

SOCIAL AND COMMUNITY SUPPORT SCRUTINY PANEL

Venue: TOWN HALL, MOORGATE Date: Friday, 8 April 2005
STREET, ROTHERHAM
Time: 9.30 a.m.

A G E N D A

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

For Discussion

6. Scrutiny Work Programme 2005 / 06 (herewith) (Pages 1 - 2)
7. Equality and Diversity - Update (report herewith) (Pages 3 - 18)

For Monitoring

8. Key Performance Indicators - Update as at January 2005 (report herewith) (Pages 19 - 35)
9. Carers Performance Report (herewith) (Pages 36 - 41)
10. Revenue Budget Monitoring Report 2004 / 05 (herewith) (Pages 42 - 58)
11. Capital Budget Monitoring Report 2004 / 05 (herewith) (Pages 59 - 62)
12. Key Decisions in the Forward Plan, April to July 2005 (herewith) (Pages 63 - 70)
13. Decision of the Social Services Cabinet member held on 4th March 2005 (herewith) (Pages 71 - 76)

14. Minutes of the Children and Young People's Board held on 3rd March 2005 (herewith) (Pages 77 - 83)

Minutes

15. Minutes of the meeting of the Social and Community Support Scrutiny Panel held on 11th March 2005 (herewith) (Pages 84 - 88)
16. Minutes of the meeting of the Performance and Scrutiny Overview Committee held on 11th March 2005 (herewith) (Pages 89 - 94)

**Date of Next Meeting:-
6th May 2005**

Membership:-

Chairman – Councillor G. A. Russell

Vice-Chairman – Councillor Doyle

Councillors:- Ali, Binnie, Burton, Darby, Havenhand, Jack, Jackson, Walker and Wootton

Co-opted Members

Mrs. A. Clough (ROPES), Mr. M. Arshad (Rotherham Racial Equality Council), Mr. G. Hewitt (Rotherham Carers' Forum), Ms. J. Mullins (Disability Network) and Mr. R. Parkin (Speak Up)

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

| | |
|---------------------------|--|
| 1. Meeting: | Social and Community Support Scrutiny Panel |
| 2. Date: | 8th April, 2005 |
| 3. Title: | Scrutiny work programme 2005/06 |
| 4. Programme Area: | Chief Executive's Office |

5. Summary:

To agree the short-term work programme for the Social and Community Support Scrutiny Panel and identify scrutiny topics for the 2005/06 municipal year.

6. Recommendations

That Members consider:

- 1. What items should be considered by this panel over the 2005-06 municipal year**
- 2. What reviews should be undertaken in the 2005-2006 municipal year.**

7. Proposals and Details

Each scrutiny panel must plan its forward work programme. This is normally done on a rolling six month basis and reported to and discussed by the panel each quarter. However the current situation is unusual in that there is some uncertainty as to how scrutiny (particularly with respect to Children's Services) will be arranged in the new municipal year. The precise arrangement of the scrutiny panels, their membership and the frequency of their meetings will not be confirmed until the Council AGM on 20 May. All meetings planned for after that date could therefore be subject to change.

In March, the panel held a successful 'themed meeting' on domestic violence. The panel may want to consider whether it would want to consider holding similar meetings over the next municipal year on a particular issue or service for example, equipment and adaptations or the impact of the Green Paper on adult services.

Members are asked to give further consideration of future reviews, for example the impact of domestic violence on children (requested at March 11th meeting).

8. Finance

There are no financial implications arising directly from this report. However, recommendations arising from the panel may have financial implications should they be implemented.

9. Risks and Uncertainties

Should the Panel not determine items for future meeting, there is a risk that Scrutiny will not be able to plan ahead effectively.

The work programme must also be realistic in terms of the capacity to properly examine issues that come before it. Issues may be referred to the Panel which are not known about at this stage.

10. Policy and Performance Agenda Implications

Scrutiny panels have a key role in scrutinising the effectiveness of services. The areas identified for future review should complement the priorities identified in the Community Strategy and Corporate Plan.

11. Background Papers and Consultation

Scrutiny work programme 2004/05

Contact Name:

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| ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS |
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|-----------|------------------------|--|
| 1. | Meeting: | Social & Community Support Scrutiny Panel |
| 2. | Date: | 8 th April 2005 |
| 3. | Title: | Equality & Diversity Wards affected ALL |
| 4. | Programme Area: | Social Services |

5. Summary

Social Services is committed to the Council's Equality and Diversity Strategy and the Programme Area Senior Management Team signed up to the strategy before it's official launch in 2004. Work to promote equality and diversity has been a key element of our work for many years and this impacts on our employees and our service users. In the last twelve months a great deal of work has been done to pull work together under a cohesive strategy.

6. Recommendations

That Members receive the report and

- a) Note the work and achievements to date.**

7. Proposals and Details

A Programme Area Steering group was formed in early 2004 and this is chaired by the Head of Strategic Services, who is also the Programme Area's Equality and Diversity Champion, and represents the Social Services on the Corporate Equality and Diversity Steering Group. This group meets bi-monthly and membership is across all services and includes trade unions. One of the early achievements was to launch our strategy "Targeting for Diversity", and this was followed shortly after by our Equality and Diversity Action Plan in 2004, well ahead of the Corporate requirement.

The action plan contains information related to the workforce, some of which we are required to report upon in our Delivery and Improvement Statement return to the Department of Health. In addition, the plan pulls together strategic activity to enable us to meet the Race Equality Standards, and to

ensure that good practice is shared and embedded into daily work with service users through policies and practices.

The steering group monitors progress against the action plan and drives up improvement. In addition, in compliance with Corporate requirements, we have carried out initial screening of our policies to assess whether they have an equality and diversity dimension. Following this screening, we have developed a programme for the next two years, during which time we will conduct full impact assessments of these policies. All other Programme Areas have undertaken to complete this work over three years.

In October 2004, Social Services gave a position statement to the Corporate Equality and Diversity Steering group, which highlighted some of the strategic activity which was taking place, together with some examples of the good work that is taking place to translate this into service delivery. This presentation is attached for information at Appendix A and Appendix B.

8. Finance

The majority of work related to co-ordinating the equality and diversity agenda is undertaken in the Policy, Planning and Research Team in Strategic Services, with this work being contained within existing budgets. Individual service development over and above that which currently exists is subject to resources being available within each service.

9. Risks and Uncertainties

The Council is about to introduce a revised procedure for the reporting of racial incidents. We welcome this simplified procedure which will encourage more reporting to take place. However, if reporting does increase, as predicted, these proposals have significant resource implications as Programme Areas will be expected to fully investigate these reports without any additional human or financial resource being available. This will impact on the quality of service we are able to deliver.

10. Policy and Performance Agenda Implications

Under-resourcing of the investigation activity could lead to increased dissatisfaction and complaints. Failure to meet the required level of the Race Equality Standard could impact adversely on our inspection and assessment judgements. We are required to monitor the profile of our service users for ethnicity and fairness and some of these requirements are currently being tightened. We therefore need to ensure that this information is collected at source and recorded accurately in our systems.

11. Background Papers and Consultation

RMBC Race Equality Scheme
CRE Race Equality Standard

Disability Discrimination Act
RMBC Equality and Diversity Strategy
Social Services "Targeting for Diversity" strategy
Social Services Equality and Diversity Action Plan
Social Services Programme of Equality and Diversity Impact Assessments

Contact Name : Julie Westwood, Head of Strategic Services,
Ext. 2308, Julie.Westwood@rotherham.gov.uk

EQUALITIES AND DIVERSITY IN SOCIAL SERVICES 6TH October, 2004

Background

- Longstanding work in Social Services
- Serve most vulnerable, therefore equalities and diversity work has to transfer to front-line
- Work with partners in Health



Strategic

- Targeting for Diversity Strategy
- Structural – Strategic Services
- Cohesion and consistency
- Drive developments in the equalities and diversity agenda
- Continue mainstreaming



Current Issues

- Workforce / Workload / Training
- Re-focus Programme Area Group
- Strategy / Task / Performance
- Performance Indicators





Current Activity

- Action Plan Developed
- Initial screening of policies
- Policies through to full impact assessment



Equality and Diversity in Practice (1)

- Black Workers Group
- Bullying and Harassment
- Grievance Procedure
- Delivery and Improvement Statement /
CSCI requirements

Equality and Diversity in Practice (2)

- Yorkshire Kashmiri Trust (Carers Forum)
- APWA – Religious and culturally appropriate meals in Residential and Day Care / Meals-on-Wheels
- See list of mainstream and specialist services

Equality and Diversity in Practice (3)

- Learning from Consultations
- Videos / Tapes / Braille
- Established translation service / bi-lingual workers
- Funding for voluntary organisations
- Involvement across diverse community
- Opportunities to help people fulfil their potential

- **Adoption of the Comprehensive Equality and Diversity Policy and Strategy** with in the programme Area, setting out the broad intentions of the authority. We are currently making arrangements to review all our existing programme Area and Service Area equality and diversity policies /statements to ensure they make reference to the Corporate Equality Strategy and link with it. Ensuring that all business plans currently being developed for 2005/2006 commit the programme Area to Corporate Equality Strategy.

- **Launch of the Equality Standard within Social Services Programme Area** and implementation of self assessment processes to mainstream equality in service delivery and employment practices.

Numbers of Events have been arranged for managers to raise awareness of the Equality Standard. A self-assessment toolkit has been developed which managers' use at the events to assess their service/team's position against the Equality Standard and identify action required. The results of this equality self-assessment will be used when developing our business plans for 2005/6 and the Equality Action Plan.

- A comprehensive Equalities Action Plan has been drafted, incorporating action required to improve our performance on BVPI indicators relating to Equality and Diversity.

- **Race Equality Scheme 2 - Impact and Needs/Requirements Assessments.** The Programme Area Equality Steering Group has coordinated successfully the initial screening of all functions and policies for relevance to equality. The next step of prioritising functions/policies for impact assessment has also been completed. We are currently developing a project plan to carry out full impact assessment of all relevant Policies and procedures to be completed by March 2006.

Promoting Equality and Diversity across the Programme Area

Best practice includes:

- **RACE**

Information videos for older people, and for people with learning disabilities in local community languages,

Employ bilingual interviewing officers and offer tapes of major planning documents.

We are the only Programme area who has well established interpretation and Translation service.

Protocols and guidelines for staff on the use of interpreters and translation;

Training programmes for staff to develop the necessary skills in using interpreters.

There are other voluntary organisations and groups who provide information in community languages, which receive funding from Social Services. These include

Social Services – Equality and Diversity Position Statement

the All Pakistani Women's Association, Tassibee Group, Rotherham Ethnic Elders Group, Asian Elders Social Activity Group, The Yemeni Advocacy Project, and Yorkshire Trust. The Children and Families also fund some bilingual workers, in adoption and fostering and the children with disabilities service. Sure Start also has bilingual workers skilled in this area of work.

The following table provides some examples to illustrate the range of culturally appropriate services initiated in recent years.

| Culturally Sensitive (Mainstream) Services | Culturally Specific (Specialist) |
|--|---|
| Day Centre Black/Asian elders at Park Lea. Meals on Wheels | Asian women with learning disabilities group. Saaf Dil Project – Alcohol Counselling Service. (which has won NHS Gold award for best practice) Older Men’s Social Day Centre, (R.E.E.G.) Advice and Advocacy Service. |
| Domiciliary Care – Urdu/Punjabi speaking Home Carers | Four information and Signposting groups for older Asian men and women. |
| Community Services Co-ordinator post to co-ordinate and develop mainstream culturally competent services. Respite breaks for carers. Day and Night Sitting Service. Adoption and fostering services Bi-lingual Mental Health Support workers | Yemeni Advocacy Project. Carers Forum. Library Services for Housebound. Information Group for Asian Women experiencing Mental Health related problems. Luncheon Clubs. |
| Library services for house bound older people | Specific recruitment of minority ethnic foster carers Recruitment of support worker through Apna Haq to work with families with children with disabilities. |

Recognising the under development of local Black Voluntary sector service providers, Social services have funded community groups to develop their capacity to compete in tendering for contracts.

Good practice examples include:

Yorkshire Kashmiri Trust who provides services for All Carers in Rotherham, they employ staff to work with carers from all communities.

Social Services – Equality and Diversity Position Statement

All Pakistani Women's Association –Supplies Religiously and culturally appropriate meals to Residential establishments and Day Care Centres.

- **DISABILITY**

Gardening initiative – this is a new employment initiative that will benefit people with Learning Disabilities.

Healthy Lives – funding has been provided for 2 experienced community nurses, who will train 10to 12 people with learning difficulties to deliver health information in a friendly and understandable format to their peers.

A Corporate Access Strategy has been adopted and an Action Plan (IAPs), has been Implemented.

A support Group has been developed for Ethnic Minority Fathers with Disabled Children

- **GENDER**

High Achieving Women

Work is being undertaken by The University of Sheffield in partnership with the four South Yorkshire Local Authorities and Northern College. There are two aspects to the project:

- 1) To establish a mentoring programme across the five organisations to support women in and aspiring to be senior managers. (This supports the Council's drive to increase the proportion of women in senior management – BVPI 11a).
- 2) To identify development needs and provide training and development interventions aimed at assisting middle manager women to progress. In Rotherham 13 of our top tier have been interviewed and 10/11 of these will be participating in the mentoring programme which starts this month (April) 44 of our M1/M2 managers completed survey forms and 13 have expressed interest and agreed with their line managers to participate in a range of modular training sessions which are being run as one half day per month over the next 12 months. The training events are being hosted by the partner local authorities and will be cross employer.

Balancing Life - an event for women

On the 3rd March 2004, 115 women attended an event at Magna which set out to explore the issues faced in balancing work and home life and some of the issues women face working in the Council. A good blend of internal and external speakers were well received. 25 women took up the opportunity, during the event, of free osteoporosis screening.

RMBC jointly funds a Domestic Violence Co-ordinator post, as part of the Safer Rotherham Partnership, and has established a corporate domestic violence policy. These actions fall under Strategic Objective 2 of the Safer Rotherham Partnership. RMBC has also included an indicator (BV176) in relation to provision of domestic violence refuge places in its Corporate Equality Strategy.

- **STAFFING**

Rotherham is on target to meet BV11a (% of the top 5% of earners who are women). The percentage achieved at March 2004 was 41%.

The Authority is also on target to meet BV11b (% of the top 5% of earners from BME communities). The target for 2004/05 is 2.25%. The percentage achieved at March 2004 was 2.18%.

With regard to BV16A (% of Local Authority employees meeting DDA definition of disability) Rotherham is slightly under target.

Combating of harassment of staff and users

We have well communicated anti bullying and harassment procedures in place.

Well established Black Workers Support and Consultation Group, which has been meeting now for over ten years.

Disabled Workers Group

LGBT workers Group

Women's Group

Table below illustrates the position of each Programme Area

Social Services – Equality and Diversity Position Statement

| Corporate Health Indicators 2004/5 | | | | | | | | | | | | | | | | | | | |
|---|-----------------|-----------|-----------|-----------|-----------|--------------|---------------|-----------|-----------|-----------|-----------|--------------|----------------------------------|-----------|-----------|-----------|-----------|--------------|--------|
| (BVPI's 11a, 11b, 16a & 17x) | | | | | | | | | | | | | | | | | | | |
| Programme Area | Women in top 5% | | | | | | BME in top 5% | | | | | | % of Workforce with a disability | | | | | | |
| | 2003/4 | Q1 2004/5 | Q2 2004/5 | Q3 2004/5 | Q4 2004/5 | 2005/ target | 2003/4 | Q1 2004/5 | Q2 2004/5 | Q3 2004/5 | Q4 2004/5 | 2005/ target | 2003/4 | Q1 2004/5 | Q2 2004/5 | Q3 2004/5 | Q4 2004/5 | 2005/ target | 2003/4 |
| Economic and Development | 9.9 | 11.1 | 10.7 | | | 14 | 0 | 0 | 0 | | | 2.25 | 2.4 | 2.7 | 3.25 | | | 2.8 | |
| Resources | 25 | 27.3 | 27.7 | | | 30 | 0 | 0 | 0 | | | 2.25 | 1.6 | 2.4 | 0.67 | | | 2.7 | 1 |
| Social Services | 57 | 53.3 | 52.9 | | | 57 | 1.4 | 3.5 | 4.41 | | | 2.25 | 2.1 | 2.1 | 2.01 | | | 2.25 | 2 |
| Housing and Environmental Services | 20 | 17.4 | 18.1 | | | 25 | 0 | 0 | 0 | | | 0.1 | 2.3 | 2.4 | 2.34 | | | 2.5 | 1 |
| Education Culture and Leisure | 58.6 | 59.6 | 63.5 | | | 59 | 1.9 | 1.9 | 0.78 | | | 2.5 | 0.9 | 1.1 | 1.23 | | | 2.25 | |
| Chief Executive | 38.5 | 39.1 | 51.8 | | | 43 | 7.7 | 8.7 | 7.41 | | | 2.25 | 4.4 | 4.5 | 4.44 | | | 4.8 | 9 |
| RBT | 24.1 | 25 | 27.5 | | | 28 | 0 | 0 | 0 | | | 2.25 | 2.4 | 2.5 | 2.67 | | | 2.6 | 1 |
| Whole Council | 40.6 | 41.9 | 42.8 | | | 45 | 1.43 | 1.8 | 1.63 | | | 2.25 | 2.2 | 2.4 | 2.05 | | | 2.2 | 1 |

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| ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS |
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| | | |
|-----------|------------------------|--|
| 1. | Meeting: | Social & Community Support Scrutiny Panel |
| 2. | Date: | 8 th April 2005 |
| 3. | Title: | Key Performance Indicators. Performance as at January 2005 – Wards affected ALL |
| 4. | Programme Area: | Social Services |

5. Summary

The attached report contains details of the Key Performance Indicators for Social Services and shows performance up to the month ending January 2005. This information is presented to the Social Services Management Team and Cabinet Member for Social Services on a monthly basis.

