down in the bespoke Local Plan Community Engagement Strategy.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Government has established a backstop date of 31 December 2026 by which local planning authorities must publish a Notice of Intention to Commence and submit Gateway 1 documentation by 30 April 2027. From the initial Notification to Commence date, all LPAs are essentially now following the same prescribed

statutory timetable for plan-making with the 4-month lead-in time to get ready followed by Gateway 1 and the 30-month process.

- 5.2 The proposed timetable (set out above in paragraph 2.10) includes commencement of plan preparation by 30 October 2026, Gateway 1 in February 2027, Gateway 2 in early 2028, Gateway 3 in late 2028, submission in January 2029 and adoption during summer 2029.
- 5.3 Executive Director of Regeneration and Environment and the Cabinet Member supported by the Local Plan Steering Group and Planning Policy Team, will be responsible for implementation of the Local Plan Timetable and governance arrangements.

6. Financial and Procurement Advice and Implications

- 6.1 The preparation of the Local Plan requires officer resources, statutory consultation, evidence studies, legal advice and potential challenge, costs charged by Planning Inspectorates (PINS) for examination, the need for an independent Programme Officer, and so forth.
- 6.2 On 4 March 2026, Council approved the creation of a £2.2m reserve to fund preparation of the Local Plan, as part of the 2026/27 Budget and Council Tax Report. Expenditure will be incurred in line with the resource plan set out in the officer decision dated 3rd July 2026. It is noted that £2.2m is an estimate and there is risk that costs are higher than this. The drawdown of the reserve each year will reflect the costs incurred in that financial year. Both expenditure and the remaining balance of the reserve will be monitored through the Council's established financial monitoring arrangements, and a specific update will be provided to Cabinet through the Financial Outturn Report annually in July.
- 6.3 This report also sets out the timeline for the next Local Plan for which work will need to commence in 2034. This cost needs to be built into the Medium-Term Financial Strategy.
- 6.4 Where there is a need to procure specialist evidence for certain technical evidence base documents, these must be undertaken in compliance with relevant procurement legislation (Public Contracts Regulations 2015 or the Procurement Act 2023 dependent on the route to market) and the Council's own Financial and Procurement Procedure Rules.

7. Legal Advice and Implications

- 7.1 The Local Plan forms part of the Council's Policy Framework. Submission and adoption of the Local Plan remain matters reserved to Full Council.
- 7.2 The recommended delegation arrangements are limited to procedural and administrative matters required to support Local Plan commencement and preparation and are consistent with the Council's Constitution and the legal requirements for the commencement and the preparation of the Local Plan set out in the Regulations pursuant to the Town and Country Planning (Local Planning) (England) regulations 2026.

8. Human Resources Advice and Implications

- 8.1 The Local Plan will be led by the Planning Policy Team with support from officers across the Council.
- 8.2 No direct Human Resources implications arise from this report. Any future staffing requirements will be considered through normal Council processes.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 The Local Plan will help shape future housing, education, health and community infrastructure provision across the Borough.
- 9.2 No direct implications arise from the governance proposals contained within this report.

10. Equalities and Human Rights Advice and Implications

- 10.1 An Equality Screening Assessment is included in Appendix 3 of the report, and an Equality Analysis is included in Appendix 4 of the report.
- 10.2 The Local Plan process includes extensive consultation and engagement opportunities and must have due regard to Equality Act duties throughout its preparation.

11. Implications for CO2 Emissions and Climate Change

- 11.1 A Carbon Impact Assessment is included in Appendix 5 of the report. A Climate Change Officer has reviewed the assessment (Tracking Reference: CIA 693).
- 11.2 The decision to commence preparation of a new Local Plan is expected to have an overall positive effect on climate change mitigation and adaptation. At this stage, the climate impacts are largely indirect, as the decision initiates the plan-making process rather than adopting specific planning policies. However, the new Local Plan will play a key role in addressing climate change through the development of future land use, infrastructure and planning policies, and will have a significant influence on carbon emissions, environmental sustainability and climate resilience across the Borough.
- 11.3 While the decision itself will not directly result in significant greenhouse gas emissions, the new Local Plan will establish the framework for future growth and development. This presents an opportunity to embed policies that support the transition to a low-carbon economy by reducing emissions from buildings, transport and energy use, while promoting renewable and low-carbon energy generation, sustainable travel, green infrastructure and measures to increase resilience to the impacts of climate change. Although development facilitated by the Plan may give rise to construction and operational emissions, these impacts can be managed and mitigated through the planning policy framework and development management processes. The climate implications of the emerging Local Plan will be assessed and monitored through the Sustainability Appraisal, Habitats Regulations Assessment and supporting evidence base, with ongoing monitoring reported through the Authority Monitoring Report.

12. Implications for Partners

- 12.1 Preparation of the Local Plan will involve close working with the South Yorkshire Mayoral Combined Authority, neighbouring authorities, statutory consultees and infrastructure providers.
- 12.2 Partners will be engaged through statutory consultation stages and ongoing joint evidence work.
- 12.3 Local Plan Infrastructure Stakeholder Group and Officer Group will be established.

13. Risks and Mitigation

- 13.1 The principal risk is failure to meet the statutory timetable, leading to programme delays and potential intervention. There is no provision within the Regulations for a longer plan-making timetable. Failure to make satisfactory progress may result in Government intervention. The proposed governance and delegation arrangements are intended to mitigate this risk by enabling timely decision-making throughout the process.
- 13.2 Further risks include changes to national policy, delays in evidence preparation and dependencies on the emerging Spatial Development Strategy. These will be managed through programme governance and the Local Plan Steering Group.

14. Accountable Officers

Simon Moss, Service Director of Regeneration and Environment

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	John Edwards	22/09/26
Executive Director of Corporate Services (S.151 Officer)	Judith Badger	14/09/26
Service Director of Legal Services (Monitoring Officer)	Phil Horsfield	18/09/26

Report Author: Emma Ottewell, Head of Planning and Building Control
01709 25 4752 or emma.ottewell@rotherham.gov.uk

Winsze Lam, Assistant Planning Policy Manager
01709 82 2874 or winsze.lam@rotherham.gov.uk

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

Rotherham Local Plan Timetable

About

This timetable has been prepared under Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2026. It came into effect from 8 July 2026, in line with section 15B of the Planning and Compulsory Purchase Act 2004 and Regulation 8 of the Town and Country Planning (Local Planning) (England) Regulations 2026.

The new Local Plan Timetable replaces the Local Development Scheme September 2025. The timetable gives expected dates for the important stages of preparing the new Rotherham Local Plan for 2029.

The Council will review the timetable monthly and keep it updated with any changes throughout the course of the Plan's preparation and publish a clear and concise schedule of amendments should any changes be required on the Council's website.

The timetable will also be updated when the Council publish:

- Gateway 1 self-assessment
- Observations or advice received from the Planning Inspectorate under Gateway 2
- Observations or advice received from the Planning Inspectorate under Gateway 3
- The inspector's recommendations and reasons at the end of the independent examination of the plan

The timetable is available for public inspection at the Riverside House (Main Street, Rotherham, S60 1AE) during normal opening hours and copies are available upon request for members of the public at cost price; please email localplan@rotherham.gov.uk to make an appointment.

Timetable

Regulation	Stage	Dates
19(1)	Notice of Intention to Commence Local Plan preparation	30 October 2026
20(1)(b)	Notice of Scoping Consultation	04 January 2027
20(4)	Date by which representations for the Scoping Consultation must be received	25 January 2027
21(3)	Publication of Self-Assessment Summary	26 February 2027
23(1)(a)	Notice of Plan Content and Evidence Consultation	26 July 2027
23(4)	Date by which representations must be received on Plan Content and Evidence Consultation	05 September 2027
26	Commencement of Gateway 2 (Observations and Advice from Planning Inspectorate)	11 January 2028
27(1)(a)	Notice of Proposed Local Plan Consultation	26 June 2028
27(4)	Date by which representations must be received on Proposed Local Plan Consultation	21 August 2028
31	Commencement of Gateway 3 (Prescribed Requirements Assessment from Planning Inspectorate)	06 October 2028
34	Submission of Local Plan for Examination	05 January 2029
39	Adoption	13 July 2029

Rotherham Local Plan Steering Group

Terms of Reference and Constitution

1. Purpose

The Local Plan Steering Group ("the Group") is established to support the preparation of the new Rotherham Local Plan in accordance with the adopted Local Development Scheme. (September 2025, Appendix 1).

Unlike the previous plan-making process, the Government has set out a tight 30-month timeframe for the preparation of a new Local Plan. The system includes three Gateways, two rounds of statutory consultation, Gateway assessments by the Planning Inspectorate, examination and adoption. A Local Plan Steering Group with appropriate officer delegated authority can play a critical role in ensuring that Rotherham Council is able to maintain momentum and avoid governance-related delays.

The Group provides a cross-party forum for member engagement, strategic discussion and oversight throughout the preparation of the Local Plan.

The Group will oversee the statutory process for the preparation, review and delivery of the Local Plan, including the preparation of associated Local Plan evidence and documents. Its role is to review evidence, consider emerging issues and policy options, monitor progress, identify risks and provide strategic guidance to officers.

The Group is advisory in nature and does not replace the formal decision-making responsibilities of Cabinet or Full Council. Its purpose is to support informed decision-making by ensuring members are actively engaged throughout plan preparation and are able to provide strategic input at key stages of the process.

The Group operates in accordance with:

- The Council's Constitution
- Relevant statutory planning legislations (Town and Country Planning (Local Planning)(England) Regulations 2026 and associated regulations)
- The Council's decision-making framework, including Cabinet and Full Council responsibilities

2. Membership

Membership of the Group shall comprise elected members and officers with responsibility for, or an interest in, the preparation of the Local Plan. Core membership shall include:

- Cabinet Member for Transport, Jobs and the Local Economy (Chair);
- Head of Planning and Building Control (Vice-Chair);
- Leader of the Council or nominated deputy;
- Two representatives from opposition parties;

- Executive Director and senior officers as required;
- Planning Policy Manager and Assistant Planning Policy Managers
- Governance Lead; and
- Nominated Legal Officer.

The Chair, in consultation with the Executive Director of Regeneration & Environment, to prompt the attendance of appropriate [Cabinet Members](#), ward members, parish representatives, specialist officers or external advisers to attend meetings where matters of particular relevance are being considered as required by agenda content. Such attendees shall not be members of the Group unless formally appointed.

Agendas, minutes and supporting papers shall be circulated to relevant officers and departments as appropriate. Attendance arrangements and circulation lists shall be reviewed periodically by the Chair in consultation with the Executive Director of Regeneration and Environment.

3. Constitutional Status and Decision-Making

The Group is an advisory member body established to provide oversight and guidance during the preparation of the Local Plan. It has no executive, regulatory or decision-making powers. Formal decisions shall be taken in accordance with the Council's Constitution and Scheme of Delegation.

Minutes of the meeting are to be included on Planning Board agendas for information.

Working alongside the Steering Group, the Executive Director of Regeneration and Environment, in consultation with the Cabinet Member for Transport, Jobs and the Local Economy has limited delegated authority for certain procedural and administrative matters associated with the Local Plan process. These delegations are intended to support efficient programme management and maintain progress through the statutory plan-making timetable. Delegated powers shall not extend to substantive planning policy decisions:

- to approve updates to the Local Plan Timetable throughout the duration of the plan-making process, and as required, in line with Regulation 6
- to approve, publish and submit all documents relating to, and required by, the statutory 'Scoping Stage' (Regulation 20)
- to approve for publication and submission all documents relating to and required by Gateway 1 (Regulation 21)
- to agree the content of and commencement of Consultation: Proposed Local Plan content and required evidence, including draft vision (Regulation 23)

The Group enables Cabinet and Full Council to focus on major policy decisions at the appropriate statutory stages. Development Plan Documents form part of the Council's Policy Framework. All significant planning policy decisions shall remain reserved to Cabinet and/or Full Council in accordance with the Council's Constitution. These include, but are not limited to:

- The preferred spatial strategy;
- Housing and employment land requirements;
- Site allocation options;
- Publication of the Local Plan;
- Submission of the Local Plan for examination; and
- Adoption of the Local Plan.

The Group shall provide recommendations and advice to Strategic Leadership Team, Cabinet and Full Council as appropriate, whilst supporting effective governance and member engagement throughout the Local Plan process.

Major issues may be dealt with in briefing sessions for all Council Members or reported to the appropriate scrutiny committee as required.

4. Decision Gateway and Process

Stage	RMBC Decision Gateway
Gateway 1 - Readiness	Executive Director of Regeneration & Environment in consultation with the Cabinet Member for Transport, Jobs and the Local Economy
Gateway 2 – Emerging Plan	Cabinet
Gateway 3 – Draft Plan Consultation	Cabinet
Submit Plan for Examination	Full Council
Examination management, hearings, statements, evidence responses	Officers and / or Executive Director of Regeneration & Environment in consultation with the Cabinet Member for Transport, Jobs and the Local Economy
Main Modifications consultation	Officers and / or Executive Director of Regeneration & Environment in consultation with the Cabinet Member for Transport, Jobs and the Local Economy
Adopt Local Plan	Full Council

Details of each stage are set out in Appendix 1.

5. Role and Functions

The Group will play an important role to ensure that the requirements of the Regulations are fulfilled.

Preparation of a Local Plan requires numerous procedural decisions between statutory milestones, including:

- Commissioning evidence studies
- Agreeing consultation material
- Approving stakeholder engagement activity
- Responding to Gateway recommendations
- Agreeing updates to the programme
- Authorising consultation documents
- Approving technical corrections and evidence updates
- Responding to Inspector requests during examination

The Group has responsibility to:

- Provide strategic oversight of Local Plan preparation
- Request and review reports, evidence and policy options
- Provide steer on options and consultation approaches
- Identify risks and delivery challenges
- Make recommendations to SLT, Cabinet and full Council
- Ensure compliance with statutory and national planning requirements

The Group will ensure the Council can respond quickly on additional evidence requirements, policy revisions, further engagement needs and programme changes.

