

## **LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL**

**Venue: Town Hall,  
Moorgate Street,  
Rotherham.**

**Date: Monday, 20 September  
2004**

**Time: 10.00 a.m.**

### **A G E N D A**

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Declarations of Interest.
4. Questions from members of the public and the press.

### **FOR DECISION**

#### **Nominations:**

5. Children and Young People's Board Scrutiny Working Party - up to one councillor and one co-optee to join Councillors Barron and McNeeley
6. Citizenship Curriculum Review (19th/20th October) - 2 panel members to join Councillor Turner (Pages 1 - 2)
7. Adult Learning Review - up to 5 panel members to join Councillor StJohn

### **PRESENTATION**

8. Rotherham Grid for Learning - the vision + report on progress to date (Dawn Rowley) (copy of presentation herewith) (Pages 3 - 15)

### **FOR MONITORING**

9. Performance Indicators - ECALS 2004/05 1st Quarter Report (Rebecca Lunghi) (report herewith). (Pages 16 - 24)

10. Best Value Review Lifelong Learning (Peter Dickson) (report herewith) (Pages 25 - 39)
11. Rotherham Civic Theatre: update on recommendations from Scrutiny Review Report (Guy Kilminster) (report herewith) (Pages 40 - 51)
12. New Swimming Pools Provision - (Steve Hallsworth) - (verbal update)
13. Budget Monitoring Report - as at June, 2004 (Pete Hudson) (report herewith) (Pages 52 - 53)
14. 2004/05 Work Programme - (Delia Watts) (copy herewith) (Pages 54 - 55)

### **FOR INFORMATION**

15. Library & Information Services - Progress Report - New Developments (Guy Kilminster) (report herewith) (Pages 56 - 62)
16. Minutes of this Scrutiny Panel held on 6th September, 2004 (copy herewith). (Pages 63 - 68)
17. Minutes of a meeting of the Children & Young People's Board Scrutiny Working Party held on 18th August, 2004 (copy herewith). (Pages 69 - 71)
18. Minutes of a Meeting of the Leisure/Joint Service Centre Project Board held on 25th August 2004 (copy herewith). (Pages 72 - 73)
19. Minutes of a meeting of the Performance and Scrutiny Overview Committee held on 20th August, 2004. (Pages 74 - 78)

**Date of Next Meeting:-  
25<sup>th</sup> October, 2004**

#### **Membership:-**

Chairman – Councillor St..John  
Vice-Chairman – Councillor License  
Councillors:- Barron, Burke, Cutts, Dodson, Hodgkiss, Kaye, Lee, McNeely, Swift, Thirlwall and  
Turner  
Co-optees:- Mr. P. Eyre, Rev. A. Isaacson, Ms. S. Underwood and Mrs. E. Wilson Mr. T. Belmega,  
Mr. T. Brown, Ms. J. Carroll, Mr. J. Dalton, Kath Henderson, Mr. G. Lancashire, Mr. J. Lewis, Miss E.  
Marsh, Mr. L. Morton, Mr. S. Radford and Mr. K. Stoddart

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL – REPORT TO MEMBERS**

1. **Meeting:** **DEMOCRATIC & RESOURCES SCRUTINY PANEL**
2. **Date:** **3<sup>RD</sup> AUGUST 2004**
3. **Title:** **LOCAL DEMOCRACY WEEK – 18<sup>TH</sup> – 24<sup>TH</sup> OCTOBER 2004**
4. **Originating Officer:** **Sioned-Mair Richards, Scrutiny Adviser 01709 822778**

**5. Issue:**

Local Democracy Week will take place 18<sup>th</sup> – 24<sup>th</sup> October this year. Members need to discuss this now so as to be able to prepare for it.

**6. Summary:**

Members are asked to consider the activity which this panel might undertake as part of Local Democracy Week.

**7. Clearance/Consultation:**

Chair of this panel.

**8. Timing:**

Members will need to consider this issue at the August meeting so that if any activities are planned there will be enough time to set them in motion.

**9. Background:**

“Making Your Mark” is the theme of this year’s Local Democracy Week – the seventh to be run so far. It aims to help young people up to the age of 26 to become more involved with decision making and planning at a local level.

**10. Argument:**

According to recent research only 2% of young people think that their council has any “power” and 50% think their council has no direct control or relevance to their lives whatsoever.

The proposal for this panel is that we should undertake a scrutiny review of the way in which we conduct Citizenship education in our schools so that we can find out whether the above research applies to Rotherham !

The review would take place over two days during Local Democracy Week and would be undertaken jointly with the Life Long Learning Scrutiny Panel and the Rotherham Youth Cabinet. The first day would investigate citizenship education at Key Stages 1 – 2 (Primary); the second day would investigate work at Key stages 3, 4 & 5.

The Activity pack from the Local democracy Week organisers proposes that young people should take part in a “Take your councillor to school” activity. Members may wish to volunteer for this or propose that Members of the cabinet might take part.

**11. Risks and Uncertainties:**

That any recommendations coming from the review would be too late to impact on this academic year’s curriculum planning.

**12. Finance:**

This review will be undertaken from the existing Scrutiny & Democratic Services budgets.

**13. Regeneration:**

Encouraging young people to take part in local democracy week will help to engender a positive attitude to civic engagement. The benefits for councillors of working through this review with young people will also help to strengthen democratic ties.

**14. Equalities Issues:**

Participation in the scrutiny review will be open to any members of this scrutiny panel and any members of the Youth Cabinet who wish to participate. We will seek to achieve gender and ethnic balance in the composition of the review group.

**15. Sustainability:**

If we are able to enthuse the young people of this borough both in the short term and in the long term about civic engagement then the sustainability of local democracy will be enhanced.

**16. Wards affected:**

All

**17. References:**

Local Democracy Week "Making Your Mark" activity pack 2004.

**18. Presentation:**

Citizenship education is the key to ensuring that young people recognise the importance of engagement in civic society. We should work to ensure that it is as relevant as possible to the needs of our young people.

**19. Recommendations:**

- a. that the scrutiny review as outlined above should take place during Local democracy Week
- b. that Members indicate their willingness to serve on the review group
- c. that all Members be requested to consider taking part in the "Take your Councillor to School" activity
- d. that during the Review of the Political Management Arrangements, responsibility for the co-ordination of Local Democracy Week activities be included in one of the cabinet portfolios.

# Rotherham's Connected Community

## A vision for the future of the Rotherham Grid for Learning

Dawn Rowley  
Information & Performance Review Manager, ECALS

# Our Vision

## We're Thinking Differently

- ☑ Learners are accessing information in ways they didn't before...**Internet, Interactive Digital Television, Interactive Media...**
- ☑ Learners are accessing people in ways they couldn't before...**Chat Rooms, Mobile Texting, Email, Video Phones...**
- ☑ Learners are empowered to do what they couldn't do before...**Skills, Accessibility, Confidence, Technological Capability...**

## But That's Not All...

- ☑ Schools **will** remain at the heart of the learning process for children and adults for the foreseeable future. Although ICT allows pupils, in theory, to learn from anywhere at any time, they still need the support of a regular base and a strong community. However the boundaries between schools and other learning places will be less clear cut and the learning arena of the future will become a resource for the whole community.

Schools of the Future: Designs for Learning Communities

# Our Vision

## Learning Aims

- ❑ Give people the power to control their learning process
- ❑ Engage partners in the transformation
- ❑ Allow the development of a technological infrastructure that challenges present thinking in order to amplify intellectual capabilities.
- ❑ Raise participation in learning and raise attainment
- ❑ Encourage pioneering ways of learning and teaching
- ❑ Deliver the tools that reflect demands of learners to enable them to use ICT for research

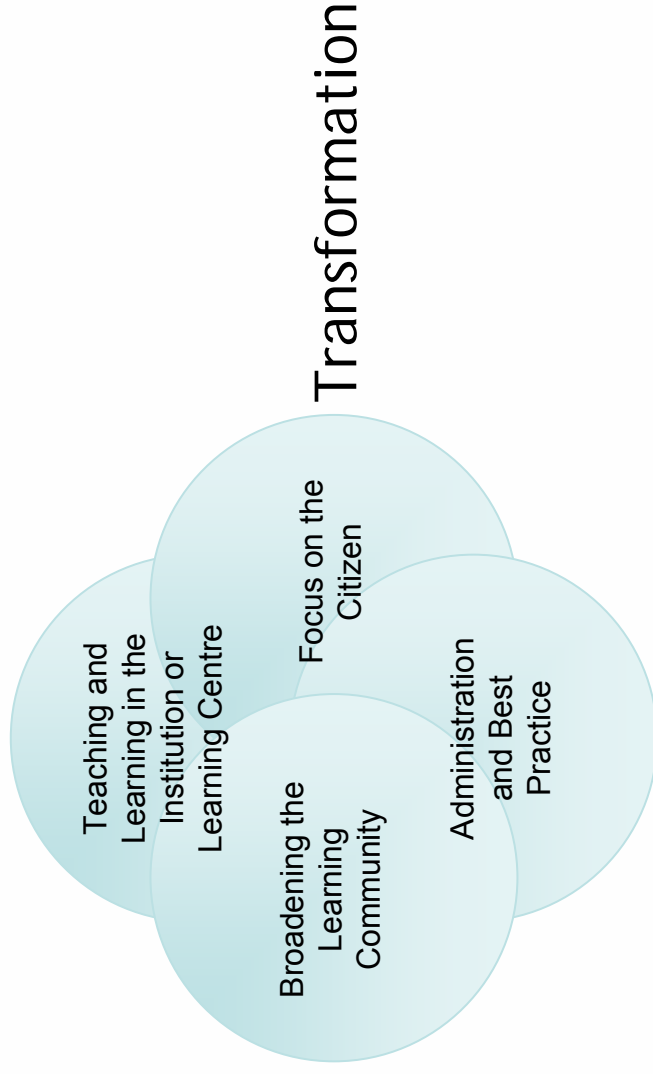


# Our Vision



## A Connected Community for Rotherham

The Traditional Place of Learning



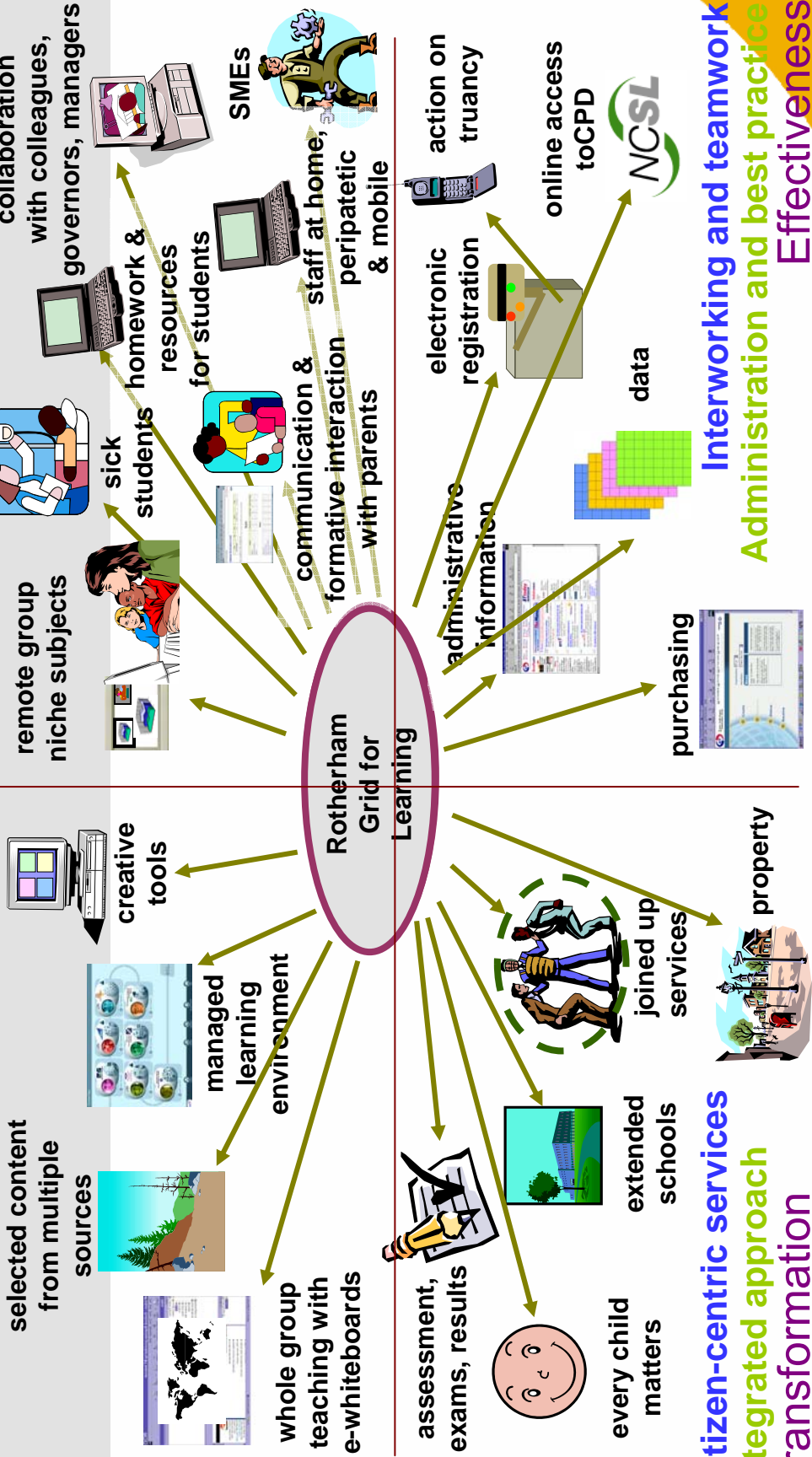
Beyond  
"Classrooms"

Effectiveness

# The connected community in Rotherham? .... a vision

The traditional place of learning  
**Evolving the learning environment**  
**Supporting professionals with new tools**

Beyond the "classroom"  
**Broadening the learning community**  
**Inclusion and lifestyle**



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08/09/04

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# Our Starting Point

Identifying Partners to help us make an impact on:

- Inclusion and exclusion
- Provision of a productive learning environment
- Community learning and skills development
- Encouragement of life long learning
- Out of hours learning
- Enhancing economic regeneration
- Raising of attainment and standards

Beyond  
"Classrooms"

Broadening  
the Learning  
Community

# Why Do We need Partners?

- To extend our reach into communities
- To build on and complement existing ICT investments and expertise
- To offer opportunity for new styles of learning
- To integrate multi-departmental approaches
- To facilitate parental/mentor engagement
- To broaden the pool of contributors to raising standards and improving learning