6. Recommendations

That Members receive the report and

- a) Note the performance achieved to date.**

7. Proposals and Details

Social Services is governed by over 150 performance measures which are contained within the Department of Health Performance Assessment Framework (PAF). Some of these performance indicators are also Best Value Performance Indicators (BVPI), indicators in our Local Public Service Agreement (LPSA), and are contained within Central Government's Shared Priorities. These are all monitored on a regular basis but several indicators are key to our assessment and inspection judgements. These key indicators are summarised in the suite attached. Graphical information is presented for each of these indicators and an explanation of the performance accompanies each graph.

8. Finance

Remedial action to correct under performing Performance Indicators, including any use of additional resources that may be required; would seek to be achieved by re-prioritisation within current budgets.

9. Risks and Uncertainties

The adoption of this Monthly Report of Key Performance Indicators and its use by the Social Services Management Team and Cabinet Member for Social Services, ensures that early attention is drawn to any key areas that are underperforming, thus minimising risks. Internal measures have also been introduced in the last six months to quality assure the accuracy of performance data.

10. Policy and Performance Agenda Implications

The report deals specifically with the Programme Area's Key Performance Indicators, including Best Value Performance Indicators and through these the wider policy and performance agenda.

11. Background Papers and Consultation

Best Value Performance Indicators for 2004/05: Supplementary guidance & feedback document.

Commission for Social Care Inspection (CSCI) Performance Assessment 2004 Operating Policies (13.01.2004)

Rotherham Local Public Service Agreement (LPSA) 2003-2006

Contact Name : Julie Westwood, Head of Strategic Services, Ext. 2308,
Julie.Westwood@rotherham.gov.uk

Monthly Report of Key Performance Indicators

For the month ending

January 2005

**Presented to PA- SMT 8th March 2005,
Cabinet Member for Social Services on 18th March 2005**

Graphs for 14 Performance Indicators

| | | |
|----------------|----------|---|
| C&F | = | A1, C20, C23, DIS 1115 |
| Adults | = | C26, C27, C30, C32, C51, D39 D54, D55, D56, AC-C3a |

Originated by Strategic Services – Contact Officers

Scott Clayton
Performance Officer ext 4029

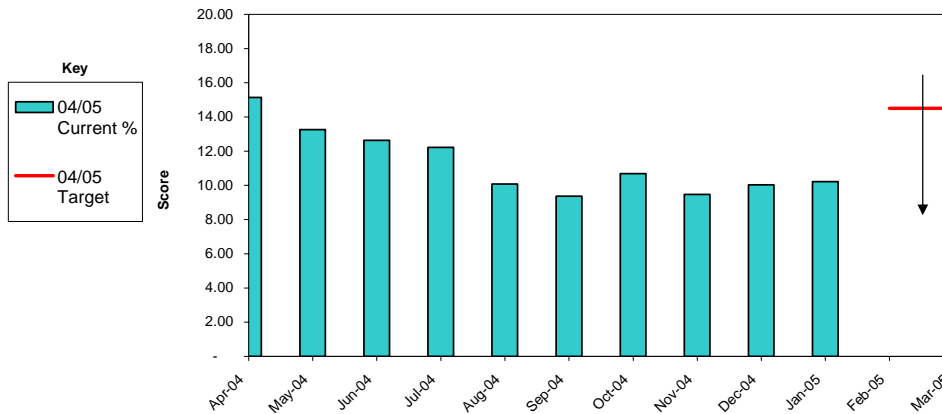
Steve Lightfoot
Lead Officer Mgt Information and Development (Adults) ext 4069

Chris Seekings
Lead Officer Mgt Information and Development (Children & Family) ext 3925

PAF A1(BVPI)

The percentage of children looked after with 3 or more placements during the year.

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current % | 15.14 | 13.26 | 12.64 | 12.23 | 10.08 | 9.37 | 10.68 | 9.47 | 10.03 | 10.22 | | |

Evaluation: Good performance low, top band = Less than 16.01%; 1st Quartile

Whilst January 05 performance has declined slightly, overall performance is very good with Rotherham being in the top quartile and forecasting a year end outturn of below 10%.

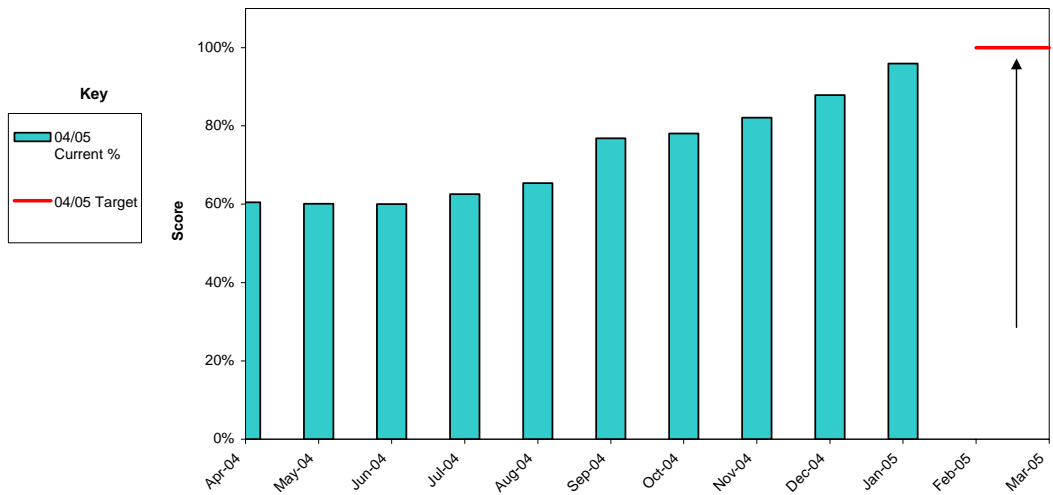
If below 10% is achieved Rotherham will have improved by 2 ALL England quartiles and will retain it's current 5 blob rating.

This equals best performance in our family group and ALL England.

PAF C20 (BVPI,DIS)

Reviews Of Child Protection Cases

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current % | 60.49% | 60.15% | 60.00% | 62.60% | 65.41% | 76.85% | 78.07% | 82.14% | 87.88% | 95.92% | | |

Evaluation: Good performance is generally 100%, Top Band = 100; 3rd Quartile

The current trend indicates an improvement in performance as at 31st January.

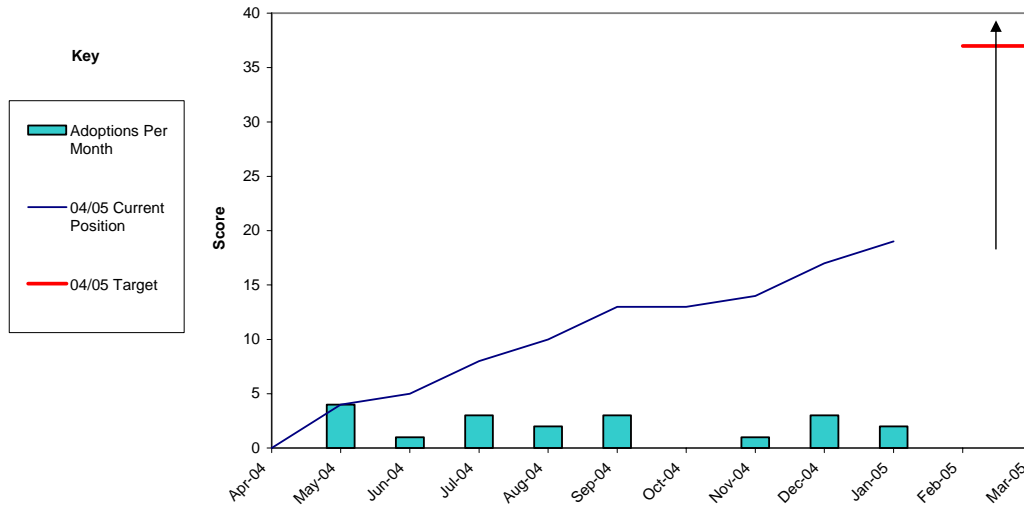
Performance has been 100% each month since August 2004. However, as this is calculated over a period this will impact on the overall calculation for the year and we expect to achieve 96%

If 96% is achieved Rotherham will have improved by 1 ALL England quartiles and will improve its current blob rating from band 1 to band 3.

PAF C23 (BVPI, LPSA)

Adoptions of Looked After Children

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Adoptions Per Month | 0.00 | 4.00 | 1.00 | 3.00 | 2.00 | 3.00 | 0.00 | 1.00 | 3.00 | 2.00 | | |
| 04/05 Current Position | 0.00 | 4.00 | 5.00 | 8.00 | 10.00 | 13.00 | 13.00 | 14.00 | 17.00 | 19.00 | | |

Evaluation: Good performance is generally high, top band = 8<25%; 4th Quartile

The current trend indicates a decline in performance as at 31st January.

Overall performance has declined from 03/04 and is average with Rotherham being outside the top quartile and below our family group forecasting a year end outturn of 21 adoptions (6.42%)

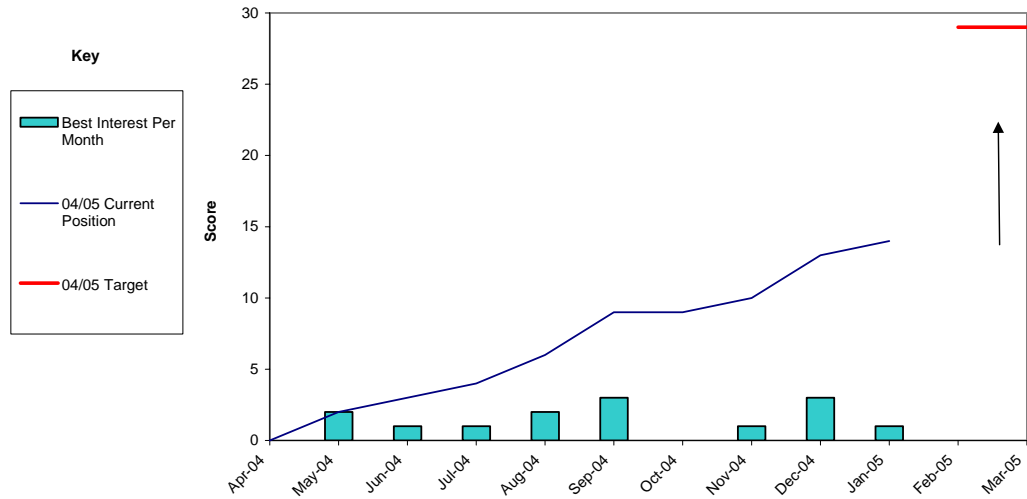
If this achieved Rotherham will have declined from top ALL England quartiles and drop from it's current 5 blob rating to band 3.

A "stretch target" was set up as part of the LPSA and a number of adoptions will be processed in April/May 2005 which is the final year of this LPSA. This will contribute to the high performance required to meet this target by 2005/06

DIS 1115 (LPSA)

Placed for Adoption within 12 months of Best Interests Decision (B.I.D)

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Best Interest Per Month | 0.00 | 2.00 | 1.00 | 1.00 | 2.00 | 3.00 | 0.00 | 1.00 | 3.00 | 1.00 | | |
| 04/05 Current Position | 0.00 | 2.00 | 3.00 | 4.00 | 6.00 | 9.00 | 9.00 | 10.00 | 13.00 | 14.00 | | |

Evaluation: Good performance is generally high, top quartile = 92.3%+

This indicator links with the previous one (PAFC23), but this element concentrates on placements within 12 months of B.I.D being made.

The current trend indicates a decline in the number of adoptions as at 31st January 05, compared to 03/04. However, an improved percentage of those adoptions have been completed within 12 months of the Best Interests Decision being made.

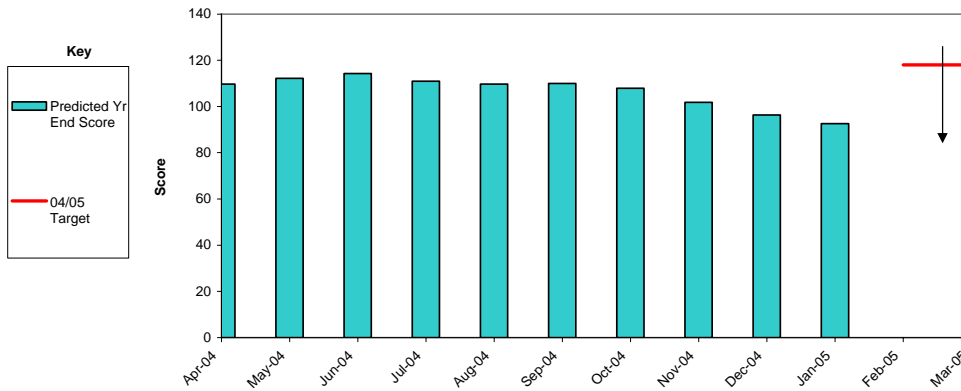
Current forecast is 16 adoptions with 80% within 12 months of B.I.D, this percentage compares to 66% in 03/04.

The target is 29 and we have achieved 14 to the end of January. Staffing difficulties in all areas have hindered progress. 2005/06 is Adoption year and the final year of LPSA. There will be an additional drive and resources across the service to achieve targets.

PAF C26 (CSCI,LPSA)

Admissions of supported residents aged 65 or over to residential/nursing care

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|--------------|--------------|--------|--------|
| 04/05 Predicted Year End Result | 109.69 | 109.69 | 109.94 | 105.86 | 104.07 | 101.52 | 97.95 | 101.78 | 96.35 | 92.59 | | |

Evaluation: Good performance = generally low, top band = 70 < 100; 1st Quartile

The current trend indicates a significant improvement in performance as at 31st January, when compared to last years (03/04) performance. Last years outturn was 124 and although the target set at 120 was not very challenging, we have consistently improved performance.

Again the trend of reduction in numbers supports our approach to increasing home care support and intermediate care thereby helping people to live at home longer, and we anticipate a year-end figure of 84

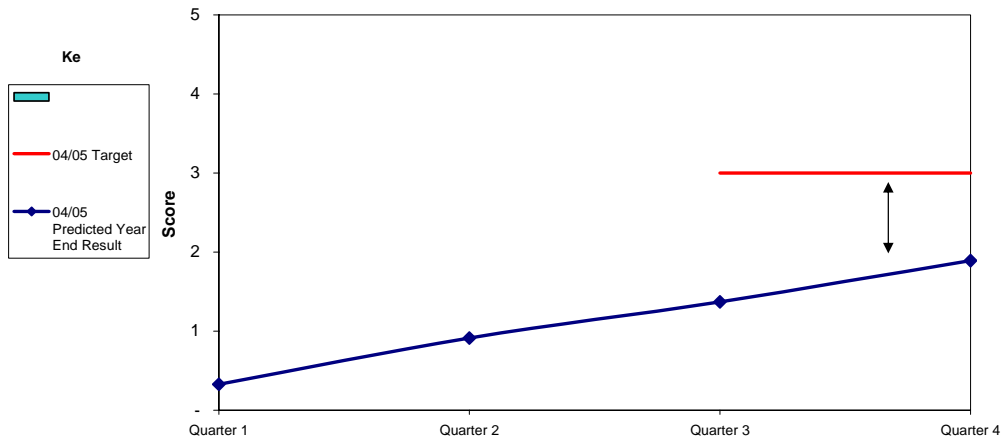
If 84 is achieved Rotherham will have improved by 2 ALL England quartiles and will achieve a 5 blob rating an increase of 2 bands.

This will equal best performance in our family group.

PAF C27

Admissions of supported residents aged 18-64 to residential/nursing care

04/05 Performance Monitoring Graph



| | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
|---------------------------------|-----------|-----------|-----------|-----------|
| 04/05 Predicted Year End Result | 0.33 | 0.91 | 1.37 | 1.89 |

Evaluation: Good performance = generally low, top band = 2<3; 3rd Quartile (approx)

This indicator has been newly introduced to the suite of monthly Key Performance Indicators reported.

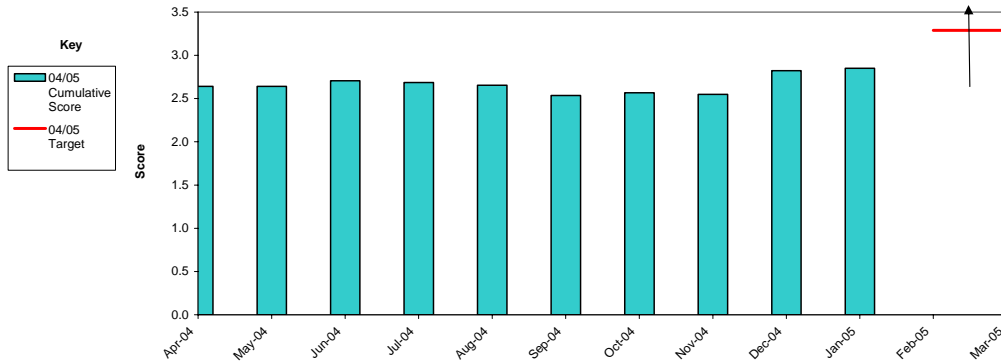
The optimum performance range is between greater than 2 but less than 3 (to achieve 5 blobs). The 2003/04 year end position was 3, which was slightly above the top band range. Quarter 3 performance is currently below this range as is the forecasted outturn for this year end, being 1.89.

However, if this is the outturn position Rotherham will retain it's current 4 blob rating.