6. Meetings and Quorum

The Local Plan Steering Group will ordinarily meet on a monthly basis.

Additional meetings may be convened by the Chair where required to consider significant policy matters, statutory consultation stages, Gateway requirements, examination matters or other issues affecting the delivery of the Local Plan programme.

This arrangement will ensure:

- It aligns with key project management milestones.
- It allows members to influence emerging policy before formal decisions are required.
- It provides regular oversight of risks, budget, evidence studies and consultation outcomes.
- It promotes early engagement on key issues, reducing the need for last-minute consideration when reports are presented to Cabinet or Full Council.

The quorum for meetings of the Local Plan Steering Group shall be five members or 50% of the appointed membership, whichever is the greater.

Where the Chair is absent, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, members present may appoint a Chair for that meeting.

Meetings that are inquorate may receive information and discuss matters but may not make recommendations on significant policy issues.

7. Reporting and Scrutiny

The Governance Lead shall be a standing adviser to the Local Plan Steering Group and shall:

- provide assurance regarding constitutional compliance, decision-making processes, delegated authority, transparency, risk management, scrutiny engagement and reporting arrangements.
- maintain oversight of governance risks and shall advise the Chair, Cabinet, Full Council and the Monitoring Officer on matters affecting delivery of the Local Plan programme and compliance with the Council's constitutional requirements.

Overview & Scrutiny Management Board will provide check and challenge through its usual function and may, for example:

- review governance arrangements;
- review programme performance;
- monitor risks;
- test stakeholder engagement;
- consider implementation of Inspector recommendations.

The Group reports to Cabinet, and decisions may be subject to Overview & Scrutiny Management Board review and call-in.

The Group will advise and propose to update Cabinet before the local plan process reaches Gateway 2 (Reg 26) stage, which is the point at which initial observations and advice on the proposed Local Plan are sought from the Planning Inspectorate. This is an appropriate point to update Cabinet on progress and to agree delegations for the next stages of the process to Gateway 3 (Reg 31) stage and beyond.

Planning Board and Overview & Scrutiny Management Board will be updated and consulted at appropriate stages throughout the process.

Report	Frequency
Programme status report	Six-monthly
Gateway readiness update	Prior to Gateway 2 and Gateway 3
Examination progress report	Following hearings
Main Modifications update	As required
Lessons learned review	Following adoption

8. Officer Responsibilities

Officers shall provide professional planning, legal, financial and technical advice to the Steering Group; prepare reports, evidence and recommendations; ensure compliance with statutory plan-making requirements; manage engagement with stakeholders and the Planning Inspectorate; and implement actions arising from decisions of the Steering Group, Cabinet and Council.

Officers act under delegated powers and must ensure decisions are lawful and evidence-based.

Officers should not make the political decisions about the spatial strategy, site allocations or policy direction. Those decisions are reserved to Cabinet and/or Full Council as required by the Constitution.

Details of officers' responsibilities are set out in Appendix 2.

9. Transparency

The Group shall operate in accordance with Access to Information Rules and the Guidance in relation to the Member Code of Conduct as set out in Appendix 3.

10. Duration

The Group shall operate for the life of the Local Plan preparation process with the Local Plan anticipate being adopted in mid-2029.

Appendix 1 - Decision Gateway and Process

Gateway 1: Readiness Assessment (Executive Director of Regeneration & Environment in consultation with the Cabinet Member for Transport, Jobs and the Local Economy approval)

Gateway 1 is a local authority self-assessment of readiness to commence the formal 30-month plan preparation process. The authority must:

- Publish a Local Plan timetable.
- Have governance and project management arrangements in place.
- Have undertaken the required notice and scoping consultation.
- Publish a Gateway 1 self-assessment summary.

The regulations do not prescribe a specific council body that must approve Gateway 1, advice sought from the Local Plan Steering Group would be taken into account when seeking approval from **Executive Director in consultation with the Cabinet Member**. Gateway 2: Assessment of Emerging Plan (Cabinet approval)

Gateway 2 occurs after consultation on proposed content/evidence and before consultation on the proposed Local Plan. It is assessed by a Planning Inspector acting as a Gateway Assessor. The purpose is to:

- Consider progress towards a sound plan.
- Identify potential soundness issues.
- Review progress towards prescribed requirements.
- Provide observations and advice that the authority must have regard to going forward.

Before entering Gateway 2, officers should obtain approval from the **Cabinet** to:

- Approve the draft evidence base and emerging strategy.
- Authorise submission to Gateway 2.

Gateway 3: Pre-submission Compliance Assessment (Cabinet and Full Council approval)

Gateway 3 takes place after the final consultation on the proposed Local Plan and before submission for examination. The Gateway 3 assessor tests whether:

- Prescribed legal requirements have been met.
- The authority is practically ready for examination.
- The plan can proceed to examination.

A plan that fails Gateway 3 cannot proceed to examination until deficiencies are corrected. A plan that passes Gateway 3 must then be submitted for examination.

Cabinet recommends publication of the proposed Local Plan for the final consultation.

Following consultation and Gateway 3, **Full Council** authorises submission of the Local Plan for examination.

Examination (Officers, Executive Director in consultation with the Cabinet Member approval)

Once submitted, the examination is controlled by the appointed Inspector. The Inspector examines whether the Plan is sound and during the examination there are often decisions about:

- responding to Inspector questions;
- Statements of Common Ground;
- hearing session participation;
- consultation on Main Modifications;
- evidence updates.

These should be resolved within **executive and officer** functions under delegated powers.

Main Modifications (Officers, Executive Director in consultation with the Cabinet Member approval approval)

If the Inspector concludes that Main Modifications are needed, the Council will need authority to:

- consult on the Main Modifications;
- submit consultation responses back to the Inspector.

Delegated authority from Full Council would be sought at submission stage, to the **Executive Director in consultation with the Cabinet Member**, to deal with modifications that arise during examination.

Adoption of Local Plan (Full Council approval)

Once the Inspector has issued a report recommending adoption (with or without Main Modifications), adoption of the Local Plan amends the Development Plan and therefore falls within the Policy Framework reserved to **Full Council**.

Appendix 2 – Officer Responsibilities

Executive Director of Regeneration & Environment

- Corporate sponsorship of the Local Plan.
- Securing resources and cross-council support.
- Resolving strategic issues affecting delivery.
- Acting as the senior accountable officer for the plan-making programme.
- Decision making in consultation with the Cabinet Member to approve updates to the Timetable throughout the duration of the plan-making process, and as required (in line with Regulation 6) and to approve, publish and submit all documents relating to, and required by, the statutory 'Scoping Stage' (Regulation 20)

Executive Director of Regeneration & Environment / Head of Planning & Building Control

- Providing senior management oversight.
- Ensuring the Local Plan aligns with wider corporate objectives.
- Escalating key issues to Strategic Leadership Team, Cabinet and Council.
- Acting as the principal professional adviser to Elected Members.

Planning Policy Manager / Assistant Planning Policy Managers

- Project managing Local Plan preparation.
- Preparing reports for the Steering Group, Cabinet and Council.
- Coordinating consultants and technical studies.
- Managing the Local Plan programme and timetable.
- Reporting progress against Gateway requirements and examination milestones.
- Identifying risks, budget pressures and resource requirements.

Governance Lead

- Advise whether matters are: Steering Group business; Cabinet business; Full Council business; Officer delegated decisions.
- Ensure compliance with the Council's Constitution and decisions do not inadvertently exceed delegated powers.
- Advise on Policy Framework implications.
- Monitor whether governance arrangements support delivery of the 30-month timetable.
- Ensure recommendations are clear and legally robust.
- Verify that decisions are properly recorded and confirm audit trails exist for key decisions.

Legal Services

- Advising on statutory requirements.
- Ensuring compliance with:
 - Planning and Compulsory Purchase Act 2004;
 - Levelling-up and Regeneration Act 2023;
 - Local Planning Regulations;
 - Council Constitution;
 - Public law requirements.
- Reviewing reports, consultation processes and examination procedures.
- Advising on legal risks and challenge.

Democratic Services

- Noting minutes and action logs.
- Managing decision-making procedures.
- Coordinating Cabinet and Full Council approvals.

Specialist Officers

Their role is to provide technical evidence and advice relevant to Local Plan policies.

Depending on agenda items, these may include:

- Development Management representatives
- Housing Strategy officers
- Economic development officers
- Transport officers
- Climate change officers
- Education and infrastructure officers
- Finance officers
- Corporate communication officers

Appendix 3 – Guidance in relation to the Member Code of Conduct for Local Plan Steering Group

Purpose

The Local Plan Steering Group has been established to provide member oversight, strategic direction and informed input into the preparation, review and monitoring of the Local Plan.

Members of the Steering Group are expected to uphold the highest standards of conduct, integrity and transparency to ensure that Local Plan preparation is fair, lawful, evidence-led and undertaken in the public interest.

This Code supplements the Council's adopted Members' Code of Conduct and should be read alongside the Council Constitution, Planning Protocol and any related guidance. The Local Plan forms part of the Council's Policy Framework and is therefore a matter of significant public interest.

General Principles

Members shall:

- Act in the public interest at all times.
- Promote and maintain public confidence in the Local Plan process.
- Support lawful and evidence-based decision-making.
- Treat fellow members, officers, consultees and stakeholders with respect.
- Demonstrate openness, accountability and integrity.
- Avoid conduct which could bring the Council or the Local Plan process into disrepute.

Role of the Steering Group

Members shall recognise that the Steering Group:

- Provides strategic oversight of Local Plan preparation.
- Considers evidence, options and emerging policies.
- Makes recommendations to Cabinet and Full Council where appropriate.
- Does not determine planning applications.
- Does not replace the formal decision-making role of Cabinet or Full Council.
- Does not fetter the discretion of members when participating in future Council decisions.

Evidence-Led Decision Making

Members shall:

- Consider all evidence presented objectively and with an open mind.
- Have regard to professional planning advice.
- Ensure that recommendations are based upon planning evidence and sound planning principles.

- Avoid advocating outcomes that are unsupported by evidence or contrary to legal requirements.

Members should be prepared to reconsider previously expressed views in response to new evidence, consultation responses or legal advice.

Pre-determination and Pre-disposition

Members may hold preliminary views on Local Plan matters but must:

- Remain open-minded throughout the plan-making process.
- Consider all relevant evidence before reaching conclusions.
- Avoid making public statements that indicate they have finally determined their position on matters yet to be considered by the Steering Group, Cabinet or Full Council.

Members should recognise the distinction between:

- Predisposition – having an initial view; and
- Predetermination – having a closed mind.

Only the latter is inappropriate.

Relationship with Planning Applications

Members shall recognise that:

- Local Plan preparation and development management are separate functions.
- Site allocations considered through the Local Plan process do not predetermine future planning application decisions.
- Participation in Local Plan discussions does not prevent participation in planning application decisions, provided members remain able to consider each application on its merits.

Interests and Transparency

Members must:

- Declare disclosable pecuniary interests and other registerable interests in accordance with the Council's Code of Conduct.
- Declare any additional interests relevant to Local Plan matters.
- Withdraw from discussions where required by the Council's Code of Conduct or legal advice.
- Be open and transparent about meetings or communications that could reasonably be perceived as influencing the Local Plan process.

Engagement with Developers, Landowners and Stakeholders

Members may engage with stakeholders as part of their representative role. However, they shall:

- Listen to views without giving commitments or assurances.
- Avoid creating an expectation that particular sites, policies or proposals will be supported.

- Ensure that significant representations received outside formal consultation processes are shared with officers where appropriate.
- Not seek or accept any gift, hospitality or benefit that could reasonably be perceived as influencing their judgement.

Confidentiality

Members shall:

- Respect the confidential status of exempt or legally privileged information.
- Not disclose confidential information obtained through Steering Group meetings unless authorised to do so.
- Use confidential information only for its intended purpose.

Members should recognise that some evidence, legal advice or commercially sensitive information may be circulated in confidence.

Working with Officers

Members shall:

- Treat officers with courtesy and respect.
- Respect the professional neutrality of officers.
- Not place officers under pressure to reach a particular conclusion.
- Recognise that officers are responsible for providing impartial professional advice.

Challenges to officer recommendations should be made constructively and through proper channels.

Collective Working

Members shall:

- Participate constructively in meetings.
- Respect differing views.
- Support informed debate.
- Focus discussions on planning merits, evidence and strategic outcomes.

Members should avoid personal criticism of colleagues, officers or stakeholders.

Media and Public Statements

Members remain free to express political views but shall:

- Distinguish clearly between personal views and formally agreed Council positions.
- Avoid making statements that could undermine public confidence in the integrity of the Local Plan process.
- Refrain from announcing outcomes before formal decisions have been made.

The Chair should normally act as the principal spokesperson for the Steering Group unless alternative arrangements have been agreed.

Attendance and Preparation

Members are expected to:

- Attend meetings regularly.
- Read agenda papers in advance.
- Participate actively in discussions.
- Undertake any training relevant to Local Plan preparation and planning law.

Members who are unable to attend should notify Democratic Services in advance wherever possible.

Breaches of this Code

Any alleged breach of this Code shall be referred to the Monitoring Officer for consideration.

The Monitoring Officer may:

- Provide informal guidance;
- Recommend further training;
- Refer the matter to the Standards and Ethics Committee where appropriate; or
- Take any other action available under the Council's constitutional arrangements.

Member Commitment

Members appointed to the Local Plan Steering Group are expected to sign the following declaration:

I acknowledge that preparation of the Local Plan is one of the Council's most significant strategic functions. I agree to comply with this Local Plan Steering Group Member Code of Conduct, the Council's Members' Code of Conduct, and all relevant legal and constitutional requirements in carrying out my responsibilities as a member of the Local Plan Steering Group.