# Our Progress

## Step One - Rotherham Schools join the Grid

- ☑ Offered to all Rotherham schools; all but 5 have subscribed
- ☑ Central infrastructure built, switch on: 30/09/04
- ☑ All BT technical surveys undertaken and 50% of the implementation planning completed
- ☑ 6 schools have had their installations completed by RBT (as at 7/9/04)
- ☑ All 121 subscribing schools will be connected by 15<sup>th</sup> December 2004

## Step Two - Widening the reach of the Grid

- ☑ Through Rotherham Learning Partnership a technical feasibility study is underway to determine the potential for expansion to Colleges, FE, Businesses, Training providers and Communities
- ☑ Report to the Partnership in November will contain recommendations for a pilot in one or more of these areas
- ☑ £1m RMBC single pot secured over next 4 years to support the expansion of the Grid
- ☑ Our vision is for 50 separate Rotherham organisations/enterprises/agencies to be using the Grid, by 2007

# Our Progress

## Step Three - Services over the Grid

- ☑ South Yorkshire e-Learning project supporting 24 Rotherham schools to develop their own content
- ☑ Purchase of Rotherham-wide licences for
  - ☑ Fanfiction
  - ☑ Thinkquest
  - ☑ Espresso
  - ☑ Pathe News
  - ☑ BBC.co.uk
- ☑ Discussions with RBT on the potential for a 'managed service' approach to future services over the Grid
- ☑ New Service Level Agreement being drawn up between RMBC and RBT covering RGfL
- ☑ Sharing our vision with our Partners, and potential partners to understand the scope and range of future service requirements

# What's in it For Subscribers?

- ❑ RGfL conforms to BECTA guidelines in terms of connectivity, speed etc
- ❑ Secure high speed Internet connectivity that is monitored and filtered
- ❑ A web site for every school
- ❑ High availability of email (resilient services)
- ❑ Microsoft Outlook email for every pupil and teacher (browser based)
- ❑ Access from home and libraries to email accounts
- ❑ Connection to the Yorkshire and Humberside Grid for Learning
- ❑ Actively updated industry strength Virus protection
- ❑ Secure access to the Council's administration system
- ❑ Access to council systems for teachers from home (assumes Internet connection)
- ❑ The RGfL design has been devised in conjunction with Microsoft and will be supported by Microsoft engineers

# Is it affordable?

## Transferable costs:

- Administrative connection
- Virus protection
- Firewall
- Email access for children, staff or employees
- Internet access
- Cache server
- Website
- Management
- Filtering



So...

let's take a look at this Vision in action ...

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	Lifelong Learning Opportunities Scrutiny Panel
<b>2.</b>	<b>Date:</b>	20th September 2004
<b>3.</b>	<b>Title:</b>	<b>Performance Indicators ECALS 2004/05 Performance Indicator 1<sup>st</sup> Quarter Report</b>  [Wards affected – All]
<b>4.</b>	<b>Programme Area:</b>	Education, Culture and Leisure Services

**5. Summary**

The report outlines performance at the end of the 1st quarter 2004/05 against targets with comparisons against 2003/04 actuals and 2002/03 All England top quartile authorities.

**6. Recommendations**

- That the Performance Report be received

## 7. Proposals and Details

Twenty-five ECALS Performance Indicators are reported quarterly.

In the first quarter it has been possible to project the year-end outturn performance of 20 indicators, which are then broken down into 28 component parts, [e.g. a, b, c].

Members' attention is drawn to the "Risk" column, representing the probability of these components not meeting their 2004/05 published target.

Where risk is highlighted as "High" action plans to address performance are in place and an update will be reported to Members within the 2<sup>nd</sup> quarter report.

Summaries of the risk assessments are shown below;

<b>Low Risk</b>	<b>60.7%</b>	<b>17 components</b>
No.3	% half days missed to absence – Secondary	BVPI 45
No.4	% half days missed to absence – Primary	BVPI 46
No. 6	% excluded pupils supplied with alternative tuition	BVPI 159 a,b,c,d
No.7	Average number of hours alternative tuition	SLTPI 12
No.10	Truancy patrols	SLTPI 1
No.11	Referrals to non- attendance panel	SLTPI 2
[Low Risk continued]		
No.12	Meetings of pupil Discipline Committee attended	SLTPI 4
No.13	Contact by Exclusions Officer	SLTPI 5
No.15	Take up of free school meals	SLTPI 16
No.18	Number of swims	SLTPI 6a
No.20	Playgrounds conforming to national standards	SLTPI 9 a, b, c
No.21	Number of playgrounds provided	IDEA 37
<b>Medium Risk</b>	<b>28.6%</b>	<b>8 components</b>
No.1	SEN statements issued	BVPI 43 a, b
No.5	Schools with special measures	BVPI 48
No.14	% of pupils with statements of SEN	SLTPI 15
No.17	Museum usage	BVPI 170 a, b, c
No.19	No of books issued	SLTPI 8
<b>High Risk</b>	<b>10.7%</b>	<b>3 components</b>
No.2	Permanent exclusions	BVPI 44
No.8	% of schools with Serious Weakness	SLTPI 14
No.16	Visits to libraries	BVPI 117

In addition, Members' attention is also drawn to the following developments and emerging issues:

- No. 1 – SEN statements issued [BVPI 43]  
Continued improvements in both component parts. It is anticipated that that this upward trend will continue, however the service will be facing resource issues later in the year.
- No. 2 - Permanent exclusions [BVPI 44]  
There has been a increase in permanent exclusions by Secondary schools.
- No. 8 - % of Schools with Serious Weakness [SLTPI 14]  
Two primary schools and one secondary school have been designated with serious weakness. It is envisaged the secondary school will be removed by 31<sup>st</sup> August 2004.
- No. 15 – Take up of Free School Meals [SLTPI 16]  
Take up of free school meals will be increasing, as take up in the 1<sup>st</sup> qtr is traditionally lower than the rest of the year.
- No. 16 – Visits to libraries [BVPI 117]  
Visits to Libraries increasing, usage trend is upwards and action plan in place to develop initiatives identified.
- No. 17 – Museum Usage [BVPI 170]  
The re-opening of Clifton Park Museum has been delayed 1-2 months and consequently this will affect visitor numbers. Targets will need to be reviewed in 2<sup>nd</sup> quarter.
- No. 18 – Number of Swims [SLTPI 6a]  
There is a programme in place to review and increase participation around number of swims.

## **8. Finance**

There are no financial implications to this report. The relevant Service Leader and Budget Holder will address financial implications of the Action Plans. Members will be consulted where appropriate.

## **9. Risks and Uncertainties**

In line with Corporate guidance all our performance indicators have a category of risk applied to them. The categories are High, Medium and Low reflecting the corporate traffic light system of Red, Amber and Green.

Risk is assessed by PI managers' projection of year-end performance, taking into account of any known internal or external influences, and comparing against published 2004/05 targets.

Action plans are in place to address performance where risk is High. These plans are progressed within teams and updates of progress will be presented to Members at the end of the second quarter.

## 10. Policy and Performance Agenda Implications

The report is structured around the Council's political priorities and performance indicators are shown in the relevant priority section, reflecting the Best Value Performance Plan.

A number of Performance Indicator's support and have an influence on inspections including OFSTED and the Comprehensive Performance Assessment. Members can identify these indicators through the 'Links' column where coding references the appropriate alignments.

## 11. Background Papers and Consultation

- 2003/04 Education Culture & Leisure Performance Indicator Outturn Report
- ECALS Consolidated Action Plans 2004/05
- Best Value Performance Plan 2004/05

### Contact Name :

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# 2004/05 Performance Indicator 1<sup>st</sup> Quarter Report

No.	Definition	Ref.	Links	02/03 Top Quartile		03/04 Actual		1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr		Year End Proj.	04/05 Target	On Target	Risk H/M/L	Action Plan	Comments
				FIXED	CULM.	FIXED	CULM.	FIXED	CULM.	FIXED	CULM.	FIXED	CULM.								
<b>Investing in People</b>																					
1	% SEN statements in 18 weeks excluding exceptions	BVPI 43	CPA RPI LPSA KPI	99%	82.3%	100%	100%									90%	✓	M	✓	Continued improvements in both parts of this target have resulted in a performance that has exceeded expectations. It is hoped that the current performance will continue, however, the service will face staffing challenges later in the year which may impact the target.	
a	including exceptions [Manium Haque]			80%	58.3%	61.5%	61.5%									50%	✓	M	✓		
2	Permanent Exclusions per 1000 pupils	BVPI 44	CPA KPI RPI	0.9	0.97	2.2	2.2									1.3	X	H	✓	Increase in exclusions from secondary schools, plans for targets to be set and action plan to address to be implemented.	
	[Catherine Ratcliffe]															8.4%	✓	L	X		
3	% 1/2 days missed to absence – secondary	BVPI 45	CPA KPI	8.00%	8.7%	8.4%	8.4%									8.4%	✓	L	X		
	[Catherine Ratcliffe]															6.1%	✓	L	X		
4	% 1/2 days missed to absence – primary	BVPI 46	CPA KPI	5.50%	6.2%	6.1%	6.1%									6.1%	✓	L	X		
	[Catherine Ratcliffe]															0.7%	X	M	✓	1Secondary School Both School and LEA have produced Post OfSTED Action Plans	
5	% schools with special measures	BVPI 48	CPA KPI	0%	0%	0.7%	0.7%									0%	X	M	✓		
	[Steve Waich]															0.7%					
6	% permanently excluded pupils provided with less than 6hrs tuition	BVPI 159	CPA KPI	2%	0%	0%	0%									Not available see comment	✓	L	X	Unable to provide accurate predictions for the end of year from the first quarter figures.	
a	6 to 12hrs tuition			3%	1%	6%	6%									2%	✓	L	X		
b	13-19 hrs tuition			7%	11%	4%	4%									10%	✓	L	X		
c	20hrs or more tuition			75%	88%	90%	90%									88%	✓	L	X		
	[Ann Clegg]															22.5	✓	L	X		
7	Weekly average No. of hrs alternative tuition provided	SLTPI 12		N/A	24.4	24.8	24.8									22.5	✓	L	X		
	[Ann Clegg]																				

\*Top Quartile relates to All England performance.

Codes for Links: CPA – Comprehensive Performance Assessment, LSPA – Local Public Service Agreement, RPI – Rotherham Priority Indicator, KPI – Key Performance Indicator

ECALS - 2004/05 Performance Indicator 1<sup>st</sup> Quarter Report

No.	Definition	Ref.	Links	02/03 Top Quartile	03/04 Actual	1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr		Year End Proj.	04/05 Target	On Target	Risk H/M/L	Action Plan	Comments
						FIXED	CULM.	FIXED	CULM.	FIXED	CULM.	FIXED	CULM.						
8	% of schools with Serious Weakness [Steve Waich]	SLTPI 14		N/A	1.4%	2.1%	2.1%						1.4%	0.7%	X	H	✓	2 Primary Schools, 1 Secondary Both LEA and School have produced Post OfSTED Actiojn Plans. Secondary School removed by 31/08/04	
9	No. of childcare places created by a Childcare places b Out of school places c Children Centre Places [Sue Walker]	SLTPI 22		N/A	N/A	79	79							To be set				New Local Performance Indicator for 2004/05. Annual targets to be identified before 2 <sup>nd</sup> Quarter.	
<b>A Place which cares</b>																			
10	No. of Truancy Patrols [Catherine Ratcliffe]	SLTPI 1		N/A	52	46	46						46	32	✓	L	X	Government advises on additional patrol dates. Targets reflect LEA patrols.	
11	No. of referrals to non-school attendance panel [Catherine Ratcliffe]	SLTPI 2		N/A	144	194	194						194	102	✓	L	X		
12	% of meetings of the Pupil Discipline Committee attended by the Director's representative for permanently excluded pupils [Catherine Ratcliffe]	SLTPI 4		N/A	100%	100%	100%						100%	100%	✓	L	X		
13	% of contacts made by the Exclusions Officer to parents in the cases of permanent exclusions [Catherine Ratcliffe]	SLTPI 5		N/A	100%	100%	100%						100%	98%	✓	L	X		

\*Top Quartile relates to All England performance.  
Codes for Links: CPA – Comprehensive Performance Assessment, LSPA – Local Public Service Agreement, RPI – Rotherham Priority Indicator, KPI – Key Performance Indicator

ECALS - 2004/05 Performance Indicator 1<sup>st</sup> Quarter Report

No.	Definition	Ref.	Links	02/03 Top Quartile	03/04 Actual	1 <sup>st</sup> Qtr		2 <sup>nd</sup> Qtr		3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr		Year End Proj.	04/05 Target	On Target	Risk H/M/L	Action Plan	Comments
						FIXED	CULM.	FIXED	CULM.	FIXED	CULM.	FIXED	CULM.						
14	Pupils with statements of Special Educational Needs as a percentage of all children	SLTPI 15	KPI	N/A	3.09%	3.05%	N/A							2.60%	2.60%	✓	M	✓	Although only a small reduction in percentage has been shown in this quarter, over 40 Statements have been ceased and only 9 new statements produced since April 04. The biggest reduction is anticipated in the next quarter due to pupils leaving education this academic year. Anticipated that target will be met.
15	[Mariam Haque] Take up of free school meals by those eligible [Ron Parry]	SLTPI 16	KPI	N/A	72.05%	65.06% [est.]	65.06% [est.]							73%	73%	✓	L	X	Estimated figures used. Overall total will increase when actual figures are complete. Traditionally poor period – 2003/2004 67%
<b>A Place for enjoyment</b>																			
16	No. of physical visits per 1,000 population to public library premises.	BVPI 117	CPA KPI	6,295	4966	1040	1040							5,000	6,000	X	H	✓	Year end projection based on 1 <sup>st</sup> quarter figures Target figure is based on public library standard now acknowledged by DCMS as being set too high. Usage trend is upwards & action plan identifies further initiatives to increase usage Clifton Park Museum closed for refurbishment. Opening delayed so targets now unachievable as based on longer opening period. Targets to be reviewed 2 <sup>nd</sup> Qtr.
17	a No. of visits to/usage s of museums per 1,000 population	BVPI 170	CPA a)KPI	744	257	65	65							260	420	X	M	X	
	b No. of those visits that were in person per 1,000 population			522	232	59	59							236	400	X	M	X	
	c No. of pupils visiting museums & galleries in organised school groups			N/A	261	0	0							261	2500	X	M	X	
18	[G. Kilminster] The No. of swims and other visits per 1,000 population	SLTPI 6a			3293	803	803							3300	3300	✓	L	✓	Improvement programme being implemented to review programming to increase participation
19	[Mark Humpreys] No. of books and other items issued by the Authority's Libraries per head of population	SLTPI 8		N/A	4.9	1.2	1.2							4.8	6.5	X	M	✓	Year end projection based on 1 <sup>st</sup> quarter figures. Action plan identifies further initiatives to increase book issues.