PAF C30

Adults with learning disabilities helped to live at home

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Cumulative Score | 2.64 | 2.64 | 2.71 | 2.69 | 2.65 | 2.54 | 2.57 | 2.55 | 2.82 | 2.85 | | |
| Numerator | 405.00 | 405.00 | 415.00 | 412.00 | 407.00 | 389.00 | 394.00 | 391.00 | 433.00 | 437.00 | | |
| Denominator | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 | 151738 |

Evaluation: Good performance = high generally, top band = 3+

This indicator has been newly introduced to the suite of monthly Key Performance Indicators reported.

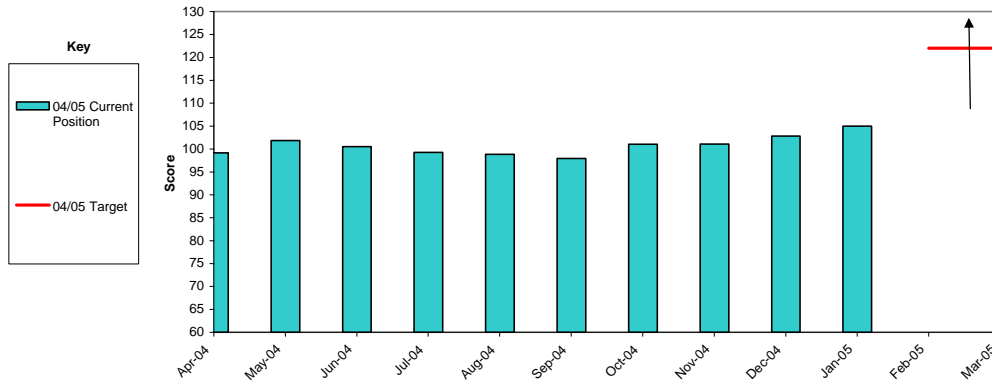
January 05 performance has improved slightly, overall performance is good with Rotherham being in the next best quartile and forecasting a year end outturn of 2.7 compared to the year end outturn for 2003/04 of 2.46. We aim to continue to improve towards achieving top banding of 3.0

If 2.7 is achieved Rotherham will have improved by 1 ALL England quartile and increase from 3 to 4 blobs.

PAF C32 (BVPI, Shared Priorities)

Adult older people helped to live at home

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current Position | 99.14 | 101.87 | 100.54 | 99.26 | 98.84 | 97.93 | 101.02 | 101.07 | 102.85 | 104.98 | | |
| Numerator | 3951 | 4060 | 4007 | 3956 | 3939 | 3903 | 4026 | 4028 | 4099 | 4184 | | |
| Denominator | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 | 39854 |

Evaluation: Good performance = generally high, top band = 100+; 4th Quartile

The current trend indicates a slight improvement in performance as at 31st January, but with a slight overall decline when compared to last years (03/04) performance (103 compared to 107 last year).

If 103 is achieved Rotherham will retain it's current 5 blob rating.

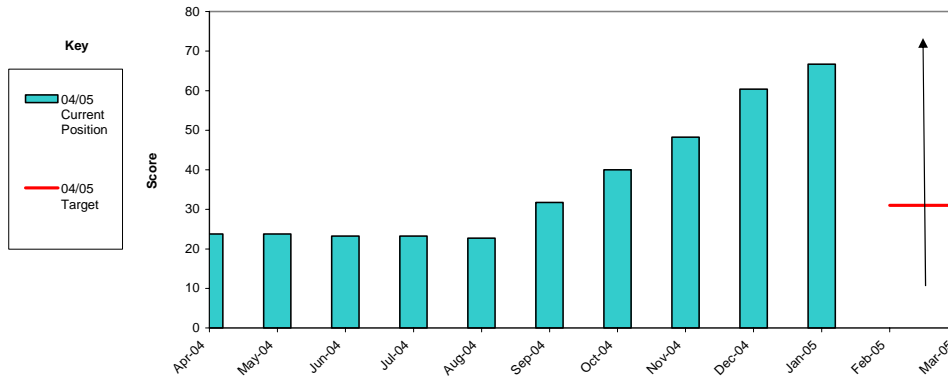
This equals best performance in our family group and ALL England.

We would anticipate that this figure will continue to rise over the coming months as the demand for home support has risen and we are avoiding admissions to care where possible. This is still below target and staff in Adult Services are addressing the lack of capacity by sourcing new service providers to ensure that we can meet the increased demand for home support.

PAF C51 (BVPI,CSCI,)

Direct Payments (DP)

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current Position | 24 | 24 | 23 | 23 | 23 | 32 | 40 | 48 | 60 | 67 | | |

Evaluation: Good performance = generally high, top band = 150 +; 4th Quartile

The current trend indicates a significant improvement in performance as at 31st January, when compared to last years (03/04) performance.

Better than the top quartile score of 42.1 set in 03/04 for ALL England. However, the best performers in this group are forecasting achieving scores that will raise the top quartile above 70 for 04/05.

The introduction of a dedicated team for Direct Payments is helping to raise the profile and assist in increasing the numbers on DP.
The new strategy and training are now in place for staff and we believe this will also help to increase figures.

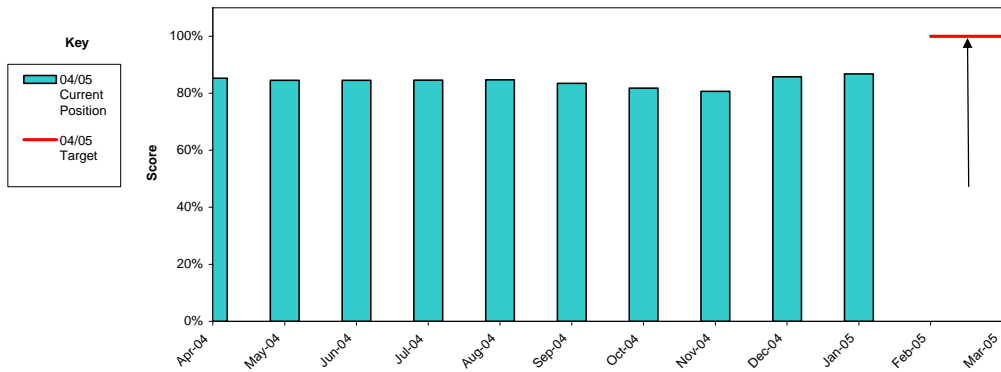
Whilst our performance is improving and we forecast an outturn of 69 we are still cautious that we have a long way to go before we match and exceed our comparative authorities, as our baseline was low and other authorities rate of improvement will also be increasing.

If 69 is achieved Rotherham will have improved it's current blob rating from band 2 to band 3.

PAF D39 (BVPI)

People receiving a Statement of Needs

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current Position | 85.35% | 84.57% | 84.54% | 84.63% | 84.76% | 83.53% | 81.80% | 80.72% | 85.77% | 86.82% | | |
| Numerator | 5853 | 5892 | 5831 | 5777 | 5729 | 6316 | 6072 | 6173 | 6680 | 6880 | | |
| Denominator | 6897 | 6967 | 6897 | 6826 | 6759 | 7589 | 7423 | 7647 | 7788 | 7924 | | |

Evaluation: Good performance = 100%, top band = 100%, 4th Quartile

Whilst January 05 performance has improved slightly and overall performance (forecasted at 85%) has increased, it is still below average for our family group and ALL England.

If 85% is achieved Rotherham will have improved by 1 blob rating from band 1 to band 2, but will still be in the bottom quartile.

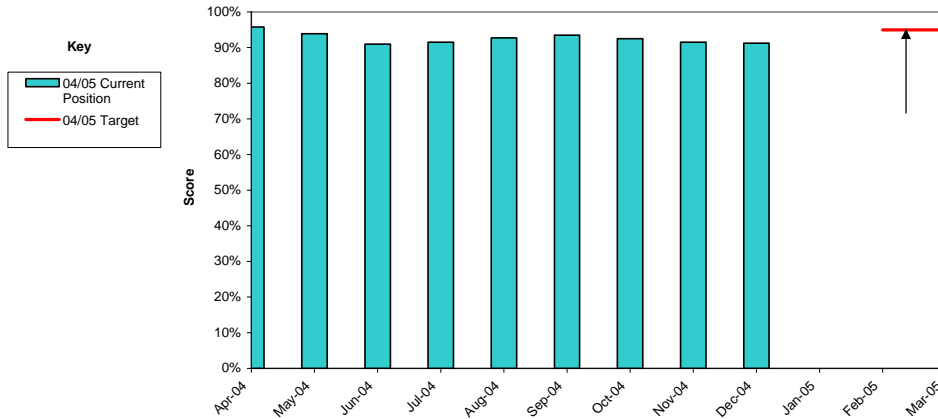
We are confident that new people receiving an assessment are issued with a Statement of Need, the backlog of people who need statements issuing is being reduced.

This Indicator was reserved last year by the District Auditor and intensive action is being taken to improve the practice processes and recover performance by the year end.

PAF D54 (BVPI,CSCI)

Percentage of items of equipment and adaptations delivered within 7 working days

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current Position | 95.77% | 93.91% | 90.96% | 91.54% | 92.71% | 93.50% | 92.48% | 91.53% | 91.25% | 91.71% | | |

Evaluation: Good performance = generally high, top band = 85% +; 4th Quartile

Whilst January 05 performance has improved slightly, overall performance although declining slightly; remains very good with Rotherham being in the top quartile and forecasting a year end outturn of 91%.

If 91% is achieved Rotherham will retain it's top ALL England quartile and top 5 blob ratings.

This equals best performance in our family group and ALL England.

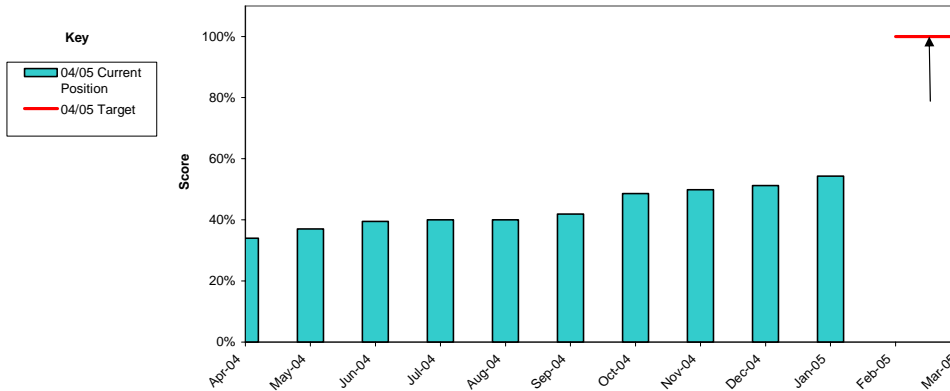
Our processes are being improved and although performance in this area is still in the top banding this could be masking actual performance.

This indicator was reserved last year by the District Auditor and intensive action is being taken to improve practice, process and actual performance.

PAF D55 (BVPI,CSCI)

Acceptable waiting times for assessments

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current Position | 34.03% | 37.06% | 39.47% | 39.99% | 39.99% | 56.21% | 48.55% | 49.86% | 51.20% | 54.35% | | |
| Numerator | 20.43% | 21.43% | 21.29% | 18.48% | 0.00% | 35.29% | 33.67% | 36.36% | 50.59% | 59.77% | | |
| Denominator | 47.62% | 66.67% | 65.00% | 75.00% | 0.00% | 64.71% | 69.77% | 78.57% | 73.68% | 77.88% | | |

Evaluation: Good performance = generally high, top band = 85% +; 4th Quartile

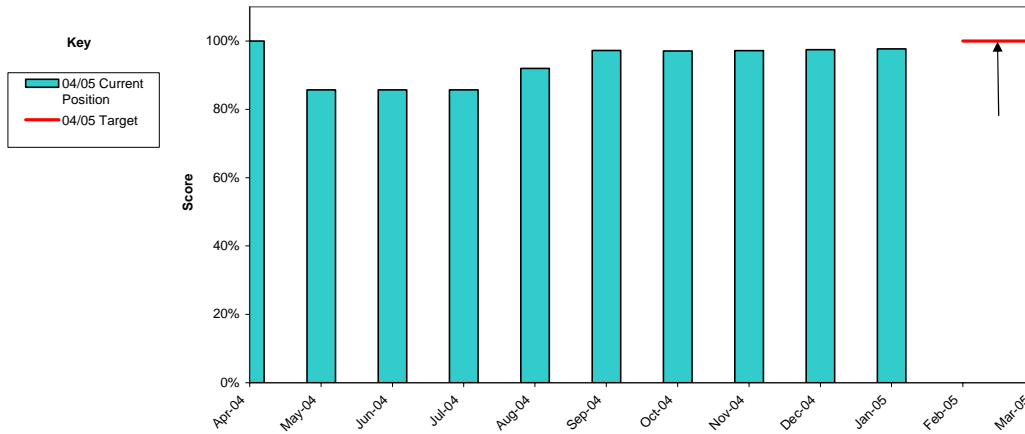
January 05 performance has improved slightly, overall performance is forecasted at 58%. This is already below average in our family group and as with D56 is anticipated to worsen when OT figures are factored in at the year end.

If 58% is achieved Rotherham will have improved 1 ALL England quartile and will improve 1 blob rating to band 2.

PAF D56 (BVPI,CSCI)

Acceptable waiting times for care packages

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|-------------------------------|----------------|---------------|---------------|---------------|------------|---------------|---------------|---------------|--------------|---------------|--------|--------|
| 04/05 Current Position | 100.00% | 85.71% | 85.71% | 85.71% | 92% | 97.26% | 97.09% | 97.20% | 97.5% | 97.73% | | |
| Numerator | 5 | 6 | 6 | 6 | 0 | 213 | 167 | 452 | 507 | 559 | | |
| Denominator | 5 | 7 | 7 | 7 | 0 | 219 | 172 | 465 | 520 | 572 | | |

Evaluation: Good performance = generally high, top band = 85% +; 4th Quartile

January 05 performance has improved slightly, overall performance is very good with Rotherham being in the top quartile and forecasting a year end outturn of 97% although this will drop when OT assessments are factored into revised calculation method for the year end.

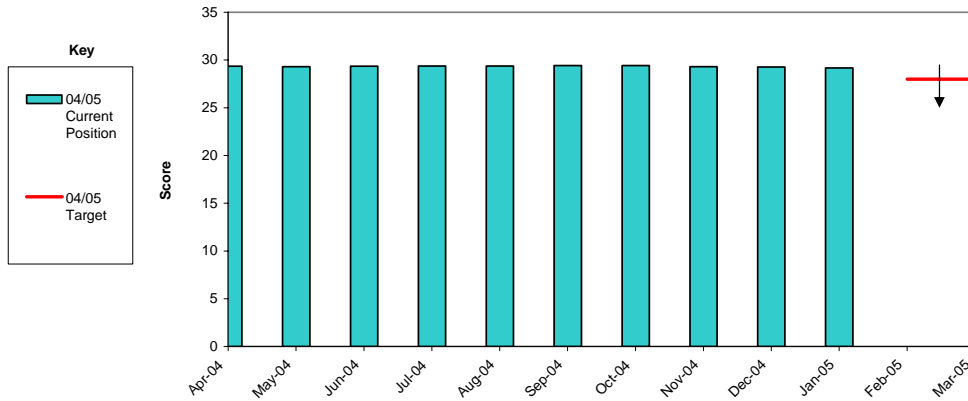
If 97 (or above 90%) is achieved Rotherham will retain it's top ALL England quartile and current 5 blob rating.

This equals best performance in our family group and ALL England.

AC-C3a (LPSA)

Number of people aged 65+ in receipt of residential care per 1,000 aged 65+

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Current Position | 29.36 | 29.31 | 29.34 | 29.38 | 29.39 | 29.43 | 29.42 | 29.32 | 29.27 | 29.17 | | |

Evaluation: Good performance = low, local PI only. Rotherham aim to reduce from 32 (01/02) to 27 (05/06)

The current trend indicates a slight improvement in performance as at 31st January when compared to last years (03/04) performance, although month on month performance this year remains static.

The introduction of Extra Care Housing in the future will again reduce the number in Residential care as a number of clients will be supported through the Extra Care Housing scheme. This will not impact in time for this year end, but will be in time for the outturn which will influence the LPSA (2005/06).

| |
|---|
| ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS |
|---|

1. **Meeting:** Social & Community Support Scrutiny Panel
2. **Date:** 8th April 2005
3. **Title** Carers Performance Report
4. **Programme Area:** Social Services

5. **Summary:**

To update members on the carers performance monitoring information. This information was reported to the Cabinet Member for Social Services on 18th February 2005.

6. **Recommendations**

- (i) **That Members receive the Report.**
- (ii) **That Members note the performance in each Service area.**

7. **Proposals and Details**

Details of performance is attached at Appendix A. Information collated covers services in both Adults and Children and Families. However, there are gaps in the information available and work is ongoing to streamline the information so that it is consistent across the Programme Area. Practice issues are being addressed to enable consistent and quality collation and reporting.

8. **Finance**

Expenditure related to carers for the D.I.S. return is funded from the Carers Grant. Other services are funded from mainstream budgets.

9. **Risk and Uncertainties**

As stated above, the quality of information is still improving the methods of how data is accurately collected and recorded are being addressed and as a result information will become more reliable over time. Until this stage is reached we face the risk of unmet need as the information does not fully inform all areas of service delivery.

10. **Policy and Performance Agenda Implications**

Performance information relating to carers will be used to influence our current revision of the Joint Carers Strategy, resultant policy changes and service delivery to carers and the person cared for.