Member:

Signature:

Date:

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: Rotherham Local Plan: Timetable, Governance Arrangements and Delegated Authority	
Directorate: Regeneration and Environment	Service area: Planning Policy
Lead person: Winsze Lam Assistant Planning Policy Manager	Contact: 01709 82 2874 winsze.lam@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
This screening relates to a Cabinet report seeking approval to commence preparation of a new Rotherham Local Plan in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026. The report seeks approval of the Local Plan Timetable, publication of the Notice of Intention to Commence, establishment of a Local Plan Steering Group and delegated authority arrangements to support preparation of the Local Plan.

The Local Plan will guide future development, infrastructure provision and land use decisions across the borough and will be subject to statutory consultation and engagement throughout its preparation.

3. Relevance to equality and diversity

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

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

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

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

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

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

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

4. Considering the impact on equality and diversity

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

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

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

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

The report establishes the governance arrangements for the preparation of a new Local Plan. Consideration has been given to equality and diversity through the proposed statutory consultation and engagement processes, which will seek participation from a wide range of communities and stakeholders across the borough.

The publication format of the Local Plan timetable will be in accordance with Government's specific requirement and is in compliance to accessibility standard.

The report recognises that the Local Plan process must comply with Equality Act duties and that consultation arrangements will be designed to reach a diverse range of residents and stakeholders.

The Local Plan itself will be accompanied by equality impact assessment work as it progresses through plan preparation.

- **Key findings**

The governance arrangement, publishing Local Plan timetable do not directly impact any protected characteristic group.

However, the Local Plan will ultimately influence housing delivery, infrastructure provision, accessibility to services, transport, health, education and community facilities across the borough. Consequently, there is potential for future impacts on groups with protected characteristics and vulnerable communities. Effective consultation and engagement will be important to ensure all communities have opportunities to participate in the plan-making process.

- **Actions**

Undertake a full Equality Analysis (Part B) as the Local Plan progresses.

Ensure consultation methods are accessible and available through a range of formats and channels.

Engage with protected characteristic groups and representative organisations throughout Local Plan preparation.

Continue to assess equality impacts at key plan-making stages, including Scoping Consultation, Plan Content and Evidence Consultation, and Draft Plan Consultation.

Reflect equality considerations in the Local Plan Community Engagement Strategy.

Date to scope and plan your Equality Analysis:	28 August 2026
Date to complete your Equality Analysis:	28 August 2026
Lead person for your Equality Analysis (Include name and job title):	Winsze Lam Assistant Planning Policy Manager

5. Governance, ownership and approval

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

Name	Job title	Date
Andrew Bramidge	Executive Director	09/09/2026
Councillor Williams	Cabinet Member	14/09/2026

6. Publishing

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

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

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

Date screening completed	28 August 2026
Report title and date	Rotherham Local Plan: Timetable, Governance Arrangements and Delegated Authority 12 October 2026
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 Meeting: 12 October 2026, to be sent for publication with the Cabinet report.
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28 August 2026

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: Rotherham Local Plan: Timetable, Governance Arrangements and Delegated Authority	
Date of Equality Analysis (EA): 28 August 2026	
Directorate: Regeneration and Environment	Service area: Planning Policy
Lead Manager: Emma Ottewell Head of Planning and Building Control	Contact number: 01709 254752
Is this a: ☒ Strategy / Policy ☐ Service / Function ☐ Other	
If other, please specify	

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

Name	Organisation	Role (eg service user, managers, service specialist)
Emma Ottewell	RMBC	Head of Planning and Building Control
Winsze Lam	RMBC	Assistant Planning Policy Manager
Helen Sleight	RMBC	Assistant Planning Policy Manager

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

Aim/Scope (who the Policy/Service affects and intended outcomes if known)

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

This report seeks approval to commence preparation of a new Rotherham Local Plan, approve the Local Plan Timetable, establish a Local Plan Steering Group and approve delegated authority arrangements required under the Town and Country Planning (Local Planning) (England) Regulations 2026. The proposal affects all residents, businesses, community organisations and stakeholders across the borough, as the Local Plan will ultimately shape future development, housing, employment, infrastructure and environmental policies.

The intended outcome is to ensure the Council complies with statutory plan-making requirements and maintains an up-to-date development plan.

Call for Sites engagement undertaken in June 2026 via Citizenspace and future statutory consultation stages will be subject to a Community and Engagement Strategy for:

- Scoping Consultation.
- Plan Content and Evidence Consultation.
- Proposed Local Plan Consultation.

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

- 2021 Census data for Rotherham showing an ageing population profile, varying levels of disability and long-term health conditions, and diverse ethnic and faith communities across the borough.
- Indices of Multiple Deprivation and socio-economic data identifying significant areas of deprivation and health inequality within the borough.
- Housing needs evidence demonstrating requirements for affordable housing, specialist accommodation for older people, accessible and adaptable homes, and provision for different household types.
- Existing Local Plan evidence relating to transport accessibility, access to services, employment opportunities, environmental quality and health outcomes.
- Previous Local Plan consultation responses and Call for Sites submissions received during June and July 2026.

- National planning policy and guidance which requires local planning authorities to consider the needs of different groups within the community when preparing development plans.

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

At this commencement stage, detailed equality impacts of future planning policies cannot yet be fully assessed as policy content has not been prepared. Further equality evidence and consultation responses will be gathered throughout plan preparation.

Whilst baseline equality information is available, more detailed evidence regarding the potential impacts of emerging policy options on protected groups will be developed as the Local Plan progresses. Further engagement and consultation responses will help identify specific barriers, needs and opportunities for different communities. All further information gained throughout the consultation process will be included in future equality documentation when updates on the Local Plan are reported to Cabinet.

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

Equality impacts will be monitored throughout preparation of the Local Plan through:

- Monitoring participation rates and consultation responses from a broad range of communities and protected groups where information is available.
- Reviewing consultation feedback to identify any barriers to participation or unintended adverse impacts.
- Assessing equality implications as evidence studies and policy options are developed.
- Reporting findings through the Local Plan Steering Group and Council governance arrangements.
- Updating Equality Analysis documentation at key milestones, including consultation stages and before formal decision points.
- Monitoring whether consultation methods remain accessible and inclusive and making adjustments where necessary.

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

A borough-wide Call for Sites exercise was undertaken between June and July 2026 as part of the evidence gathering stage for the new Local Plan. It is also proposed to extend this process until the end of 2026. The exercise was promoted through the Council's website, social media channels and communications with stakeholders including landowners, developers, statutory consultees and interested members of the public.

The exercise sought information on land that may be available for future development and helped establish an initial understanding of development opportunities across the borough. The responses received will inform future evidence gathering and assessment work but did not involve decisions on site allocation or planning policy.

Further public consultation will be undertaken during the preparation of the Local Plan, including:

	• Scoping Consultation. • Plan Content and Evidence Consultation. • Proposed Local Plan Consultation. These stages will provide opportunities for residents, businesses, community organisations and groups representing people with protected characteristics to influence the content of the Local Plan.
Engagement undertaken with staff (date and group(s) consulted and key findings)	Discussions have taken place during July and August 2026 with Planning Policy officers, Legal Services, Governance, Equalities colleagues and senior officers regarding: • The statutory requirements introduced through the Town and Country Planning (Local Planning) (England) Regulations 2026. • Appropriate governance and decision-making arrangements. • Timetable requirements for preparation of a new Local Plan. • Approaches to consultation and engagement. • Ensuring equality considerations are embedded throughout plan preparation. These discussions have informed the governance structure, delegated authority arrangements and proposed engagement approach set out in the report.

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 report itself relates to governance, decision-making and procedural arrangements required to commence preparation of a new Local Plan. The proposals do not directly change planning policy or development outcomes.

However, the Local Plan that will emerge from this process will influence matters that are particularly important for people with protected characteristics, including:

- Suitable and accessible housing for older people and disabled residents.
- Access to employment opportunities.
- Access to healthcare, education and community facilities.
- Public transport connectivity and active travel opportunities.
- Design of safe and inclusive places.
- Access to green infrastructure and environmental improvements.

The governance arrangements, timetable and consultation processes proposed by this report create opportunities for all communities to participate in plan preparation and ensure equality considerations can be incorporated as policy options are developed and assessed.

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

No significant barriers have been identified from the governance, timetable and delegation arrangements proposed in this report.

Potential barriers may arise during future consultation activities if engagement methods are not accessible to all groups. These risks will be addressed through the Local Plan Community Engagement Strategy and ongoing equality assessment.

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

Yes. Although the report itself establishes governance arrangements rather than planning policies, it enables preparation of a Local Plan that can positively influence equality outcomes across the borough.

Potential positive impacts include:

- Supporting delivery of housing that meets a wider range of needs, including affordable, accessible and adaptable homes.
- Providing opportunities to improve access to employment, education, health services and community facilities.
- Supporting investment in transport infrastructure and sustainable travel options that improve accessibility.
- Promoting inclusive design principles which help create safer and more accessible places.
- Ensuring all communities have opportunities to influence future planning policies through consultation and engagement.
- Supporting compliance with the Public Sector Equality Duty throughout preparation of the Local Plan.

The proposed Community Engagement Strategy will help reduce barriers to participation by promoting accessible and inclusive consultation methods.

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)

A positive effect is anticipated.

The Local Plan process provides structured opportunities for residents, businesses, community groups and stakeholders to engage in discussions about the future development of the borough. Transparent consultation and engagement activities can help build understanding of different needs and priorities across communities.

Opportunities will be provided through formal consultation stages, online engagement and targeted stakeholder engagement activities. Feedback received through these processes will help inform policy development and ensure a broad range of views are considered during plan preparation.

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: Rotherham Local Plan: Timetable, Governance Arrangements and Delegated Authority
Directorate and service area: Regeneration and Environment, Planning Policy
Lead Manager: Emma Ottewell
Summary of findings:
The report relates primarily to governance, procedural and administrative arrangements necessary to commence preparation of a new Local Plan. No direct adverse equality impacts have been identified. The future Local Plan itself may have significant impacts on people with protected characteristics through decisions relating to housing, employment, transport, infrastructure and services. Consequently, equality considerations will continue to be embedded throughout plan preparation and consultation. Appropriate monitoring and engagement arrangements will ensure that groups with protected characteristics are able to participate meaningfully in the process and that equality impacts are assessed as policy options emerge.

Action/Target	State Protected Characteristics as listed below	Target date (MM/YY)
Prepare accessible Community Engagement Strategy for Local Plan consultations	All	01/27
Undertake equality review at each statutory consultation stage	All	Ongoing

Monitor consultation responses and participation by protected groups where possible	All	Throughout plan preparation
Update Equality Analysis as policy options emerge and before major decision stages	All	Ongoing

***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
Emma Ottewell	Head of Planning and Building Control	28 August 2026
Simon Moss	Service Director of Planning, Regeneration and Transport	08/09/2026

7. Publishing

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

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

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

Date Equality Analysis completed	28 August 2026
Report title and date	Rotherham Local Plan: Timetable, Governance Arrangements and Delegated Authority Cabinet, 12 October 2026
Date report sent for publication	07 September 2026
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	28 August 2026

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?	Decrease		The new Local Plan will provide the policy framework for future employment and commercial development and can include policies to improve energy efficiency, support renewable energy generation, low-carbon heating and sustainable design standards. This has the potential to reduce operational emissions from new non-domestic development.	Climate-related Local Plan policies will be informed by the evidence base, Sustainability Appraisal and examination process.	Monitoring can be undertaken through the Authority Monitoring Report (AMR) upon Local Plan Adoption.
Emissions from transport?	Unknown		The Local Plan can influence the location of future development, encouraging development in sustainable locations and supporting active travel and public transport. This may help reduce reliance on private car travel and associated emissions.	Transport evidence and infrastructure planning will inform the Plan. Monitoring through plan indicators and AMR reporting.	Monitoring can be undertaken through the Authority Monitoring Report (AMR) upon Local Plan Adoption.

Emissions from waste, or the quantity of waste itself?	Unknown		The Local Plan can support circular economy principles, waste reduction, recycling infrastructure and sustainable construction practices.	Waste-related policies and monitoring indicators incorporated within the Plan and supporting evidence base.	Annual monitoring based on the indicators and work strategically with SYLPAs and SYMCA.
Emissions from housing and domestic buildings?	Decrease		The new Local Plan will determine where housing growth takes place and can include policies relating to energy efficiency, low-carbon design, renewable energy and climate resilience, helping to reduce future residential emissions.	Sustainability Appraisal, and viability testing.	Annual monitoring of housing delivery and policy effectiveness through the Authority Monitoring Report (AMR) upon Local Plan Adoption.
Emissions from construction and/or development?	Unknown		Preparing a new Local Plan is likely to facilitate future development which will generate embodied carbon and construction-related emissions. However, policies within the Plan can seek to minimise these impacts through sustainable construction standards and development management requirements.	Consider inclusion of policies promoting sustainable construction methods, resource efficiency and reduced embodied carbon.	Monitor through planning permissions and AMR reporting.
Carbon capture (e.g. through trees)?	Increase		The Local Plan can protect and enhance green infrastructure, woodland, peat, biodiversity and urban tree cover, contributing to	Green infrastructure and possible carbon emission assessment policies.	Local Sites and biodiversity monitoring through the AMR and associated strategies.

			carbon sequestration while also improving resilience to climate change.		
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Identify any emissions impacts associated with this decision which have not been covered by the above fields:
N/A

Will the proposal affect Council services' resilience to climate change, or the capacity of people living in the Borough to adapt to climate change?
The decision to commence preparation of a new Local Plan is expected to have a positive impact on the Borough's resilience to climate change. The Local Plan provides the opportunity to incorporate policies addressing flood risk, overheating, water management, green infrastructure, biodiversity enhancement and climate adaptation measures. This will help ensure that future development is resilient to the increasing risks associated with extreme weather, including flooding and heatwaves.