\*Top Quartile relates to All England performance.

Codes for Links: CPA – Comprehensive Performance Assessment, LSPA – Local Public Service Agreement, RPI – Rotherham Priority Indicator, KPI – Key Performance Indicator



ECALS - 2004/05 Performance Indicator 1<sup>st</sup> Quarter Report

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						FIXED	CULM.	FIXED	CULM.	FIXED	CULM.	FIXED	CULM.						
20	% of playgrounds which conform to national standards for local; unequipped play areas	SLTPI 9		N/A	62.50%	12.66%	12.66%							12.82%	✓	L	X		
a	equipped play areas			N/A	23.08%	16.46%	16.46%							19.23%	✓	L	X		
20c	Larger neighbourhood equipped play areas	SLTPI 9		N/A	40.00%	5.06%	5.06%							8.97%	✓	L	X		
	[Peter Cunningham]																		
21	No. of playgrounds and play areas provided by the Council per 1,000 children under 12	IDEA 37		N/A	1.98	1.90	1.90							1.98	✓	L	X		
	[Peter Cunningham]																		

Quality Service Provider

22	Waiting times for people:	Corp 1												95%	✓			Calculated by random sample.
a	With appointments					90%	90%							95%	✓			Reception Service provided by RBT.
b	Without appointments					91%	91%							95%	✓			
	[Kirsty Booth]																	
23	Replies to letters from members of the public within 10 working days	Corp 2				N/A [please see comment]	N/A [please see comment]							100%				Calculated by random sample. No letters from members of the public received in the sample week chosen by Corporate, [week commencing 15 <sup>th</sup> March].
	[Kirsty Booth]																	
24	Ave. no of working days lost to staff absence per employee.	Corp 3				1.58	1.58							To be set				New to ECALS quarterly monitoring. Targets to be set for second quarter.
	[Sarah Holden]																	
25	No. of complaints by:	Corp 4												To be set				New to ECALS quarterly monitoring. Targets to be set for second quarter.
a)	Actions of staff				12	0	0											
b)	Quality of service				9	5	5											
c)	Lack of service				58	5	5											
d)	Delay in service				2	1	1											
e)	Cost of service				3	0	0											
f)	Lack of information				0	1	1											
g)	Other				17	3	3											
	[Gill Walker]																	

\*Top Quartile relates to All England performance.

The following Performance Indicators are reported annually.

<b>Investing in People</b>	
BVPI 34	% of primary schools with 25% places unfilled
BVPI 38	5 or more GCSEs A*-C inc. English & maths
BVPI 39	5 or more GCSE's A*-G inc. English and Maths
BVPI 40	Level 4 in Key stage 2 – Maths
BVPI 41	Level 4 in Key stage 2 – English
BVPI 192a	Average days access to relevant training per practitioner delivering foundation stage education
BVPI 192b	Average No. of QTS teachers per 10 non-maintained settings
BVPI 181	14 year olds achieving level 5 Key Stage 3
BVPI 194	% of pupils in schools maintained by the LEA achieving level 5 or above in key stage 2
SLTPI 10	Adults (19+) engaging in learning activities
SLTPI 13	Participation rates of 16-18 year olds in education, training and employment
SLTPI 18	% of 3yr olds receiving a good quality, free, early years education - of those 3yr olds whose parents wish them to access a place
SLTPI 20	Average points score for KS1
SLTPI 22	No. of childcare places available per 1,000 population of children under 5 not in early education
<b>Places which cares</b>	
SLTPI 3	The % of pupils in excess of school capacity in Secondary Schools
IDEA 24	% school pupils who received drugs education during the year
IDEA 80	% of schools that have a drug education programme
<b>A Place for Enjoyment</b>	
SLTPI 21	The adoption by the authority of a local culture strategy [Ex BVPI 114]
BVPI 118	% of library user satisfaction [Triennial Survey]
BVPI 119	% of residents satisfied with the Local Authority Cultural services [Triennial Survey]
IDEA 36	% area of the Authority's parks and open spaces which are accredited with a Green Flag Award.
IDEA 38	No. of sports pitches available to the public per 1,000 population
IDEA 39	Area of parks and green spaces per 1,000 head of population
IDEA 94	Area of Local Nature Reserve per 1,000 head of population
<b>Quality Service Provider</b>	
BVPI 33	Net Youth service expend per head age 13-19]
BVPI 193a	Schools' budget as a % of the funding assessment
193b	Increase on previous year schools' budget as a % of the increase in the schools' funding assessment
SLTPI 6b	Swimming Pools and sports centres - The net cost per swim/visit
SLTPI 7	The net cost per museum visit/use
SLTPI 17	Expenditure per pupil in LEA schools
SLTPI 19	Cost of Physical visit to public libraries
IDEA 40	Total net spending per head of population on parks and open spaces

\*Top Quartile relates to All England performance.  
Codes for Links: CPA – Comprehensive Performance Assessment, LSQA – Local Public Service Agreement, RPI – Rotherham Priority Indicator, KPI – Key Performance Indicator

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Lifelong Learning Opportunities Scrutiny Panel</b>
<b>2.</b>	<b>Date:</b>	<b>20 September 2004</b>
<b>3.</b>	<b>Title:</b>	<b>Best Value Review Lifelong Learning All Wards</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Education, Culture and Leisure Services</b>

**5. Summary:** Attached is the first termly monitoring report of the Action and Improvement Plan arising from the recommendations which have come out of the Best Value Review of Lifelong Learning completed in June 2004 which sets out the Council's lifelong learning objectives, incorporating key outcomes that have been identified as being essential to achieving the aims as set out in the Best Value Review Report.

**6. Recommendations:**

- 1. That the contents of the Lifelong Learning Best Value Action and Improvement Plan and the measures undertaken to monitor its recommendations be noted.**
- 2. That future monitoring reports be presented to this Panel.**

7. **Proposals and Details:** The Report identifies areas for improvement and development within the age profiles into which the Review was divided:

0-4

4-14

14-19

16-24

Adults

50+

Cross-Cutting: All Phases

The Review recognises the benefits to the Borough of a commitment to the development of a range of activities and initiatives that support lifelong learning. The Report makes recommendations within these age profiles that seek to bring about further improvements to the way in which these activities and initiatives are planned, organised and delivered and these are highlighted in the Action and Improvement Plan.

8. **Finance:** The Review has been concerned to highlight the extent to which the Council's current and future planned activities and initiatives will further contribute to the achievement of Best Value in the development and extension of lifelong learning opportunities, rather than identify significant financial savings. Suggested improvements concentrate on more efficient, more effective and customer-focused service delivery, with the aim of raising levels of school and service performance and levels of learners' achievement and attainment. Those recommendations that do have cost implications are likely to be contained within base budgets. The Council has embarked upon a review of Children and Young People's Services under the Executive Director, Children and Young People's Services Development. This in itself will result in budgetary changes but these should be contained within existing base budgets for education and social services and the new aligned budget for Children and Young People's Services.
9. **Risks and Uncertainties:** The Report highlights those areas that would benefit from more effective support and planning and draws attention to many activities and initiatives that are well advanced such as the establishment of Children's Centres, the development of Children and Young People's Services and the Extended Schools agenda. In most instances, these activities support several corporate objectives. The Review recommendations are designed to be both robust and prepare the Council well for future inspection.

- 10. Policy and Performance Agenda Implications:** Creating and supporting lifelong learning as a means to secure sustainable employment and progression and improved quality of life are fundamental to the Council's Community Strategy. Rotherham's Corporate Plan has as its first Corporate Priority a commitment to 'Investing in People'. The Council has stated a commitment to promoting the fullest and highest possible educational achievement for all its citizens to create skills for life and skills for work. This provides support to the Community Strategy through activities to increase the educational attainment of children from early years and the foundation stage through Key Stage 1 and 2, with a focus on Key Stages 3 and 4. The Review's recommendations as expressed in the Action and Improvement Plan will allow the Council to target further improvements to support this priority whilst recognising the important role played by and links with partnership organisations in the Local Strategic Partnership to deliver lifelong learning through the Neighbourhood Renewal Strategy.
- 11. Background Papers and Consultation:** Lifelong Learning Best Value Review Report and Action and Improvement Plan.

**Contact Name:** Peter Dickson, Team Leader Best Value Review Lifelong Learning, Resources and Information. Ext. 2620.

**Best Value Review  
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**Progress Monitoring Report 1 to September 2004**

Age Phase	Aims	Desired Outcome	Action	Lead Officer(s)	Timescale	Milestones	Resources	Progress as at 1 September 2004
0-4	Involvement of non-maintained sector in childcare provision on site where possible	Build upon existing practice including diversity in voluntary sector	Establish planning groups to consider other sector involvement	Sue Walker Mary Smith	Apr-04	Planning groups for Children's centres to include representation from the non-maintained sector	Early Years and Childcare Development Partnership Children and Young People's Services Board and Executive	Planning groups established
0-4	Develop Children's Centres in 20% most disadvantaged wards based on existing school sites	Establishment of Children's Centres in key Borough locations, utilising single sites where possible	Link with existing and planned capital projects utilising Sure Start funding Mapping of accessible areas Consultation and data collection to refine 'reach' boundaries	Sue Walker Mary Smith	Mar-06	Implementation plans submitted to Sure Start Unit Capital Plans submitted to Sure Start Unit	Early Years and Childcare Development Partnership Children and Young People's Services Board and Executive Sure Start	Implementation Plans approved for Arnold Centre, Wath Victoria Primary, Dinnington Primary, Ferham Centre, Dalton Primary and Thrybergh Primary
0-4	Increase range and accessibility of provision	Evaluate impact of funding to support introduction of opportunities for pupils in term prior to reaching three years of age	Establish network of informal discussion groups Continue development work with providers	Sue Walker	Apr-04	Evaluation of Pilot project for younger three year olds	Early Years and Childcare Development Partnership Children and Young People's Services Board and Executive	Evaluation completed

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0-4	Improve delivery of services especially in respect of disadvantaged groups	Improve on expansion of childcare places with particular reference to disadvantaged groups	<p>Increase Learning Support Services in Foundation Stage</p> <p>Increased support for 0-4 year olds in public care</p> <p>Improve services and support for pupils with special needs</p>	Ann Clegg Katy Hawkins	Ongoing	<p>Participation in DfES ESPP to improve services for disabled pupils</p> <p>September 2004</p> <p>Pathways developed</p>	<p>Early Years and Childcare Development Partnership Inclusion Support Service/Get Real Team</p> <p>Department of Health/DfES</p>	<p>Successful bid to become new Pathfinder for ESPP July 2004</p> <p>trialling and developing the ESPP materials and local approaches to better multi-agency working</p>
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**Best Value Review  
Lifelong Learning  
Action and Improvement Plan 2004-5  
Progress Monitoring Report**

Age Phase	Aims	Desired Outcome	Action	Lead Officer(s)	Timescale	Milestones	Resources	Progress as at 1 September 2004
0-4	Maintain the impact of improved financial planning for early years provision	Evaluate the impact of funding to support one point entry	Refer to statistical and geographical comparators to inform funding	Graham Sinclair Pete Hudson		Significant investment in move from three term to one point entry Incorporation of Authority's funding mechanism 04-04	Resources and Information	Effective introduction of new FS and one point entry Development of funding formula for EYCs
0-4	Maintain free part-time Early Education places for three year olds in line with developments in CYPs Develop training for all providers with an emphasis on equalities and diversity	Affirm the availability and quality of overall pre-school provision	Maintenance of statutory function to provide free part-time places for all three year olds whose parents/carers want it	Sue Walker Aileen Chambers	Ongoing	Monitoring of availability and uptake of Early Education places on a termly basis Information provided to parents and carers via the Children's Information Service (CIS) 2 Qualified Teacher visits to each provider per term	Early Years and Childcare Development Partnership Children and Young People's Services Board and Executive Sure Start	Procedures developed to gather and analyse information 983 CIS enquiries April to July Appointment of bilingual information and outreach worker for minority ethnic children and their families
0-4	Continuation of high provision of training in partnership with local training providers	Contribute to the professional development of the early years and childcare workforce	Implement Workforce Development Plan	Paula Williams	Ongoing	Workforce audit undertaken	Early Years and Childcare Development Partnership Children and Young People's Services Board and Executive	Audit of workforce completed Targets for BV 192 exceeded in 2003/4
0-4	Develop and implement an action plan for the delivery of CYPs including the strategic location of Children's Centres and related performance management systems	Support the development and implementation of Children's Centres and progress towards integrated CYPs	Establish Strategic Partnership and appoint key staff	Di Billups Sue Hare Sue Walker	Ongoing	Appointment of Acting Exec Director CYPs and Board and Exec Group established Establishment of 'Engine Room' officer group Interim terms of reference agreed for Safeguarding Board	Early Years and Childcare Development Partnership	Children's Centres Implementation Plans for all seven Children's Centres being developed Scrutiny arrangements for CYPs Board established



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<b>Age Phase</b>	<b>Aims</b>	<b>Desired Outcome</b>	<b>Action</b>	<b>Lead Officer(s)</b>	<b>Timescale</b>	<b>Milestones</b>	<b>Resources</b>	<b>Progress as at 1 September 2004</b>
4-14	Ensure the Study Support Programme and similar initiatives are effectively monitored and clearly inform SDPs within the context of Extended Schools	Report on and support the range of taster opportunities from 4-14 which inform future education and employment opportunities	Embed Study Support in SDPs attaining Quality in Study Support Kite Mark Develop UFA Academy of Youth Partnership	Sue Shelley	July-04 to Aug -05	Extended Schools Pathfinder evaluation completed Extended Schools Team established Presentation to cabinet on Extended Schools development Jun-04	Extended Schools Team	Vision and Partnership statement developed Second year of UFA partnership successfully delivered Playing for Success project delivered
4-14	Monitor and promote the quality of attainment at KS1 within the context of developments in FS profile	Raise aspirations of pupils with particular reference to under-achieving and excluded groups	Pilot FSP data for 02/03 year and collect data for 03/04 to allow for value-added analysis in 04/05	Karen Hopkins Sue Walker	July-04 to Aug -05		School Improvement Service Resources and Information Team	
4-14	Continue to implement action plans through EDP on achievement at KSs2, 3 and 4	Raise aspirations of pupils with particular reference to under-achieving and excluded groups	Monitor and support EDP (2) Priorities for raising attainment in KSs 2, 3 and 4	Catherine Kinsella	Ongoing	Performance across Key Stages 1-4 continues to improve	School Improvement Service Resources and Information Team	EDP Action Plan Priorities 1-3 continue New indicator added for KS3 with national targets closing
4-14	Ensure well established and integrated MIS that provides up-to-date, relevant information to assist progression along lifelong learning pathway	Service integration to enable accurate sharing of information and assessment data and aid referral and tracking of pupils in and across all phases	Continue the roll out of integrated EMS Develop roll out of on-line EMS modules Rotherham Learning Grid Broadband to all schools Feasibility project with RLP on Learning Grid	Dawn Rowley	Dec-04	Attendance information weekly from schools On-line exclusions Broadband connections: All secondary schools 100mg All primary schools 10 mg RLP Learning Grid roll out to College; Community on-line project; Learning provider (Morthyng) and SME	Resources and Information Team Service Area Managers Capita Education Services RBT Rotherham Learning Partnership	Commencing new phase work as described Consultant engaged