11. Background and Consultation

Work is ongoing with Service Managers to improve the quality of information. A consultant has been appointed to provide research which will inform the revised carers' strategy. This has been funded by Health Action Zone Monies.

Contact Name: Monica Hudson, Development Officer for Care Givers
Telephone (01709) 382121, extension 3936
monica.hudson@rotherham.gov.uk

The sheet marked (i) indicates the percentage of carer assessments completed between April 2004 and December 2004.

Performance against this measure shows that the target of 35% is not being achieved. The highest achiever is our comparator family group is 55.8 in 2003/04.

There is a significant difference in how each Local Authority interprets data connected against this measure and we are discussing this in a group for the Yorkshire and Humberside Region.

Overall performance shows a significant need for improvement in assessing carers' needs.

The sheet marked (ii) illustrates figures related to carer information submitted in the Autumn 2004 Delivery and Improvement Statement.

Where it has been possible to compare figures with the previous year an arrow shows the directional movement.

This table reflects only services provided from Carers Grant or pooled budgets.

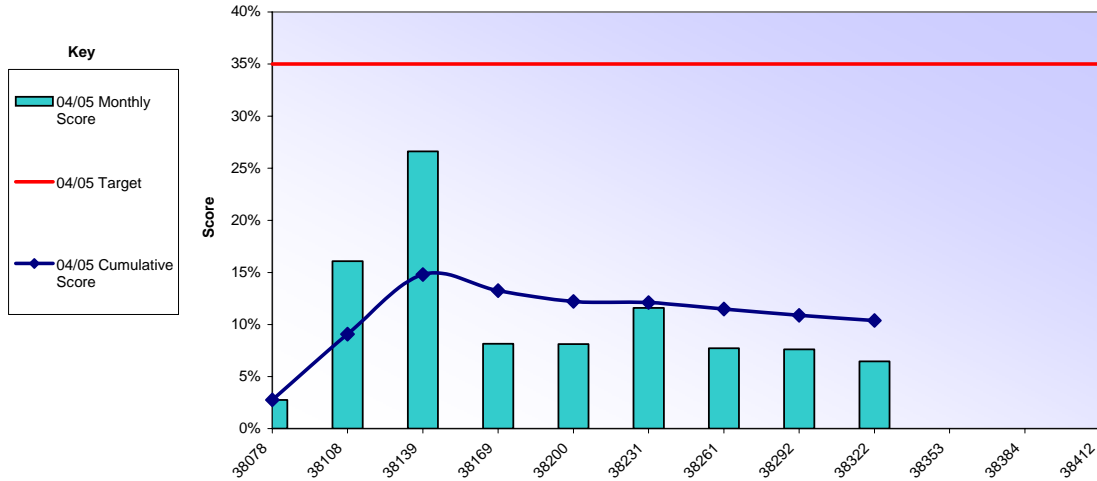
The sheet marked (iii) gives information related to some of the gaps in our data and also allows us to profile carers into Gender, Age and Ethnicity. However, as stated in this information, there is a large amount of failure to record equal opportunities information and these issues are being addressed as indicated in the remedial actions.

PAF D42 - ADULT SERVICES

Carers Assessments

| | 2001/2002 | 2002/2003 | 2003/2004 |
|----------------------------|-----------|-----------|-----------|
| Rotherham Score | 29.1 | 31.7 | 25 |
| All England Upper Quartile | 28 | 36.8 | 32.1 |
| IPF Average | 21.8 | 28.7 | 27 |
| IPF Minimum | 8.4 | 9.5 | 7 |
| IPF Maximum | 48.1 | 53.6 | 55.8 |

04/05 Performance Monitoring Graph



| | Apr-04 | May-04 | Jun-04 | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 04/05 Monthly Score | 2.75% | 16.07% | 26.63% | 8.14% | 8.13% | 11.58% | 7.71% | 7.60% | 6.47% | | | |
| 04/05 Cumulative Score | 2.75% | 9.07% | 14.79% | 13.24% | 12.21% | 12.10% | 11.47% | 10.89% | 10.38% | | | |
| Numerator | 11 | 58 | 98 | 28 | 30 | 44 | 29 | 33 | 24 | | | |
| Denominator | 400 | 361 | 368 | 344 | 369 | 380 | 376 | 434 | 371 | | | |

*NB Cumulative scores are represented as moving averages
Calculations are as PAF 2003-04 definitions (14th September 2004 revision)*

D.I.S. 2004 Autumn

Forecast Figures

| | Adults | Children and Families | Total |
|--|--------|-----------------------|--------|
| 2717 Number of breaks provided | ↓92,09 | 1,398 | 10,607 |
| 2718 Number of new breaks provided with new monies | ↑1,060 | 537 | 1,597 |
| 2719 Percentage of grant spent on ensuring access to breaks for minority ethnic carers | ↑28.2% | 7% | 35.2% |
| 2721 Percentage of grant spent on joint Carer management or pooled budgets | ** | 5%* | 5% |
| 2730 Carers receiving non break services as defined under the Carers and Disabled Children's Act | ** | ** | - |
| 2731 Amount of money spent on administration and development costs | ** | ** | - |
| 2732 Number of black and minority ethnic carers who have received a breaks service | ↑153.3 | 7 | 160.3 |

* Joint care with Education and Children and Families £6,818.00.

** Some services re carer support are delivered through mainstream budgets as opposed to the Carers Grant.

Carers Assessments

Carer assessments that are undertaken in the Mental Health Services and Occupational Therapy Services are not included in this report. However, this indicator is being amended and will be included in future performance reporting.

Gender and Age Band

More than two thirds of carers are female and most carers are over 65 years of age with almost 75% over 75 years old or over.

Ethnicity

Out of the total number of carers assessed, the majority were White British and only a small number were recorded as 'other ethnicity'.

We have concerns about practice as equal opportunities data is not being recorded. Currently, we are examining methods of improving practice. However, we do know that the Direct Payments Strategy is having a positive impact on the take up of services in the ethnic minorities. In the last 5 months, 10 carers have accessed the service.

Remedial Actions Required

1. Increase the number of Carer Assessments undertaken.
2. Improve the practice of inputting accurate recording of assessments.
3. Continue with the regular training programmes for Managers and Workers and ensure that practical issues are incorporated within these events.
4. Ensure that carer information is comprehensive across all age bands and all service areas.

| |
|--|
| ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS |
|--|

| | | |
|-----------|------------------------|---|
| 1. | Meeting: | Cabinet Member for Social Services |
| 2. | Date: | Friday 1 April 2005 |
| 3. | Title: | Social Services Revenue Budget Monitoring Report 2004/05 All Wards Affected |
| 4. | Programme Area: | Social Services |

5. Summary

To inform members of the latest projected revenue expenditure against budget for Social Services for the financial year, highlighting any major variations and action plans to ensure spending remains within the approved cash limited budget.

6. Recommendations

That members receive the latest revenue budget monitoring report for 2004/05.

7. Proposals and Details

This is the ninth budget monitoring report to be reported to members for 2004/05. The latest report shows projected expenditure against budget based on actual expenditure for the period April to the end of February 2005. The overall position shows a projected overspend of £296,995 or + 0.45% for the Programme Area against a revenue budget of £65,284,271, a reduction in overspend of £98,840 against the previous month (excluding Central Establishment Charges). This report includes an estimate of the proposed recharges to RBT in respect of additional procurement savings, however, the figures are still being validated corporately.

8. Finance

The main variation against approved budgets for each service area can be summarised as follows:

Children and Families

The latest projections show an overall overspend of £134,000 (+0.85%), a reduction in projected overspend of £45,500 since the previous period.

Since the last report there has been a further increase in agency staff costs to cover vacancies and one secure placement has been extended until the end of the financial year. Offsetting these increases in expenditure is an additional underspend due to the delayed start up of leaving care schemes.

Existing pressures remain on agency staff to cover staff vacancies and sickness, client related expenditure and central recharges, in particular legal fees and advertising costs. The above figures also include an estimate to cover procurement savings recharges from RBT.

These pressures are being reduced by the application of grants where spending conditions allow, capping spending on procurement budgets (except for health and safety issues), negotiations with partners on the contributions to the cost of placements and close monitoring and recruitment to vacant posts. There continues to be regular fortnightly reviews and close monitoring of all out of authority placements.

Adult Services

The latest figures show an overall projected overspend of £302,615 (+0.64%) a reduction in the overspend of £8,600 since the previous period.

Since the last report there have been increase costs within Learning Disabilities Residential care due to an increase in the number of placements and a further increase in overspend on corporate recharges. However, this has been offset by an increase in the underspends on Assessment and Care Management within Older People and Mental Health services due to further slippage on a number of projects.

Overall pressures remain within Learning Disabilities, including supported living and day care transport costs. There also remains pressure on the Domiciliary Care budgets as a result of more people being diverted from residential care and an under-recovery of income from the Wardens Service. These pressures are being reduced by a projected underspend on the number of placements within older peoples residential and nursing care budgets. The recurrent overspend on central recharges continues to be monitored. Included in this report is an estimate to cover procurement savings recharges from RBT which are being validated corporately.

Action to bring the overspend closer to budget includes the delaying of recruiting to a number of vacant posts, capping expenditure on essential service developments and procurement budgets (except for health and safety issues) and the application of specific grants where appropriate.

Strategic Services

Current projections show an overall projected underspend of £132,890 (-5.61%) an increase in underspend of £42,740 since the previous period.

Further underspends have been identified within the training grants due to slippage on a number of initiatives and further slippage on vacant posts. These are offsetting the overspend on central recharges.

Finance & Accountancy

The latest position shows a projected underspend of £6, 730 (-4.43%) and increase of £2,000 since the last report as a result of additional fee income from receiverships managed under the court of protection and minor slippage on non-pay budgets.

9. Risks and Uncertainties

There remains a number of recurrent budget pressures, Children's out of authority placements, Adoption services, Learning Disabilities residential and nursing care, Home Care and Corporate recharges which we continue to monitor closely. Information on the procurement savings recharges from RBT are still being validated corporately and this report now includes an estimate of the projected additional costs in respect of savings negotiated by RBT on goods and services. The recharge in respect of social care agency staff as already been factored into the projections in earlier reports.

Plans (see Appendix 1) are in place to help reduce the projected overspend this includes regular reviewing the appropriateness of all children's out of authority placements, further reviews of adoption allowances and client transport, further scrutiny in the recruitment to vacant posts, capping budgets earmarked for further developments of service and all procurement budgets (except for health and safety), and the application of specific grants where spending conditions allow.

10. Policy and Performance Agenda Implications

The approved cash limited budget for 2004/05 has allowed existing levels of service to be maintained to support the most vulnerable people and continues to contribute to meeting the Council's Core Values and priorities.

11. Background Papers and Consultation

The attached Appendix 1 in the corporate format shows the projected outturn for both gross expenditure and gross income at service level together with proposed actions for bringing expenditure within budget by the end of the financial year.

Appendix 2 shows the detailed reports for each service together with a service level summary which shows compares the projected net revenue overspend with the previous reported position.

The detailed projections involve consultation with budget holders and scrutiny by each Service Area Management Team before final approval by the Programme Area Senior Management Team.

Contact Name : Mark Scarrott, Finance & Accountancy Manager (Social Services),
Extension 3977, mark.scarrott@rotherham.gov.uk

APPENDIX 1 Sheet 1 of 2

Revenue Budget Monitoring Report 2004/05

(Based on information available as at 28 February 2005)

| Division of Service | Expenditure | | | Income | | | Reasons/Implications |
|-----------------------|--------------------|----------------------|----------------|--------------------|----------------------|-----------------|---|
| | Budget £ | Proj'd out turn £ | Variance £ | Budget £ | Proj'd out turn £ | Variance £ | |
| Children & Families | 19,631,585 | 19,858,485 | 226,900 | -3,957,535 | -4,050,435 | -92,900 | Increases in cost of Out of Authority placements, legal fees for complex cases, use of agency workers to cover vacancies /sickness, inter-agency adoption fees and pressures on client related expenditure. Being reduced by the use of grant funding and slippage on vacant posts. Includes latest estimate for RBT procurement savings recharges. |
| Adult Services | 78,144,393 | 78,841,808 | 697,415 | -31,056,190 | -31,450,990 | -394,800 | Significant budget pressures on Learning Disabilities Residential and Nursing Care, Day Care transport and supported living costs. Continued increase in demand for Home Care over and above the budget, reduction in client income for wardens service, recurrent overspend on Central RBT procurement recharges. Pressures being reduced by a reduction in the number of Older people Residential and Nursing Care placements than originally forecast, slippage on vacant posts and the capping of expenditure earmarked for essential service developments. |
| Strategic Services | 3,116,210 | 2,928,560 | -187,650 | -746,055 | -691,295 | 54,760 | Slippage on vacant posts & training grants are offsetting recurrent pressures on central recharges. |
| Finance & Accountancy | 159,785 | 154,785 | -5,000 | -7,922 | -9,652 | -1,730 | Slippage on filling vacant posts and over recovery of income from receiverships. |
| Total | 101,051,973 | 101,783,638 | 731,665 | -35,767,702 | -36,202,372 | -434,670 | |

APPENDIX 1 Sheet 2 of 2

Revenue Budget Monitoring Report 2004/05
(Based on information available as at 28 February 2005)

| Division of Service | Proj'd Variance NET £ | RAG Status | | Actions Proposed and Intended Impact | Revised RAG Status | |
|-----------------------|--------------------------|------------|-------------|---|--------------------|-------------|
| | | Financial | Performance | | Financial | Performance |
| Children & Families | 134,000 | Red | Red | Regular review appropriateness of all Out of Authority placements and review client expenditure to bring spending in line with budget. Review practice issues around the use of taxis. Negotiate with legal services on the costs of legal fees. Enhance recruitment and retention packages with potential reduction in the use of agency staff. Application of grant funding where conditions allow and moratorium on all procurement spending (excluding health and safety) now in place. | Amber | Amber |
| Adult Services | 302,615 | Red | Red | Recurrent budget pressures within Learning Disabilities are being examined in detail and action plan developed. Proposals being examined to address the capacity issues within Home Care. Maximisation of grant funding, further scrutiny on filling vacant posts and moratorium on all procurement spending (excluding health and safety) now in place. | Amber | Amber |
| Strategic Services | -132,890 | Green | Green | No further action required | Green | Green |
| Finance & Accountancy | -6,730 | Green | Green | No further action required | Green | Green |
| Total | 296,995 | | | | | |

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APPENDIX 2

NET REVENUE BUDGET PROJECTIONS 2004/05
Projected position based on the period 1 April 2004 to 28 February 2005



| SERVICE DIVISION | EXPENDITURE/INCOME HEAD | NET CURRENT BUDGET £ | POTENTIAL VARIATION LAST PERIOD £ | POTENTIAL VARIATION CURRENT PERIOD £ | PERCENTAGE VARIATION CURRENT PERIOD % | COMMENTS AND ACTION PROPOSED |
|--|-------------------------|-------------------------|--------------------------------------|---|--|--|
| CHILDREN & FAMILIES | Overall Budget | 15,674,050 | 179,500 | 134,000 | 0.85% | Increase in cost of Out of Authority placements. Recurrent pressures on legal fees for complex cases, agency costs to cover vacancies /sickness, inter-agency adoption fees and client related expenditure. Being reduced by use of grant funding and slippage on vacant posts. |
| ADULT SERVICES | Overall Budget | 47,088,203 | 311,215 | 302,615 | 0.64% | Increased budget pressures on Learning Disabilities Residential and Nursing Care, Day Care transport and supported living costs. Continued increase in demand for Home Care over and above the budget, reduction in client income from wardens, recurrent overspend on Central recharges. Pressures being reduced by a reduction in the number of Older People Residential and Nursing Care placements than originally forecast, slippage on vacant posts and the capping of expenditure earmarked for essential service developments. |
| STRATEGIC SERVICES | Overall Budget | 2,370,155 | -90,150 | -132,890 | -5.61% | Further slippage on vacant posts and training grants is offsetting the recurrent pressure on central recharges. |
| FINANCE & ACCOUNTANCY | Overall Budget | 151,863 | -4,730 | -6,730 | -4.43% | Slippage on recruiting to vacant post and additional fee income from receiverships. |
| | | | | | | Note Further pressures are the potential impact of a review of the conditions of service for Residential and home care workers and health and safety accommodation issues. An estimate of RBT procurement savings recharges is now included within the above figures but is subject to further validation. Also awaiting further information from EDS in respect of Transport recharges |
| TOTAL POTENTIAL VARIATION FOR YEAR | | | 395,835 | 296,995 | 0.45% | |
| NET BUDGET (EXCLUDING CENTRAL AND FINANCING CHARGES) | | | | 65,284,271 | | |
| PROJECTED OUTTURN (EXCLUDING CENTRAL AND FINANCING CHARGES) | | | | 65,581,266 | | |