Provide a summary of all impacts and mitigation/monitoring measures:
The decision to commence preparation of a new Local Plan is expected to have an overall positive effect on climate change mitigation and adaptation. At this stage, the climate impacts are largely indirect, as the decision initiates the plan-making process rather than adopting specific planning policies. However, the new Local Plan will play a key role in addressing climate change through the development of future land use, infrastructure and planning policies, and will have a significant influence on carbon emissions, environmental sustainability and climate resilience across the Borough.

While the decision itself will not directly result in significant greenhouse gas emissions, the new Local Plan will establish the framework for future growth and development. This presents an opportunity to embed policies that support the transition to a low-carbon economy by reducing emissions from buildings, transport and energy use, while promoting renewable and low-carbon energy generation, sustainable travel, green infrastructure and measures to increase resilience to the impacts of climate change. Although development facilitated by the Plan may give rise to construction and operational emissions, these impacts can be managed and mitigated through the planning policy framework and development management processes. The climate implications of the emerging Local Plan will be assessed and monitored through the Sustainability Appraisal, Habitats Regulations Assessment and supporting evidence base, with ongoing monitoring reported through the Authority Monitoring Report.

Supporting information:	
Climate Impact Assessment Author	Winsze Lam

	Assistant Planning Policy Manager Planning Policy, Planning & Building Control Regeneration and Environment
Please outline any research, data or information used to complete this Climate Impact Assessment.	N/A
If quantities of emissions are relevant to and have been used in this form please identify which conversion factors have been used to quantify impacts.	N/A
Validation	Tracking Reference: CIA 693 Arthur King Principal Climate Change Officer

Public Report

Overview and Scrutiny Management Board

Committee Name and Date of Committee Meeting

Overview and Scrutiny Management Board – 07 October 2026

Report Title

Improving Places Select Commission Scrutiny Review – School Road Safety

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

No, but it has been included on the Forward Plan

Executive Director Approving Submission of the Report

Jane Maxwell, Director of Policy Strategy and Engagement

Report Author(s)

Kristianne Thorogood, Governance Advisor
01709 254916 or kristianne.thorogood@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

This report summarises the findings and recommendations of the Improving Places Select Commission scrutiny review in respect of school road safety across the borough of Rotherham.

List of Appendices Included

None

Background Papers

Council Meeting 29 November 2023 - [Notice of Motion School Road Safety and Street Motion \(Minute 64\)](#)

Council Meeting 14 January 2026 – [Petition relating to a pedestrian crossing in Brampton Bierlow](#)

Council Meeting 22 April 2026 – [Petition Improved Road Safety and School Crossing - Thorpe Hesley Primary School](#)

[Department for Transport – Road Safety Strategy](#)

[Cycling and Walking Investment Strategy \(CWIS3\)](#)

[South Yorkshire Mayoral Combined Authority – Walking, Wheeling and Cycling Strategy](#)

Press Release (June 2026) - [£4.5 billion central government Active Travel investment Guidance Note on Setting up a School Streets Scheme](#)

BBC News Article June 2026 - [Ministers want 60% of children walking or cycling to school by 2035](#)

Rotherham Advertiser article – [Thorpe Hesley petition](#)

Sheffield Star article – [Deepcar St John's School to start "ticketing" inconsiderate drivers](#)

Recommendations

That the Overview and Scrutiny Management Board:

- 1) Notes the contents of the report;
- 2) Receives the recommendations set out below (IPSC Recommendations) for consideration and endorsement;
- 3) Agrees that the report, together with the approved IPSC Recommendations, be submitted to Cabinet for consideration and a formal response;
- 4) Asks Cabinet to formally consider its response to the Recommendations within two months of its receipt, in accordance with the Overview and Scrutiny Procedure Rules; and
- 5) In responding to these Recommendations, it is requested that any response by Cabinet should identify the proposed actions, responsible Officer(s), success measures and target completion dates for each Recommendation.

IPSC Recommendations

a) Improved Cross-Directorate Working

- i) Develop a cross-directorate map of roles and responsibilities (e.g. highways, school engagement, enforcement, crossing patrol) to establish and embed stronger partnership working across Council services, including improvements to internal reporting and decision-making systems and processes aligned across directorates.
- ii) Consider the feasibility of establishing a cross-directorate working group (that meets regularly, with clear terms of reference and a governance structure) to oversee school road safety in Rotherham. The aim of this working group would be to drive and coordinate delivery and provide increased accountability and visibility.
- iii) Any established school road safety working group should be launched as the front-facing, main point of contact for collaboration with residents, schools, Councillors, and partners related to school road safety, to ensure the Council's commitment to school road safety is both visible and accessible. Consider the creation of a dedicated section of the Council website on school road safety to support this.

- iv) Work together with ward Councillors to progress the development of ward-specific road safety plans, each to contain a section on road safety issues around local schools. These plans would inform each ward's CAP development plans.
- v) In the spirit of the new Neighbourhood Leadership Strategy, council services should endeavour to keep Councillors regularly informed on any new plans relating to transport and school road safety and/or works due to be carried out within their wards at the earliest possible opportunity.

b) Data, Monitoring and Strategic Alignment

- i) Take steps to improve baseline data collection around schools (e.g traffic, parking, reported incidents, travel behaviours). Establishment of centralised, cross-directorate incident reporting and escalation processes would help to identify areas of concern and need, which in turn, would inform the prioritisation of potential projects and pilot school locations.
- ii) Develop a coordinated, borough-wide School Road Safety Strategy, to be aligned with SYMCA's regional action plans and travel strategies – such as the new South Yorkshire Transport Strategy and the Walking, Wheeling & Cycling Strategy.
- iii) Explore what regional support may be available via the Safer Roads Partnership and the Active Lives & Safer Roads teams at SYMCA, for example, access to shared data mapping tools/systems and funding opportunities.
- iv) Consider the coordination of projects with neighbouring local authorities via SYMCA, which would provide opportunities for enhanced economies of scale.

c) Funding Development

- i) Establish a defined and protected allocation for school road safety projects within wider capital transport funding to ensure longer-term funding streams that can support the shift to a more proactive and co-ordinated approach.
- ii) Use the recommended enhanced data collection models to strengthen the evidence base to support future funding bids. Develop a clear pipeline of projects to maximise use of Transport for City Regions and Integrated Settlement Active Travel funding via SYMCA to support school road safety.
- iii) Work with SYMCA to explore how Rotherham could benefit from the government's new Cycling and Walking Investment Strategy and the projected £4.5 billion of investment to be made available over the next 5 years.
- iv) Develop a balanced programme of low-cost interventions (signage, markings, speed reduction measures) and targeted higher-cost schemes,

using the suggested enhanced data collection models to provide evidence to inform and justify the prioritisation of certain schools and schemes.

- v) Develop a funding stream to support opportunities for increased work with and support for schools across the borough (see d) School Engagement & Active Travel below).
- vi) Strengthen existing work with the Planning team to ensure early identification of any potential section 106 developer funding for specific road safety improvements/schemes.

d) School Engagement & Active Travel

- i) Urgently undertake a borough-wide survey of all schools to better understand their concerns and needs regarding school road safety.
- ii) Using the results of the survey and enhanced data mapping models (alongside existing knowledge and data), identify a priority list of schools in the borough for targeted intervention (e.g. top 10/20/30).
- iii) Give consideration to the provision of additional dedicated School Engagement Officers/Active Travel Officers to strengthen trust and engagement with school leaders and governors. Such officers would be able to support enhanced engagement activities, such as assemblies, parent consultation and the promotion of Active Travel initiatives. This in turn, would help to encourage overall behaviour change from both pedestrians, drivers, and other road users around schools.
- iv) Consider the creation of a borough-wide “Junior Road Safety Officer Programme” to allow schools and their pupils to lead on initiatives appropriate to their school settings. This would engage and benefit pupils in taking ownership of schemes to support their schools.
- v) Conduct a full exploration of the different Active Travel schemes that are available (e.g Mode Shift Stars) and identify which schools already have an Active Travel Plan in place. Schools need support in applying for accreditation to such schemes and in implementing them, which should form part of the role of any additional School Engagement/Active Travel Officers.
- vi) Identify any schools which may be suitable for the establishment of a School Streets pilot scheme, bearing in mind the fact that any School Streets scheme would need to be supported by proven prior active travel initiatives, and an engaged and committed senior leadership team and parent community.
- vii) Work towards coordinating any existing initiatives (e.g Bikeability) into a single, coherent offer, introducing more child-centred, “fun first” campaigns. Invite external experts and teams from SYMCA and neighbouring local authorities to share best practice and success stories.

e) Enforcement & Crossing Patrol

- i) Establish better cross-directorate data-sharing systems (as per a) above), to ensure that data collected by the Crossing Patrol and Parking Enforcement teams regarding incidents/near-misses and offences are monitored and used to inform decisions on priority sites and projects.
- ii) Consider opportunities for the pilot use of body-cameras by crossing patrollers, giving due regard to safeguarding and data protection concerns.
- iii) Conduct a detailed feasibility review into wider camera enforcement rollout of redeployable/static ANPR cameras, including a cost-benefit analysis and identification of suitable pilot locations.
- iv) Consider further investment in roaming CCTV vehicles to support compliance and enforcement for parking offences around schools. Capacity for enforcement is currently limited to one CCTV van for all 200+ schools in the borough. A lack of a regular presence leads to inconsistent and ineffective enforcement.
- v) Explore the potential for increased engagement with South Yorkshire Police, including a possible joint approach to promoting local anti-parking campaigns and joint responses at problem locations.
- vi) Monitor and review forthcoming government guidance on footway parking powers. Consider any opportunities to tie the local enforcement approach into any future RMBC Pavement Parking Policy.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None.

Council Approval Required

No.

Exempt from the Press and Public

No

Improving Places Select Commission Scrutiny Review

1. Background

1.1 In November 2023, a Motion was brought to Full Council by Councillor Tinsley (Chair of the Review Group) asking the Council to take a number of steps to improve school road safety across the borough. In an agreed amendment to this Motion, Improving Places Select Commission (IPSC) were asked to consider making recommendations in relation to the following suggested steps:

- 1) Enhance and improve the process and reporting of near miss incidents for Crossing Patrol Operatives. Provide body worn cameras to aid documenting and prosecuting non-compliance of stop signs.
- 2) Explore technologies that can aid in enforcing School Crossings (Zig Zag Lines) Traffic Regulation Orders (TROs). Analyse and put into action appropriate parking and road markings around school entrances to guarantee an unobstructed, safe view for pedestrians crossing.
- 3) Commit to work with schools and Ward Councillors within our Authority that would benefit from a school street and compile a list of schools where school street trials could be launched as soon as practically possible, once the Council has the relevant powers to enforce them, fast tracking where experimental Traffic Orders could be used.
- 4) Continue to work with all schools in the Rotherham Borough to develop accredited Travel Plans, which will include enforceable No Idling Zones and “school streets” schemes. Providing a Members’ session to inform Members of the support available to Schools.

1.2 After the Motion had been carried, a Review Group of IPSC Members was established, and a number of scoping meetings took place to agree the key lines of enquiry that the Review should consider. Some delays were experienced in getting the Review going due to personnel changes and the local elections in 2024, but in early 2025 the scope of the Review was agreed and a series of meetings and information gathering sessions began in October 2025, concluding in July 2026.

1.3 The issue of school road safety arguably encompasses a broad range of Council directorates and services. Members acknowledged that there were a number of wider issues that contribute to the pressures experienced with regard to school road safety, such as home to school transport, the issues of school placement and catchment areas and public health considerations relating to active travel. However, in order to keep this Review focused, it was agreed that these issues would fall outside of the scope of this Review.

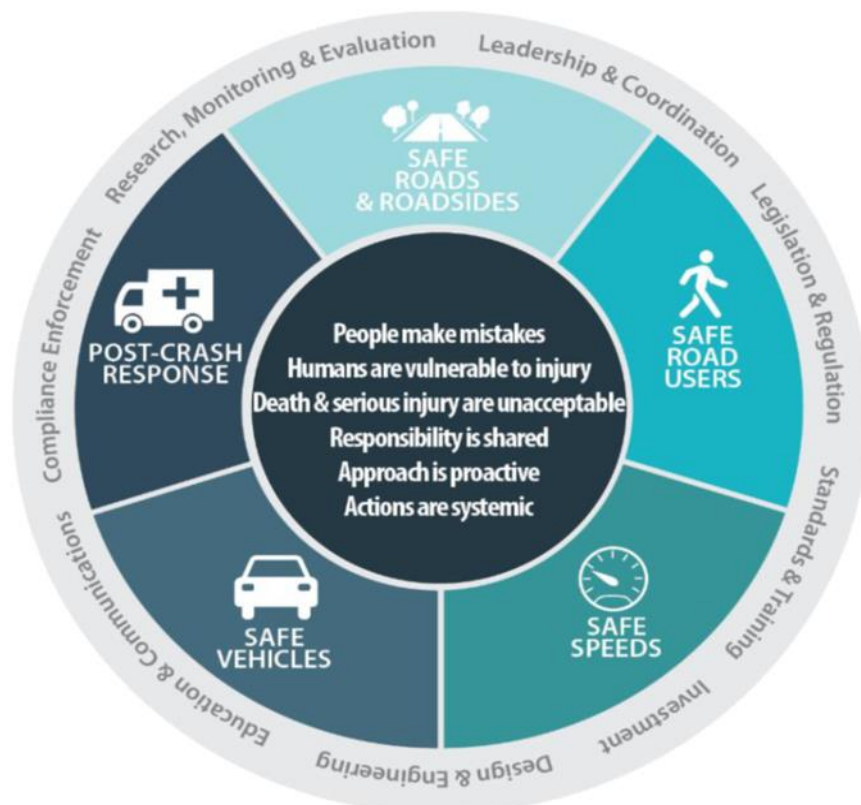
1.4 The issue of school road safety is currently both a national and regional priority. On 7 January 2026, the Government published the first National Road Safety Strategy in over a decade, which has set the ambitious targets of:

- aiming to cut road deaths and serious injuries by 65% by 2035; and

- a 70% reduction target in deaths and serious injuries for children under 16.

