

CABINET MEMBER FOR COMMUNITY COHESION

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

Date: Monday, 21 November 2005

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for Absence.
4. Declarations of Interest.
5. Minutes of the meeting held on 24th October, 2005 (herewith). (Pages 1 - 6)
6. Rotherham MBC's Draft Corporate Community Involvement and Consultation Framework (report herewith) (Pages 7 - 32)
7. Lesbian, Gay, Bisexual and Transgender (LGBT) History Month celebrations in Rotherham and South Yorkshire in February 2006 (report herewith) (Pages 33 - 35)
8. Diversity Forum - Service Specification (report herewith) (Pages 36 - 44)
9. Migrant Workers (Verbal Report by the Equalities and Diversity Manager)
10. Sustainable Communities L.G.C. Award Submission (Verbal Report by the Equalities and Diversity Manager)
11. Bi-Annual Plan of Consultation (report herewith) (Pages 45 - 87)
12. Analysis of the Irish Population in Rotherham: Draft Report (herewith) (Pages 88 - 111)

13. R.M.B.C./V.A.R. Liaison Group (report herewith) - to commence at 11.00 a.m.
(Pages 112 - 134)

14. Date and Time of Next Meeting - 19th December, 2005 at 10.00 a.m.

COMMUNITY COHESION
24th October, 2005

Present:- Councillor Robinson (in the Chair); Councillors Ali and Burton.

An apology for absence was received from Councillor Sangster.

36. DECLARATIONS OF INTEREST.

There were no declarations of interest made at the meeting.

37. MINUTES OF THE MEETING HELD ON 26TH SEPTEMBER, 2005

Resolved:- That the minutes of the meeting of the Cabinet Member for Community Cohesion held on 26th September, 2005, be approved as a correct record.

38. NEIGHBOURHOOD MANAGEMENT

Andrew Balchin, Head of Neighbourhood Development, gave a powerpoint presentation on Neighbourhood Management which included:-

- The restructuring of the Programme Area
- Neighbourhoods Service and Development Plans
- The key recommendations from the Neighbourhood Management Study
- Emerging definitions and key elements
- Neighbourhood Management
- Outcomes for local citizens
- Delivering Neighbourhood Management

The presentation also included Area Assemblies and the desire to see a change of emphasis and that the new model should be designed to pave the way for neighbourhood management approach to service delivery.

It was noted that a workshop for Area Assembly Chairs was to be held on 7th November, 2005.

Discussion ensued on the presentation with a number of issues raised/highlighted relating to Area Assemblies. These included:-

- The importance of integrating with the key agencies that provide the services
- The need for clarification for members of the public as to the difference between Area Assemblies and Parish/Town Councils
- Disappointment at the length of time it was taking to reform Assemblies
- The Council was looking at ways of engaging more creatively with

- the public
- The need for agency representation to be a strategic level

Resolved:- That the presentation be noted.

39. PARISH COUNCILS UPDATE

Andrew Balchin, Head of Neighbourhood Development, submitted a progress report on the development of a joint working charter between the Council and Rotherham's Parish and Town Councils. The Charter would set out how the 2 tiers of local government aimed to work closer together for the wellbeing of local people and promote engagement with the democratic process.

The Yorkshire Local Councils Association had been asked to arrange a representative working group from the Parish Councils to work with the Council on the detail of the Charter. Following a seminar in January, 2005, 24 local councils had confirmed their commitment to developing a joint Charter. The Association would arrange a postal ballot for nominations for the working group; this would be complete by mid-December, 2005. As soon as the ballot had taken place, the first meeting would be arranged together with Council officers and the Cabinet Member to negotiate the detail of the Charter.

An officers working group had been established with representation from Neighbourhoods, Education, Culture and Leisure Services, Chief Executive Economic and Development Services, Resources and Rotherham 2010 to ensure that the Charter was viewed as a high profile issues within their Service area and that a link was established for Parish Councils when relevant issues arose.

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

(2) That a copy of the draft Charter be supplied to the 3 Cabinet Advisors.