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**Progress Monitoring Report**

Age Phase	Aims	Desired Outcome	Action	Lead Officer(s)	Timescale	Milestones	Resources	Progress as at 1 September 2004
14-19	Promote developments in 14-19 provision and contribute to ensuring that at 16, pupils are committed to continued learning. Work with partners to build on developments prioritising Objective 1 funding. Work with all partners to create innovation in 14-19 curriculum	Develop, support and inform a clear and coherent vision for 14-19 provision	Develop 14-19 Partnerships in designated areas agree action plans and set targets. Develop vocation cluster groups and LIG groups. Develop links between specialist schools CoVEs and others	Karen Borthwick	Feb-04 to Oct-04	1. 14-19 Strategy Group (Rotherham Learning Partnership) review of progress against AWI Action Plan. 2. Action Plan to develop curriculum using AWI funding 3. 14-19 sub groups to mentor progress and share best practice 4. Agenda for 14-19 AWI identified for 05/06	School Improvement Service Rotherham Learning Partnership 14-19 Strategy Group	Review completed Action Plan developed Sub group mentoring established
14-19	Ensure that collaboration informs access to all learning opportunities	Recognise the implications and impact of wider review of 14-19 provision involving LSC and LEA	NCSL Pilot Establish Strategy Teams to build network of Collaborative Learning Communities Engage consultants Community School Leadership	Karen Borthwick David Light	Jul-04 to Dec-04	1. LIG groups in place and 14-19 sub groups developing collaborative activity and sharing best practice 2. LIG groups to review achievement and develop action plans 3. Retention information shared with all partners and key action plans developed	School Improvement Service Rotherham Learning Partnership 14-19 Strategy Group Children and Young People's Services Board and Executive	LIG groups established and network of collaborative activity continuing to develop

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Age Phase	Aims	Desired Outcome	Action	Lead Officer(s)	Timescale	Milestones	Resources	Progress as at 1 September 2004
16-24	Continue to build on good partnership working with an emphasis on School Improvement Service on re-engagement	Examine partnership working, collaboration and impact of re-engagement on education and employment opportunities	Pilot single referral process in NW Rotherham	Karen Borthwick Hazel Jones	July 04-Dec 04	1. Re-engagement co-ordinators' meeting held each half term to share best practice 2. Portfolio of best practice published 3. Retention information shared with all partners and key action points developed	School Improvement Service Inclusion Support Services	Re-engagement co-ordination activity and sharing of best practice enabled
16-24	Develop practical employment opportunities and an enterprise culture throughout all schools building on the success of RYE	Examine developments for effecting practical employment opportunities	Extend and develop projects funded through REG Develop industry links Roll out self-employment pack to all Y11 pupils Continue support for YE Centres	Jackie Frost	Apr-04 to Dec-07	Beacon Status through 'Removing Barriers to Work' and 'Fostering Business Growth' 50% SRB6 funding to operate beyond 2004 Match funding of £50K from Yorkshire Forward and Business Link SY All 17 secondary schools involved in REG projects	Rotherham Youth Enterprise Young People's Services RiDO/EDS Investment Plan 2006-2009	IDeA Good Practice Award 2003 Five Year Investment Plan established for period 2004-2009
16-24	Explore effective partnership working in careers and guidance work	Examine strengths, opportunities and weaknesses of careers and guidance work in the context of barriers and returners	Complete pilot in Old Hall/Kimberworth Promote CEG quality award with all schools and colleges Pilot use of ILPs in Swinton and Aston	Karen Borthwick Jane Jones	June and July 04	1. Pilot in Old Hall/Kimberworth completed 2. Advanced Skills Teacher for CEG in post 3. Action Plan for AST in place to raise awareness of Quality Award 4. Pilot for ILP in place 5. Share best practice in ILP	School Improvement Service	Progression rates at 16 in line with national average Local participation rates 16-18 year olds (SLTPI 13) exceeded targets for 03/04

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16-24	Implement and successfully deliver EMA	Increase participation and engagement in further learning opportunities	Establish Working Group Develop marketing strategy Monitor and evaluate delivery	LSC Jones Alison Leone/ Angela Milton	Feb-04 Dec-04	Working Group established with LSC as lead engagement plan implemented with providers	Resources and Information/School Improvement Service LSC RBT	EMA Co-ordinators in all schools Information packs and toolkits to all schools Help and support line established to assist launch of EMAs
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**Best Value Review  
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Progress Monitoring Report**

Age Phase	Aims	Desired Outcome	Action	Lead Officer(s)	Timescale	Milestones	Resources	Progress as at 1 September 2004
Adults	Establish a robust QA framework Establish a team to review quality procedures and practice with external representation	Help support and move forward the Action Plan for ACL and achieve a positive Inspection Report	Termly review of performance Ensure CIF criteria met	Helen Shaw	May-04	Effective monitoring of post-Inspection Action Plan QA framework formally implemented in 09/2003 Positive Inspection Report for 2004; grades in 2 areas maintained; grades in 4 areas improved only 1 area deemed unsatisfactory	Adult and Community Learning Learning and Skills Council	ALI Re-inspection Report 05/2004 recognises existence of comprehensive QA framework External Scrutiny Committee established to receive QA reports
Adults	Establish an Extended Schools Team Produce Development and Action Plans	Help define and affirm role of ACL and how this fits in the wider remit of LLL	Develop extended schools programme and enable development of Neighbourhood Learning Centres	Helen Longland Sue Shelley	March-04 to June 04	Extended School Team established (Core EST and wider Touchstone Group)	Adult and Community Learning and Young People's Board and Executive Group	ALI Re-inspection Report 05/2004 recognises that RMBC has clear strategy for ACL aligned to corporate objectives and those of RLP
Adults	Use Extended Schools to deliver community-based learning	Increase levels of re-engagement and encourage development of increased access and opportunities to re-enter learning	Develop and implement communication strategy Develop and publicise toolkit	Helen Longland Sue Shelley	March-04 to June 04	Partners and stakeholders identified Staff development programme and QA procedures identified Toolkit produced	Adult and Community Learning and Young People's Board and Executive Group	ALI Re-inspection Report 05/2004 recognises increased number of venues for delivering learning activities Local engagement rates Adults (SLTPI 10) exceeded targets for 03/04
Adults	Ensure learner tracking system in place and embedded in provider practices along with QA system	Clarify and improve opportunities for learner progression along LLL pathway	Improved performance monitoring and evaluation More effective targeting of opportunities Set and maintain equality and diversity targets	Helen Shaw	Apr-04	AQUA Management System in place Staff training programme in place Learner data improved Continued improvements needed for monitoring of provider arrangements for equality and diversity	Adult and Community Learning Learning and Skills Council	ALI Re-inspection Report 05/2004 recognises improvements in data collection and analysis monitoring of learners' retention and achievement and target setting

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**Progress Monitoring Report**

<b>Age Phase</b>	<b>Aims</b>	<b>Desired Outcome</b>	<b>Action</b>	<b>Lead Officer(s)</b>	<b>Timescale</b>	<b>Milestones</b>	<b>Resources</b>	<b>Progress as at 1 September 2004</b>
50+	Fund first-step, non-accredited learning activity from directed ACL funding	Recognise the changing age profile and economic demands of the Rotherham Learning Community over the next decade	Increase commissioning of ACL provision in targeted geographical areas and with identified groups	Helen Shaw	Aug-04	Identification of geographical communities and communities of interest for specific provision Increase in number of venues used to deliver learning Use of statistical data provided by CE in planning targeted provision	Adult and Community Learning Learning and Skills Council	ALI Re-inspection Report 05/2004 recognises effective recruitment of learners from under-represented groups

**Best Value Review  
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**Progress Monitoring Report**

<b>Age Phase</b>	<b>Aims</b>	<b>Desired Outcome</b>	<b>Action</b>	<b>Lead Officer(s)</b>	<b>Timescale</b>	<b>Milestones</b>	<b>Resources</b>	<b>Progress as at 1 September 2004</b>
Cross-Cutting	Encourage all schools to make effective use of catalogue	Inform and promote the development of arrangements for a catalogue of services for schools	Establish links with RBT new business team and discuss specifications Commission catalogue Promote catalogue to schools	Rebecca Lunghi	Autumn term 04	Receive proposal from RBT Seek approval from CMT and Members Pilot Catalogue with 20 schools Jan-Mar 05 with appropriate promotion and evaluation of success/usage	Resources and Information Team RBT	Discussions undertaken with RBT and proposal received
Cross-Cutting	Ensure schools dimension embedded in Procurement Strategy Ensure training for schools on Best Value is continued and refined	Inform and strengthen the development of the RBT strategic partnership	Maintain effective links with Procurement Team Effective understanding of schools' needs and promotion of services available Intranet development of on-line access Determine training needs Consult and plan programme Maintain effective links with other authorities	Rebecca Lunghi	Apr-2004 to July-2004	Links to be established through Catalogue service and involvement of RBT procurement in schools' purchasing arrangements, including training opportunities Potential sharing of Catalogue with other schools outside the Borough to be discussed further following success within Rotherham	Resources and Information Team SLT	Initial links made with RBT Procurement through writing and clarification of Catalogue proposal
Cross-Cutting	Ensure Councils' development of JSCs aligned with development of Children and Young People's Services	Inform and promote the development of JSCs	Establish JSC Project Board with clear terms of reference	Graham Sinclair	From Jan-2004	JSC Project Board established Project Brief developed PFI credits approved Dinnington Primary School JSC under development Other multi-agency sites identified	ECALS/EDS Programme Areas ODPM/DCMS	Planning approval and PFI credits agreed for funding of Maitby JSC Vision workshop for service delivery held Consultation meetings and workshops held

**Best Value Review  
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**Progress Monitoring Report**

<b>Age Phase</b>	<b>Aims</b>	<b>Desired Outcome</b>	<b>Action</b>	<b>Lead Officer(s)</b>	<b>Timescale</b>	<b>Milestones</b>	<b>Resources</b>	<b>Progress as at 1 September 2004</b>
Cross-Cutting	Ensure effective procedures for determining levels of service delegation and that schools play active role in Schools Forum	Help determine levels of service delegation to schools	Develop new service delegation proposals with all schools Fair Funding and Finance Strategy Team (FFFST) to examine areas	Rebecca Lunghi Pete Hudson	Spring term 04	FFS and schools' financial regulations reviewed Finance Strategy Team SLA questionnaire delivered to all schools with 84% positive return rate	Finance Team Resources and Information Team	Planned and delivered well-attended Funding Formula seminars to all schools Delivered Standards Fund training workshops to schools Review of SLAs
Cross-Cutting	Ensure schools continue to be consulted on effectiveness of service provision	Look at impact of resource deployment in respect of core and traded services	Establish joint schools and LEA working group to examine and review effectiveness of service provision and mechanisms for consultation	Rebecca Lunghi	June-2004 to July-2004	Discussions on current SLA provision to be undertaken with primary and secondary schools Service providers to undertake training on development of SLAs Team to be established to further develop generic SLA format and consult with schools	Resources and Information Team	Discussion with schools undertaken and training delivered to service providers Core team established and revised SLAs produced for further consultation with schools
Cross-Cutting	Ensure LEA continues to be proactive in consultations with regard to resource deployment along with Schools Forum	Examine funding issues	FFFST to play role in discussions and highlight issues for exploration with Schools Forum	Rebecca Lunghi Pete Hudson	Autumn term 04	Review of Social Deprivation formula factor for EAL/SEN elements of school budgets Review of other areas of funding formula including funding for swimming pools and caretakers	Finance Team Resources and Information Team	Targets for BV 193 exceeded in 2003/4



**Best Value Review  
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Action and Improvement Plan 2004-5**

**Progress Monitoring Report**

<b>Age Phase</b>	<b>Aims</b>	<b>Desired Outcome</b>	<b>Action</b>	<b>Lead Officer(s)</b>	<b>Timescale</b>	<b>Milestones</b>	<b>Resources</b>	<b>Progress as at 1 September 2004</b>
Cross-Cutting	Help secure continuous improvement in delivery of services covered by the Review having regard to BV principles	Extend and develop Portfolio of Services to Schools in partnership with RBT Continue and extend training for schools in procurement activities	Determine services suitable for inclusion Define SLAs/SLEs Extend consultation with schools on Portfolio structure and format Co-ordinate Portfolio release	Rebecca Lunghi	Summer term 04 to Autumn term 04	8 SLA services to be considered for inclusion within the Catalogue together with SLE suppliers to be included within Catalogue Schools consultation on effectiveness of SLAs to be undertaken to feed improvements to Catalogue	Resources and Information Team RBT	Discussions undertaken with RBT and proposal for catalogue received Consultation with schools on SLAs undertaken and training delivered to service providers Revised SLAs produced
Cross-Cutting	Embed continuous improvement in service business planning	Ensure continuous improvement utilising EFQM Model, Ensure effective contributions from Programme Area to development of a Corporate approach to performance management and development	Support service teams in using EFQM for self-assessment Implement 'Performance Plus' Ensure consistency of performance information	Rebecca Lunghi	Apr-2004 to July-2004 Mar-2005	Service area priorities for roll out of Performance Plus identified Pilot undertaken with Culture and Leisure Services and rolled out across Council Decision to be made on future usage of EFQM model within Council	Resources and Information Team	Culture and Leisure Services to be included in pilot of Performance Plus with staff from Performance and Quality Team working closely with corporate team Teams using EFQM for self-assessments
Cross-Cutting	Ensure effective consultation procedures for schools	Extend effective avenues for consultation using 'Power of Collaboration' as a development opportunity	Establish Partnership for Learning Establish Learning Debate Forums within established collaboratives	David Light	From Jan-2004	Partnership to be created Forums to be created	School Improvement Service/SLT	Partnership established Forums established

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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1.	<b>Meeting:</b>	<b>Lifelong Learning Opportunities Scrutiny Panel</b>
2.	<b>Date:</b>	<b>20<sup>th</sup> September 2004</b>
3.	<b>Title:</b>	<b>Rotherham Civic Theatre – update on recommendations from Scrutiny Review report</b>  <b>The Civic Theatre serves all Wards in the Borough</b>
4.	<b>Programme Area:</b>	Education, Culture and Leisure Services

5. **Summary:** The Scrutiny Report on the Civic Theatre was published in April 2003. Members asked for regular updates on progress against the recommendations.