TOTAL POTENTIAL VARIATION FOR YEAR 296,995 0.45%

NET BUDGET (EXCLUDING CENTRAL AND FINANCING CHARGES) 65,284,271

PROJECTED OUTTURN (EXCLUDING CENTRAL AND FINANCING CHARGES) 65,581,266

| SERVICE AREA : CHILDREN & FAMILIES | | BUDGET PROJECTIONS 2004/05 | | | | | |
|---|---|----------------------------|---------------------------|-------------------|----------------------|----------------------------------|--|
| Projected position based on the period 1 April 2004 to 28 February 2005 | | | | | | | |
| NET VARIANCE PREVIOUS PERIOD £ | EXPENDITURE / INCOME HEAD | EXPENDITURE | | INCOME | | NET VARIANCE CURRENT PERIOD £ | COMMENTS AND ACTION PROPOSED |
| | | GROSS BUDGET £ | EXPENDITURE VARIANCE £ | GROSS BUDGET £ | INCOME VARIANCE £ | | |
| -5,300 | Child Protection & Planning | 389,845 | 3,000 | -65,362 | 0 | 3,000 | Staff slippage offset by cost of Independent Reviews / Investigations Overspend on Agency costs , Taxi's , Section 17 & 23, Regular review of recancies & use of agency staff, taxi usage reduced following full review. Section 17 & 23 expenditure reduced following review. Training grant applied based on anticipated activity levels. |
| -6,900 | Locality Services Teams | 3,582,771 | 36,300 | 0 | 0 | 36,300 | Increased cost of contract |
| 2,100 | Appropriate Adult Scheme | 17,257 | 2,100 | 0 | 0 | 2,100 | Staff slippage from disestablishment of Hospital Team partially offset by agency costs. |
| -67,400 | Hospital & Disability Teams | 590,773 | -56,500 | 0 | 0 | -56,500 | staff slippage |
| -25,000 | Other Commissioning & Social Work | 691,707 | -52,700 | 0 | 0 | -52,700 | |
| -102,500 | Commissioning & Social Work | 5,272,353 | -67,800 | -65,362 | 0 | -67,800 | |
| 525,200 | Children's Homes | 3,678,596 | 619,500 | -98,818 | -96,200 | 523,300 | Sickness cover and use of agency workers in residential units and increase use of out of authority placements. National Carers, Training and Supporting People grants, applied based on anticipated activity levels. Staring structure residential units under review and regular review of appropriateness of out of authority placements. Recovery of income negotiated for appropriate placements. |
| -179,300 | Fostering Services | 2,675,646 | -176,200 | 0 | 0 | -176,200 | Overspend on Residence Orders and additional boarding out. Staff slippage and underspend on Families together packages & Specialist Fostering Scheme. Increased fostering allowances funded through use of Choice Scheme. Increased fostering Grants - exit strategy being considered. |
| 345,900 | Children Looked After | 6,354,242 | 443,300 | -98,818 | -96,200 | 347,100 | |
| 0 | Services for Under Eights | 23,500 | 0 | 0 | 0 | 0 | |
| 0 | Other Family Support Services | 12,500 | 0 | 0 | 0 | 0 | |
| 0 | Family Support Services | 36,000 | 0 | 0 | 0 | 0 | |
| 6,600 | Secure Accommodation | 5,281 | 21,600 | 0 | 0 | 21,600 | 3 placements |
| 0 | Youth Offenders Teams | 819,957 | 0 | -337,602 | 0 | 0 | |
| 6,600 | Youth Justice | 825,238 | 21,600 | -337,602 | 0 | 21,600 | |
| 182,100 | Adoption Services | 525,388 | 228,400 | 0 | -49,300 | 179,100 | Overspend on Inter Agency Adoption placements and increased cost of allowances after annual review. Adoption support grant utilised in line with current activity levels. Utilisation of additional LPSA funding for interagency adoption fees. |
| -421,200 | Leaving Care Services | 1,652,000 | -509,200 | 0 | 0 | -509,200 | Underspend on Fostering Allowances for Eligible Young People. Underspend on accommodation and income maintenance for Relevant Young People & Floating Support Scheme. |
| -1,000 | Other Children's Services | 247,693 | -69,300 | -113,971 | 53,000 | -16,300 | Staff Slippage |
| -240,100 | Other Children & Families Services | 2,425,081 | -350,100 | -113,971 | 3,700 | -346,400 | |

| NET VARIANCE PREVIOUS PERIOD | | EXPENDITURE | | INCOME | | NET VARIANCE CURRENT PERIOD | COMMENTS AND ACTION PROPOSED |
|------------------------------|---|-------------------|----------------------|-------------------|-----------------|-----------------------------|---|
| £ | | GROSS BUDGET | EXPENDITURE VARIANCE | GROSS BUDGET | INCOME VARIANCE | £ | |
| EXPENDITURE / INCOME HEAD | | | | | | | |
| -2,300 | Head of Service | 103,675 | -1,800 | 0 | 0 | -1,800 | Secondment arrangements |
| -26,000 | Service Managers | 413,250 | -18,100 | 0 | 0 | -18,100 | Secondment arrangements |
| 6,800 | Accommodation Costs | 121,851 | 9,400 | -7,555 | -400 | 9,000 | Increased cost of premises repairs and copying charges. |
| -56,100 | Business Management | 582,924 | -54,200 | 0 | 0 | -54,200 | Staff slippage partially offset by increased costs of printing equipment and ICT recharges. |
| 360,100 | Central Recharges | 162,744 | 357,500 | 0 | 0 | 357,500 | Overspend on Legal Fees and staff advertising , increased insurance premium and RBT savings recharges |
| 282,500 | Support Services & Mgt Costs | 1,384,444 | 292,800 | -7,555 | -400 | 292,400 | |
| 0 | Families & Lone Children Asylum | 0 | 0 | 0 | 0 | 0 | |
| 0 | Asylum Seekers | 0 | 0 | 0 | 0 | 0 | |
| 0 | Other Youth Justice Services Grants | 1,653,367 | 0 | -1,653,367 | 0 | 0 | |
| -112,900 | Quality Protects Grant | 249,000 | -112,900 | -249,000 | 0 | -112,900 | Use of Brought forward Quality Protects & Leaving Care grant funding to offset overspend on Inter Agency Adoption fees & Specialist placements. |
| 0 | Sure Start | 0 | 0 | 0 | 0 | 0 | |
| 0 | National Carers Grant | 134,000 | 0 | -134,000 | 0 | 0 | |
| 0 | Health Grants | 600,090 | 0 | -600,090 | 0 | 0 | |
| 0 | SRB Grants | 218,000 | 0 | -218,000 | 0 | 0 | |
| 0 | Children's Fund | 55,770 | 0 | -55,770 | 0 | 0 | |
| 0 | Safeguarding Grant | 424,000 | 0 | -424,000 | 0 | 0 | |
| -112,900 | Grant Funded Schemes | 3,334,227 | -112,900 | -3,334,227 | 0 | -112,900 | |
| 179,500 | Total Children & Families Services | 19,631,585 | 226,900 | -3,957,535 | -92,900 | 134,000 | |

TOTAL POTENTIAL VARIATION FOR YEAR 134,000

PROJECTED NET REVENUE OUTTURN (EXCLUDING CENTRAL AND FINANCING CHARGES) 15,808,050

% VARIANCE AGAINST NET REVENUE BUDGET 0.85

| SERVICE AREA : ADULT SERVICES | | EXPENDITURE / INCOME HEAD | | EXPENDITURE | | INCOME | | NET VARIANCE | COMMENTS AND ACTION PROPOSED |
|-------------------------------|---|---------------------------|----------------------|--------------------|-----------------|-----------------------------|-----------------|--|------------------------------|
| NET VARIANCE PREVIOUS PERIOD | EXPENDITURE / INCOME HEAD | GROSS BUDGET | EXPENDITURE VARIANCE | GROSS BUDGET | INCOME VARIANCE | NET VARIANCE CURRENT PERIOD | | | |
| £ | | £ | £ | £ | £ | £ | | | |
| | OLDER PEOPLE | | | | | | | | |
| -475,000 | Assessment & Care Management | 4,365,323 | -526,000 | -1,249,496 | 0 | 0 | -526,000 | Increased cost of Agency staff since last report Increase in allocation of Training Support Grant | |
| -475,000 | Assessment & Care Management | 4,365,323 | -526,000 | -1,249,496 | 0 | 0 | -526,000 | | |
| -130,000 | Residential Care In House | 7,219,969 | 0 | -1,978,946 | -130,000 | -130,000 | -130,000 | Increased staffing costs due to increased dependency , occupancy and sickness levels | |
| -68,000 | Nursing Home Placements Indep | 12,160,593 | -347,000 | -2,111,186 | 308,000 | 308,000 | -39,000 | Costs per place less than forecast, more discharges leading to fewer people than forecast to financially support. | |
| 0 | Residential Care Independent | 194,505 | 0 | -130,000 | 0 | 0 | 0 | Grant income transferred to offset pressures in LD & PSDI | |
| 0 | Supported & Other Acc. Independent | 0 | 0 | 0 | 0 | 0 | 0 | | |
| -198,000 | Residential Care | 19,575,067 | -347,000 | -4,220,132 | 178,000 | 178,000 | -169,000 | | |
| 114,000 | Home Care In House | 8,374,197 | 60,000 | -2,288,164 | 20,000 | 20,000 | 80,000 | Slight overspend on home care oncosts and income less than forecast | |
| 119,000 | Wardens Services | 1,730,926 | 9,000 | -1,781,319 | 119,000 | 119,000 | 128,000 | revised charge income projection from Housing part offset by slight increase in costs | |
| 0 | Meals In House | 955,291 | 0 | -459,684 | 0 | 0 | 0 | | |
| 0 | Equipment In House | 0 | 0 | -23,800 | 0 | 0 | 0 | | |
| -92,000 | Other Community Services Independent | 237,085 | -120,000 | -43,815 | 0 | 0 | -120,000 | Increased slippage on new sitting and respite service due to impact of diverting from residential care. Overspend being funded from underspend on residential care | |
| 178,000 | Homecare Independent | 1,369,363 | 325,000 | -196,181 | -159,000 | -159,000 | 166,000 | | |
| 319,000 | Care in Peoples Homes | 12,666,862 | 274,000 | -4,792,963 | -20,000 | -20,000 | 254,000 | | |
| -9,000 | Day Care In House | 648,743 | -28,000 | -488,496 | 11,000 | 11,000 | -17,000 | underspend due to spending moratorium | |
| -25,000 | Day Care Independent | 729,455 | 18,000 | -215,263 | 0 | 0 | 18,000 | Over on Age Concern | |
| -34,000 | Day Care | 1,378,198 | -10,000 | -703,759 | 11,000 | 11,000 | 1,000 | | |
| 48,000 | Advice & Info Independent | 301,413 | 48,000 | -132,944 | 0 | 0 | 48,000 | Underspend on consultation costs due to moratorium | |
| 48,000 | Advice & Info & Carers Support | 301,413 | 48,000 | -132,944 | 0 | 0 | 48,000 | Overspend on Direct Payments | |
| -125,800 | Management & Admin Support, Transport | 3,011,435 | -203,000 | -273,708 | 70,000 | 70,000 | -133,000 | Significant unreported pressure forecast to meet changes in conditions of service estimated £160,000 | |
| -125,800 | Management & Admin Services | 3,011,435 | -203,000 | -273,708 | 70,000 | 70,000 | -133,000 | Options to fund being considered | |
| -465,800 | Total Older People | 41,298,298 | -764,000 | -11,373,002 | 239,000 | 239,000 | -525,000 | | |

| SERVICE AREA : ADULT SERVICES | | | | | | | |
|---|---|-------------------|----------------------|-------------------|-----------------|------------------|---|
| BUDGET PROJECTIONS 2004/05 | | | | | | | |
| Projected position based on the period 1 April 2004 to 28 February 2005 | | | | | | | |
| | | EXPENDITURE | | INCOME | | NET VARIANCE | |
| | EXPENDITURE / INCOME HEAD | GROSS BUDGET | EXPENDITURE VARIANCE | GROSS BUDGET | INCOME VARIANCE | CURRENT PERIOD | COMMENTS AND ACTION PROPOSED |
| NET VARIANCE PREVIOUS PERIOD £ | | £ | £ | £ | £ | £ | |
| | LEARNING DISABILITIES | | | | | | |
| -62,500 | Assessment & Care Management | 950,765 | -71,000 | -274,500 | 5,600 | -65,400 | Slippage on filling vacant posts |
| 0 | Assessment & Care Management - Health | 3,042,682 | 0 | -3,042,682 | 0 | 0 | |
| -62,500 | Assessment & Care Management | 3,993,447 | -71,000 | -3,317,182 | 5,600 | -65,400 | |
| -39,900 | Residential Care In House | 1,555,149 | -29,000 | -150,856 | -15,400 | -44,400 | Under spend on employee costs |
| 312,000 | Nursing Home Placements Indep | 1,254,841 | 336,500 | -1,117,429 | 0 | 336,500 | Grant funding shortfall, significant increase in costs of 2 placements and fewer discharges than forecast |
| 569,000 | Residential Care Independent | 3,133,775 | 1,089,000 | -1,782,098 | -500,000 | 569,000 | Two revised assessments to high cost of placements since last report |
| 841,100 | Residential Care | 5,943,765 | 1,396,500 | -3,050,383 | -515,400 | 881,100 | |
| 24,000 | Other Community Services Independent | 184,887 | 24,000 | 0 | 0 | 24,000 | Pressure on Community Support Budget |
| 30,000 | Supported & Other Acc In House | 425,101 | 22,000 | -313,105 | 15,000 | 37,000 | Difficulty meeting vacancy factor |
| 115,000 | Supported & Other Acc. Independent | 2,365,437 | 115,000 | -2,130,456 | 0 | 115,000 | Withdrawal and repayment of Invest to Save Funding |
| 12,300 | Homecare Independent | 36,870 | 12,000 | -6,389 | 0 | 12,000 | Increase in number of service users |
| 43,000 | In House Care Other | 99,836 | 43,000 | -55,281 | 0 | 43,000 | Pressure on Family and Friends Scheme |
| 224,300 | Care in Peoples Homes | 3,112,231 | 216,000 | -2,505,231 | 15,000 | 231,000 | |
| 25,300 | Day Care In House | 2,822,120 | 17,300 | -211,839 | 0 | 17,300 | Pressure due to increased transport costs offset by slippage on employee costs |
| 38,500 | Day Care Independent | 521,941 | 33,000 | -192,152 | 0 | 33,000 | Pressure on over 19s college transport , recharge Education? |
| 0 | Day Care Health | 347,278 | 0 | -347,278 | 0 | 0 | |
| 63,800 | Day Care | 3,691,339 | 50,300 | -751,269 | 0 | 50,300 | |
| 0 | Advice & Info Independent | 309,817 | 0 | -89,120 | 0 | 0 | |
| 0 | Advice & Info & Carers Support | 309,817 | 0 | -89,120 | 0 | 0 | |
| 1,066,700 | Total Learning Disabilities | 17,050,599 | 1,591,800 | -9,713,185 | -494,800 | 1,097,000 | |

| SERVICE AREA : ADULT SERVICES | | EXPENDITURE / INCOME HEAD | | EXPENDITURE | | INCOME | | NET VARIANCE | COMMENTS AND ACTION PROPOSED |
|-------------------------------|---|---------------------------|----------------------|-------------------|-----------------|-----------------------------|----------|---|------------------------------|
| NET VARIANCE PREVIOUS PERIOD | EXPENDITURE / INCOME HEAD | GROSS BUDGET | EXPENDITURE VARIANCE | GROSS BUDGET | INCOME VARIANCE | NET VARIANCE CURRENT PERIOD | £ | | |
| -113,000 | MENTAL HEALTH | | | | | | | | |
| | Assessment & Care Management | 1,979,639 | -86,000 | -638,299 | -79,000 | -165,000 | -165,000 | Slippage on filling vacant posts | |
| -113,000 | Assessment & Care Management | 1,979,639 | -86,000 | -638,299 | -79,000 | -165,000 | | | |
| 0 | Residential Care In House | 36,572 | 0 | -23,786 | 0 | 0 | 0 | | |
| -75,600 | Residential Care Independent | 759,043 | -55,900 | -286,000 | 0 | -55,900 | -55,900 | Additional discharges since last report | |
| -75,600 | Residential Care | 795,615 | -55,900 | -309,786 | 0 | -55,900 | | | |
| -24,600 | Home Care In House | 32,053 | -24,600 | -29,584 | 0 | -24,600 | -24,600 | Underspend on new carers support sitting service | |
| -30,800 | Other Community Services Independent | 544,183 | -49,700 | -186,144 | 0 | -49,700 | -49,700 | Increased income from Supporting People - Stoneham | |
| -61,000 | Homecare Independent | 61,343 | -91,000 | -457 | 30,000 | -61,000 | -61,000 | Lourdens Hill development budget delayed implementation | |
| -116,400 | Care in Peoples Homes | 637,579 | -165,300 | -216,185 | 30,000 | -135,300 | | | |
| -6,000 | Day Care In House | 448,145 | -10,000 | -103,390 | 0 | -10,000 | -10,000 | Slippage on employee costs plus spending moratorium | |
| -5,000 | Day Care Independent | 281,324 | 0 | -10,000 | 0 | 0 | 0 | Increased purchase from MIND | |
| -11,000 | Day Care | 729,469 | -10,000 | -113,390 | 0 | -10,000 | | | |
| 10,000 | Advice & Info Independent | 226,151 | 10,000 | -17,000 | 0 | 10,000 | 10,000 | Pressure on Tassibee Project | |
| 10,000 | Advice & Info & Carers Support | 226,151 | 10,000 | -17,000 | 0 | 10,000 | | | |
| 3,300 | Management & Admin Support | 13,586 | 3,000 | -12,000 | 0 | 3,000 | 3,000 | Increased running costs Godstone Road | |
| 3,300 | Management & Admin Services | 13,586 | 3,000 | -12,000 | 0 | 3,000 | | | |
| -302,700 | Total Mental Health | 4,382,039 | -304,200 | -1,306,660 | -49,000 | -353,200 | | | |