40. ADVICE SERVICES REVIEW

Zafar Saleem, Manager of the Equalities and Diversity Unit, submitted an update on the current funding situation for advice and information services funded through the Infrastructure and Corporate Initiatives Budget (ICIB) held within the Chief Executive's Department.

ICIB was made up of carry forward money from the community element of the Community Economic Regeneration Budget, Neighbourhood Renewal Fund and funding from the Council's mainstream budget. The budget had been reducing over a number of years due to CERB no longer existing and NRF ending in March, 2006.

The Council had had a funding relationship with a number of voluntary

sector advice providers over several years and currently funding was approved to 5 organisations until 31st March, 2006. It was felt that a move towards infrastructure organisations within this sector may not be the best option as they provided front line services and the Council's money was supporting their core organisational costs. However, there was a need to gain clarity on the level and type of advice needed in Rotherham, map existing provision (including gaps and duplication), identify appropriate delivery models (including direct public sector provision) and prioritise funding accordingly. Accordingly, an independent review was to be carried out.

It was noted that for 2005/06, within a total budget of £700,097, £627,683 was committed leaving £72,414 currently unallocated. A report was to be submitted to 2nd November Cabinet requesting the carry forward of the unallocated budget which would give the 5 organisations continued funding until 31st March, 2007.

Resolved:- That the report be noted.

41. ASIAN EARTHQUAKE

Zafar Saleem, Manager of the Equalities and Diversity Unit, gave a verbal update on actions taken by the Council in response to the earthquake in Pakistan.

The Local Authority had issued a message of support and sympathy to the High Commission and informed them of the Council's decision to set up a fund raising appeal to help the victims of the earthquake. Collection points had been co-ordinated in Council buildings for monetary donations and work with local agencies to co-ordinate a response.

A further statement had been sent to all staff offering guidance and support and staff in Education, Culture and Leisure Services had been alerted to the fact that some pupils may be upset as a result of the loss of family members.

42. LOCAL AREA AGREEMENTS PROGRESS REPORT

Andrew Towlerton, Policy and Research Manager, submitted a report which outlined progress on development of the Local Area Agreements and the first draft for discussion.

Following a successful launch in August, a working group was established to develop the LAA reporting to Chief Executive officers of the Local Strategic Partnership. Terms of reference was submitted as an Appendix together with membership.

Block groups had also been established to work up the detail of the LAA.

Resolved:- That the progress made be noted.

43. STUDY OF DEPRIVATION IN ROTHERHAM

Andrew Towleron, Policy and Research Manager, submitted a report outlining the main findings from a major study commissioned by the Council to examine how local people were affected by deprivation and actions needed to address the problems.

A Study of Deprivation had been commissioned from the Oxford Consultants for Social Inclusion to provide an independent validation of Rotherham's Local Index of Multiple Deprivation, increase understanding of deprivation affecting Rotherham and recommend actions for specific areas, themes and groups, recommend targeted programmes relevant to the areas, themes and communities identified and recommend indicators and targets to measure progress towards meeting Neighbourhood Renewal Strategy targets.

The main findings were set out in Section 7 of the report.

Resolved:- That the findings from the study, as outlined in Section 7 of the report submitted, be noted.

**44. ROTHERHAM METROPOLITAN BOROUGH COUNCIL
CONSULTATION POSITION STATEMENT**

Andrew Towleron, Policy and Research Manager, submitted the draft Consultation Position Statement for consideration.

The aim of the Position Statement was to improve and strengthen consultation by the Council both internally and externally and was intended to be a key input into the Council's emerging Consultation and Community Involvement Position Statement and wider consultation policy and delivery.

It provided an outline of the national and regional agenda on consultation and how the Council was responding locally. It highlighted that consultation was an essential and integral aspect of the Council's activities and that all Programme Areas undertook many varied types of consultation. It also put forward recommendations that would strengthen co-ordination and continue to ensure that consultation was integral to service and policy delivery.

Resolved:- (1) That the Position Statement and the recommendations put forward be agreed.

(2) That the Position Statement should be a key input into the emerging Consultation and Community Involvement Strategy and wider consultation policy and delivery.