Progress has been made on a number of the recommendations in the report. However, certain recommendations have not been possible to progress fully owing to budgetary and staffing considerations.

6. **Recommendations:** That Member's note the progress to date against the action plan recommendations.

7. **Proposals and Details:** There has been significant progress made against a number of the recommendations. Where progress has been limited or not made it is largely due to the availability of resources. The publication of the Report was too late to influence budget making decisions for 2003/04 and because of the constraints on the budget for 2004/05 no additional resources could be made available for this year.

The focus of activity currently is around developing a sound business case for the replacement of the Civic Theatre with a new town centre theatre as part of the Urban Renaissance of Rotherham.

The Report has been published to help secure a long term future for the Civic Theatre and theatre provision in Rotherham. Every effort will be made to progress action against the recommendations to support this, within the overall strategic framework for the development of Rotherham and its town centre

8. **Finance:** The financial implications are referred to in the body of the report. There are no adverse implications currently as the service is being managed to agreed revenue expenditure levels.
9. **Risks and Uncertainties:** The only significant risk is a decline in the performing arts within Rotherham, owing to insufficient investment, leading to a stagnation of service. This is particularly relevant in developing new writing and the work with children.
10. **Policy and Performance Agenda Implications:** The Cultural Strategy, adopted by the Council, is clear in its ambitions for the performing arts within the Borough. Clearly the Civic Theatre and Arts Centre remain at the centre of provision. By identifying the need to sustain current facilities and eventually replace them with an up to date venue, the Council will continue to meet its ambitions in this area.

The development of performing arts is also significant in raising the profile of Rotherham and assists in making it attractive for potential investors in Rotherham's Urban Renaissance Programme.

11. **Background Papers and Consultation:** The Scrutiny Panel's review of the Civic Theatre was conducted in 2002 and the report published in April 2003.

The progress against the recommendations is identified in the attached Appendix One.

**Contact Name:** Guy Kilminster, Libraries, Museums and Arts Manager,  
Extension 3623, email: [guy.kilminster@rotherham.gov.uk](mailto:guy.kilminster@rotherham.gov.uk)

**Civic Theatre and Arts Centre Scrutiny Review Update September 2004**

**Summary of Key Recommendations and progress:**

1. Recognise that theatre in Rotherham is an important contributor to achieving the Council's corporate priorities and that its economic impact equates to £1.2 million a year.

CL&LL is currently rewriting its development plans in line with a recent RPA inspection / self assessment. The importance of the theatre as a contribution of the economic well being of the Borough will be highlighted as part of this process.

2. Transfer the Civic Theatre to a Community Trust.

On hold pending planning for new town centre theatre as part of Town Team master plan when all options for the future management of the theatre will be considered.

3. Refurbish the Arts Centre to a professional standard.

On hold pending decisions on replacement of Civic buildings as part of Town Team master plan when all options for the future management of the building will be considered.

4. Use the Arts Centre as a showcase for new writing. Allocate additional £15,000 funding to support this initiative.

Discussions have taken place but no funding to progress has, as yet, been allocated via the Council's budgetary processes.

5. Make a tripartite arrangement between the Civic Theatre, Arts Centre and RCAT to develop a cohesive strategy for programming of events.

Discussions with St Ann's Performance Centre regarding an agreement with them and Clifton Comprehensive have taken place. This will continue to be developed and RCAT will also be involved in the discussion.

6. Develop education links using external funds plus an additional budget of £20,000.

No allocation was agreed to this project, however, the progress below has been made;

- Continuing attendance of Principal Officer at Heads of Drama meetings.
- Development of Children's Festival between Rotherham theatres, education and music services.

Appendix One

- Developed links with Open Minds Theatre Company and have had discussions about supporting a joint bid for a community/venues theatre worker and or youth theatre.
- Developing a diverse programme of work aimed at young people.

7. Encourage the celebration of cultural diversity by developing links with people from ethnic minorities.

Audience development work undertaken but lack of capacity to sustain the initiative (subject to external funding). Whilst effort is continually made to develop our work in this area, the problem again rests with the need to identify resources. Our current work in this area is due to be severely curtailed as the external funding allocated to this project ends.

8. Share marketing good practice with Sheffield Theatres and explore possibility of shadowing.

Ongoing, but evident that on basis of Sheffield's expenditure the Theatre and Arts Centre marketing budget should be in the region of £45,000 (currently £25,000). It is also worth noting that all marketing within the Theatre / Arts Centre is "at risk" and needs to generate sufficient income.

9. Improve quality and format of brochure.

Complete, but further improvement subject to budgetary issues as all marketing within the Theatre / Arts Centre is "at risk" and needs to generate sufficient income.

10. Radically restructure the box office system...

Partly achieved, three full time staff now employed and Arts Centre box office open 6 days a week. On line booking subject of discussion with RBT as part of e-government improvements.

**Progress on other Recommendations:**

**8.1 Corporate Steer**

- 8.1.1 Obtain formal commitment to supporting performing arts in Rotherham with a more innovative and committed approach to the future of resources.

This will need to be driven on the policy and budget agendas of the Council with a corporate commitment required to enable the Arts in Rotherham to progress.

Appendix One

- 8.1.2 Develop Rotherham's theatres to open up learning opportunities, attract a wider audience and make the venues more welcoming/attractive to the public.

The programme is developing at the Arts Centre and is becoming more diverse in nature. Events are being booked on deals which give the financial risk to the company. Continuation of this depends on the success of the events, which again is subject to marketing capacity and budget. We will continue to develop our work in this area.

**8.2 Buildings**

- 8.2.1 Transfer Civic Theatre to a Community Trust.

On hold pending planning for new town centre theatre as part of Town Team master plan.

- 8.2.2 Improve disabled access to Civic Theatre.

Building audited to identify work required. New automatic doors installed at Arts Centre.

- 8.2.3 Refurbish the Arts Centre to a professional standard.

On hold pending decisions on replacement of Civic buildings as part of Town Team master plan.

- 8.2.4 Market venues for external hiring to maximise use.

Staff are researching the possibility of hiring out the theatre for conferences and the logistics of staffing capacity, income and catering function.

Arts Centre already used but limited capacity to develop marketing to increase take-up.

**8.3 Programming**

- 8.3.1 Identify and implement clear, inclusive programming policies...

Whilst the programming policy is beginning to develop, each season is booked once the budget is known. Budget uncertainties and late information make it virtually impossible to write a policy that we can work to over more than 6 months. This could be resolved through the introduction of 3 year budgetary planning.

Appendix One

8.3.2 Explore the feasibility of a summer pantomime season.

Considered but difficult to deliver because essential health and safety and maintenance work takes place throughout the six weeks summer holidays at the theatre, and the arts centre runs a successful summer school for youth drama.

8.3.3 Provide school pupils with the opportunity of performing at the Civic Theatre

Schools Shakespeare Festival, and Spotlight on drama now annual events. Children's Festival 2004 included opportunities for primary schools to perform at Civic. Children's Book Festival also allows schools to perform on stage.

8.3.4 Utilise termly meetings of Heads of Drama to have pre-programming discussions.

Teachers have expressed the opinion that they do not necessarily want to see set texts performed. Innovation is a requirement. Financial restraints impact on our ability to buy in innovative companies. Schools are also finding it very difficult to bring students out of school highlighting stringent risk assessment procedures in place for school visits etc.

8.3.5 Make a tripartite arrangement between the Civic Theatre, Arts Centre and RCAT to develop a cohesive strategy for programming of events.

Discussions with St Ann's Performance Centre regarding an agreement with them and Clifton Comprehensive have taken place. This will continue to be developed with RCAT involved in the discussion.

8.3.6 Use the Arts Centre as a showcase for new writing. Allocate additional £15,000 funding to support this initiative.

Discussions have taken place but no funding to progress has, as yet, been identified with the Council's budgetary process.

8.3.7 Consider staging challenging and innovative productions to attract younger people and to broaden their concept of theatre.

Discussions with teachers is proving that they do not want to bring children out of schools to see work, rather have Theatre in Education toured into schools. Success of the newly scheduled Spotlight on Primary drama may lead to further opportunities next year – subject to schools' interest.



Appendix One

'Kidz Club' programming continues to provide an introduction to performances at the Arts Centre for many and the successful youth drama clubs and summer schools are offering young people the chance to participate.

8.3.8 Include more and varied music in future programming.

More music is now being programmed into venues, examples include the Veya Saxophone Quartet, an Ella Fitzgerald tribute concert, traditional Irish music and the New Orleans Jazz Band.

8.3.9 Develop a clear and transparent fees and charges policy.

The fees and charges are being reviewed annually and a fundamental revision of all CL&LL fees and charges being planned as part of our response to this year's Regular Performance Assessment.

**8.4 Marketing**

8.4.1 Make audience development a key priority.

Audience development has been a priority for a number of years, however additional funding is required to continue to subsidise attendance. Dedicated marketing staff are also required to ensure the successful long term sustainability of audiences.

8.4.2 Consider marketing good practice at other regional theatres.

Ongoing.

8.4.3 Work with Rotherham Connected to improve theatre pages on the Council's website.

Subject to corporate decisions regarding future of the website.

8.4.4 Explore the contribution Rotherham Connect may make to improve access to theatres.

On line ticket sales being discussed as a priority as part of corporate e-government working group.

8.4.5 Explore the approach taken at SAPNA (Alhambra, Bradford) – offering young Asian people low cost tickets.

Have had in depth discussions with Bradford. Currently funding not available to subsidise tickets as in Bradford.

8.4.6 Improve format and quality of the programme brochure.

Brochure redesigned.

Appendix One

- 8.4.7 Send out mail shots for suitable productions to primary schools.

Underway and ongoing.

- 8.4.8 Stage one or more performances of suitable shows during the school day – targeting school groups.

Some day time programming included in 2003/04 season but sales very disappointing. Ongoing discussions with schools to determine how to encourage their attendance.

- 8.4.9 Encourage young theatregoers by running educational competitions to win tickets to see a performance.

Working with Third Nail Theatre whose policy is to use children's work on their programmes.

- 8.4.10 Widen the scope of poster advertising to include parish council premises, village halls, area assemblies and display hoardings.

Promotional budget/staffing does not currently allow for this given the extra resources / staffing required.

- 8.4.11 Strengthen links between Arts Centre café and the Arts centre productions.

Ongoing.

- 8.4.12 Provide local media theatre critics with early information on the content of the shows.

Information is provided at the earliest opportunity.

## **8.5 Box Office**

- 8.5.1 Radically restructure the box office system.

Partly achieved, three full time staff now employed and Arts Centre box office open 6 days a week. On line booking subject of discussion with RBT as part of e-government improvements.

## **8.6 Joint working and Education**

- 8.6.1 Explore the following areas of potential collaboration between Rotherham and Sheffield Theatres: i) operating a clash diary. ii) mutual data swapping iii) joint audience development work iv) Joint educational work.

Appendix One

Discussions regarding work in schools have taken place. However, Sheffield theatres' policy is to service Sheffield schools in the first instance and sell on to Rotherham if possible. Rotherham Theatres are supporting this by programming the education work at the arts centre, although take up by schools has been very limited to date. Work is being done to develop this audience segment with the schools.

8.6.2 Build on the established links with the University of Sheffield's Department of English Literature and make links with Sheffield Hallam University.

No action to date.

8.6.3 Improve links with schools.

Ongoing, Principal Officer regularly attends Heads of Drama meetings.

8.6.4 Develop education links using external funds plus an additional budget of £20,000.

- Continuing attendance of Principal Officer at Heads of Drama meetings.
- Development of Children's Festival between Rotherham theatres, education and music services.
- Programmed Shakespeare Festival
- Developed links with Open Minds Theatre Company and have had discussions about supporting a joint bid for a community/venues theatre worker and or youth theatre.
- Developing a diverse programme of work.
- No additional funding available

8.6.5 Run a pilot drama workshop, aimed at primary school children and run during school hours.

No action to date.

8.6.6 Consider offering school and college pupils work experience.

Ongoing and subject to staff availability.

8.6.7 Explore the possibility of RCAT's involvement in community theatre and running workshops for schools.

Discussions with RCAT to use arts centre for teaching purposes.

8.6.8 Identify what other benefits could be gained from our subscription to Yorkshire Arts.

Appendix One

Ongoing through regular meetings with Arts Council England, Yorkshire Office staff.

**8.7 Cultural Diversity**

8.7.1 Work with Rotherham Race Equality Council and other agencies to develop links with people from ethnic minorities.

Ongoing through Community Arts and appropriate programming.

**8.8 Management/Staffing**

8.8.1 Provide customer care training for theatre staff to encourage a more customer focused service.

Completed with refresher training as required.

8.8.2 Implement and enforce a smarter dress code for front-of-house staff at the Civic Theatre.

Done.

**8.9 Consultation**

8.9.1 Undertake public consultation to follow up the 1998 MORI survey – to identify what type of production local people want and any gaps.

See below, but more detailed work to be commissioned as part of planning work for proposed new town centre theatre.

8.9.2 Include questions on Rotherham Theatres in the next Rotherham Reachout.

This was done in Reachout 6, reported in May 2003.

Key results:

71% cite the local newspaper as their information source for 'What's on'

5% of respondents had participated in amateur dramatics or theatre in the last 12 months.

65% had visited a theatre or arts centre within the last two years.

51% of respondents had attended a Civic Theatre performance and 14% went at least twice a year.

44% of users were satisfied with current theatre and arts provision, 34% neither satisfied nor dissatisfied and 10% dissatisfied.

Appendix One

When asked what they would like to see more of in the way of performances, comedy, musicals, drama and children's show came out as favourites.

These results will be used to inform the commissioning of additional consultation as part of the process of planning for a new town centre theatre.

8.9.3 Undertake a user survey on the literature sent out.

No action to date.

**8.10 Budget**

8.10.1 Support the Council's move to three year rolling budgets to enable earlier commitment to programming.

No progress to date, reported on three year budget process.

8.10.2 Reassess the level of administrative recharge borne by the Theatre and Arts Service to ensure it is at a fair level.

Review of all administrative recharges is underway.