| SERVICE AREA : ADULT SERVICES | | BUDGET PROJECTIONS 2004/05 | | | | | | | COMMENTS AND ACTION PROPOSED |
|---|---|----------------------------|------------------------------|-------------------|-------------------------|----------------|--|---|------------------------------|
| Projected position based on the period 1 April 2004 to 28 February 2005 | | | | | | | | | |
| NET VARIANCE PREVIOUS PERIOD £ | EXPENDITURE / INCOME HEAD | EXPENDITURE | | | INCOME | | NET VARIANCE CURRENT PERIOD £ | | |
| | | GROSS BUDGET £ | EXPENDITURE VARIANCE £ | GROSS BUDGET £ | INCOME VARIANCE £ | | | | |
| | PHYSICAL DISABILITIES | | | | | | | | |
| -22,000 | Assessment & Care Management | 1,406,708 | -11,000 | -170,361 | 0 | -11,000 | | Slippage on filling vacant posts, increased costs Green Lane | |
| -22,000 | Assessment & Care Management | 1,406,708 | -11,000 | -170,361 | 0 | -11,000 | | | |
| 0 | Residential Care In House | 434,872 | 0 | -33,797 | 0 | 0 | | | |
| -15,500 | Nursing Home Placements Indep | 410,362 | -11,700 | -50,000 | 0 | -11,700 | | Reduction in the average cost per person due to discharge of expensive care packages | |
| 28,500 | Residential Care Independent | 0 | 29,500 | 0 | 0 | 29,500 | | Grant funding shortfall Preserved Rights part offset by slippage on other schemes | |
| 0 | Supported & Other Acc. Independent | 80,713 | 0 | 0 | 0 | 0 | | | |
| 13,000 | Residential Care | 925,947 | 17,800 | -83,797 | 0 | 17,800 | | | |
| 34,000 | Equipment In House | 513,444 | 80,000 | -118,000 | -46,000 | 34,000 | | Pressure on repairs/maintenance at Kirk House Resource Centre, adaptations and Equipment for Disabled | |
| -4,000 | Other Community Services Independent | 685,531 | -4,000 | -78,073 | 0 | -4,000 | | Pressure on Crossroads care support scheme | |
| 5,000 | Homecare Independent | 319,033 | 44,000 | -20,792 | -44,000 | 0 | | | |
| 35,000 | Care in Peoples Homes | 1,518,008 | 120,000 | -216,865 | -90,000 | 30,000 | | | |
| -1,600 | Day Care Independent | 289,775 | -1,600 | -41,000 | 0 | -1,600 | | Pressure on Scope service offset by slippage on Thursday Club | |
| -1,600 | Day Care | 289,775 | -1,600 | -41,000 | 0 | -1,600 | | | |
| -2,500 | Advice & Info Independent | 215,728 | -2,500 | -15,000 | 0 | -2,500 | | Slippage on advocacy schemes | |
| -2,500 | Advice & Info & Carers Support | 215,728 | -2,500 | -15,000 | 0 | -2,500 | | | |
| 21,900 | Total Physical Disabilities | 4,356,166 | 122,700 | -527,023 | -90,000 | 32,700 | | | |

| SERVICE AREA : ADULT SERVICES | | BUDGET PROJECTIONS 2004/05 | | | | | | Projected position based on the period 1 April 2004 to 28 February 2005 | |
|-------------------------------|---|----------------------------|----------------------|--------------------|-----------------|-----------------------------|--|---|--|
| NET VARIANCE PREVIOUS PERIOD | EXPENDITURE / INCOME HEAD | EXPENDITURE | | INCOME | | NET VARIANCE CURRENT PERIOD | COMMENTS AND ACTION PROPOSED | | |
| £ | £ | GROSS BUDGET | EXPENDITURE VARIANCE | GROSS BUDGET | INCOME VARIANCE | £ | | | |
| -19,000 | POLICY & DEVELOPMENT | | | | | | | | |
| | Assessment & Care Management | 57,609 | -19,000 | 0 | 0 | -19,000 | Slippage on filling PT Adult Protection Co ordinator, Capping other procurement budgets due to spending moratorium | | |
| -19,000 | Assessment & Care Management | 57,609 | -19,000 | 0 | 0 | -19,000 | | | |
| -21,600 | Management & Admin Support | 104,459 | -21,600 | 0 | 0 | -21,600 | Capping of procurement budgets due to spending moratorium | | |
| 0 | Management & Admin Social Services | 0 | 0 | 0 | 0 | 0 | | | |
| -21,600 | Management & Admin Services | 104,459 | -21,600 | 0 | 0 | -21,600 | | | |
| -40,600 | Total Policy & Development | 162,068 | -40,600 | 0 | 0 | -40,600 | | | |
| | BUSINESS UNIT | | | | | | | | |
| -38,000 | Administrative Support | 342,740 | -38,000 | 0 | 0 | -38,000 | Slippage on filling vacant posts | | |
| -33,200 | Fin. Assesst's Contract Pay | 521,085 | -33,200 | -25,875 | 0 | -33,200 | Slippage on filling vacant posts | | |
| -14,900 | Budget Support | 187,831 | -14,900 | 0 | 0 | -14,900 | Slippage on filling vacant posts | | |
| 143,000 | Business Unit Vacancy Factor | -97,613 | 143,000 | -100,000 | 0 | 143,000 | Total vacancy factor for Business Unit | | |
| -159,185 | Contracting and Commissioning | 353,420 | -159,185 | 0 | 0 | -159,185 | Slippage on delayed implementation of Brokerage | | |
| 44,000 | RBT - Procurement | 931,383 | 44,000 | 0 | 0 | 44,000 | Estimated RBT Procurement savings recharge | | |
| 90,000 | Corporate Recharges/Costs | 465,813 | 150,000 | 0 | 0 | 150,000 | Projected overspend on staff advertising | | |
| 31,715 | Management & Admin Services | 2,704,659 | 91,715 | -125,875 | 0 | 91,715 | | | |
| 31,715 | Total Adults Business Unit | 2,704,659 | 91,715 | -125,875 | 0 | 91,715 | | | |
| | Supporting People | 8,058,191 | 0 | -7,980,445 | 0 | 0 | | | |
| | HEAD OF SERVICE | | | | | | | | |
| 0 | Head of Function | 132,373 | 0 | -30,000 | 0 | 0 | | | |
| 0 | Management & Admin Social Serv | 132,373 | 0 | -30,000 | 0 | 0 | | | |
| 0 | Total Head of Function | 132,373 | 0 | -30,000 | 0 | 0 | | | |
| 311,215 | Total Adult Services | 78,144,393 | 697,415 | -31,056,190 | -394,800 | 302,615 | | | |

302,615

47,390,818

TOTAL POTENTIAL VARIATION FOR YEAR

PROJECTED NET REVENUE OUTTURN (EXCLUDING CENTRAL AND FINANCING CHARGES)

| | | | | | | |
|--|---------------------------|-------------------|------------------------------|-------------------|-------------------------|--|
| SERVICE AREA : ADULT SERVICES BUDGET PROJECTIONS 2004/05 Projected position based on the period 1 April 2004 to 28 February 2005 | | | | | | |
| NET VARIANCE PREVIOUS PERIOD £ | EXPENDITURE / INCOME HEAD | EXPENDITURE | | INCOME | | NET VARIANCE CURRENT PERIOD £ |
| | | GROSS BUDGET £ | EXPENDITURE VARIANCE £ | GROSS BUDGET £ | INCOME VARIANCE £ | |
| | | | | | | COMMENTS AND ACTION PROPOSED |

0.64

% VARIANCE AGAINST NET REVENUE BUDGET

| SERVICE AREA : STRATEGIC SERVICES | | BUDGET PROJECTIONS 2004/05 | | | | | | |
|--|---------------------------------|----------------------------|------------------------|-----------------|-------------------|------------------|--|--|
| Projected position based on the period 1 April 2004 to 28 February 2005 | | EXPENDITURE | | INCOME | | NET VARIANCE | COMMENTS AND ACTION PROPOSED | |
| NET VARIANCE PREVIOUS PERIOD £ | EXPENDITURE / INCOME HEAD | GROSS BUDGET £ | EXPENDITURE VARIANCE £ | GROSS BUDGET £ | INCOME VARIANCE £ | CURRENT PERIOD £ | | |
| -3,320 | Strategic Management | 133,414 | -4,880 | 0 | 0 | -4,880 | Income re: Romania Third Party Payments offset by underspend on salaries | |
| 3,350 | Complaints Procedure | 112,541 | 1,500 | 0 | 0 | 1,500 | | |
| 30 | Service Strategy | 245,955 | -3,380 | 0 | 0 | -3,380 | | |
| 0 | Training | 876,049 | -20,640 | -620,099 | 4,020 | -16,620 | Multi Agency Training Budget and projected slippage on Training Grants | |
| -6,880 | Joint Funding | 113,890 | -74,350 | -96,499 | 67,400 | -6,950 | Vacant posts therefore underspend on expenditure offset by under recovery of income. Underspend due to Community Care Plan | |
| -35,220 | Performance Info & Quality | 1,022,557 | -45,720 | 0 | 0 | -45,720 | | |
| -26,180 | Management & Admin Costs | 316,798 | -33,210 | 0 | -4,630 | -37,840 | Underspend on salaries due to vacancies. | |
| 29,400 | Central Admin Charges | 48,374 | 39,110 | 0 | -280 | 38,830 | Underspend on salaries due to vacancies, underspend on non-pay plus unexpected income | |
| 0 | Human Resources | 44,543 | 0 | 0 | 0 | 0 | Based on 2003/04 Outturn | |
| 1,630 | Head of Service | 95,820 | 1,630 | 0 | 0 | 1,630 | Unachieved vacancy factor | |
| -51,540 | Policy Planning & Research | 339,969 | -54,100 | -22,457 | 0 | -54,100 | Underspend on salaries due to vacancies. | |
| -88,790 | Support Service | 2,858,000 | -187,280 | -739,055 | 66,510 | -120,770 | | |
| -1,750 | HIV/AIDS Grants | 12,255 | 3,010 | -7,000 | -11,750 | -8,740 | Projections reflect correct grant allocation, underspend equal to 03/04 carry forward | |
| -1,750 | HIV/AIDS Grants | 12,255 | 3,010 | -7,000 | -11,750 | -8,740 | | |
| -90,510 | Total Strategic Services | 3,116,210 | -187,650 | -746,055 | 54,760 | -132,890 | | |
| TOTAL POTENTIAL VARIATION FOR YEAR | | | | | | | -132,890 | |
| PROJECTED NET REVENUE OUTTURN (EXCLUDING CENTRAL AND FINANCING CHARGES) | | | | | | | 2,237,265 | |
| % VARIANCE AGAINST NET REVENUE BUDGET | | | | | | | -5.61 | |

| SERVICE AREA : FINANCE AND ACCOUNTANCY | | | | | | | | | |
|---|--|-------------------|------------------------------|-------------------|-------------------|-------------------------|--|---|------------------------------|
| BUDGET PROJECTIONS 2004/05 | | | | | | | | | |
| Projected position based on the period 1 April 2004 to 28 February 2005 | | | | | | | | | |
| NET VARIANCE PREVIOUS PERIOD £ | EXPENDITURE / INCOME HEAD | EXPENDITURE | | | INCOME | | | NET VARIANCE CURRENT PERIOD £ | COMMENTS AND ACTION PROPOSED |
| | | GROSS BUDGET £ | EXPENDITURE VARIANCE £ | GROSS BUDGET £ | GROSS BUDGET £ | INCOME VARIANCE £ | | | |
| -4,730 | Finance & Accountancy | 159,785 | -5,000 | -7,922 | -1,730 | -6,730 | | Underspend on salaries due to vacancy and over recovery of income | |
| -4,730 | Finance & Accountancy | 159,785 | -5,000 | -7,922 | -1,730 | -6,730 | | | |
| -4,730 | Total Finance & Accountancy | 159,785 | -5,000 | -7,922 | -1,730 | -6,730 | | | |

TOTAL POTENTIAL VARIATION FOR YEAR

-6,730

PROJECTED NET REVENUE OUTTURN (EXCLUDING CENTRAL AND FINANCING CHARGES)

145,133

% VARIANCE AGAINST NET REVENUE BUDGET

-4.43

| |
|--|
| ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS |
|--|

| | | |
|-----------|------------------------|---|
| 1. | Meeting: | Cabinet Member for Social Services |
| 2. | Date: | Friday 1 April 2005 |
| 3. | Title: | Capital Budget Monitoring Report 2004/05 - All Wards affected |
| 4. | Programme Area: | Social Services |

5. Summary

To inform members of the latest projections and commitments against the approved capital expenditure budget for the 2004/05 financial year.

6. Recommendations

Members receive the latest capital expenditure monitoring report for 2004/05.

7. Proposals and Details

This is the seventh capital monitoring report of the financial year and shows projected expenditure against budget based on actual expenditure for the period April to the end of February 2005. All capital schemes are now committed.

The approved capital budget for Social Services is £1,102,554, however, £207,922 of the approved budget has been identified as expenditure that will be incurred in the next financial year 2005/06 and as therefore been carried forward into to meet outstanding commitments on approved schemes. The approved schemes are funded from a variety of different funding sources including capital receipts, allocations from the capital programme, Supported Capital Expenditure, contribution from revenue budgets and capital grant funding.

8. Finance

The following information provides a brief summary of the latest position on the main projects within each client group.

Adult Services – Older People

The final account has now been recharged for Netherfield Court and the overspend has been validated and will be funded from the revenue budget.

The approved allocation from the Council's capital programme for the Extra Care Housing project at Dalton House is now included. However, due to delays in starting on-site it is expected that this expenditure will not now be incurred until the next financial year 2005/06.

Adult Services - Learning Disabilities

Work on improving the shower facilities at Addison Day centre is completed together with the replacement of some of the windows at Parkhill Lodge. The final recharge from building works for the cost of work is being pursued.

Adult Services – Mental Health

The refurbishment of Cedar House is now completed, however, there remains outstanding costs and fees together with a retention payment which will be due in 2005/06. A budget for the retention payment has been carried forward to 2005/06. The Supported Capital Expenditure allocation has been awarded for £118,653, some of which is now committed to improve IT systems and refurbishment costs with the remaining allocation been carried forward into 2005/06 to meet the costs of future projects.

Children & Family Services

Plans are being developed to utilise the balance of funding within Children & Families, some of which be earmarked to fund the additional work at the Orchard Centre. The final work on the replacement of doors at the Orchard Centre will be completed in March. Orders for equipment have now been placed for the Integrated Children's Services capital grant in consultation with Education and RBT.

Youth Offending Services

Refurbishment to the additional accommodation at Carnson House and Havenhurst is completed. The project is being fully funded from agreed funding from partners and earmarked contributions from revenue.

Strategic Services

An additional capital grant for £140,000 has been allocated for 2004/05. Orders have now been placed to utilise the grant to further develop Electronic Social Care Records within Health and Social Care working with the Council's strategic partner RBT.

9. Risks and Uncertainties

The main risks relate to the projects funded through Supported Capital Expenditure or capital grants where spending must be in accordance with set conditions and within the stated financial period.

Projects funded through the capital programme can carry any remaining balances over into the following financial year until the project is fully completed.

10. Policy and Performance Agenda Implications

The approved capital budget for 2004/05 allows Social Services to invest and develop it's assets to improve and maintain existing levels of service to support the most vulnerable people and continues to contribute to meeting the Council's Core Values and priorities.

11. Background Papers and Consultation

Department of Health Local Authority Circular (2004)10– Mental Health Supported Capital Expenditure (revenue) 2004/05.

Department of Health Local Authority Circular (2004) 13 – Supported Capital Expenditure (Capital Grant) for Improving Management Information 2004/05.

Personal Social Services (PSS) Funding 2004-05

Appendix 1 shows actual expenditure to date against the approved budget together with committed expenditure and projected expenditure to the end of the financial year. The detailed projections involve consultation with budget holders and scrutiny by the Programme Area Senior Management Team.