(3) That a further report be submitted outlining progress and a draft Consultation and Community Involvement Strategy.

45. ROTHERHAM REACHOUT: RESULTS OF THE 12TH SURVEY

Andrew Towleron, Policy and Research Manager, submitted the results of the 12th Rotherham Reachout survey and outlined the key policy implications for the Council.

The 12th survey was conducted in May, 2005. The questionnaire allowed for a detailed and wide-ranging survey covering topics of healthy eating, crime, the Rotherham Show, hospital appointments, fixed penalty fines, community cohesion and Reachout survey related questions.

Attached to the report was the executive summary of the full report. The full report was available on the Council's intranet and internet.

Resolved:- (1) That the findings from the 12th Rotherham Reachout and the policy and practical implications identified within the report be noted.

(2) That an action plan be developed for the findings in relation to Community Cohesion.

46. LGBT RESEARCH RECOMMENDATIONS 2004

Resolved:- That the Equalities and Diversity Unit submit a report to the next meeting on issues raised in the above document.

47. 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 7 of Part I of Schedule 12A to the Local Government Act 1972 (information relates to the financial affairs of someone other than the Council).

48. REQUEST FOR CASH ADVANCE FOR WEST CENTRAL COMMUNITY PARTNERSHIP

Michael Holmes, Strategic Funding Officer (External and Regional Affairs), submitted for information a request received from West Central (Ferham, Masbrough) Community Partnership for a rolling £10,000 cash advance to enable it to independently manage an element of its budget as part of the Council-sponsored Joint Partnership Development Project funded by Objective 1, SRB6 and Neighbourhood Renewal Fund.

It was noted that the Cabinet Member for Neighbourhoods would consider the request at her meeting on 31st October, 2005.

Resolved:- That the report be noted.

49. DATE AND TIME OF NEXT MEETING - MONDAY, 21ST NOVEMBER, 2005 AT 10.00 A.M.

Resolved:- That the next meeting of the Cabinet Member for Community Cohesion take place on Monday, 21st November, 2005, commencing at 10.00 a.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Community Cohesion Matters
2.	Date:	21st November, 2005
3.	Title:	Rotherham MBC's Draft Corporate Community Involvement and Consultation Framework
4.	Programme Area:	Chief Executives Department

5. Summary

This report seeks approval from Cabinet for the draft strategic framework which aims to deliver improvements in community involvement and consultation activity across the Council.

The Framework sets out the Council's vision, aims and objectives for consultation and community involvement. It also sets out a range of actions to ensure that consultation and community involvement underpin and is built into Council policy and service delivery.

6. Recommendations

The Panel:

- 1. Consider the content of the attached Framework and the Community Involvement/Consultation plan for the internal and external consultation.**
- 2. To give any comments on the Framework.**
- 3. To agree to receive regular reports on progress made.**

7. Proposals and Details

Strengthening Community Involvement and Consultation is a Year Ahead Commitment (No. 7) which RMBC commits to developing a Framework to ensure that communities, citizens and service users in Rotherham have a voice to influence the shaping and delivery of policy and services by the council. The Framework identifies why Community Involvement and Consultation is important, where new approaches are needed and it draws upon good practice that has been identified by the Audit Commission and Yorkshire Forward

It has also been influenced by the Community Involvement and Consultation Position Statements which CMT has previously considered. Each statement examined the effectiveness of the Council's approach to Consultation and Community Involvement, and made recommendation on how these can be improved.

The Framework (please see Appendix 1) is not intended to replace existing work and good practice, but to improve on further. It is a working document and, as such, will be constantly monitored and changed in light of experience and developments.

It is divided into two main parts. The first part sets out the context and the council's approach to consultation and community involvement. The second part sets out the specific areas of activity required to achieve required improvements in consultation and community involvement. This includes the Action Plan which has been produced which details the key Strategic Objectives and Key Actions that are needed to deliver the Framework. These are based around the 5 key themes identified in the Framework which are: Community Activity, Organisational Development, Involvement in Decision Making, Service Improvement and Performance Management.