In June 2026, the government announced investment of £4.5 billion in active travel initiatives via Active Travel England.

- 1.5 From a regional perspective, to reflect this ambition, the South Yorkshire Mayoral Combined Authority (SYMCA) has committed to work towards a reduction of 20% in both targets by 2029. SYMCA is currently working on a new South Yorkshire Transport Strategy. This will support the “Vision Zero” strategy, which was launched in 2023 by the South Yorkshire Safer Roads Partnership (SYSRP), with the aim to end all death and serious injury on South Yorkshire roads by 2050. The SYSRP promotes the “Safe System method” - a multi-agency, holistic approach that acknowledges that human error is inevitable and seeks to minimise the consequences through safer roads, safer speeds, safer vehicles, safer behaviours and effective post-collision responses.
- 1.6 The five pillars and eight enablers of the Safe System method (as depicted in the graphic below) are underpinned by targets and Safety Performance Indicators to create a framework for government leadership and local flexibility which prioritises safer travel.



- 1.7 SYMCA's Walking Wheeling and Cycling Strategy has already been launched with the aim to "Make South Yorkshire the best place to walk, wheel and cycle". In launching the strategy, Mayor Coppard stated that "young people in South Yorkshire deserve the best start in life, to feel safe

and confident to move more. And parents deserve the peace of mind that their child can do that safely."

- 1.8 Road casualty statistics are released every September by the Department for Transport and data therefore lags by a year. The current data available for 2024 for Rotherham is as follows:

2024 data	Rotherham numbers
Fatal	6
Serious Injury	149
Total killed or seriously injured (KSI)	155

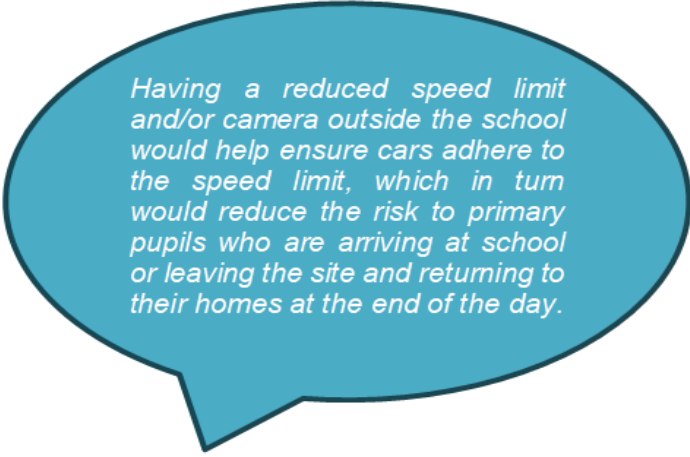
- 1.9 In 2026, there have been two petitions presented to Full Council in Rotherham in relation to school road safety around local schools at Thorpe Hesley and Brampton Bierlow. There have also been a number of recent local news stories involving parent and school communities campaigning for better road safety around their schools or taking matters into their own hands. This demonstrates a growing frustration with the current situation and perceived lack of focused improvement.

- 1.10 From the limited engagement the Review Group has undertaken with local schools as part of this Review, the following issues have been frequently reported:

- parents parking dangerously around and outside school;
- parents pulling up to school late and letting their children out of the car door to cross the road in a dangerous fashion; and
- risk of children getting injured by vehicles when they arrive and leave school.

We would welcome more investment in road safety provision, especially during start and end times for pupils."

We often have complaints from local residents that parents block their driveways in an unsafe manner.



Having a reduced speed limit and/or camera outside the school would help ensure cars adhere to the speed limit, which in turn would reduce the risk to primary pupils who are arriving at school or leaving the site and returning to their homes at the end of the day.

- 1.11 The current national and regional focus on issues around school road safety demonstrates that this Review marks a timely examination of issues within Rotherham and represents an opportunity for the Council to capitalise on potential new funding streams and strategies to support local interventions and improvements.

2. Key Issues

2.1 Alignment with the Council Plan

The Review is aligned with the following priorities under the Council Plan (2025-2030), as set out below.

2.1.1 Places are Thriving, Safe and Clean

The Council Plan states a commitment to *“building a borough where every neighbourhood thrives, green spaces are clean and accessible, and people feel safe – creating a space that residents can take pride in.”*

- 2.1.2 As part of helping people to feel safe in their communities, the Council has committed to deliver *“Safer roads schemes and initiatives which contribute to Vision Zero and help to improve road safety across the borough.”*

- 2.1.3 Members of the Review Group felt that the traffic and parking problems experienced around schools across the borough at school drop off and pick up times impact significantly on feelings of safety for residents, especially children. This is supported by recent petitions received by the Council requesting implementation of further road safety measures outside schools. Both pedestrians and road users are impacted, along with school staff and those who work to support road safety (such as Crossing Patrollers). The persistent congestion around schools and surrounding areas at key times also contributes to a growing sense of frustration with existing road networks and leads to a deterioration in feelings of pride residents may have for the area they live and go to school in.

2.1.4 **Children and Young People Achieve:**

The Council Plan states that “*We want Rotherham to be a great place to grow up; where all children and young people are safe, valued, and are able to achieve their aspirations*”.

2.1.5 One of the key ways in which children are able to achieve their aspirations is by consistent attendance at a local school that meets their needs. Providing support to facilitate an enjoyable, stress-free and healthy journey to their school setting will help children to make the most of their education and get the best start in life through adopting an active lifestyle.

2.1.6 The Council is committed to “*building a safer Rotherham where every child feels safe, secure and supported*” and developing improved road safety around schools across the borough will contribute to this aim.

2.2 **Review Methodology**

2.2.1 A working group was convened which included the following Improving Places Select Commission Members:

- Councillor Adam Tinsley (Chair)
- Councillor Cameron McKiernan
- Councillor Jamie Baggaley
- Councillor Paul Thorp
- Councillor Lynda Stables
- Councillor Dominic Beck
- Councillor Ian Jones

(together, the Review Group)

2.2.2 Evidence gathering, round-table discussions and the development of agreed recommendations was undertaken between October 2025 and July 2026. A number of Council Officers and representatives from external partners were invited to participate in both in-person and virtual meetings, with representation from:

Rotherham Metropolitan Borough Council (Council)

- Lucy Hudson - Head of Service, Transportation & Highways Design
- Nat Porter - Service Manager, Transport Planning & Policy
- Kevin Fisher - Service Director, Property and Facilities Services
- Qadir Karim - Facilities Resources Officer (Crossing Patrol)
- Martin Beard - Parking Services Manager
- Marc Hill - Engagement & Technical Support Manager
- Ellie Coote - Road Safety Education Officer, Training and Publicity

External Partners

- Kathryn Harrison - Senior Transport Planner, Sheffield City Council
- Mark Smith - Safer Roads Partnership Manager, SYMCA
- Nicola Marshall - Director of Active Lives and Safer Roads, SYMCA

- 2.2.3 The Review Group would like to put on record their thanks for the contribution of each Council Officer and external participant to the work of the Review Group, which provided valuable context and insight.

2.3 Discussion themes and key insights

- 2.3.1 Discussions at the meetings centred around the following themes:

2.4 Cross-Directorate Working

- 2.4.1 The first meeting of the Review involved Officers from Transportation & Highways and Property & Facilities Services, who manage the school Crossing Patrol service. This highlighted to Members that work undertaken to oversee school road safety cuts across a number of different Council directorates and services. Wider responsibility for school road safety is also spread across other external partners and organisations, such as the schools themselves and South Yorkshire Police (SY Police). It was acknowledged by Officers that current systems and processes would benefit from a review to ensure effective and timely incident reporting and data sharing. It was further acknowledged that clarity regarding enforcement responsibilities for certain parking and traffic offences could be improved.

- 2.4.2 It was highlighted to Members that road safety challenges outside schools are widespread and not confined to a small number of locations. Common issues reported include:

- Illegal and inappropriate parking;
- Traffic congestion during school arrival and departure times;
- Unsafe crossing conditions; and
- Near-miss incidents involving children and families.

- 2.4.3 Members noted that many concerns relate to perceived and actual risk rather than recorded collisions, meaning that existing accident data does not accurately reflect the scale of the problem.

- 2.4.4 Members and Officers discussed a range of behavioural and systemic factors that can contribute to road safety issues around schools, including:

- Increased reliance on private vehicles for school journeys rather than pedestrian use;
- School admissions patterns potentially creating longer travel distances for families out of catchment areas;
- Road and school site layouts that are not designed to accommodate current traffic volumes; and
- Parental convenience and the time pressures on busy working parents influencing travel choices.

- 2.4.5 A significant challenge identified by Officers was the absence of a comprehensive and consistent dataset to determine which schools within

the borough are at greatest risk and should therefore have highest priority in terms of any interventions.

- 2.4.6 It was reported that current evidence sources, such as collision records and complaints data were fragmented and incomplete. While a borough-wide traffic survey covering approximately 140 schools was underway, it would primarily provide quantitative traffic information rather than capturing qualitative concerns such as near misses or unsafe behaviours.
- 2.4.7 Members were informed that there were limited funding streams available for specific initiatives, and Officers advised that substantial investment would be required to deliver borough-wide improvements through infrastructure changes, enforcement measures and behavioural initiatives.
- 2.4.8 Improved co-ordination and information sharing between Council directorates and external partners (such as SY Police) were identified as key requirements for future progress, alongside improved data collection and near-miss reporting systems. Members and Officers discussed the benefits of developing a cross-directorate map of roles and responsibilities in respect of school road safety.
- 2.4.9 Members shared anecdotal evidence of the common issues and complaints experienced by schools and families/road users within their wards. The need to conduct a thorough survey of all schools within the borough was discussed but as this would be a significant undertaking, with over 120 schools within the borough, it was agreed that for the purposes of this Review, limited engagement with schools would be preferable so as not to create unrealistic expectations.
- 2.4.10 In summary, this initial meeting highlighted that school road safety issues are widespread, complex and influenced by a combination of behavioural, environmental and organisational factors, as set out in paragraphs 2.4.1 to 2.4.9 above. While current evidence and resources are limited, the Review represented a clear opportunity to improve understanding of the issues, strengthen partnership working and identify targeted interventions that could enhance safety for children, families and school communities across the borough.

2.5 **School Support & Active Travel Engagement**

- 2.5.1 Members met with Officers from Highways & Transportation who work in school engagement and provide schools with support with Active Travel initiatives. There is currently the equivalent of one full-time equivalent Officer in this role. These Officers are the most familiar with the common issues experienced outside and around schools within the borough and provide the main point of contact and relationship with schools and school leaders. A discussion was held regarding road safety concerns around schools, with a particular focus on parking issues.
- 2.5.2 It was reported to Members that the principal road safety concern around schools relates to parking behaviour, including:

- Parking on school keep-clear markings and zigzag areas;
- Obstruction of junctions, driveways, and footways;
- Unsafe drop-off and pick-up practices; and
- Increased congestion during school arrival and departure times.

- 2.5.3 Members heard that unsafe and inconsiderate parking can present a greater risk than speeding in many school environments. These issues have existed for many years and have become more pronounced over time due to increased vehicle usage, both in general terms and for the school commute. Parking issues outside schools can have a significant impact on local communities and can lead to conflict between residents and parents.
- 2.5.4 The enforcement resources required to effectively manage parking issues, are currently too limited to provide a regular presence across schools. It was reported that enforcement of parking issues is most effective when a joint approach is undertaken by the Council and SY Police, but both are insufficiently resourced. Remote, camera-based enforcement can be effective but is costly to implement and can sometimes have the effect of relocating parking problems to nearby areas.
- 2.5.5 Members and Officers discussed the current traffic management measures and interventions that are used around schools, including:
- “School Keep-Clear” zig-zag markings;
 - Yellow line restrictions; and
 - Advisory 20 mph zones.
- 2.5.6 However, it was commented that physical measures alone have proven insufficient without effective enforcement to support them.
- 2.5.7 Current and potential Active Travel measures and schemes were discussed, including:
- Walking buses;
 - Improved cycling infrastructure; and
 - Improved parking facilities for bikes at schools.
- 2.5.8 Officers expressed the opinion that whilst such initiatives had achieved varying levels of success, there is a need for stronger engagement with parents, whose travel choices largely determine transport pressures around schools.
- 2.5.9 The potential benefits of the “School Street” schemes which had been piloted in other local areas (such as Sheffield), whereby temporary road closures are put in place at key times around schools, were discussed. These schemes could deliver the combined aims of reduced vehicle activity around schools during school peak periods, improved pedestrian safety and encouragement of active travel. However, it was noted that the potential displacement of traffic and parking problems to surrounding roads remained a concern and something to monitor with existing schemes.

2.5.10 The importance of school and community engagement was highlighted, along with work that could be done to support schools to develop consistent messaging for parents and local residents regarding safe and considerate travel behaviour. It was noted that encouraging schools to take a more active role in addressing issues beyond school boundaries would be challenging without a better offer of support from the Council and SY Police alongside them.

2.5.11 Discussions at this meeting concluded that no single intervention would be able to resolve school-related parking and road safety problems. A long-term sustainable solution would require a more coordinated, multi-agency approach to enforcement, coupled with enhanced education, behaviour change initiatives and improved support for community engagement around schools.

2.6 **Consideration of the School Streets Scheme**

2.6.1 At the next meeting of the Review Group, Members were joined by an Officer from Sheffield City Council who had been involved in the implementation of School Streets schemes within Sheffield. The objective of this meeting was to identify lessons and opportunities to inform a potential School Streets approach within Rotherham.