Contact Name : Mark Scarrott, Finance & Accountancy Manager (Social Services),
Extension 3977, mark.scarrott@rotherham.gov.uk

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

SOCIAL SERVICES PROGRAMME AREA

FORWARD PLAN

| KEY DECISIONS BETWEEN 30 APRIL 2005 AND 31 JULY 2005 – HEAD OF ADULT SERVICES | | | | | |
|--|--|---|--------------------------------------|---|---|
| Matter subject of key decision | Proposed date of key decision | Proposed consultees | Method of consultation | Steps for making and date by which representations must be received | Documents to be considered by decision-maker and date expected to be available |
| APRIL 2005 | | | | | |
| | | | | | |
| MAY 2005 | | | | | |
| Best Value Review (Community-Based Services) Modernising Adult Services | Final endorsement of recommendations has to take place some time in May as project ends on 31/5/05. (It is intended that draft recommendations be made available for final consultation at the end of May.) | Best Value Review Team to report back on outcome of the review's extensive consultation with staff, service users, carers and members of the public and of its findings in terms of assessment of the services provided within the Department and by provider agencies. | See Best Value Review's Action Plan. | Draft Recommendations to be available during the first half of May (i.e. by 15 th May) | Draft Recommendations and draft final report to be ready by 18 th May. |
| JUNE 2005 | | | | | |
| | | | | | |

| KEY DECISIONS BETWEEN 30 APRIL 2005 AND 31 JULY 2005 – HEAD OF ADULT SERVICES | | | | | |
|--|--------------------------------------|----------------------------|-------------------------------|--|---|
| Matter subject of key decision | Proposed date of key decision | Proposed consultees | Method of consultation | Steps for making and date by which representations must be received | Documents to be considered by decision-maker and date expected to be available |
| JULY 2005 | | | | | |
| | | | | | |

| KEY DECISIONS BETWEEN 30 APRIL 2005 AND 31 JULY 2005 – HEAD OF CHILDREN AND FAMILIES SERVICES | | | | | |
|--|---|---|---|--|---|
| Matter subject of key decision | Proposed date of key decision | Proposed consultees | Method of consultation | Steps for making and date by which representations must be received | Documents to be considered by decision-maker and date expected to be available |
| APRIL 2005 | | | | | |
| Adoption Inspection | 27 th May Cabinet Member (Dependent upon report from CSCI being available) | Cabinet Members Executive Director, Social Services | Presentation at Cabinet Member and Scrutiny Panel | Final agreed inspection report available, action plan drawn up May 05 | CSCI report and action plan and Cabinet Member/Scrutiny report |
| MAY 2005 | | | | | |
| JUNE 2005 | | | | | |
| Fostering Inspection | June – dependent upon CSCI report being available | Cabinet Member and Executive Director, Social Services | Presentation at Cabinet Member meeting and Scrutiny Panel | Final agreed inspection report available, action plan drawn up June 05 | CSCI report and action plan and Cabinet Member / Scrutiny report |
| JULY 2005 | | | | | |

| KEY DECISIONS BETWEEN 30 APRIL 2005 AND 31 JULY 2005 – HEAD OF STRATEGIC SERVICES | | | | | |
|--|--------------------------------------|------------------------------------|--|--|---|
| Matter subject of key decision | Proposed date of key decision | Proposed consultees | Method of consultation | Steps for making and date by which representations must be received | Documents to be considered by decision-maker and date expected to be available |
| APRIL 2005 | | | | | |
| | | | | | |
| MAY 2005 | | | | | |
| | | | | | |
| JUNE 2005 | | | | | |
| Representations and Complaints – Quarter 4 and Annual Report | 24 th June, 2005 | Cabinet Member for Social Services | Presenting the Outcomes and improvements resulting from the representations and complaints made in 2004/05 | | |
| Quarter 4 and Year End Performance Report | 24 th June, 2005 | Cabinet Member for Social Services | Presenting the outturn of key performance statistics for 2004/05 | | |
| Workforce Planning and Development Strategy | 10 th June, 2005 | Cabinet Member for Social Services | Presenting the Social Services Strategy | | |
| Health and Safety Bi-Annual Report (Year End Statistics) | 10 th June, 2005 | Cabinet Member for Social Services | Report on the year end issues and statistics for 2004/5 | | |

| KEY DECISIONS BETWEEN 30 APRIL 2005 AND 31 JULY 2005 – HEAD OF STRATEGIC SERVICES | | | | | | |
|--|--------------------------------------|---|---|--|---|--|
| Matter subject of key decision | Proposed date of key decision | Proposed consultees | Method of consultation | Steps for making and date by which representations must be received | Documents to be considered by decision-maker and date expected to be available | |
| Incidents of Violence to Staff | 10 th June, 2005 | Cabinet Member for Social Services | Report on the incidence and actions | | | |
| Annual Training Plan | 3 rd June, 2005 | Social and Community Support Scrutiny Panel | Presenting the 2005/06 Plan | | | |
| Service Plan Outturn from 2004/05 (formerly Overview of Programme Area Performance) | 10 th June, 2005 | Cabinet Member for Social Services | Report on the achievement of the 2004/05 plans. | | | |
| Spring DIS | 24 th June, 2005 | Cabinet Member for Social Services | Presenting the submission made to the Department of Health | | 14 th June, 2005 | |
| Revenue Outturn 2004/05 | June, 2005 | Cabinet Member for Social Services | Cabinet Member for Social Services Social Services Senior Management Team Head of Corporate Finance | Not applicable | Cabinet Member report June 2005 | |
| JULY 2005 | | | | | | |
| | | | | | | |

| CMT ITEMS | FORWARD PLAN |
|---------------------------------------|--|
| APRIL | APRIL |
| Youth Offending Team update | Adoption Inspection |
| Learning Disability Pooled Budget | |
| Adult Services Modernisation Strategy | |
| Physical Disability Strategy | |
| | |
| MAY | MAY |
| Review of Community Based Services | Review of Community Based Services |
| | |
| | |
| | |
| JUNE | JUNE |
| | Fostering Inspection |
| | Representations & Complaints Qtr 4 and Annual Report |
| | Qtr 4 and Year End Performance Report |
| | Workforce Planning & Development Strategy |
| | Health and Safety bi-annual report |
| | Incidents of Violence to Staff |
| | Annual Training Plan |

| | |
|--|-----------------------------------|
| | Service Plan Outturn from 2004/05 |
| | Spring DIS |
| | Revenue Outturn |

SOCIAL SERVICES
4th March, 2005

Present:- Councillor Kirk (in the Chair); Councillors Gosling and Hodgkiss.

An apology for absence was received from Councillor P. A. Russell.

194. PRESENTATIONS - HEART AWARDS

The Chairman took pleasure in making presentations to:-

Arnold Harris, Adult Services, the February Employee of the Month and who was retiring due to ill health.

The Chairman congratulated him on the award and wished him a long and happy retirement.

Robert Parker, Adult Services and MIND, was congratulated and presented with an award for his excellent work on behalf of Social Services.

On behalf of the Extended Supporting PeopleTeam, Adult Services, Tim Gollins was presented with an award, being part of the Team of the Month for February.

195. CORRESPONDENCE - EXTRA CARE HOUSING FUND

The Chairman reported receipt of a letter from John Healey, M.P., congratulating the Authority on the success of its bid for Extra Care Housing funding.

196. MINUTES OF THE MEETING HELD ON 18TH FEBRUARY 2005

Resolved:- That the minutes of the meeting held on the above date be agreed as a correct record.

197. MATTER ARISING - PARKHILL LODGE

Members were informed of the up to date situation on the development of a garden project at Parkhill Lodge.

198. ADOPTION SERVICES - INSPECTION

The Head of Children and Families Services gave members initial feedback on the inspection of Adoption Services by the CSCI which had commenced this week.

Comments were positive with areas of excellence being referred to along with some which the CSCI felt required continued development.

Further information was to be provided following completion of the inspection.

199. ADOPTION AGENCY DECISION MAKER - INITIAL REPORT

The Head of Children and Families Services reported on the work of the Agency Decision Maker for January 2005. Future reports would be on a quarterly basis.

The report submitted set out decisions of meetings of the Adoption Panel, the Service Level Agreement situation (LPSA) and resultant financial implications, and the performance indicators which relate to adoption work.

Resolved:- That the report be received and its content noted.

200. ADOPTION STATISTICS - QUARTERLY REPORT, OCTOBER TO DECEMBER 2004

The Head of Children and Families Services reported on the quarterly adoption statistics for the period 1st October to 31st December, 2004.

The report submitted set out information in respect of :-

- the work of the Adoption Agency particularly during October to December
- the situation in respect of Service Level Agreements
- the financial situation particularly on Inter-Agency fees
- the difficulties in recruiting suitable prospective adopters and action taken to improve the situation
- efforts being made to increase placement choices for children referred to adoptive placements
- the impact on the Agency of the new Adoption Support Regulations

Members noted Rotherham's performance in areas of adoption work.

Resolved:- That the report be received and the work of the Adoption Agency be noted.

201. CHILDREN'S RESIDENTIAL UNITS - CSCI INSPECTIONS

The Head of Children and Families Services reported on the inspection of children's homes undertaken in October 2004 by inspectors of the Commission for Social Care Inspection (CSCI).

Children's homes are inspected twice yearly to assess whether they meet National Minimum Standards and Regulations relevant to the requirements of the Care Standards Act 2000.

The following units were inspected and a summary given of findings and Action Plan for each :-

Creswick Road
Goodwin Crescent
St. Edmunds Avenue
Studmoor Road

Overall the inspections were very positive with staff and young people being commended for their efforts.

Resolved:- That the report be received and the action taken to address the recommendations of the inspection be endorsed.

202. OLDER PEOPLE RESIDENTIAL UNITS - CSCI INSPECTIONS

The Head of Adult Services reported on the inspection of Residential Homes for Older People undertaken in October 2004 by inspectors of the CSCI.

The Homes are inspected twice yearly using the National Minimum Standards as a measure.

The following Homes were inspected and a summary given on the findings and Action Plan for each :-

- Parkstone House
- Listerdale
- Charnwood House
- Laudsdale
- Howarth House

Overall the inspections were positive and the process well managed.

Resolved:- That the report be received and the action taken to address the recommendations of the inspections be endorsed.

203. PEOPLE WITH A LEARNING DISABILITY REGARDING INCENTIVE PAY CONSULTATION

The Director of Learning Disability Service reported on the outcome of consultation with service users and carers before a decision by members on whether to continue giving "incentive pay" to the people who attend Learning Disability Day Centres.

The issue was part of the budgetary considerations for 2005/06.

The report submitted set out the background, it being a historical payment

when Services undertook external contractual work. It was noted that the other client group received financial incentives to attend day centre provision.

After discussion it was clarified that there may be alternative methods of recognising the endeavours of those attending day centres and the Cabinet Member asked that these be explored with service users and their carers.

Resolved:- (1) That, in principle, "incentive" pay to people attending Learning Disability Day Centres be phased out.

(2) That prior to (1) above, a report on other ways of recognising the contribution and achievement of the service users be submitted to a delegated powers meeting.

204. EMPLOYMENT OPPORTUNITY - PEOPLE WITH A LEARNING DISABILITY AND GARDENS OF OLDER PEOPLE IN COUNCIL HOUSING

The Director of Learning Disability Service reported that the scheme was proving to be very successful with a promising future, funding being secured from the Single Regeneration Budget and the Valley Partnership.

Funding from Adult Community Learning is to continue and Neighbourhood Services would pay for each visit made to their nominations.

The project is popular with customers and team members, people with a learning disability gaining valuable employment opportunities.

It was noted that within the Valley Partnership, many people had pointed out the need for such a gardening service.

Resolved:- (1) That the report be received and the progress of the scheme be noted.

(2) That the scheme be included for members to visit at a future date.

205. SINGLE ASSESSMENT PROCESS (SAP) - UPDATE

Further to Minute No. 100 of the meeting held on the 29th October, 2004, the Head of Adult Services gave an update to members of the progress on the Single Assessment Process.

The electronic SAP pilot period has to be extended as the pilot sites continue to experience technical difficulties, which has adversely affected the number of SAP Assessments undertaken. The agencies involved were working closely to resolve the difficulties.

The report submitted set out the advantages of the process along with the multi-agency groups involved, and some of the technical difficulties that had been encountered in information sharing systems.

Members were informed that an evaluation of the SAP pilot had been undertaken, with recommendations and lessons learnt having been incorporated into the Project Plan.

The SAP team was currently working through the Plan and would inform on the next steps towards its implementation.

Resolved:- That the report be received and further reports be submitted on a quarterly basis.

206. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 9 of Part I of Schedule 12A to the Local Government Act 1972 (terms relating to a contract for supply of goods/services)

207. IN HOUSE RESIDENTIAL ACCOMMODATION CHARGES 2005/06

Consideration was given to the content of a report which set out proposed level of charges to service users for the provision of in-house residential care for 2005/06.

The report included proposals and details in respect of Homes for Older People and Homes for Other Service User Groups and outlined the reasons for increased costs.

It was noted that the charges had been calculated in accordance with guidance issued by CIPFA.

Reference was made to the implications of the suggested increased charge.

Resolved:- That the suggested In-House Residential Accommodation Charges for 2005/06 as set out in the report submitted be approved, the

charges to be effective from the 10th April, 2005.

1 THE ROTHERHAM CHILDREN AND YOUNG PEOPLE'S BOARD - 03/03/05**THE ROTHERHAM CHILDREN AND YOUNG PEOPLE'S BOARD
THURSDAY, 3RD MARCH, 2005**

Present:- Councillor Stone (in the Chair); Councillors Boyes, Ellis, Gosling and Kirk; Councillor Littleboy (Police Representative), Angela Bingham (Voluntary Sector), Ruth Holmes (Probation), Ann Lawrence (Non-Executive PCT), Philip Marshall (Head Teacher - Clifton), J. McIvor (PCT), Imogen Clout (Voluntary Sector), Joyce Thacker (Connexions) and Dave Featherstone (District Commander, South Yorkshire Police).

Also in attendance:-

Di Billups (Executive Director, Children and Young People's Development), John Gomersall (Executive Director (Social Services), Ged McNulty, Andrew Bedford and Sarah Whittle.

Apologies for absence:- Mike Cuff (Chief Executive, Peter Rennie and Ellen Smith (PCT).

1. MINUTES OF PREVIOUS CHILDREN'S BOARD - 3RD FEBRUARY, 2005

The minutes of the Children's Board held on 3rd February, 2005 were agreed as a correct record.

2. MINUTES OF THE CHILDREN'S EXECUTIVE GROUP - 17TH FEBRUARY, 2005

The minutes of the Children's Executive Group and key issues were noted.

3. THE ROTHERHAM CHILDREN'S FUND

Ged McNulty submitted a report on the above matter which included a sample letter and a Partnership Agreement.

Ged reported that, following the successful approval of the Children's Fund Three Year Strategic Plan, it was proposed by the Children's Fund projects that the Children's Executive Group and the Children's Board be asked to consider granting three year Children's Fund Partnership Agreements to commissioned services with a specified grant allocation agreed annually subject to funding availability and services complying with the terms of their agreements and reaching their agreed targets.

He explained that the purpose of offering conditional contracts was to provide a period of stability to those services who rely on short term funding for survival, without obligating the Children's Fund to financial contracts it may not be able to honour if funding 'dries up' or which it may have to retract if services do not fulfil the terms of their agreements.

Current arrangements are such that commissioning of services is agreed for the duration of the Children's Fund allocation, i.e., 2005 – 2008, and

Partnership Agreements are issued on a yearly basis only. Advice from the Accountable Body suggests that this would be the most prudent way forward.

It was noted that this matter had been considered and acknowledged by the Children's Executive Group on 17th February, 2005.

Di reported that discussions about projects had been ongoing with the relevant partners. However, the Leader felt that there was now a need to discuss jointly with partners any anomalies and the methodology of funding projects for the next financial year and future years.

Agreed: (1) That the Children's Board acknowledge that the Children's Fund commissioned services have requested that consideration be given to granting three year contracts, with an agreed allocation only for the year 2005-2006 and subsequent funding subject to conditions as outlined below.

(2) That the Executive Group and Children's Board agree to offering contracts on a yearly basis only (as set out in the example submitted of previous similar contract/agreement) but that, for the confidence of service providers, confirmation is given for three year funding based on Rotherham Children's Fund receiving its full allocation and services meeting their targets and outputs and the terms of their contracts/agreements (as set out in the example letter re 2004-2006).

(3) That Di, in consultation with the Leader, convene a meeting of the relevant parties to address issues concerning mainstream funding.

4. CLIFTON PROJECT.

Phil Marshall, Project Leader, gave a power point presentation on the Clifton Project at the Upper Clifton School Site, Cranworth Road, Rotherham.

A Presentation pack was handed out at the meeting which included:-

- The Clifton Commitment
- Current Project Team
- A map of the Clifton Area

The presentation covered the following :-

- Mission Statement

The Mission Statement was "Every child and young person matters all of the time".

"To develop an ambitious, productive, self-supportive and sustainable

3 THE ROTHERHAM CHILDREN AND YOUNG PEOPLE'S BOARD - 03/03/05

community in which all children and young people achieve the best possible outcomes”.

- High Level Intended Outcomes

- Integration to deliver locally tested outcomes
 - Common Assessment
 - Lead Workers
 - Information Sharing Protocols
 - Monitor, Evaluate and Review
- in order to strengthen 'safety nets' and improve life chances.

- Key Operating Principles

- Co-location. Community based.
- Connect to networks
- Challenge existing thinking
- Daily connections
- Relentless focus on outcomes for children and young people “The Clifton Commitment”
- Learn through doing.
- Quick operational and strategic learning.

- Important Outcomes to Date

- A vision – National, local, area, neighbourhood
- A recognition of the potential to regenerate and transform
- A commitment to change for the better
- Multi-Agency team co-located
- Early Learning – Operational and Strategic
- Voluntary sector enthusiasm
- Future plans emerging already
- Children and young people more central to thinking and doing

- Lessons Learned

- Strategic leadership is vital.
- Local leadership and management
- Clarity of partnership planning
- Concurrent demands
- Connect to local, existing partnership and priorities
- Test thinking with local people
- Involve workers in Project design, planning, preparation and evaluation
- Avoid overloading
- Relentless focus on children and young people

- Next Steps

- Baseline indicators and intended outcomes tested locally

- Medium Term Professional Development Plan
- Re-define community perceptions
- A CYPS Centre for the 21st Century

The Board asked a range of questions and it was noted that the Clifton Project was one of three pilot projects.

Agreed: That details of the Clifton Project be noted and welcomed.

5. NATIONAL SERVICE FRAMEWORK FOR CHILDREN.

John McIvor gave a power point presentation and submitted a copy of an Executive Summary on the National Service Framework for Children, Young People and Maternity Services, prepared by the Department for Education and Skills.