The Community Involvement/Consultation plan (Appendix 2) identifies how consultation will be under taken with the Programme Areas, Members, communities and partners. This is to ensure that that the Framework is strongly under pinned in the work that the council does internally and externally. The timescales for this consultation to take place is between November and January. The final draft will go to CMT and Cabinet in February.

8. Finance

The Community Involvement/Consultation Framework has an Action Plan which will determine the resources required to deliver the actions for Community Involvement and Consultation. The development of the Framework itself will be met through the Chief Executive's budget.

9. Risks and Uncertainties

If there is no Community Involvement/Consultation Framework developed and implemented, then it will be difficult to make improvements that are needed to ensure that Community Involvement and Consultation is delivered effectively in terms of influencing service planning and delivery. If the Framework is implemented, then this will have a positive impact on the Council's CPA score and of continued actions which address Key Lines of Enquiry.

10. Policy and Performance Agenda Implications

Improving the level of involvement of local people is a major part of the Government's agenda to delivering improved services and policies and greater user satisfaction, nationally and locally.

It has given local authorities a raft of enhanced powers and duties to help achieve this. These powers and duties can be divided into three main categories.

Legal requirements such as to consult the business community when setting the budget, or the Planning and Compulsory Purchase Act 2004 that has a requirement to consult on and submit a "statement of community involvement" as part of preparing a Local Development Framework. Involving service users is also a statutory requirement under equal opportunities legislation, for example the Race Relations Amendment Act 2000.

General requirements such as the Local Government Act 1999 that introduced best value reviews and requires consultation to secure continuous improvements in the way in which Local Authority functions are exercised, and the Local Government Act 2003 which enables local authorities to hold local polls to assess opinion on local services and expenditure.

Community involvement and Consultation has become an integral part of the Council's policy making process. Every year it undertakes hundreds of consultation exercises, both internally and externally aimed at service users, non service users, residents, partners and other stakeholders.

It is at the heart of Rotherham's new Community Strategy and the Council's Corporate Plan. A good example is the shared Priority Theme Rotherham Proud.

Community Involvement is a cross-cutting objective in the Local Area Agreements. This is to ensure an increase in community and service-user engagement and involvement, supporting the development of

volunteering, thus enabling greater local influence in decision making and service delivery.

The main recommendations from the last Corporate Assessment carried out demonstrated the need for the Council to improve Community Involvement. Key weaknesses were identified:

- Determine a role for area assemblies and ensure they provide appropriate community leadership.
 - Improve the quality of decision making forums.
 - There was little evidence of consultation changing priorities.
- Other inspection reports have indicated weaknesses in community involvement.

CPA will measure Rotherham Metropolitan Borough Council's proven ability to engage with and lead their communities, deliver community priorities in partnership with others and ensure continuous improvement across a range of council services. The Audit Commission has developed an analysis of the criteria for assessing community engagement as part of the new CPA 2005, for the purposes of this analysis; community engagement is separated into 3 aspects:

- User focus/citizen involvement.
- Engagement with 'vulnerable, minority and hard to reach groups'.
- The role of the voluntary and community sector.

CPA requires that local authorities are user and citizen focussed and that reflect the needs and diversity of the communities that they serve. The council should take into consideration the needs of all sections of the community in setting priorities and consulting with communities and partners when making changes to priorities.

11. Background Papers and Consultation

Community Involvement and Consultation Framework with Action Plan (Appendix 1)

Community Involvement and Consultation Plan for the Framework (Appendix 2)

This report is seeking approval for internal and external consultation and the Framework will be received again by CMT and Cabinet in February after the external consultation is complete. The timetable for the consultation is November 2005 to January 2006 to ensure delivery of Action Plan can commence 1st April 2006.

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Appendix 1

DRAFT

INTRODUCTION

Consultation and Community Involvement is at the heart of the Council's approach to policy making and service delivery.

It is integral to the new Shared Vision for the Borough as set in Rotherham's Community Strategy. This for example seeks to ensure that "Active Citizenship and democracy will under-pin how Rotherham works"... and "that there will be many opportunities for people to be involved in civic life and decision making".