2.6.2 Members were told that Sheffield had adopted a phased, school-led approach to School Streets implementation. The programme commenced in 2021 with four pilot schemes and had since expanded to include 12 permanent schemes and seven trial schemes. The pilot schemes were partially funded by income generated from the introduction of charges for certain vehicles within designated Clean Air Zones.

2.6.3 A key principle of Sheffield's approach had been that the schemes were initiated and "owned" by schools rather than imposed by the local authority. This "buy in" to the scheme by the school and its leadership was seen to be key to the success. The importance of early consultation with schools and surrounding communities in relation to any pilot scheme was also stressed, in order to identify any potential pitfalls or opposition.

2.6.4 It was explained to Members that in Sheffield, for a school to be considered a School Streets scheme, it must be able to demonstrate existing commitment to sustainable travel initiatives, such as working towards Mode Shift Stars accreditation, along with strong existing engagement with pupils, parents and staff on Active Travel initiatives. Schools would then be evaluated against a range of evidence-based criteria, such as local air quality concerns, collision and accident history and traffic volumes and road layout.

2.6.5 Most School Streets schemes are initially introduced through Experimental Traffic Regulation Orders (ETROs), allowing a trial period of between six and eighteen months. This provides flexibility to make adjustments and gather evidence before deciding whether to make a scheme permanent.

- 2.6.6 School Streets are typically delivered using temporary and low-cost infrastructure, such as planters, barrier tape and signage. They are also highly dependent on ongoing operational support from committed school staff or volunteer marshals to patrol the road closures at the relevant times. Typical indicative costs for the implementation of a trial scheme were reported to be between £3,000-£5,000, depending on the complexity of the site and surrounding road network.



- 2.6.7 The Sheffield Officer reported a range of potential positive outcomes from School Streets schemes, such as

Road Safety and Environmental Benefits

- Significant reductions in vehicle traffic around school entrances.
- Improved safety for children and families.
- Improved local air quality.

Behaviour Change

- Noted increases in walking and cycling.
- Greater uptake of active travel modes.

Wider Community Benefits

- Calmer and more welcoming environments around schools at key times.
- Improved relationships between school staff and parents.
- Increased community involvement and engagement, due to a sense of “ownership” of the scheme.

- 2.6.8 Potential operational risks and challenges were highlighted to Members. For example, successful operation is heavily reliant on sustained school

commitment, which could be significantly impacted by a change in school leadership and/or staff and volunteer availability.

Additionally, whilst traffic levels should be reduced around the immediate school area, vehicle movements can often be displaced to neighbouring streets, which has the potential to create new resident concerns that may require additional mitigation measures.

- 2.6.9 Members learnt from this informative session that Sheffield's experience demonstrates that School Streets can deliver measurable improvements in road safety, air quality and active travel behaviour. However, successful implementation depends on strong school leadership, sustained stakeholder engagement, effective monitoring and a flexible trial-based approach. For Rotherham, it would be necessary to first establish stronger foundations of school engagement, travel planning and evidence gathering before pursuing any pilot School Streets schemes.

2.7 **The Operation of Crossing Patrol across Rotherham**

- 2.7.1 The operation of Crossing Patrols at schools across Rotherham had been touched upon in previous meetings and Members had commented on the issues facing the service, such as recruitment and retention difficulties, an ageing workforce and safety concerns arising from poor driver behaviour at crossings.
- 2.7.2 A meeting with the Facilities Resources Officer, who manages Crossing Patrol in Rotherham, allowed Members to focus on the current position of the School Crossing Patrol Service, workforce recruitment and retention, operational improvements, key safety concerns, and future opportunities to enhance road safety around schools.
- 2.7.3 Members were informed that the School Crossing Patrol Service currently operates across 63 crossing sites throughout the borough, with approximately eight sites funded through Service Level Agreements where locations do not meet the standard eligibility criteria.
- 2.7.4 Eligibility for crossing patrol provision is assessed using the PV^2 formula, a calculation which considers both pedestrian and vehicle volumes to measure risk ($P \times V^2$ - *Pedestrians multiplied by vehicles squared*). A borough-wide survey of Crossing Patrol sites is currently underway, with some possible additional sites being reviewed.
- 2.7.5 Members were informed that the service had made notable progress in addressing workforce shortages in recent months, with the number of vacancies reduced and operational support strengthened.
- 2.7.6 The following improvements to recruitment processes were highlighted:
- Allowing offline application methods to improve accessibility;
 - Enhanced advertising and promotional activity for the Crossing Patrol Service, including posters and attendance at job fairs; and

- Efforts to broaden the workforce profile, resulting in an increase in younger applicants entering the service.
- 2.7.7 However, despite these improvements, it was noted that recruitment and retention continue to be challenging due to the nature of the Crossing Patrol role, with split-shift working arrangements, limited contracted hours and concerns relating to road safety risks and day-to-day working conditions.
- 2.7.8 Members were informed that persistent driver non-compliance with parking restrictions and poor driver behaviour continues to affect feelings of safety around schools, for both pedestrians and the Crossing Patrollers helping them.
- 2.7.9 A number of measures had been recently introduced to strengthen service delivery and provide increased support to Crossing Patrol staff, including:
- The appointment of part-time supervisors to provide site visits, welfare support and operational oversight;
 - The introduction of a more structured induction process for new recruits;
 - Implementation of a formal incident reporting and escalation procedure; and
 - Improved partnership working with SY Police and the Parking Enforcement and Transportation & Highways teams at the Council.
- 2.7.10 The potential introduction of body-worn cameras for Crossing Patrol staff was discussed in detail. The potential benefits identified of such equipment included improved evidence gathering, greater protection for Crossing Patrol staff experiencing challenging behaviours and enhanced reporting of safety incidents. There was, however, uncertainty over whether footage obtained from body-worn cameras could be used for enforcement purposes.
- 2.7.11 Members were informed that consideration had previously been given to the implementation of body-worn cameras but this had not been progressed due to concerns relating to safeguarding and data protection. However, Members were aware of examples where other local authorities had introduced body-worn cameras, and a desktop-based research and benchmarking exercise confirmed that workable models with regard to safeguarding and data protection were available.
- 2.7.12 Enquiries of Officers at City of Doncaster Council revealed that whilst they had been looking to introduce body-worn cameras, this was currently on hold due to financial constraints.
- 2.7.13 Members were reassured that the School Crossing Patrol Service had made measurable progress in workforce recruitment and operational improvements in recent months. However, it was clear that significant challenges remain, particularly around driver behaviour, illegal parking, infrastructure constraints and funding availability. Members were keen that the Council undertake further exploration of the possible implementation of body-worn cameras and undertake assessment of the associated costs and potential funding options.

2.8 **Parking Issues and Enforcement**

- 2.8.1 In the next meeting of the Review Group, Members met with the Parking Services Manager, who provided a summary of how parking enforcement activity around schools is delivered in Rotherham.
- 2.8.2 Members were informed that parking enforcement outside schools is primarily undertaken via one mobile CCTV vehicle, which monitors vehicles stopping on school entrance “Keep Clear” zigzag markings. Penalty Charge Notices (PCNs) are issued by post following evidence captured by the vehicle.
- 2.8.3 The borough contains more than 200 school access locations, making comprehensive coverage with limited resource challenging. Enforcement activity using a single mobile CCTV vehicle is therefore undertaken on a cyclical basis and targeted towards locations where complaints or concerns have been identified.
- 2.8.4 The service is supported by approximately nine Enforcement Officers and supervisory staff, with additional support provided periodically through contracted Environmental Enforcement Officers.
- 2.8.5 Since the introduction of CCTV-based enforcement in 2013, it was reported that compliance levels around schools had improved considerably. Current enforcement data demonstrated a decrease in the number of PCNs being issued. It was commented that this could reflect improved driver compliance but also acknowledged that limited enforcement coverage may also influence these decreasing figures.

Year	Number of PCNs issued for parking contravention outside schools
2015	223
2016	302
2017	259
2018	300
2019	267
2020	61 *pandemic
2021	156
2022	108
2023	132
2024	107
2025	96

- 2.8.6 A number of key challenges to parking enforcement outside schools were highlighted to Members, including:

Resource and Funding Constraints

- A single CCTV enforcement vehicle and limited staffing capacity currently restricts the Council’s ability to maintain a visible and

consistent enforcement presence across all school locations or to respond to emerging pressure points quickly.

Legislative Limitations

- Current legislation places restrictions on enforcement activity, such as the inability of the Council to use third-party evidence submitted by members of the public (see earlier concerns regarding footage from any body-cameras worn by Crossing Patrol operatives).
- For the Council to be able to take enforcement action, the evidence used must have been gathered either by Council Officers or by the Council's certified CCTV equipment.
- Use of PCN income is subject to statutory restrictions. Revenue must first cover the costs of operating the enforcement service, with any surplus required to be reinvested in Transport and Highways-related activities.

Pavement Parking

- Inappropriate parking on pavements and footways around schools is a frequent concern around schools. However, outside of London, local authorities currently have limited powers to enforce against this behaviour. The government is currently considering introducing legislation which would increase powers relating to pavement parking. Members expressed the hope that any future Council policy on Pavement Parking could benefit the parking situation around schools.

- 2.8.7 Members and Officers discussed the possible use of other CCTV technology, such as static or redeployable Automatic Number Plate Recognition (ANPR) cameras at school sites. This could improve compliance and expand enforcement capacity. However, it was noted that estimated costs were prohibitive at approximately £20,000 per camera, in addition to installation and licensing costs. It was suggested that cameras could be rotated between key locations to maximise effectiveness.
- 2.8.8 Members were keen that the service explore further the feasibility of deploying static or redeployable ANPR cameras to increase enforcement opportunities, with discussions around identifying pilot locations and potentially utilising ward budgets to support delivery.
- 2.8.9 The Parking Services Manager confirmed that body-worn cameras are already in use by Enforcement Officers and that their use was reported to have benefits for both evidential purposes and for staff safety.
- 2.8.10 Members were informed that some partnership working already takes place with SY Police on enforcement, although responsibilities and powers remain distinct. The meeting explored opportunities for greater collaboration with SY Police, including advisory letters and joint communications initiatives at problem locations.
- 2.8.11 The information presented to Members suggests that parking enforcement activity has contributed positively to improving compliance and road safety

around schools, particularly through the use of CCTV enforcement. However, the effectiveness and reach of the service is constrained by limited resources, legislative restrictions, and the scale of the borough's school estate. As with the other areas considered above, it is clear that increased investment in infrastructure and collaborative multi-agency working will be key to ongoing progress in this area.

2.9 **Engagement with SYMCA**

- 2.9.1 In the final meeting of the Review Group, Members met with representatives from SYMCA to discuss regional strategic priorities and opportunities for improving road safety around schools in South Yorkshire. SYMCA advocated a move towards a more strategic, data-led and collaborative approach to road safety, underpinned by the Safe System approach (see 1.6 above) and supported by strategic Action Plans in each constituent local authority.
- 2.9.2 SYMCA shared regional data on KSIs in South Yorkshire and highlighted significant concerns regarding child casualty rates. South Yorkshire experiences high levels of child casualties, particularly involving pedestrians, with outcomes currently worse than the national average. It was explained to Members that there are limitations in the availability and timeliness of official road safety data. This can restrict the ability of local authorities to identify and respond quickly to emerging risks and trends.
- 2.9.3 SYMCA's strategic approach to road safety is intended to align with the developing National Road Safety Strategy to support reductions in deaths and serious injuries, including those involving children. SYMCA is also developing a regional strategic action plan aimed at creating greater consistency across South Yorkshire authorities and addressing historical variations in local approaches.
- 2.9.4 SYMCA advocated for the move to a more holistic approach going forward, combining infrastructure improvements, behavioural change, Active Travel initiatives and enforcement measures. This would help the region to break the cycle of increasing school-related car use, whereby concerns about road safety lead to more children being driven to school, which in turn, increases congestion and creates further safety risks.
- 2.9.5 SYMCA identified that delivery of school road safety initiatives across the region had previously been fragmented, with no consistent process for prioritising schools for intervention. The discussion emphasised the importance of moving away from isolated, one-off schemes towards more coordinated programmes supported by evidence and data. Use of mapping tools, travel route analysis and collision data was identified as essential for prioritising investment and intervention. Members were informed that SYMCA may be able to support Rotherham in accessing such tools by utilising economies of scale through SYMCA-led procurement processes.
- 2.9.6 Two principal funding streams available to Rotherham via SYMCA were discussed:

- Transport for City Regions (TCR) – this would primarily support larger-scale infrastructure schemes.
- Active Travel Funding – this would be intended to support smaller, place-based interventions, particularly in and around schools.

2.9.7 Discussions took place between Members and SYMCA Officers around the challenges currently faced in respect of the delivery of school road safety initiatives in Rotherham, including limited dedicated resources and funding pipelines. It was reflected that there is also the ongoing need to balance investment in major transport and infrastructure projects with smaller-scale local road safety improvements.

2.9.8 SYMCA stressed the potential benefits of Rotherham considering a systemic, cultural shift towards integrated working and a more collaborative programme of delivery across Council services and with regional partners. This strengthened coordination, coupled with improved data utilisation could help the Council to better prioritise road safety schemes and develop more robust business cases to maximise funding opportunities.

2.9.9 This very informative meeting provided a useful overview of regional priorities for Members and highlighted a clear opportunity for Rotherham to strengthen its approach to school road safety through improved strategic coordination and an enhanced use of data to aid the development of a structured programme of interventions. Members found it encouraging that SYMCA's regional approach could offer a framework for greater consistency, better partnership working and improved access to resources.

2.10 **Conclusion**

2.10.1 From the information provided, and the discussions that took place as part of this Review, it was clear to Members that a number of longstanding challenges to delivery, combined with limited resource for enforcement and engagement, have had the impact of minimising the effectiveness of current interventions with regard to school road safety in Rotherham. The meetings highlighted the need for a more co-ordinated, longer-term, holistic approach to school road safety, with better coordination across Council directorates and regional partners to drive improvement.