8.10.3 Explore opportunities for funding from external sources.

Ongoing – this forms a significant part of the Arts staff workload and requires considerable input without any guarantee of a positive outcome.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

1. **Meeting:** Cabinet Member and Advisors for Education, Culture and Leisure Services
2. **Date of Meeting:** 17<sup>th</sup> August, 2004
3. **Title: Budget Monitoring Report – As at June 2004**
4. **Originating Officer:** Pete Hudson, Strategic Finance Officer, extension 2550.
5. **Issue:** To inform Members of the forecast performance against 2004/05 Budget for the Education, Culture and Leisure Services Programme Area based on performance to the end of June 2004.
6. **Summary:** The Programme Area is currently forecasting to spend to budget for the financial year. The report does however, identify some potential underlying pressures.
7. **Clearance/Consultation:** This report has been discussed with the Acting Executive Director for Education Culture and Leisure, and with the Head of Corporate Finance.
8. **Timing:** Members are asked to receive and comment upon budget monitoring reports on a monthly basis from June each year. This is the first report for financial year 2004/05.
9. **Background:** This report advises of forecast financial performance for the Programme Area based on expenditure to 30th June 2004 for those areas of budget which are directly under the Programme Area's control i.e. non-school Education Services and Culture and Leisure Services.
  - **Education Transport**

Revised contracts exceeding the level of budgeted inflation were implemented from April 2004. Work to quantify the impact of this and the savings to be achieved through revised modes of operation and tighter implementation of policy is ongoing.
  - **Human Resources – Services traded with Schools**

Negotiations are currently taking place with RBT regarding the treatment of income from schools under the Strategic Contract. The outcome of these negotiations will determine the future reporting of this potential pressure.
10. **Argument:** Although the Programme Area is currently forecasting a break-even position by March 2005, this is subject to further investigation and evaluation of two potential pressures within Education Services:
  - **Education Transport**

Revised contracts exceeding the level of budgeted inflation were implemented from April 2004. Work to quantify the impact of this and the savings to be achieved through revised modes of operation and tighter implementation of policy is ongoing.
  - **Human Resources – Services traded with Schools**

Negotiations are currently taking place with RBT regarding the treatment of income from schools under the Strategic Contract. The outcome of these negotiations will determine the future reporting of this potential pressure.
11. **Risks and Uncertainties:** This is the first budget monitoring report of 2004/05 and the potential pressures identified to date are those described above.
12. **Finance:** A break-even position is forecast for 2004/05 as at the end of June 2004.
13. **Sustainability:** The current forecast outturn position of the Programme Area indicates that current levels of service delivery are sustainable.

**14. Wards Affected:** All.

**15. References:** Not Applicable.

**16. Presentation:** Not Applicable.

**17. Recommendations:**

**Members are asked to receive and comment upon this report.**

LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL - Outline Work Programme 2004/05 as at 10 September, 2004

Month/Theme	Budget	Presentations	Reports	Monitoring	Policy Review	One day Scrutiny Reviews	Full Scrutiny Reviews	Cross-cutting Reviews
20 September MONITORING (PowerPoint required)	ECALS Budget Monitoring	Rotherham Learning Grid – the vision <sup>1</sup> + report on progress to date	Page 54	<ul style="list-style-type: none"> <li>• ECALS Pis (1<sup>st</sup> quarter)<sup>2</sup></li> <li>• ICT Action Plan</li> <li>• Theatres Review<sup>3</sup></li> <li>• Library – New Developments<sup>4</sup></li> <li>• 2004/05 Work Programme</li> <li>• Lifelong Learning BV Review<sup>5</sup></li> <li>• New pools – progress to date<sup>6</sup></li> </ul>	Work on policy review toolkit is currently taking place. Once completed (May/June 2004) – policy reviews can be programmed in		Set up review group for Adult learning review	
25 October OUTDOOR LEISURE		Leisure & Green Spaces activities & projects <sup>7</sup>	<ul style="list-style-type: none"> <li>• KS3 Scrutiny Review</li> <li>• Habershon House</li> <li>• Ulley Country Park</li> <li>• Longendale</li> </ul>	<ul style="list-style-type: none"> <li>• Rother Valley Country Park &amp; Pit House West Site<sup>8</sup></li> <li>• Grange Park Review</li> </ul>			Opportunities for Adult Learning in Rotherham	Joint Review of citizenship curriculum with D&R S/P 19/20 October (Local Democracy Week) <sup>9</sup>
22 November						Managing pupils' behaviour in schools		
20 December MONITORING	ECALS Budget Monitoring	2005/06 budget-setting		<ul style="list-style-type: none"> <li>• ECALS Pis (2<sup>nd</sup> quarter)</li> <li>• PFI Termly Report</li> <li>• ICT Action Plan</li> <li>• KS3 Review</li> <li>• 2004/05 Work Programme</li> <li>• Examination Results and target setting</li> <li>• Schools Music Service<sup>10</sup></li> <li>• Schools' Balances<sup>11</sup></li> <li>• Building Schools for the Future + future PFI Bids<sup>12</sup></li> <li>• Green Spaces BV Review<sup>13</sup></li> </ul>			Set up review group for KS4 review	
24 January 2005 ROTHERCARD	2005/06 budget-setting		Rothercard – scope for extension	Rothercard – evaluation of 'More for Less' <sup>14</sup>			KS4 and the preparation for the world of work	
21 February						Education of children in hospital (Home to Hospital tuition service)		

<sup>1</sup> Dawn Rowley - 15 minutes. X2685 – deadline e-mailed 2/8/04

<sup>2</sup> Rebecca Lunghi – x 2524 – reminded 1/9/04

<sup>3</sup> Guy Kilminster – date agreed by phone 2/8/04

<sup>4</sup> Keith Robinson x3699 – Guy to present date agreed by phone 2/8/04

<sup>5</sup> Peter Dickson x2620 – agreed to supply report by 8/9 (ECALS cabinet member to discuss on 14/9)

<sup>6</sup> Tony Preston x3665 – report deadline confirmed via e-mail 27/7/04 - verbal report (with Steve Hallsworth?)

<sup>7</sup> Steve Hallsworth x2483 – date agreed by phone 27/7. Steve to bring some of his team with him.

<sup>8</sup> Phil Rogers x3666 and/or Ian Dixon 0114 247 1452

<sup>9</sup> One day for primary, one for secondary (D&R members include Reg Littleboy and Jane Austen

<sup>10</sup> plus breakdown of use, by school & fee policy Phil Rogers x 3666 – as agreed @ LLOSP 22/3/04 – also to include the results of the review of Music Services (Guy Kilminster/David Lever)

<sup>11</sup> Andrew Bedford x2506 – date agreed via e-mail 26/7/04

<sup>12</sup> G Sinclair X2648

<sup>13</sup> Cabinet member 20/7/04

<sup>14</sup> Val Bowen



Month/Theme	Budget	Presentations	Reports	Monitoring	Policy Review	One day Scrutiny Reviews	Full Scrutiny Reviews	Cross-cutting Reviews	
21 March MONITORING	ECALS Budget Monitoring		<ul style="list-style-type: none"> <li>• Draft 2005/06 Work Programme</li> </ul>	<ul style="list-style-type: none"> <li>• ECALS Pis (3<sup>rd</sup> quarter)</li> <li>• ICT Action Plan</li> <li>• Green Spaces BV Review</li> <li>• Lifelong Learning</li> <li>• Adult Learning</li> <li>• 2004/05 Work Programme</li> <li>• PFI Termly Report</li> <li>• Lifelong Learning BV Review</li> <li>• 2005/06 Work Programme</li> </ul>					
25 April INCLUSIVE EDUCATION		Surestart <sup>15</sup>	<ul style="list-style-type: none"> <li>• Education of Children in hospital</li> <li>• Managing pupils' behaviour in schools</li> <li>• Provision for Gifted &amp; Talented pupils<sup>16</sup></li> </ul>	Adult Community Learning – further inspection <sup>17</sup>					
23 May		Intro to Panel's remit	<ul style="list-style-type: none"> <li>• Co-option onto the Panel</li> </ul>						
27 June			<ul style="list-style-type: none"> <li>•</li> </ul>						
25 July MONITORING	ECALS Budget (out-turn figures) 2004/05		<ul style="list-style-type: none"> <li>• 2004/05 Outturn ECALS Pis<sup>18</sup> &amp; consolidated Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• ECALS Pis – 2003/04 out turn and action plan</li> <li>• PFI Termly Report?</li> <li>• ICT Action Plan</li> <li>• 2005/06 Work Programme</li> <li>• 2005/06 Work Programme</li> </ul>					
22 August – No meeting – replace with visits??			<ul style="list-style-type: none"> <li>•</li> </ul>						

<sup>15</sup> Barbara Nellist, programme Manager, Sure Start Rotherham x6660

<sup>16</sup> Steve Walch x2684 (attainment/priorities/structure)

<sup>17</sup> Helen Shaw x2637– e-mailed 27/7/04 – awaiting confirmation

<sup>18</sup> Rebecca Lunghi

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Lifelong Learning Opportunities Scrutiny Panel</b>
<b>2.</b>	<b>Date:</b>	<b>20<sup>th</sup> September 2004</b>
<b>3.</b>	<b>Title:</b>	<b>Library and Information Service progress report</b>
<b>4.</b>	<b>Programme Area:</b>	<b>ECALS</b>

- 5. Summary:** The Library and Information Service has been prioritised and invested in by the Authority over the last three years, to move the Service towards meeting the Public Library Standards. The Service now meets 19 of 26 Standards compared to 5 of 28 in 2001.

Every library now offers free access to computers and the internet, there is a greatly improved range of books and audio visual material. Services to children, older people and minority groups are improved. Usage was up by 20% in 2003 - 2004 and the satisfaction rating of library users was 93.9% (BVPI118c)

However, Library Standards are now changing and the quality threshold will be raised for 2005 –2006. The satisfaction rating amongst the general population is only 61% (suggesting not enough people know about our improvements). Usage although increasing has still not met the Public Library Standard and book issues are only slowly increasing. Further improvement is required and the Service is working hard to build upon the investment of the last three years.

- 6. Recommendations:**

**That Members receive the report.**

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7. **Proposals and Details:** 'Framework for the Future...' the Government's 10 year vision for the public library service (published February 2003), identified the key areas for services to focus on:

- Books, learning and reading
- Digital citizenship
- Community and civic values

These were seen as the elements required to deliver the transformational change necessary to ensure libraries were fit for the 21<sup>st</sup> Century. The introduction of Public Library Standards set the agenda, identifying the minimum standards expected of a public library service against each of these areas of activity.

The Council's investment in the Library and Information service has led to the Service now meeting 19 of the 26 Standards.

In addition users satisfaction with the Service has improved. The BVPI 118 returns for 2003/04 were:

- a. Found a book to borrow 79.3% (target 65%)
- b. Found the information they were looking for 75.6% (target 75%)
- c. Were satisfied with the library overall 93.9% (target 75%)

Overall usage of the Service over the last 12 months has risen by 20% (based on the CIPFA Plus survey).

Despite this staff are fully aware that further improvements are required. The quality of the buildings themselves is an issue and internal and external refurbishment is a priority. There is a continuing need for better marketing and promotion, to raise awareness of the improved Service and increase participation and usage. The Service's first Marketing Plan was agreed in October 2003. Finally, the Service offers the rest of the Council great opportunities for communicating with their customers. The People's Network of computers in libraries provides every Rotherham Citizen with a free email address, allowing them to communicate by e-mail with the Council if they so wish and helping the Council to meet its e-government targets.

Appendix One highlights some of the activities/initiatives of the Library and Information Service over the last year.

8. **Finance:** Although there has been significant investment in the Service since April 2001, an additional £100,000 was required in financial year 2004/05 (with a final £50,000 in 2005/06) to ensure the drive to meet Public Library Standards could be sustained. In addition the increase received in 2003/04 fell short of what was required by £71,000 and £43,000 has been lost this year as a result of the realignment of Neighbourhood Renewal Funding.

The result of this shortfall is that additional opening hours cannot be provided and improvements against the eight stock related Public Library Standards will be slower than anticipated

- 9. Risks and Uncertainties:** The national trends for libraries are for usage and book issues to decline. Although we have reversed the usage trend, book issues have not yet been turned around.

A major task of the Service is to arrest the serious decline in book issues (down from 7.1 issues per head of population in 1998/99 to 5.1 issues per head in 2002/03.) Whilst the decline has not yet been reversed (4.9 for 2003/04, despite a 20% increase in customer visits), it has been slowed (if calculated on last year's population figure for a true comparison, this year's figure would have been 5.05 issues per head).

Clearly the Service is determined to drive up book issues and reverse this trend. The marketing and promotion needs to be sustained.

- 10. Policy and Performance Agenda Implications:** The Library and Information Service is a genuinely cross-cutting Service running a range of public services that impact upon a number of key community and corporate priorities. In particular the Service is contributing to:

- Social inclusion – for example through work with asylum seekers and refugees, children looked after, the Cultural Diversity Officer, the ethnic minorities home delivery service, hosting Pensions Roadshows, partnerships with Social Services, the District General Hospital and the Primary Care Trust.
- Learning – through for example homework clubs, the People's Network (the service runs a variety of taster sessions to encourage people of all ages to use computers), the Children's Champion, reader development activities (for example reading clubs to help asylum seekers improve their English).
- Regeneration – through for example the Business Library providing business support and skills development (particularly in ICT and literacy).
- Health – for example through the District General Hospital Library, the Health Information Service, the Bookability Service and partnerships with the PCT.
- Crime and Disorder – for example through hosting 'Beat the Sneak' sessions, acting as centres of community information and providing diversionary activities for children and young people.

The Annual Library Position Statement is used by the Audit Commission as a part of the evaluation and scoring of the Authority for Comprehensive Performance Assessment and BVPIs 117 (usage) and 118 (satisfaction levels) are currently retained as Best Value Indicators (again contributing to the CPA score).

**11. Background Papers and Consultation**

Appendix One – Summary of Library and Information Service Activity

**Contact Name** : Guy Kilminster, Libraries, Museums and Arts Manager, x 3623,  
[guy.kilminster@rotherham.gov.uk](mailto:guy.kilminster@rotherham.gov.uk)

## Library and Information Service Key Activities 2003 – 2004

### National/Regional

#### Introduction

As part of the process of raising the profile of the Service, managers have been actively engaging with important national and regional initiatives. This is starting to pay dividends with the DCMS and Yorkshire Museums, Libraries and Archives Council (YMLAC), recognising and acknowledging the changes taking place and inviting staff to get involved in consultation and pilot projects.