This framework sets out the Council's vision, aims and objectives for consultation and community involvement. It also sets out a range of actions to ensure that consultation and community involvement under-pin and is built into everything the Council does.

It will help to align and co-ordinate activity, identify the key principles which should underpin consultation and community involvement and ensure that the results of consultation are used effectively, enabling the Council to approach consultation and community involvement in a co-ordinated and consistent manner.

WHY HAVE A FRAMEWORK?

The Council is involved in a wide and growing range of consultation and community involvement activities.

There are many examples of good practice already that are delivering better and improved services.

However the Council recognises that there is always room for improvement. This Framework will make an important contribution to our improvement plan and our ambition to be an Excellent Council.

It is also an important element in delivering the commitments in the Council's Corporate Equality Strategy and Action Plan and Race Equality Scheme 2.

The Framework provides a systematic, practical guide to ensure that we involve and consult communities in a way that is co-ordinated, consistent and coherent.

- **Co-ordinated** to make the best use of skill and resources, be cost effective, avoid duplication and 'consultation fatigue' and share information, expertise and best practice.
- **Consistently** to a high standard, shapes policy and service delivery, makes best use of outcomes is representative and actively seeks to engage all communities including marginalised and excluded communities.
- **Coherent** -there is a clear need and rationale. Community Involvement and Consultation must be proportionate to the task in hand, appropriate and timely.

It will also make an important contribution to enabling a culture in the Council where involvement and consultation across the communities in Rotherham is

encouraged, recognised and utilised in improving Council services.

The framework is the result of detailed analysis and research, and draws extensively on best practice particularly the work of the Audit Commission and Yorkshire Forward. It has been developed against a national, regional and local policy context which continues to prioritise consultation and community involvement. The Audit Commission has stated,

“Where user focus works, the positive benefits for the council have been increased from user engagement, greater trust between individuals and councils and a greater sense of ownership of services by users and a willingness to participate among citizens”¹.

The Council has already developed Community Involvement and Consultation Position Statements. Each statement examines the effectiveness of the Council's approach to Consultation and Community Involvement, and makes recommendations on how these can be improved. The findings of these Position Statements have influenced the Framework.

The Framework is not intended to replace existing work and good practice, such as the Council's Good Practice Guide to Consultation but builds on and refines this.

It is a working document and, as such, will be constantly monitored

and changed in light of experience and developments.

It is divided into two main parts. The first part sets out the context and the council's approach to consultation and community involvement.

The second part sets out the specific areas of activity required to achieve the required improvements in consultation and community involvement.

Although the Framework is needed for RMBC, it is intended to share with partners, be used for the Local Area Agreements and be eventually extended to a joint Partnership Framework subject to LSP approval.

WHY CONSULT AND INVOLVE COMMUNITIES?

There are many reasons why we should consult and involve citizens and service users, including to:

- Improve the delivery of services by enabling communities to say how they need to be improved
- Develop participatory decision making that helps Communities, Members and Partner agencies set priorities;
- Develop and test the impact of possible decisions, ideas and policies;
- To make sure decisions and policies do not impact negatively on any community of interest and that they promote equality and good community relations;
- Promote and develop democratic processes and

¹ (2003) User focus and citizen engagement, Audit Commission

councillors community
leadership role

- Widen ownership of issues and decisions;
- Encourage greater understanding of what the council is aiming to do and what it achieves in future policies;
- Raise awareness of Council services
- Develop the capacity of communities to get involved in shaping and delivery of council and other public sector services and empower communities to develop their own areas and respond to problems.
- Develop effective communication mechanisms to provide information to communities on how they can be involved and consulted.
- Develop advances in technology e.g. online consultation through the council's website and text messaging to offer greater opportunities for communities to become involved.

WHAT IS COMMUNITY INVOLVEMENT AND CONSULTATION?

Consultation and community involvement is not new to Rotherham Council. The Council have been consulting and actively engaging communities and employees for many years. There are many examples and models of good practice within the Council and its partner organisations.

The terms Community Involvement and Consultation are often used inter-changeably and are both similar in aiming to offer a means by which communities can be involved in decision making which has an influence on prioritisation, investment, service planning, delivery and evaluation.