2.10.2 To effectively address school-related parking and road safety concerns, sustained partnership working from all stakeholders will be required to develop and embed the necessary:

- infrastructure improvements;
- targeted enforcement;
- increased education and awareness;
- better community engagement;
- support for schools and school leaders; and
- wider behaviour change programmes for road users.

Ongoing and improved programmes and processes for monitoring and robust evaluation will also be required to ensure that measurable

improvements and safer environments are delivered for children and residents around schools.

- 2.10.3 Members are of the opinion that the timing of this Review and its recommendations represent an opportunity for Rotherham to capitalise on the current national and regional support and appetite for widespread improvements to school road safety and the promotion of Active Travel initiatives.

2.11 Options considered and recommended proposal

2.11.1 Option A: Do nothing. (Not recommended)

The option of not accepting any of the proposed recommendations is not recommended as this would arguably not lead to any improvement in the road safety situation around schools. Members feel that this option would not be in the best interests of Rotherham residents, especially children, and would not contribute to achieving the commitments identified in the Council Plan.

Option B: Support the recommendations outlined in this report. (Preferred Option)

Members are of the opinion that by supporting and implementing the recommendations suggested within this report, demonstrable and sustained improvements can be made in school road safety across the borough for Rotherham residents. Members acknowledge that a long-term, sustainable solution will require a coordinated, multi-agency approach across a number of directorates and services across the Council, together with external partners and agencies. However, Members feel that there is a distinct opportunity at the present time, to realise meaningful and lasting improvements by committing to the delivery of the identified recommendations. Supporting these recommendations would also contribute to achieving the Council Plan commitments referred to above.

3. Consultation on proposal

- 3.1 In its review, the working group considered evidence from Council Officers and representatives from key external partners. Those who participated are outlined in paragraph 2.2.2. Feedback from a small number of schools across the borough was requested, but only a limited response received.
- 3.2 In their role as elected representatives of Rotherham residents, Members also paid regard to the expressed views and lived experience of their constituents in conducting this Review.

4. Timetable and Accountability for Implementing this Decision

- 4.1 The accountability for implementing recommendations arising from this report will sit with Cabinet and relevant Officers.

- 4.2 The Overview and Scrutiny Procedure Rules require Cabinet to consider and respond to recommendations from Overview and Scrutiny Management Board and the Select Commissions in no more than two months from the date that Cabinet receives this report.

5. Financial and Procurement Advice and Implications

- 5.1 No financial implications arise directly from this report. Cabinet's response to the Review will need to take into account any financial implications arising from implementation of the scrutiny recommendations.

6. Legal Advice and Implications

- 6.1 There are no legal implications directly arising from this report.

7. Human Resources Advice and Implications

- 7.1 There are no human resources implications directly arising from this report.

8. Implications for Children and Young People and Vulnerable Adults

- 8.1 Implications for Children, Young People, and Vulnerable Adults are set out in the main body of the report. As set out in 2.1.2 above, the proposed recommendations support the Council Plan objective that "*Children and Young People Achieve*".

9. Equalities and Human Rights Advice and Implications

- 9.1 Furthering equalities and human rights are scrutiny objectives. Members have paid due regard to equalities and human rights in the development of these recommendations, which are designed to support the Council Plan and improve the delivery of council services for residents.

10. Implications for CO₂ Emissions and Climate Change

- 10.1 There are no climate or emissions implications directly associated with this report. However, support and encouragement of Active Travel initiatives and reducing car use for journeys to school will contribute to the Council's Net Zero targets.

11. Implications for Partners

- 11.1 Implications for partners, such as SYMCA and SY Police, are set out in the main section of the report outlining the Commission's findings. Members have had regard to the fact that a number of the recommendations involve increased partnership and multi-agency working with outside bodies and acknowledge that there may be logistical implications associated with this. Cabinet will need to consider the implications for partners in its response to the recommendations from scrutiny.

12. Risks and Mitigation

- 12.1 Members have regard to the risks and mitigation factors associated with the services under scrutiny and have made recommendations accordingly.

13. Accountable Officer(s)

Emma Hill, Head of Democratic Services and Statutory Scrutiny Officer
Kristianne Thorogood, Governance Advisor

- 13.1 Approvals obtained on behalf of:

	Name	Date
Service Director of Legal Services (Monitoring Officer)	Phillip Horsfield	Click here to enter a date.
The Executive Director with responsibility for this report	Jane Maxwell, Director of Policy, Strategy and Engagement	Click here to enter a date.

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

Overview and Scrutiny Management Board – Work Programme 2026-27

Chair: Councillor Brian Steele
Governance Manager: Barbel Gale

Vice-Chair: Cllr Joshua Bacon
Link Officer: Phillip Horsfield

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 outcome that we want?

Agree principles for longlisting:

- Can scrutiny add value or influence?
- Is it being looked at elsewhere?
- Is it a priority – council or community?

Developing a consistent shortlisting criteria e.g.

- T: Time: is it the right 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	Responsible Officer	Agenda Item
Wednesday 6 May 2026	Jayne Metcalfe	Progress Update on Future Rothercare Model
	Ian Spicer	Homelessness Prevention and Rough Sleeper Strategy 2026 2031 - Pre-decision scrutiny
	Andrew Bramidge	Rotherham Markets and Libraries - Pre-decision scrutiny
	Andrew Bramidge	Selective Licensing Community Impact - Pre-decision scrutiny
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Wednesday 3 June 2026	Judith Badger & Rob Mahon	Finance Update June 2026 - Pre-decision scrutiny
	Andrew Bramidge	Renters Rights Act Policy Consultation - Pre-decision scrutiny
	Kerry Grinsill-Clinton	Menopause Scrutiny Review by Health Select Commission
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Wednesday 1 July 2026	John Edwards	Council Plan 2025 - 2028 & New Year Ahead Delivery Plan - Pre-decision
		Leader Q&A - to be scheduled after Council plan on the agenda.
	Judith Badger & Rob Mahon	Financial Outturn 2025-26 - Pre-decision scrutiny
	Judith Badger & Rob Mahon	Treasury Management Outturn 2025-26 - Pre-decision scrutiny
	Judith Badger & Rob Mahon	Financial Monitoring for May - Pre-decision scrutiny
	Andrew Bramidge	Draft Street Trading Policy - Pre-decision scrutiny
	Kerry Grinsill-Clinton	Scrutiny Annual Report 2025-2026
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Tuesday 8 September 2026	Jane Maxwell	Social Value Annual Report - Pre-decision
	Judith Badger / Rob Mahon	July 2026-27 Financial Monitoring Report - Pre-decision
	Barbel Gale	Overview and Scrutiny Management Board Scrutiny Review – Street Lighting Columns
	Phil Horsfield	Health Select Commission - Proposal to Appoint the Rotherham Women's Health Network as a Non-Voting Co-optee
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions

Wednesday 7 October 2026	Andrew Bramidge	Replacement of refuse vehicles: Information to be provided to give an update on the procurement of the new refuse vehicles and progress against the target for renewal of the fleet. These briefings should be split to represent the different phases of the programme.
	Andrew Bramidge / Sue Procter / Barry Connolly	Public on street bin collections: Information to be provided regarding the emptying of public bins. This information should include details of how overflowing bins can be reported, how often collections are scheduled for and how those are monitored, what join arrangements are in place with Parish Council's, if any, and a list of the locations of bins under RMBC management, if available.
	Andrew Bramidge	Draft Street Trading Policy 2026 - Pre-decision
	Andrew Bramidge	Local Plan - Possible Pre-decision
	Kristianne Thorogood	School Road Safety Scrutiny Review
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Extraordinary Meeting proposed for October / November 2026	Mat Dyson	OSMB Children's Takeover Challenge - The RYC has selected Mental Health as the theme for this year's Takeover Challenge.
Wednesday 11 November 2026	Andrew Bramidge / Simon Moss / Fiona Fletcher	Progress update on the implementation of the Pathways to Work Economic Inactivity Trailblazer programme - The programme will be a good way through year 2, therefore members will receive an update on both year 1 outcomes, year 2 developments and target forecasts.
	Kevin Fisher & Judith Badger	Investing in our Community Facilities - Pre-Decision scrutiny - Update report to include the the updated condition survey results
	Judith Badger / Rob Mahon	September 2026-27 Financial Monitoring Report - Possible Pre-decision scrutiny
	Judith Badger / Rob Mahon	Medium Term Financial Strategy Update - Possible Pre-decision scrutiny
	Jane Maxwell / Fiona Boden	Advice Services Service Level Agreement 2027 – 2030 - Possible Pre-decision scrutiny
	Jane Maxwell / Fiona Boden	Voluntary Sector Infrastructure Service Level Agreement 2027 – 2030 - Possible Pre-decision scrutiny
	Jane Maxwell / Fiona Boden	Crisis Support Service Level Agreement 2027 – 2030 - Possible Pre-decision scrutiny
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Wednesday 9 December 2026	Judith Badger	Complaints Annual Report
	Judith Badger	HRA Business Plan, Rent Setting and Service Charges 2027-28 - Possible Pre-decision scrutiny
	Jane Maxwell / Fiona Boden	Crisis and Resilience Fund - Possible Pre-decision scrutiny
	Andrew Bramidge	Library Strategy - Possible Pre-decision scrutiny
	Andrew Bramidge	Licensing Act 2003 - Cumulative Impact Policy - Possible Pre-decision scrutiny
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Tuesday 12 January 2027	John Edwards	Council Plan and Year Ahead Delivery Plan Progress Update - Pre-decision
	Judith Badger & Rob Mahon	MTFS Presentation
	Judith Badger & Rob Mahon	November 2026-27 Financial Monitoring Report - Possible Pre-decision scrutiny
	Andrew Bramidge	Gambling Act 2005 - Statement of Licensing Policy - Possible Pre-decision scrutiny
	Barbel Gale	Work Programme

	Each Governance Advisor	Work in progress from Select Commissions
Tuesday 2 February 2027	Judith Badger & Rob Mahon	December 2026/27 Financial Monitoring Report - Possible Pre-decision scrutiny
	Andrew Bramidge	Overt CCTV Policy - Possible Pre-decision scrutiny
	Andrew Bramidge	Draft Street Trading Policy 2026
	Barbel Gale	Work Programme - Possible Pre-decision scrutiny
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Wednesday 3 February 2027	Judith Badger & Rob Mahon	Budget and Council Tax Report 2027-28 - Pre-decision
Wednesday 10 March 2027	Judith Badger / Mike Thomas	Community Governance Review Final Recommendations - Possible Pre-decision scrutiny
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Wednesday 7 April 2027		
	Barbel Gale	Work Programme
	Each Governance Advisor	Work in progress from Select Commissions
	Barbel Gale	Forward Plan of Key Decisions
Substantive Items for Scheduling		
Nov-26	Andrew Bramidge / Simon Moss / Fiona Fletcher	Progress update on the implementation of the Pathways to Work Economic Inactivity Trailblazer programme - The programme will be a good way through year 2, therefore members will receive an update on both year 1 outcomes, year 2 developments and target forecasts.
Mar-27	Mike Thomas	It was agreed that the final Community Governance Review report would be presented to OSMB as part of its pre-decision scrutiny work ahead of its consideration by Cabinet
TBC		Notice of Motion relating to Stop Polluting Our Rivers and Hiking Our Bills - Considered and agreed by Council on 15 July 2026. 2. Invite the Chief Executives of Yorkshire Water and Severn Trent to a special meeting of [delete] Full Council [insert] Scrutiny with all Members to answer questions from councillors and members of the public and to establish urgent commitments and timescales to improve their infrastructure and reduce sewage discharges in Rotherham.
Reviews for Scheduling		
Completed	Sam Barstow	Lighting Columns - Cut unnecessary red tape
TBC		Consultation Process - Following consideration using the scrutiny prioritisation tool this review was prioritised as a topic for review. This has been added to the work programme report for further discussion at the meeting on 8 September 2026
Following the prioritisation meeting OSMB members agreed that this would be removed from the work programme		Council's expenditure on Taxi and Private Hire Services - To go through the scrutiny prioritisation tool. Following consideration using the scrutiny prioritisation tool this review was not prioritised as a topic for review. This item be removed from the work programme.
Within 6 Months		Notice of Motion: relating to Protecting Children, Supporting Honest Businesses and Cracking Down on Illicit Vapes, Tobacco and Underage Sales - Considered and agreed by Council on 15 July 2026. 4. Request that the Overview and Scrutiny Management Board (OSMB) considers this issue within six months and, where appropriate, refers elements to the relevant Select Commission(s). OSMB should receive a further progress report within 12 months. Following consideration using the scrutiny prioritisation tool this review was prioritised as a topic for review. This has been added to the work programme report for further discussion at the meeting on 8 September 2026