The power point presentation covered the following :-

Key Issues:

- Ten year plan
- Focus on inequalities
- Eleven standards, three parts.
- Part 1 – services for all children, young people and parents or carers.
- Part 2 – children and young people who require more specialised care.
- Part 3 – pregnant women and their partners

The Standards require services to:

- Give increased information, power, choice and involvement (to children and young people and their family)
- Introduce a new child health programme
- Promote physical health, mental health and emotional well being
- Focus on early intervention and comprehensive assessment of need
- Improve access to services, co location and developing services
- Managed local Children's Clinical Networks for children who are ill or injured
- Tackle health inequalities, address needs of communities
- Promote and safeguard the welfare of children, ensure staff are suitably trained etc.
- Ensure that pregnant women receive high quality care

Implementation:

5 THE ROTHERHAM CHILDREN AND YOUNG PEOPLE'S BOARD - 03/03/05

- Delivery standard published 15th December
- Links with National standards, local action, NHS Improvement Plan
- Links with Public Health White Paper
- Integrated inspection – Joint Area Reviews
- Links with CNO review (Nurses, Midwives and Health Visitors)
- Every Child Matters: Change for Children – Outcomes Framework

CNO Review:

- Increasing the number of school nurses
- Strengthening the public health role of MW, HV and nurses
- Greater integration and co location of practitioners within Children's Centres
- Strengthening the children's role of nurses in general practice
- Improved leadership in relation to Child Protection

Public Health White Paper:

- Children's centres and Extended schools
- Healthy eating (local returns on obesity)
- Providing more opportunities for sport and physical activity
- New support and information to young people on sexual health issues
- Preventing the sale of alcohol and cigarettes to children
- Development of person health plans

Every Child Matters – Change for Children:

- An increasing emphasis on early identification and intervention
- Strengthening health promotion in local communities
- The development of Children's Trust arrangements
- Safeguarding and promoting the welfare of children

NSF – Delivery Cycle:

- Assessing the needs of children, young people and pregnant women
- Identifying priorities: targets and standards
- Planning services
- Commissioning services to meet those needs
- Managing performance, assessing and inspecting outcomes

Plus:

- NSF Information Strategy – 'child index system', information sharing, monitoring trends and mapping children's health
- Workforce – capacity, modernisation, skills development
- Modernisation and Improvement – managed children and maternity networks, R&D (especially in relation to medicines), Clinical Governance and clinical audit, confidential enquiries, involvement

of C&YP

Useful References:

- www.dh.gov.uk
- www.everychildmatters.gov.uk
- www.skillsforhealth.org.uk

A children's Plan in chart form was included in the presentation pack.

A question and answer session ensued.

John made particular reference to the Child Index and reported that this issue was one for this Board to lobby on as this system need to be integrated with the rest of the country. The Rotherham PCT and NHS were required by the Government to go on a national system.

The Leader suggested that a common briefing sheet with suggestions on the way forward needed to be forwarded to Kevin Barron, M.P., seeking his support.

Agreed: (1) That the National Service Framework presentation be noted.

(2) That John Gomersall and John McIvor, in consultation with the Leader, draw up a common briefing sheet with suggestions on the way forward to be submitted to Kevin Barron, M.P.

6. EXCLUSION OF THE PRESS AND PUBLIC.

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph, indicated below, of Part 1 of Schedule 12A to the Local Government Act 1972:-

7. SEXUAL EXPLOITATION TASK & FINISH GROUP.

Di gave an update on the discussions by the Task & Finish Group which had met recently.

The key steps in moving forward included the following :-

Seminar for all Members of the Council in order to gain their understanding support.

Partners Away Day to disseminate ongoing work, roles and responsibilities.

Major publicity to raise awareness of parents, young people and the community, of the risk to young people of sexual exploitation. Preceded by a risk assessment and consideration of the likely impact/ outcomes of a campaign. Local, regional and national statistics to be available but not included in any press release. This to include all agencies, press officers led by RMBC Corporate Press Office. Emphasis on awareness raising with all agencies to contribute. Involvement of local press, Council Matters, Publicity in schools and public places etc.

Major multi agency training for all staff involved in this issue.

Establishment of a lead contact person/tel: number for the public to report matters around sexual exploitation. This to be fed to police etc.

Need for partner agencies to contribute to the provision of a Co-ordinator to lead on addressing sexual exploitation.

Group to meet with Angela Smith to look at places of safety, safe houses, witness protection.

Group to look at Safe Travel, to include meeting with Dave Stockdale re: licensing issues and taxis, and with SYPT re: young people being refused transport.

Di said that a report from the Task and Finish Group would be supplied to Members of the Board.

Agreed:- (1) That the good work of the Task and Finish Group be acknowledged and fully supported.

(2) That all the key steps listed above be supported and actioned by the appropriate officers/partners to be notified by Di Billups.

(3) That a core message be prepared to which all partners could sign up.

(Exempt under Paragraph 6 of the Act – information relating to the adoption, care, fostering or education of any particular child)

SOCIAL AND COMMUNITY SUPPORT SCRUTINY PANEL
11th March, 2005

Present:- Councillor G. A. Russell (in the Chair); Councillors Ali, Burton, Darby, Doyle, Havenhand, Jack, Jackson, Walker and Wootton.

Mrs. A. Clough (ROPES), Mr. G. Hewitt (Rotherham Carers' Forum) and Mr. R. H. Noble (Rotherham Hard of Hearing Soc.)

116. APOLOGIES

Apologies for absence were received from Councillors Binnie, Pickering and St. John.

117. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

118. QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

There were no members of the public and press present.

119. MATTERS ARISING FROM DECISIONS OF THE CABINET MEMBER FOR SOCIAL SERVICES AT A MEETING HELD ON 11TH FEBRUARY 2005

- (a) Education of Looked After Children
Young Champions Award Ceremony

It was reported that investigations into the possibility of the above event being sponsored were ongoing.

Information on progress would be submitted to April's Scrutiny Panel.

- (b) Carers Performance

It was requested that updated information relating to Carers Performance and Assessment be submitted to April's Scrutiny Panel.

120. MINUTES OF THE MEETING OF THE SOCIAL AND COMMUNITY SUPPORT SCRUTINY PANEL HELD ON 11TH FEBRUARY 2005

Resolved:- That the minutes of the above meeting be received and agreed.

121. MATTER ARISING - EXTRA CARE HOUSING

It was reported that the bid for Extra Care housing had been successful.

This was noted with pleasure.

122. MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S BOARD HELD ON 3RD FEBRUARY 2005

Resolved:- That the minutes of the above meeting be received and the content noted.

123. MINUTES OF MEETINGS OF THE PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE HELD ON 11TH AND 25TH FEBRUARY 2005

Resolved:- That the minutes of meetings of the above Committee held on the dates indicated be received.

124. SOCIAL AND COMMUNITY SUPPORT SCRUTINY PANEL - FREQUENCY OF MEETINGS

Further to Minute No. 107 of the Performance and Scrutiny Overview Committee meeting held on the 11th February, 2005, discussion took place on the frequency of meetings for the Social and Community Support Scrutiny Panel.

Resolved:- That the Performance and Scrutiny Overview Committee be informed that members of the Social and Community Support Scrutiny Panel would prefer its meetings to take place every four weeks.

125. DOMESTIC VIOLENCE

Following an introduction to the subject by the Chairman, representatives from external Domestic Violence Projects were introduced. These included :-

- the Choices and Options Project
- Victim Support and
- The Women's Refuge

The purpose of the meeting was to examine :-

- the impact of the domestic violence policy
- Where there are gaps in services; and
- what can be practicably done to address these

The Chair introduced the other officers who had been invited to contribute to the meeting and welcomed Andrea Staltmeier who is conducting a review on behalf of the Centre for Public Scrutiny.

Prior to presentations, the representative of the Women's Refuge outlined

the effects of domestic violence from the perspective of a woman and child.

The first presentation was by Helen Chambers, Community Safety Officer, which related to Corporate Domestic Violence Policy.

The presentation informed the meeting of :-

- the policy and a summary of its progress since its launch
- the Monitoring and Implementation Plan and progress on it
- Consultation on the Plan and its findings
- future work and gaps identified

In the second presentation, Sandra McNeill, the Domestic Violence Co-ordinator, gave information in respect of :-

- national statistics and the situation in Rotherham
- services provided in Rotherham, it being noted that Refuge provision was to be expanded
- the support needed in Rotherham particularly for :-
 - secure funding
 - a Rape Crisis Centre
 - a Women's Counselling Service
- the role of the Domestic Violence Co-ordinator and work with groups such as an Injunction Group
- Domestic Violence and children, particular reference being made to the lack of services for children
- the key points arising from the above

In addition, members had been provided with a copy of the final report of the Scrutiny Members' Domestic Violence Working Group.

Discussion took place on the impact of Rotherham MBC policies relating to domestic violence and officers present outlined the situation in respect of :-

(a) housing issues particularly in respect of access to suitable accommodation, tenancy agreements, support available and the homelessness situation;

(b) the Community Safety Strategy and the strategic approach to domestic violence; raising awareness of the subject was an ongoing process;

(c) Supporting People including involving Social Workers and voluntary agencies. The main concern was lack of adequate resources resulting in the need to prioritise the issues to be dealt with;

(d) improving awareness in schools of children suffering as a result of domestic violence and the importance of training in this respect;

(e) the Corporate Council view, better understanding of the problems by members and senior management, funding requirements, the work undertaken particularly in Social Services and the direct link between domestic violence, drink and drugs;

(f) work of the Rotherham Partnership in respect of domestic violence;

(g) the potential of progress being made on issues relating to domestic violence with the moves towards greater integration of Children and Young People's Services.

Subsequent questions/comments including reference to :-

- working closely with neighbouring authorities
- arrangements with Housing Associations and the private sector in areas where there was little or no council house provision
- domestic violence and related costs for each department/agency and to Business and industry
- services to men; with the acknowledgement that the Council policy included any service user experiencing domestic violence
- the impact of domestic violence on children and the need for schools to have a policy on recognising and dealing with children who are affected
- housing occupancy/tenancy policies
- relevant training for staff on aspects relating to domestic violence
- the Domestic Violence policy to include reference to issues arising as a result of forced marriages

In summary, the main issues to be pursued were in respect of :-

(i) secure funding of Domestic Violence Services and regard to the situation whereby there was no provision for a Women's Counselling Service or Rape Counselling;

(ii) having a co-ordinated strategic approach and building on progress with Partnership organisations; there was a need for targets;

(ii) raising the profile of domestic violence, having regard to its cost to all sectors;

(iv) the possibility of forming a Women's Resource Centre as an option to address the lack of counselling resources.

Resolved:- (1) That this Scrutiny Panel note and welcomes the good progress being made on domestic violence issues.

(2) That further scrutiny work be undertaken on the impact of domestic violence on children.

(3) That Cabinet be requested to agree :-

(a) That all agencies be urged to work together on the provision of a Counselling Service.

(b) That the CMT ensure awareness of the Domestic Violence Policy continues to be raised with all staff, including agency workers, in order that people experiencing domestic violence receive a consistent service from Rotherham MBC,

(c) That discussions be initiated with partners to ensure that options for secure funding of Domestic Violence Services are addressed as part of the Domestic Violence Strategy and this Strategy be reported back to a future Scrutiny Panel for consideration.

(d) That representations are made to the Government to argue for more secure and sustained funding for domestic violence projects in the Borough.

(e) That work be undertaken to identify the cost of domestic violence to the public, voluntary and commercial sectors in Rotherham.

(f) That progress on the above issues be reported back to a future meeting of the Scrutiny Panel.

PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE
11th March, 2005

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

Apologies for absence were received from Councillors R. S. Russell, St.John and Sangster.

121. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

122. COMPREHENSIVE PERFORMANCE ASSESSMENT (CPA) 2005 AND THE MEMBER ROLE

Tim Littlewood, Principal Officer, Performance Management, gave a presentation on the above and indicated the wish for elected member representation on the CPA Task Group.

The presentation covered:-

- purpose
- political leadership
- community leadership
- quality of decision making
- quality of decision taking
- Member/Officer relationships
- performance management
- ethical framework

A question and answer session ensued and the following issues were covered :-

- the importance of key relationship between the Leader and Chief Executive and need to cascade information down to all Members
- Standards Committee and the Confidential Reporting Code
- composition and independence of the Standards Committee
- Community leadership
- Best Value review of decision making
- Member/Officer developing protocol and need for proper induction
- support for Elected Members away from the Town Hall
- provision for community meetings at the Town Hall
- recognising and embracing the Councillor's role
- quality of meetings
- quality of decision taking

- need to work with partners to pick up issues not regarded as strategic
- need to improve the Forward Plan
- issues regarding presentation of performance related information
- Standards Committee role in the Audit Committee
- need for an up to date list of completed reviews for Members and Officers to include outcomes and recommendations for scrutiny reviews

Resolved:- (1) That the presentation be noted.

(2) That consideration be given to the following :-

(a) regularly updating Members on development of the CPA framework especially with regard to key lines of enquiry;

(b) self assessment and the role for Members;

(c) the need for a peer review to test ourselves before the CPA process;

(d) the presentation being made to Cabinet.

(3) That members of this Committee ensure a presence at future meetings of the CPA Task Group.

(4) That the notes from the CPA Task Group meetings be distributed to Members.

123. PROPOSAL TO HOLD A "SUCCESSFUL SCRUTINY" EVENT IN ROTHERHAM

The Committee considered a report on proposals that Rotherham host a regional seminar promoting "Successful Scrutiny" sometime in the Autumn, 2005.

The report indicated that, following a very positive response to the Centre for Public Scrutiny (CfPS), "Successful Scrutiny" case studies publication, the Centre was offering roadshow events featuring local authority scrutiny success stories in a workshop format for members and officers. Events were designed to give a practical insight into how to maximise the effectiveness of scrutiny reviews and their impact on the well being of communities.

It was noted that the only cost to the Council would be providing the venue for the event and the MAGNA Science Adventure Centre would be a suitable venue.

Resolved:- (1) That the information be noted.

(2) That an offer be made to the CfPS to host a regional seminar promoting "Successful Scrutiny" in the Autumn.

(3) That arrangements be progressed with regard to the event including the possible use of mobile displays.

124. MINUTES

Resolved:- That the minutes of the previous meeting held on 25th February, 2005 be approved as a correct record for signature by the Chairman.

125. WORK IN PROGRESS

Members of the Committee reported on the following issues :-

(a) Councillor Whelbourn reported

- that the Panel was to look at area assemblies
- that the next Panel meeting was to be themed on local democracy and referred to :
 - Local Democracy Week in October, 2005
 - local government in the future
 - Wentworth South Area Assembly pilot update
 - Citizenship Scrutiny Review
 - Rotherham moving to Fairtrade Town status

(b) Councillor Hussain referred to the last Panel meeting and commented on the response to the Anti-Social Behaviour Scrutiny Review report. The Chairman undertook to pursue this matter.

(c) Councillor Hall reported:

- that the Wardens/Caretakers/Rangers review was nearing completion
- on a brilliant themed meeting yesterday regarding food standards

(d) Councillor G. A. Russell reported :

- Thursday's meeting had looked at the Gateshead work in relation to looked after young people
- the Panel had indicated its wish for future meetings to be held every four weeks
- that a Centre for Public Scrutiny representative had been

present at, and impressed by, the Panel's consideration of the Domestic Violence review

(e) Councillor Stonebridge reported :

- that the ODPM/CfPS researcher had spent a couple of days in Rotherham and wanted to produce a case study
- that feedback from the Hull visitors had been positive
- that he had been asked to participate in the strategy for Older People Group looking at the needs of Older People in the community holistically
- thought needed to be given to having a half day session on scrutiny organisation when the Cabinet portfolios had been finalised

126. CALL-IN

There were no formal call in requests.

(The Chairman authorised consideration of the following items to prevent any unnecessary delay in processing the matters referred to)

127. IMPLEMENTATION OF THE RECORDS MANAGEMENT PROGRAMME AND COMPLIANCE WITH THE FREEDOM OF INFORMATION LEGISLATION

Further to Minutes Nos. B137 of the meeting of the Cabinet held on 26th January, 2005 and 171 of the meeting of the Cabinet Member for Education, Culture and Leisure Services held on 8th March, 2005, the Committee considered the report submitted to the latter meeting relating to the above as presented by Guy Kilminster, Manager, Libraries, Museums and Arts and Paul Harris, Records Manager.

Also submitted was the draft Records Management Policy Statement and, in support of that policy, the Records Management Awareness Guidance document.

The commitment to the development and implementation of a Records Management programme stemmed from both legislative and regulatory obligations and recognition of the need for efficient and effective conduct of Council business.

An essential element in the development of a Records Management programme, and the establishment of a Records Centre as an integral part of this commitment, was the adoption of a policy governing implementation and operation. Programme Area representatives on the Records Management Group had taken responsibility for this process.

The key driver for the programme was the legislative obligations under the Freedom of Information Act 2000.

A question and answer session ensued and the following issues were covered :-

- conversion of the Station Road premises to facilitate a Records Centre
- process for transferring records to the Record Centre
- risk assessment of the Station Road building
- role of RBT
- distinction between archives and record management
- corporate memory
- responsibility for Records Management
- location of records currently
- review of the policy
- response timescales under the Freedom of Information Act 2000
- formal reporting

Resolved:- (1) That this Committee welcomes the programme and supports the Records Management Policy Statement and Records Management Awareness Guidance document now submitted.

(2) That formal reporting ought to be through the Audit Committee implementing Records Management in the Statement of Internal Controls reported annually.

(3) That progress reports be submitted to this Committee at six monthly intervals.

(4) That consideration be given to holding an all Member Seminar on this issue within the next few months.

(5) That consideration be given to arranging a future site visit to the Records Centre at Station Road.

128. SERVICE DEVELOPMENT STRATEGY FOR ROTHERHAM FOUNDATION TRUST - CONSULTATION

The Chairman referred to the above document which had been received in the Authority on 28th February, 2005 indicating that the response deadline was 18th March, 2005. A meeting of Members and Officers was to take place on 16th March, 2005 to consider a response to the consultation document and the Committee considered how best to contribute to that meeting.

General concern was expressed at the consultation process, particularly as to whether the short timescale for responses would facilitate meaningful consultation.

Resolved:- (1) That any views/comments from Members of this Committee be notified to the Chairman in time for him to raise them at the meeting on 16th March, 2005.

(2) That this matter be a future agenda item for the Health Services Working Group and Brian James, Chief Executive of the Rotherham General Hospital NHS Trust be requested to attend to explain the consultation process.