There are important differences between the two;

Consultation is asking people for advice, asking what they think about a particular service area or a strategy, or asking what their needs are and what can be done without them e.g. Reach out panel (citizen's panel), focus groups and surveys etc.

Community Involvement concerns identifying ways in that people feel they are part of a decision making process so that they can make a real difference to what is decided and have ownership of the issues e.g. area assemblies, scrutiny panels and community planning etc.

Both are important and need to be used depending on objective of the issue in question. Increasingly the

Council is developing from primarily consultation to developing more community involvement. Some groups are being consulted on a regular basis and therefore structures are being set up to encourage involvement from communities which can meet regularly with officers and members to discuss areas of common interest through area assemblies, ROPES etc.

This offers a more effective way of involving people in decision making and enables people to have a right to determine their future and be involved in deciding how Rotherham develops.

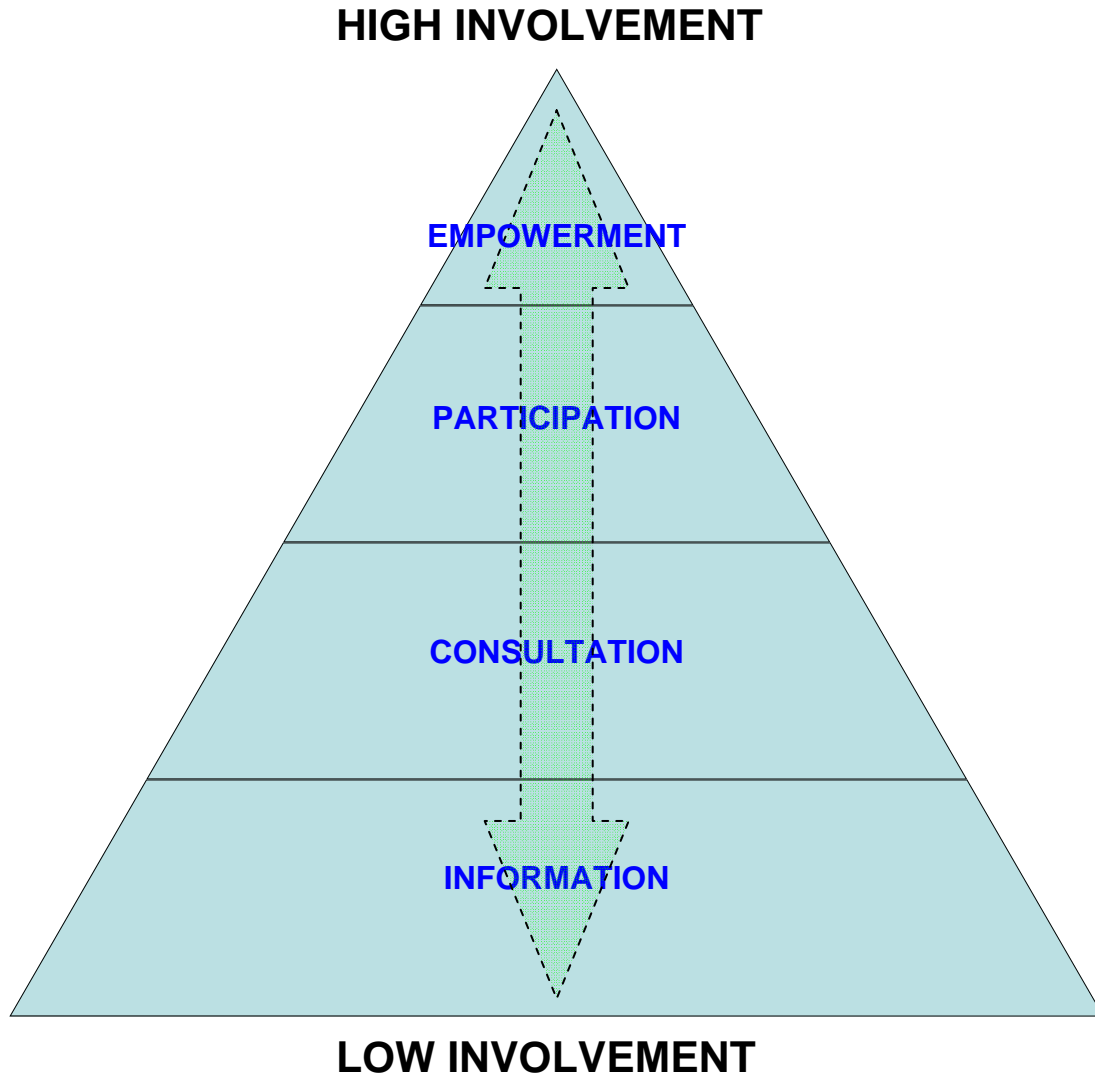
Involvement and Consultation are not just about informing the community; it is about working with and developing the community, to enable them to have responsibility and ownership of any involvement and responses to working with RMBC.