Following the prioritisation meeting OSMB members agreed that the interim approach would be to refer the matter to JHOSC in the first instance.		Notice of Motion relating to Protecting Rotherham Residents' NHS and Council Data - Rejecting Reliance on Palantir - Considered and agreed by Council on 15 July 2026. 23. Request the Overview and Scrutiny Management Board to consider adding to its work programme a referral to the Health Select Commission to examine: a. ☐ •the present and proposed use of Palantir technology by local NHS organisations; •which patient and non-patient datasets are being processed; •the effect on patient confidence, data objections and the National Data Opt-out; •the equality implications, particularly for minority communities and groups. •alternative systems and the potential costs and risks of withdrawal; •and how Rotherham residents will be consulted before any significant expansion of its use. Given the timeframe of the current review being undertaken by government, which is expected to conclude in Autumn 2026, as this may result in the enactment of the early 2027 break clause it may be a premature/ineffective use of resources to progress detailed work prior to this time. As such, OSMB members agreed that the interim approach would be to refer the matter to JHOSC in the first instance, to ask them consider progressing the issue at regional level if the government's decision is not to enact the early 2027 break clause. If the break clause is not enacted and JHOSC elect not to address the issue this through its formal work programme, OSMB members agreed that at this stage, the matter would be referred into HSC to scope and address accordingly. Resultantly, full scoping and scoring was not progressed at this time, as this would be for HSC to undertake at the relevant stage.
Items to be Considered by Other Means (e.g. off-agenda briefing, workshop etc)		
Nov-26	Andrew Bramidge	An update on progress following the implementation of Waste Service Route Optimisation programme be brought back to OSMB within twelve months via an off-agenda briefing.
November / December 2026	Andrew Bramidge	An update on the progress following the implementation of the Street Safe Team programme be brought back to OSMB within twelve months via an off-agenda briefing.
TBC	Luke Sayers	IT Systems: Workshop to be arranged for members of OSMB to understand what IT systems the Council is using, what the purpose of those systems is, are those systems as up to date as possible, how updates to those systems are managed, how the Council is using artificial intelligence (AI), is the Council using outdated technology, and was the Council spending too much or too little in this area.
TBC	Lynsey Linton	Recruitment: Initially information has been requested to understand how recruitment is carried out across the Council, indicating if the same processes were used across all directorates, detailing if recruitment was centralised, was there a reliance on agency staff to cover staff vacancies. After consideration of the off-agenda briefing Members of OSMB will then consider if a workshop needs to be held to discuss this in more detail.
TBC	Fiona Fletcher	Pathways to Work Economic Inactivity Trailblazer programme: Agreed that a briefing be provided to share the details of the commissioned VCSE organisations and their geographic reach with members of OSMB.
TBC		Smaller Road Schemes - Briefing note - Briefing Note to be shared with Members re. Highway and Transportation Schemes Remit/Funding
Items for Future Consideration		
Sep-28	Jane Maxwell / Fiona Boden	Social Value Annual Report, Pre-decision scrutiny - It was agreed by OSMB at its meeting on 8 September 2026 that this item would be considered every two years going forward.
Jul-29	Andrew Bramidge / Polly Hamilton	At its meeting on 10 December 2025 during its consideration of the Library Strategy as part of its pre-decision work OSMB agreed to receive a mid-point progress update on the implementation of the Library Strategy 2027–2032.

Health Select Commission (HSC) Chair's Briefing for the Overview and Scrutiny Management Board (OSMB) meeting on 7 October 2026

Items covered since the last meeting:

At the HSC meeting on 24 September 2026 the following items were considered:

1. Physical Activity for Health (Sport England Main Bid and progress update)

The Commission undertook detailed scrutiny of the learning from the Sport England development phase, challenging officers on how the programme would reach the least active residents, address health inequalities, overcome barriers such as cost, transport, accessibility and language, and demonstrate measurable outcomes and long term sustainability.

Members tested the robustness of the evidence base, questioned how success would be evaluated, explored the targeting of deprived communities, children and young people and residents with long term health conditions, and sought assurance that community engagement, communications and partnership working would deliver tangible behavioural change rather than short term activity.

Through its scrutiny, the Commission secured stronger accountability arrangements by requesting clear performance metrics linked to reducing health inequalities and improving population health, regular progress reporting, mechanisms to keep ward members informed of activity within their communities, and a further mid programme review of impact, thereby adding value by strengthening governance, transparency, local member involvement and the focus on demonstrating outcomes from the significant external investment proposed through the Sport England bid.

The following recommendations were agreed during the meeting:

That the Health Select Commission:

1. Notes the contents of the presentation received.
2. Requests that the Health Select Commission be provided with the detail of any metrics agreed upon against which progress or success will be measured, clearly identifying how those metrics support tackling health inequalities and general population health, along with progress reports in line with those metrics at relevant intervals.
3. Requests that a mechanism via which Elected Members can be updated on the activities being undertaken in their wards connected with the programme and its associated funding so that they can support raising awareness in their local communities, alongside the wider communications and marketing strategy, be agreed and implemented.

4. Agreed that a further update on the progress and impact of the programme be provided at the halfway point of the strategy, in late 2028.

2. Primary Care Network Development

The Commission scrutinised the proposed transfer of responsibility for national screening and immunisation programmes from NHS England to the new Office for Pan-ICB Commissioning (OPIC) and the implications for local service delivery, accountability and public health outcomes in Rotherham.

Members challenged officers on the risks associated with the transition, workforce capacity, declining uptake in some vaccination cohorts, barriers affecting vulnerable and under-vaccinated communities, the effectiveness of outreach and community pharmacy delivery models, and the impact and value of the local childhood immunisation Pathfinder programme. The Commission also explored how local needs and health inequalities would continue to influence commissioning decisions within the new arrangements and sought assurance that performance would not deteriorate during organisational change.

Through its scrutiny, the Commission strengthened oversight by requesting regular local vaccination performance reporting benchmarked against national trends and a future evaluation of the Pathfinder programme, thereby adding value through enhanced transparency, stronger performance monitoring and increased assurance that immunisation services remain effective, equitable and responsive to local health needs during a significant system-wide transition.

The following recommendations were agreed during the meeting:

That the Health Select Commission:

1. Notes the contents of the presentation received.
2. Requests that local performance reports in relation to vaccination uptake be provided to the Commission at appropriate intervals to facilitate ongoing monitoring of support offered to wards, schools and GP practices. These reports should include benchmarking against national vaccination uptake data to enable comparison of local performance with national trends. Delivery method and timeline TBC.
3. Requests an update at an appropriate stage on the overall impact of the Pathfinder programme in Rotherham. Delivery method and timeline TBC.

Work programme 2025-26 updates:

- **Health Select Commission Work Programme**

The Health Select Commission has approved its work programme for the 2026/27 municipal year. There are currently no vacant slots remaining.

- **Reviews**

On 26 August 2026, the Health Select Commission met to consider a number of topics and undertake scoping, scoring and prioritising. The following topics were identified to be progressed in the following order:

1. Life Saving Equipment in Rotherham - Understanding the Distribution, Accessibility, Serviceability, Public Awareness and Impact of Defibrillators, Bleed Control Kits and Water Safety Equipment in the Borough
2. Caring with Empathy, Dying with Dignity - The End of Life Experience in Rotherham

Work to progress these reviews is ongoing.

Items to be discussed at the next meeting:

At the HSC meeting on 19 November 2026 the following items are due to be considered:

- Place Partners Winter Plan 26/27
- Rotherham Safeguarding Adults Board Annual Report and 2025-2028 Strategic Plan Delivery Update
- Health and Wellbeing Board Annual Report

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Improving Lives Select Commission Chair's Briefing for the Overview and Scrutiny Management Board meeting on 7th October, 2026

Items covered since the last update meeting:-

- Improving Lives held its meeting on 15th September, 2026 and the following items were considered:-

- Corporate Parenting Partnership Board Update

Members received a verbal update following the Corporate Parenting Partnership Board meetings held on 30th June and 8th September, 2026.

Members welcomed the updates and the positive information that was shared.

- CYPS Performance Annual Outturn

Members received the report and welcomed the opportunity to consider the content focusing on the performance outturn for the reporting year April 2025 to March 2026 for Children and Young People's Services.

The discussion focused on Children's Services performance, with Members exploring a range of issues relating to children in care, early help, youth justice, domestic abuse, elective home education (EHE) and support for care leavers. Officers acknowledged that placement stability for children in care remained below target, but explained that some placement moves reflected positive outcomes, such as reunification with family or progression to more suitable long-term placements.

Ongoing work to improve stability included foster carer recruitment, support for carers, placement disruption processes and therapeutic interventions.

Members also questioned increasing demand across services, including rising early help caseloads and the growth in EHE.

Discussion also covered domestic abuse referrals, which were received primarily through the Police and assessed through MASH, alongside proposals to strengthen specialist support for affected children and families.

Members sought assurance on support for care leavers, health and dental assessments, Family Hub engagement and the use of unregistered placements.

Performance was closely monitored, and services remained persistent in maintaining contact. Significant improvements had been achieved in dental health engagement through awareness-raising and partnership work with health colleagues.

Reassurance was provided that Family Hubs were accessible across the borough, with outreach and digital offers continuing to expand, and that although performance measures often focused on the most deprived communities, services monitored outcomes for all children and families.

Overall, Members recognised strong performance across many areas while emphasising the importance of continuing to learn from best-performing authorities and maintaining focus on areas requiring improvement.

Members, therefore, received and accepted the CYPS Annual Performance Report and accompanying scorecard for the outturn 2025/2026, but sought further information on assessment trends over a six-year period at the end of Key Stage 2, together with comparative outcomes at the end of Key Stage 4, to identify and highlight improvements in pupil progression.

- Update on Family Hubs Performance

Members focused their discussion on the impact and effectiveness of the Family Hubs programme, particularly in relation to engagement, outreach and long-term outcomes for children and families and heard that uptake of Baby Packs had been very strong and had significantly increased Family Hub registrations through a more joined-up approach to service delivery.

It was explained that some families chose not to register due to concerns about personal data, but many still accessed services and continued to receive opportunities to engage.

Discussion ensued about variations in activity attendance and outreach performance, with officers explaining that seasonal factors, such as school holidays and winter periods, could influence participation levels.

Members also explored how outreach support was targeted and officers described a data-led approach that combined registration information, health service data and local intelligence from communities, partners and Elected Members to identify families who were not accessing support and proactively engage them. While members praised the outstanding results

being achieved, they also challenged officers on how deprivation data and heat maps were being interpreted, seeking assurance that services fully understood variations in outcomes across different communities and used this information to inform future delivery.

A significant part of the discussion centred on whether Family Hubs were making a measurable difference to longer-term outcomes and it was highlighted national evidence demonstrating the value of early intervention, alongside positive local feedback and case studies, but acknowledged the need for more outcome-focused reporting to show the long-term impact on areas such as school readiness, child development and future service demand.

Members expressed a desire to see more detailed data tracking outcomes for families who had engaged with Family Hub services over time. The role of Family Hub staff was also discussed, particularly opportunities to strengthen knowledge around SEND and support for older children. Officers outlined the introduction of Best Start Inclusion Practitioners within each hub to act as SEND specialists, inclusion champions and a bridge between families and specialist services.

The meeting concluded with discussion of new developments, including the successful introduction of birth registration services at Swinton and Maltby Family Hubs, allowing families to register births closer to home. Members welcomed the initiative, praised the Family Hubs programme overall and requested that information about available services, locations and future developments be shared more widely to help them signpost residents effectively.

Members, therefore, received and accepted the positive performance and plan which outlined to further strengthen data collection, performance monitoring and digital intelligence systems to better target support and improve outcomes for children, young people and families.

Furthermore they asked to receive confirmation of current locations of family hubs and the services that were available and for Elected Members to be included in the circulation of the press release showing the first baby being registered at a Family Hub.

Work Programme 2026-27:-

- Members received the submitted Work Programme and agreed to update by:-

Moving the Youth Justice Inspection and Action Plan to December, 2026 and swapping the CiC & CL Sufficiency Strategy 2023-2028 - Annual Update to March, 2027.

Training Session

- Members welcomed the opportunity for a training session via Microsoft Teams with Louise Keith and Joshua Amahwe on 5th October, 2026 at 4.00 p.m. to better understand the finances for schools.

Items to be discussed at the next meeting:-

3rd November, 2026

- Maintained Schools Long Term Maintenance Plan (LTMP)
- Intrafamilial Child Sexual Abuse Strategy

Improving Places Select Commission (IPSC) Chair's Briefing: for OSMB meeting on 7 October 2026

Items covered since the last update meeting:

The last meeting of IPSC took place on Tuesday 1 September 2026. The following items were covered at this meeting:

- **Review of Rotherham Investment and Development Office (RiDO) Business Centres**
Members were provided with a review of the set up and performance of the five RiDO Business Centres across the borough.

Members acknowledged that the Business Centres were a successful economic development initiative that provided key support to local entrepreneurship, small business growth and job creation. The Business Centres were reported to be financially viable, generating a surplus while delivering wider social and economic benefits to the borough.

A key area of improvement that discussions focussed on was the lack of dedicated marketing resource and that additional promotional activity could be undertaken to attract tenants and raise awareness of the Business Centres. Members also questioned the lower occupancy rates at the Moorgate Crofts centre, which was largely due to restricted parking at that site.

Members expressed concern over the potentially high costs of infrastructure improvements required at some of the older centres and sought greater detail on operating costs and profitability of the centres on an individual basis.

- **Introducing Housing Involvement and Governance**
Members were provided with a comprehensive introduction to the work of the newly established Housing Involvement and Governance team (HIG), which had been set up in response to the strengthened regulatory framework introduced by the Social Housing (Regulation) Act 2023. The council's Housing service is also due an inspection by the Social Housing Regulator imminently, and the framework established by HIG will support preparation for this inspection and ongoing compliance with the Consumer Standards.

Members explored the different ways in which the tenant voice influenced service delivery and were keen to ensure that tenant engagement reflects the diversity of tenants across the borough. Members also questioned whether the new structure could create duplication of work but were reassured that HIG provided a focussed governance and regulatory function which would enable frontline staff to focus on operational delivery.

- **Improving Places Select Commission Scrutiny Review – School Road Safety**
The recommendations set out within the Report of the School Road Safety Review Group, were presented to IPSC and approved at the September meeting. They are next due to be considered by OSMB at this meeting.

Work Programme Updates
• RiDO Business Centres – following the September meeting, a visit is being arranged for IPSC Members to attend the Century Business Centre 2 in Manvers in November 2026.
Items to be discussed at the next meeting:
At the next meeting of IPSC on 20 October 2026 Members are due to scrutinise the following items: • Update on Playing Pitch Strategy Phase 2 • Lessons learned from the Local Neighbourhood Road Safety (LNRS) programme