- LMA and LIS Managers assisting Society of Chief Librarians in development work related to the DCMS's 'Framework for the Future'
- Service cited as good/best practice in the 'Resource Annual Review 2002-03' and Local Government Association's publication 'Raising educational standards in schools and Beyond: the contribution from cultural services' November 2003.
- Safe surfing classes awarded the Daily Mirror/Parents Online Award.
- Piloting regional projects with YMLAC
  - Community profiling
  - Initial Teacher Training
  - Disability access
- Piloting an Arts Council reader development/literacy initiative (after being put forward by YMLAC)
- Linking reader development initiatives with national campaigns such as The Big Read, the Orange and Booker Prizes, WH Smith Book Award.
- Partner with the other three South Yorkshire authorities and Sheffield University in the 'IT for me' project.
- Actively contributing to the work of Yorkshire, Libraries and Information.
- Manager LIS has acted as 'critical friend' for the Doncaster Library Service Best Value review
- MALDA Steering Group
- Libraries Yorkshire Management Group

#### Service wide

- Marketing Plan prepared October 2003
- Customer focused staff training underway including cultural diversity and young people awareness training.
- Reader development training – helping staff sell the benefits of reading to our users and improving their knowledge of stock.
- Staff presentations begin in April to encourage staff ownership of marketing and promotion activities.
- 'Reader's Choice' promotion
- Mystery shopping underway, partnership with North East Lincolnshire's Library Service
- Bibliomondo now available in all Community libraries, allowing for customer profiles to be developed, usage trends identified and lapsed users identified and targeted.

- Targeting of lapsed users beginning April 2004 (Swinton)
- All Community Library staff involved in reviewing customer survey comments and identifying areas for improvement to enhance the user experience. Customer feedback boards to be introduced.
- 'Yes Please' scheme introduced to analyse requests by theme/subject area to influence stock selection.
- All new Council staff now briefed on role of libraries and how to join as part of their induction.
- Online membership forms available for Council employees
- 'Slice of IT' campaign to target people with a specific interest in or need to use ICT (for example job hunting)
- Calendar of events and promotions created to ensure consistent approach to promoting events across the Service
- Programme of creative press releases in place
- 'Recommend a Friend' and a fines amnesty being launched in April
- On line requests and personalised web access to be launched end of April
- Actively promoting Service through CL&LL newsletters, School's brochures etc.
- Series of feature articles/news stories in Rotherham Matters
- Programme of adverts on RMBC salary slips
- Children's Champion working with schools to encourage children to join the library and borrow books, as an example 125 children visited Kimberworth Library on World Book day.
- Pensions Service running Pension road-shows in Community Libraries. Over 750 attended recent event at Wath.
- Re-branding of Service with banners and posters launching 'Your new library service).
- Free branded carrier bag now given to customers to carry their books home.
- New joining pack being launched (will include information from other CL&LL Services).
- 'Customer Charter' agreed and promoted in each library.
- Articles/features placed in newsletters for example Eastwood and Springwell Gardens Neighbourhood Newsletter and Partnership Matters (from the Early Years Partnership).
- Rotherham Reachout 6 used to survey Citizens Panel on library opening hours.
- Service working towards submission of bid for Charter Mark June 2004.
- Corporate agreement that strapline relating to use of computers in libraries to contact the Council should now appear on all Council letters.
- Proactively use customer's complaints and suggestions as an opportunity to promote the improvements to the Service.
- Staff working closely with Library Support Groups.
- Partnerships with a variety of local community groups.

- Sponsorship opportunities being explored (for example van supplier and Pizza Hut.
- High profile presence at Rotherham Show 2003
- Children's Festival and Book Award.
- People's Network First Birthday leaflet
- Advert in 'Your Guide to the Council Tax', distributed to all households

**Local (facility based)**

- Promotional activities organised by each community library, promoted through local press, posters, handbills.
- Staff working through Area Assemblies, Community Planning Officers to develop links with other local service providers.
- Staff encouraged to represent and sell the Service within their communities.



**LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL  
MONDAY, 6TH SEPTEMBER, 2004**

Present:- Councillor StJohn (in the Chair); Councillors Barron, Cutts, Swift and Turner.

Councillor Boyes was in attendance at the invitation of the Chairman.

Also in attendance were Rev. A. Isaacson Kath Henderson, Miss Eva Marsh and Mr. K. Stoddart

**21. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr. T. Belmega, Ms. J. Carroll, Mr. P. Eyre, and Councillors Burke, Dodson, License and Thirlwall.

**22. DECLARATIONS OF INTEREST.**

There were no declarations of interest.

**23. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS.**

There were no questions from the press and public.

**24. CHILDREN AND YOUNG PEOPLE'S SERVICES DEVELOPMENT - THE WAY FORWARD**

Di Billups, Executive Director for Children and Young Peoples Development gave a presentation on An Integrated Approach to Children and Young People's Services Development – The Way Forward.

The presentation covered the following areas:-

- What we know about our present arrangements
- Proposed Way Forward
  - Child and Adolescent Mental Health Services
  - Special Needs and Disability Services
  - Information Sharing
  - Joint Training and Development Team
  - Establishment of a Safeguarding Team
  - Embedding Voice and Influences
- Future Service Vision
- So What Next

Di Billups emphasised the need for partnership working, which included voluntary, community and private partners working alongside the statutory sectors in order to meet the true needs of children.

A question and answer session ensued and the following issues were

covered:-

- What funding was available to spend in the community?
- Was funding in place to start the work?
- Were rules on Data Protection hindering the work?
- How the integrated approach related to Education and Social Services
- Need for direct contact/communication between the child and Senior Executive Director
- Need to intervene at an early stage – particular reference made to bullying

Examples were given where it was felt the present service delivery could be improved in order to achieve a comprehensive borough wide service.

Resolved:- That Di Billups be thanked for an interesting and informative presentation.

**25. CHILDREN AND YOUNG PEOPLE'S BOARD SCRUTINY WORKING PARTY**

Consideration was given to a request for a further nomination for the above Scrutiny Working Party.

Resolved:- That Councillor Barron be nominated on the above Working Party.

**26. JOINT REVIEW OF CITIZENSHIP CURRICULUM, 19TH/20TH OCTOBER, 2004 - EXPRESSIONS OF INTEREST**

The Scrutiny Panel was provided with a report on Local Democracy Week – 18<sup>th</sup>-24<sup>th</sup> October, 2004 as considered at the Democratic and Resources Scrutiny Panel held on 3<sup>rd</sup> August, 2004.

The report related to this year's Local Democracy Week – the seventh to be run so far. The theme this year was "Making Your Mark" which aims to help young people up to the age of 26 to become more involved with decision making and planning at a local level.

According to recent research only 2% of young people think their council has any "power" and 50% think their Council has no direct control or relevance to their lives whatsoever.

Consideration was given to the need to seek three Members to serve on the scrutiny review group to address the way in which Citizenship education is conducted in schools in order to establish whether the research applies to Rotherham.

The Scrutiny Panel discussed the scope of the review.

**3C LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL - 06/09/04**

Resolved:- (1) That Councillor Turner be appointed to the working party for the Joint Review of Citizenship Curriculum, 19<sup>th</sup>/20<sup>th</sup> October, 2004, being undertaken by the Democratic and Resources Scrutiny Panel.

(2) That two further nominations be sought at the Panel's next meeting.

(3) That Councillors St. John and Turner take part in the "Take your Councillor to School" activity.

**27. ADULT LEARNING REVIEW - EXPRESSIONS OF INTEREST**

Delia Watts, Scrutiny Adviser, requested Expressions of Interest from up to six members of the Scrutiny Panel who wished to become involved in a Scrutiny Review on Opportunities for Adult Learning in Rotherham.

The Review Group would be responsible for scoping the review.

The Review would take place over a period of three months and consist of approximately six meetings.

Resolved:- (1) That Councillor St. John be nominated to serve on the above Review Group.

(2) That further nominations be sought at the next meeting of this Scrutiny Panel.

**28. MINUTES OF MEETINGS OF THE CABINET MEMBER, EDUCATION, CULTURE AND LEISURE SERVICES**

Resolved:- That the minutes of the meetings concerning decisions made by the Cabinet Member for Education, Culture and Leisure Services, held on the following dates, be received:-

- (a) 6<sup>th</sup> July, 2004
- (b) 13<sup>th</sup> July, 2004
- (c) 20<sup>th</sup> July, 2004
- (d) 27<sup>th</sup> July, 2004
- (e) 17<sup>th</sup> August, 2004

**29. MINUTES OF THE PREVIOUS MEETING - LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL**

Resolved:- That the minutes of the previous meeting of this Scrutiny Panel held on 26<sup>th</sup> July, 2003 be received and accepted as a true record.

**30. THE ANNUAL REVIEW AND EVALUATION OF THE SCHOOL IMPROVEMENT PLAN - APRIL 2003 - MARCH 2004**

Consideration was given to a report of the Strategic Leader School Improvement on the annual review and evaluation of the School

Improvement Plan (Education Development Plan 2 (EDP2) Annex 2 – April 2003-March 2004.

The revised School Improvement Plan 2004/05 and the evaluation report for the 2003/04 School Improvement Plan has to be submitted to the DfES by July, 2004.

The Council is required to consult with schools, Governors and the diocesan authorities about the School Improvement Plan. Details of this consultation is contained in Section E of the evaluation report.

The School Improvement Plan gives details of the actions to be undertaken in order to achieve the targets set out in the EDP2. It is a statutory requirement to revise the SIP annually.

The main points highlighted in the report were:-

- Early Years provision and the development of Foundation Stage Units is good
- Attainment at Key Stage 1 (age 7) in both literacy and numeracy is close to national levels of attainment
- At Key Stage 2 (age 11) progress in the percentage of pupils achieving the average levels for their age, from 1998 to 2002, has been significant in both English (20%) and mathematics (24%)
- Challenging targets have been set to raise achievement at the end of Key Stage 3 (age 14)
- Activities involving all secondary and special schools, funded through Objective 1 grants, have been undertaken to improve 14-19 educational opportunities
- Targetted programmes, to raise the attainment of the most vulnerable children, are being developed and will be implemented throughout the timescale of the Education Development Plan

Discussion ensued on the report with the following points raised:-

- Comparison of examination results and levels to grades attained two years ago  
Evidence that examinations are not easier but that young people are working harder and are better prepared – certainly at A Level with introduction of new curriculum  
Need to congratulate teaching staff more and accept a change in circumstances – how could Local Authorities be confident in statistics with constant media criticism
- Greater opportunities for children now compared to several years ago allowing young people with capabilities to stay on in education or leave and take a different route to learning
- Need to further promote what opportunities there are for 14-19 age group

**5C LIFELONG LEARNING OPPORTUNITIES SCRUTINY PANEL - 06/09/04**

- Key Stage 4 and the preparation for the World of Work – Scrutiny Review planned for later in the municipal year
- New opportunities created by world wide web access

The Acting Executive Director pointed out that these were last year's figures and that the Minister for School Standards had recently written congratulating Rotherham Authority on their performance at Key Stage 2 as being the most improved Authority in the country.

The Acting Executive Director believed that a great deal of hard work was being carried out throughout the Borough for which teaching staff and students should take credit, a point he had challenged leading educationalists about.

Resolved:- (1) That the revised School Improvement Plan be received and a full copy placed in the Members' library and on the Council's website.

(2) That the evaluation of the School Improvement Plan for 2003-2004 be received.

**31. LEISURE JOINT SERVICE CENTRE PROJECT BOARD**

The Panel noted the content of the minutes of meetings of the above Committee held on 14<sup>th</sup> May and 9<sup>th</sup> July, 2004.

The Cabinet Member, Education, Culture and Leisure Services commented on the excellent working arrangements of the Project management.

**32. PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE**

The Panel noted the content of the minutes of a meeting of the above Committee held on 23<sup>rd</sup> July, 2004.

**(THE CHAIRMAN AUTHORISED CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO PROCESS MATTERS REFERRED TO WITHOUT DELAY)**

**33. NOMINATION - MEMBERS CONSULTATION ADVISORY GROUP**

Consideration was given to the need to appoint a representative and substitute to serve on the above Advisory Group.

The remit of the Group covered the following main themes:-

- consider the results of the latest Reachout Survey

- advise on the content of the next Reachout Survey
- develop corporate consultation
- advise and co-ordinate consultation of Members

The Advisory Group met on a quarterly basis.

Resolved:- That Councillor Cutts be nominated to serve on the above Advisory Group, with Councillor Turner as substitute.

**34. NOMINATION - ANTI-SOCIAL BEHAVIOUR REVIEW GROUP**

Delia Watts, Scrutiny Adviser, reported the need to nominate one Member to the above Review Group.

Resolved:- That Councillor Cutts be nominated to serve on the above Review Group.

Children and Young People's Board Scrutiny Working PartyMeeting held 18<sup>th</sup> August, 2004

**Present:** Councillors A. Russell, Binnie and McNeely  
**Officer in Attendance:** Caroline Webb and Di Billups

**ACTION****1. APOLOGIES FOR ABSENCE**

None received

**2. APPOINTMENT OF A CHAIR TO THE WORKING PARTY**

Cllr A. Russell was elected as chair.

**3 PRESENTATION ON THE WORK OF THE CHILDREN AND YOUNG PEOPLE'S BOARD**

Di Billups (Executive Director of Children and Young People's Development) gave the background to the development of children and young people's integrated services. She highlighted that while in many parts of Rotherham there were excellent children and young people's services, there were concerns about whether services across the board were 'joined up'. The Laming Report into the death of Victoria Climbié and the subsequent Green Paper, 'Every Child Matters' highlighted the need for greater integration. Rotherham had already made some progress in bringing services together prior to the publication of the Report and Green Paper, however, there were still outstanding areas to be addressed.

These include:

- services were serving some but not all children well;
- services are insufficiently coherent to ensure that no child slips through the net;
- the needs of children and their families are not always key in deciding what action should be taken and when;
- lack of shared vision across agencies;
- issues around information sharing.

It was expected that the Children Bill would receive Royal Assent in November however, there were a number of areas that had to be addressed in the short term. A 'Safeguarding Board' would be established by September 2004, replacing the Area Child Protection Committee. The Bill has prescribed that there needs to be high level officer representation on the Board to enable swift action to be taken on areas of concern. In Rotherham, the Safeguarding Board would be chaired by the Chief Executive of the Council, Mike Cuff.

Di listed some of the proposed service improvements:

- bringing together the Child and Adolescent Mental Health Service;
- developing a common assessment criteria with shared language and protocols;
- bringing together the Special Needs and Disability Services;
- improving information sharing;
- joint training and development across multi-agency teams;
- setting up a safeguarding team to support the work of the Safeguarding Boards;
- ensuring that children and young people have a voice in service and are listened and responded to appropriately.

Di highlighted some of the issues that are being considered for future developments. These include:

- a commitment to move towards an integrated approach to services in accordance with the Children's Bill (aim to be in place by 2006, with compulsory integration by 2008);
- willingness of partners to 'join-up' services and appropriate resources
- consideration of Member representation on the Children and Young People's Board;
- consideration of an incremental approach to integration;
- development of multi-service teams close to local communities;
- greater links with the themes of the Community Strategy.