The degree to which people are involved will vary for each consultation and involvement activity.

Some of the things that could affect the level of involvement are:

- how much local people are interested in being informed about the issue.
- how much time is needed from the participants;
- how much time is needed for the officers to undertake the work and;
- the reason the consultation is being carried out e.g. to improve services.

The model below shows the differing levels of involvement that can take place:



INFORMATION

Informing people of what you want to do or have already done.

CONSULTATION

Asking people for advice, for example asking what they think about a particular service area or a strategy or asking what their needs are and what can be done about

them e.g. Reach Out panel.

PARTICIPATION

Asking people to work with RMBC to help decide what to do and encourage them to take part in making the decisions e.g. scrutiny panels.

EMPOWERMENT

Giving people ownership of the

decisions and supporting them to develop and carry out their own plans e.g. community planning and area assemblies.

Three main types of consultation and community involvement have been identified:

Consultation of requirement

- Statutory – e.g. school closure, Community Care Plan, development control, Local Development Framework and the Crime and Disorder Strategy.

Proactive Involvement

- Where the Authority has chosen to ask questions for involving local people – e.g. The Cultural Strategy, through Tenants and Residents Associations, the Employee Opinion Survey.
- Integral part of service delivery – e.g. user involvement in assessment and care management in Social Services and Joint Commissioning.

STATEMENT OF GUIDING PRINCIPLES FOR COMMUNITY INVOLVEMENT & CONSULTATION

All consultation and community involvement should follow best practice. These will help to ensure that a common and high standard exists across the Council for consulting and involving communities.

1. Representativeness

It is important to ensure that all consultation and community involvement is representative of all communities

Understand Rotherham's communities, their composition, future trends, needs and priorities

- Communities can be defined in a number of ways, the most obvious of which is geography, but can also be members of communities of interest E.g. BME communities, Older People, Young People etc.
- Use a variety of methods to reflect the variety of community patterns, and because that the willingness to engage will vary.
- Need to be better placed to plan and provide flexible and appropriate services.

Certain groups in the community should not be left out when undertaking involvement and consultation exercises.

These groups include:

- Black and Minority Ethnic people.
- Older People.
- Younger People and Children.
- Rural Communities.
- Disabled People.
- Gypsies and Travellers.
- Lesbian, Gay, Bisexual and Transgender people.
- Faith Communities.
- Asylum Seekers and Refugees.
- Carers.
- Other people at risk from Social Exclusion.

For some of these groups, there maybe particular barriers such as language, cultural, lack of disabled access and for others there are potential problems with the style of consultation.

3. Clarity of purpose

If we want to achieve the most from consultation and community involvement, then we need to be clear what we are seeking to achieve.

- Be clear about the focus of the consultation and community involvement and what impact it will have on services.
- Agree how the results will be considered and
- Ensure that you understand the views of communities.
- Be clear how it will influence council services and priorities.

4. Communicating in appropriate ways

The means, by which we communicate, consult and

involve our citizens and users can contribute to community involvement and consultation.