As yet, no decision had been taken on future arrangements and there would be opportunity for further discussion of these areas at Cabinet and through the Scrutiny function.

In the discussion the following points were raised:

- What qualities should a 'Children's Champion' have?
- How do we ensure that the Chief Executive will be a critical friend if Council services are not performing well?
- How willing are other agencies to join in on 'true' partnership arrangements?

The Chair welcomed the progress made and thanked Di for the presentation.

#### **4 NOTES OF THE LAST MEETING – 18<sup>th</sup> May 2004**

deferred to next meeting

##### **MATTERS ARISING –**

Joint meeting with PSOC to be arranged provisionally for late September. Lead Members on the Children and Young People's Board to be invited to share their vision of future services for children and young people. Members of the working party to be advised of the date as soon as possible.

**Caroline Webb to liaise with PSOC**

#### **5 MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S BOARD – 5<sup>TH</sup> AUGUST 2004**

**The minutes were noted**

**item 5 - Safeguarding Developments.**

Resolved: that a report be submitted to the December meeting of this working party detailing how the arrangements are working.

#### **6 REVIEW OF THE ROLE OF COUNCILLORS AS CORPORATE PARENTS**

The Scrutiny Adviser suggested the following framework for forthcoming review.

“Examine the role of councillors as corporate parent with a view to making recommendations on how current practice can be improved”:

This will involve examining:

- the policy framework - including a study of national and local policies and good practice elsewhere
- operational arrangements - what's in place locally and how does this compare with practice elsewhere



- the needs and aspirations of LAC/young people themselves

**How we do it:**

1. Familiarisation of the subject area: what current national and local guidance is available,
2. Presentations and discussion on how the council currently delivers services to Looked After Children (LAC)
  - how the council acts as 'parent'
  - how education needs are met
  - housing and employment needs
  - health needs
  - social, leisure and cultural needs
- 3 Involving LAC/ young people to gauge their views and experiences of corporate parenting in Rotherham

**Resolved:**

**that:** (1) the Scrutiny Adviser brings draft terms of reference and scope of review including timescales to the next meeting for the working party's consideration;

(2) good practice is researched and circulated to Members with the next agenda;

(3) further consideration be given to the involvement of children and young people in the review.

**7 DATE AND TIME OF FUTURE MEETINGS**

**the following dates for future meetings were agreed:**

Wednesday 29<sup>th</sup> September 2004

Wednesday 20<sup>th</sup> October 2004

Wednesday 17<sup>th</sup> November 2004

Wednesday 15<sup>th</sup> December 2004

Wednesday 19<sup>th</sup> January 2005

Wednesday 16<sup>th</sup> February 2005

Wednesday 16<sup>th</sup> March 2005

Wednesday 20<sup>th</sup> April 2005

Wednesday 18<sup>th</sup> May 2005

**All meetings to start at 1.30pm**

**RMBC LEISURE / JOINT SERVICE CENTRE PROJECT BOARD**  
**Wednesday, 25th August, 2004**

**Present:-**

Councillor Georgina Boyes	Cabinet Member, Education, Culture and Leisure Services (in the Chair)
Tony Preston	Business Development Manager, Culture, Leisure and Lifelong Learning
Graham Sinclair	Acting Strategic Leader, Resources and Information, Education, Culture and Leisure Services
Jon Baggaley	Strategic Resources Team (Financial)
Adam Wilkinson	Executive Director, Economic and Development Services
Peter Ross	Consultant
Derrick Connolly	Capital Project Development Manager, Culture, Leisure and Lifelong Learning
Kevin Gallacher	Primary Care Trust

**Apologies for absence:-**

Andrew Bedford	Acting Executive Director, Education, Culture and Leisure Services
Phil Rogers	Strategic Leader, Culture, Leisure and Lifelong Learning
Kath Atkinson	Director for Strategic Planning and Development, Primary Care Trust
Councillor G. Smith	Cabinet Member, Economic and Development Services

**32/04. Minutes of Previous Meeting**

The minutes of the previous meeting of this Project Board, held on 9th July, 2004, were agreed as a correct record.

**33/04. PFI Project – Programme Update**

Three bidders had expressed an interest as a result of adverts being placed in the European Journal. However, as one bidder had been unable to fulfil parts of the Consortium on the leisure facility, only two bids were being pursued. Advice from the main 4ps Officer had confirmed that two active bids is a good result given the limited market.

One of the remaining two bidders has requested more time to finalise their consortium following a request for additional information from RMBC. The Project Team is to meet the first bidder on the 13<sup>th</sup> September, 2004. Work was progressing in order to clear up issues.

Discussion took place on the options available in the event of there remaining only one suitable bid.

**34/04. Progress Update**

Due to slippage on the evaluation process, work was approximately three weeks behind schedule. At the present time it was felt the project start time can be achieved.

However, in the event of issues becoming more complex, further time could be lost with a possible two and a half months delay on project start.

**35/04. Invitation to Negotiate**

It was planned to send out the ITN during October, 2004.

All partners were presently examining the draft prior to final print.

Several key issues had been discussed some of which concerned matters of policy, for example phasing. These factors will be highlighted for consideration in order for recommendations to be made.

This work was being carried out in parallel with compilation of the complete documents.

### **36/04. Programme Update**

The legal partner (Bevan Ashford) was now fully integrated in the discussion and wider framework within the project team.

Price Waterhouse Cooper had since been selected as Financial Adviser who was also fully involved in the team.

### **37/04. Planning Issues**

Of the sites concerned – outline planning permission was due to be approved for Maltby, Aston and Herringthorpe. The latter two would be subject to call in from the Government Office.

At Wath the planning authority has requested a transport assessment. This work is currently under way, with the results expected by mid-October. The planning application will then be considered by the Planning Board in the light of this assessment. Approval for St. Ann's has been granted some time ago.

Discussion took place on the siting of the pool at Aston.

Formal thanks were recorded for the cooperation from Economic and Development Services.

### **38/04. Any Other Business**

The Executive Director, Economic and Development Services gave an update regarding the workshop to be held on 6<sup>th</sup> September in order to finalise arrangements on the integration of the one stop shop arrangement of the Maltby JSC.

Several factors had yet to be determined with regard to opening hours, staffing of the Service Centre and community use. Liaison was taking place with the relevant Programme Areas and PCT.

### **39/04. Date of Next Meeting**

The next meeting of the Project Board would take place at the Town Hall, Moorgate Street, Rotherham, on Wednesday, 22nd September, 2004, commencing at 9.00 a.m.

**PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE  
20TH AUGUST, 2004**

Present:- Councillor Stonebridge (in the Chair); Councillors Clarke, Doyle, Hall, Hussain, G. A. Russell, R. S. Russell, Sangster and Whelbourn.

Apologies for absence were received from Councillors Atkin and St..John.

**15. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**16. CORPORATE COMPLAINTS - 2003/04 PERFORMANCE AND LESSONS LEARNED**

Consideration was given to a report of the Chief Executive describing the series of improvements being implemented with regard to the corporate approach to complaints made to the Council. The report stated that a Council-wide forum had been established, involving Complaints Officers from all Programme Areas and from RBT (Benefits) and that a key next step was agreed to be the delivery of a Council-wide report on complaints handling and service improvements, detailing information about performance in 2003-04.

Included within the report submitted were the number of complaints received last year, an analysis of performance against handling timescales set out in the Council's Procedure, and details of key lessons learnt for services through the handling, or resolution of complaints.

Members noted some instances where a large number of complaints were received from a relatively small number of sources.

Resolved:- (1) That the report be received and the information on complaints dealt with during 2003-04 be noted.

(2) That the Cabinet, the Chief Executive and the Corporate Management Team examine the development of an organisational learning system, based on the feedback from complaints' handling (including issues raised at Councillors' surgeries), including the way in which RBT may support such a system.

(3) That the next quarterly report about complaints handling be submitted to this Committee during November 2004.

(4) That the further developments needed, with regard to training about the role of the Local Government Ombudsman and the priority for RBT's consideration of complaints handling within the evolving Customer Contact system, be endorsed.

**17. "CHANGE UP : CAPACITY BUILDING AND INFRASTRUCTURE FRAMEWORK FOR THE VOLUNTARY AND COMMUNITY SECTOR" - EXPLORING AN OVERVIEW AND SCRUTINY ROLE**

Consideration was given to a briefing report concerning the "Change Up" framework, a Government-led initiative to strengthen the capacity of voluntary and community sector organisations to deliver public services. A copy of the Local Government Information Unit's Policy Briefing report, entitled "Support for the Voluntary and Community Sector After Spending Review 2004" was also submitted. The reports referred to the Government commitment to furthering the development of the voluntary and community sector.

Members discussed the possible establishment of a scrutiny review role in relation to the "Change Up" initiative.

Resolved:- (1) That the reports be received and their contents noted.

(2) That the reports be referred to the Cabinet for further consideration.

(3) That, in order to facilitate the role of the local scrutiny process in this national programme of voluntary and community sector development:-

(a) this Committee shall have discussions with representatives of the Office of the Deputy Prime Minister (ODPM) about the funding schemes available to the voluntary and community sector (including the Futurebuilders Fund);

(b) the Cabinet Member for Community Planning and Social Inclusion, Councillor Robinson, shall attend a future meeting of the Performance and Scrutiny Overview Committee for scrutiny of this matter; and

(c) this Council's representative on the Executive Committee of Voluntary Action Rotherham, Councillor Hodgkiss, shall attend a future meeting of the Performance and Scrutiny Overview Committee for further scrutiny of this matter.

**18. INVEST TO SAVE MONITORING REPORT - 1ST APRIL, 2003 TO 31ST MARCH, 2004**

Further to Minute No. 167 of the meeting of the Performance and Scrutiny Overview Committee held on 12th March, 2004 and Minute No. 205 (meeting held on 7th May, 2004), consideration was given to a report of the Head of Corporate Finance containing the monitoring forms for each of the six Invest to Save scheme projects which had been approved for the 2003/04 financial year. Officers of the relevant Programme Areas attended the meeting to answer questions about the various Invest to Save projects.

Committee Members expressed concerns that a number of the projects

had not yet identified the savings which were expected to result from the investment made.

Resolved:- (1) That the report be received and the contents of the monitoring forms be noted.

(2) That further monitoring reports for the following projects be submitted to this Committee in three months' time and the amount of savings achieved be clearly identified in the reports:-

- Procurement of Inphase Performance Plus Performance Management System
- Upgrading Financial Systems
- Culture, Leisure and Lifelong Learning Marketing Initiatives

(3) That the report and monitoring forms be referred to the Cabinet and this Committee's concerns that the projects listed at (2) above have not yet identified the savings to be made, be expressed at the Cabinet meeting.

(4) That Cabinet Members be reminded of their responsibility to monitor the Invest to Save projects relevant to their portfolios of responsibility.

(5) That the Cabinet be informed of this Committee's view that the Culture, Leisure and Lifelong Learning Marketing Initiatives project is not an appropriate project to benefit from funding from the Invest to Save scheme.

(6) That further monitoring reports for the following projects be submitted to this Committee in twelve months' time:-

- Autism Strategy
- Specialist Fostering
- Supported Living Schemes for People with a Learning Disability

## 19. FORWARD PLAN OF KEY DECISIONS

Consideration was given to a report of the Head of Scrutiny Services concerning the way in which the Council's Forward Plan of Key Decisions could best inform the Scrutiny agenda. The Committee also considered the report prepared by the Local Government Information Unit, entitled "Key Decisions and Forward Plans – research results on definitions and access", containing information on the definitions of key decisions currently in use, drawing on a survey of 35 Councils.

Discussion took place on the format and content of this Council's Forward Plan. Members noted that the continuing review of the Forward Plan would ensure that the Scrutiny agenda is aligned to the wider Council agenda.

Resolved:- (1) That the reports, now submitted, be received and their contents noted.

(2) That the Forward Plan of Key Decisions shall be a regular item on the agendas for Scrutiny Panel meetings.

(3) That the Cabinet and the Corporate Management Team be asked to ensure that all Key Decisions are included in the Council's Forward Plan, in accordance with the requirements of the Council's Constitution.

(4) That all Members of the Performance and Scrutiny Overview Committee be provided with a copy of the Forward Plan of Key Decisions, including the monthly updates.

(5) That the following Cabinet Members and Executive Directors attend a future meeting of this Committee for scrutiny of the matters shown, including the reasons for their omission from the Forward Plan:-

(a) Young People's Development – the Way Forward  
(Education, Culture and Leisure and Social Services)

(b) Non-traditional ('Tarran') properties at Maltby – proposed demolition  
(Housing and Environmental Services)

## **20. DEVELOPMENT OF SCRUTINY IN ROTHERHAM**

The Committee noted that the Cabinet and the Corporate Management Team were shortly to meet and consider the portfolios of the Executive (Cabinet) Members of the Council.

It was agreed that the Performance and Scrutiny Overview Committee arrange a half-day seminar, on a date to be agreed, to consider the outcome of the Executive's review of the portfolios of responsibility and the implications for the Scrutiny process.

## **21. ESTABLISHMENT OF SCRUTINY REVIEW GROUPS**

The Committee agreed to the establishment of the following Scrutiny Review Groups, with the membership shown:-

(1) Members On-Line

The Chairman and Councillors Doyle, Hall, Hussain and R. S. Russell

(2) Members' Support Group

The Chairman and Councillors G. A. Russell and R. S. Russell

(3) RBT Liaison Group

The Chairman and Councillor Sangster

**22. MINUTES OF THE PREVIOUS MEETING HELD ON 23RD JULY, 2004**

Resolved:- That the minutes of the meeting of the Performance and Scrutiny Overview Committee, held on 23rd July, 2004, be agreed as a correct record.

**23. WORK IN PROGRESS**

Members of the Committee reported on the following work in progress:-

(1) there would be a joint meeting between Members of the Environment Scrutiny Panel and the Democratic and Resources Scrutiny Panel to consider the effectiveness of Anti-Social Behaviour Orders;

(2) the Regeneration Scrutiny Panel had discussed the imminent preparation of an exit strategy in respect of South Yorkshire Objective 1 funding – it was agreed that the Head of Scrutiny Services submit a report to the next meeting of the Performance and Scrutiny Overview Committee about this issue, such report to include information from the neighbouring local authorities in South Yorkshire.

**24. CALL-IN ISSUES**

Members noted the probable call-in of the following issue:-

Meeting of the Cabinet Member for Economic and Development Services and Advisers, held on 9th August, 2004 – Minute No. 40 – Middle Lane Traffic Calming Scheme.