- Use a combination of approaches that enable communities to communicate with the council at a time and in a manner that suits them e.g. planning for real etc.
- These include quality of life surveys, community/citizens panel, service satisfaction surveys, websites and surveys about specific issues.
- Should not solely rely on traditional 'paper based' consultation methods and always look to broaden the range of consultation channels such as e-communication, citizen's juries, area based panels and ward surveys.
- Phrasing the questions in a way that it is easy to understand and do not give bias answers.
- Ensuring that you use a robust sample which gives reliable results.

5. Feedback

The key to carrying out effective community involvement and consultation is to listen to the messages we receive and respond.

Feedback to participants on consultation should be:

- Provided in a suitable format for the service user.
- Simple and comprehensive and NO jargon.
- Short and to the point.
- Presented clearly.

- Interesting and relevant.
- Be honest and explain why a certain course of action has been decided or recommended.
- Feedback should be distributed to stakeholders before choosing a course of action to allow stakeholders to comment.

For small sized consultations, feedback can be done in person. Normally it would be easier to use publications such as leaflets or the Rotherham Council Matters. A press release can also be effective as local newspapers are a widely used source of information.

6. Delivers change and improved outcomes

Ensures that consultation and community involvement results in positive change and better services by:

- Ensuring that the results are Incorporated into policies, strategies and service delivery
- Monitoring and evaluating the impact of community involvement and consultation activities to measure how it has fed into service planning and delivery.
- Ensuring that we have communicated what we have to learnt to members, officers and communities through newsletters, web-site.

7. Capacity and resources

It is essential that those responsible for facilitating involvement and carrying out

consultation activities have the knowledge, skills and resources to do so correctly, by.

- Increasing the capacity of communities to deliver projects and services themselves.
- Ensuring that officers and members have access to advice, resources and support as well as having the knowledge and skills to undertake effective involvement and consultation.

HOW WE WILL DELIVER THIS FRAMEWORK

To meet the aims of the Framework we have identified five priority areas for improvement. This reflects the main findings of the Position Statement on Consultation and the Position Statement on Community Involvement, findings from inspections and legal and other requirements.

1. Community Activity	Supporting communities to get involved in shaping the council services by improving their skills and knowledge base.
2. Organisational Development	Working to develop the culture of the Council internally, so that RMBC corporately understands community involvement and consultation, and can develop the mechanisms to make it work.
3. Involvement in Decision Making	Actively involving people in the decisions, which affect their lives, based on full citizenships, the sharing of power, skills, knowledge and experience.
4. Service Improvement	Improving and shaping services to meet the needs of the communities.
5. Performance Management	Measuring performance on RMBC Community Involvement and Consultation programmes, and evaluating the impact.

Community Involvement and Consultation Action Plan

APPENDIX 2

An Action Plan has been produced which details the key Strategic Objectives and Key Actions that are needed to deliver the Framework. These are based around the 5 themes identified in the Framework which are: **Community Activity, Organisational Development, Involvement in Decision Making, Service Improvement and Performance Management.**

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
Community Activity	Review of the council's approach to Community Engagement mechanisms with socially excluded groups	Carry out a mapping exercise with programme areas to identify whether we engage with any of the socially excluded groups identified in the Government's 'Breaking the Cycle' Report.	Principal Community Involvement Officer	Completed	Developed a baseline for the Social Inclusion Framework. Developed a baseline for the Neighbourhood Renewal Strategy.
		Develop community profiles around communities of interest to enable Programme Areas to know the make up of these communities in Rotherham, Community	Andrew Towler (Policy Research)	March 2006	7 Community Profiles completed with further profiles envisaged beyond this. This will be reviewed on a yearly basis.
	Action Plans in place with		Cx's/	September	Number of Action Plans

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
	the Communities of Interest identified in the refreshed Neighbourhood Renewal Strategy.	Planning Officers will work with identified communities of interest to enable them to develop their own action plans.	Neighbourhoods	2006	completed and being implemented.
	Key Service Areas identified and involved in responding to Action plans of identified communities of interest.	Develop an Accelerator Task Group to address areas of need in the plans.	Principal Community Involvement Officer/ Programme Areas and Partners	March 2007	Agencies have identified priority areas and have incorporated these into their service plans and outcomes/actions achieved.
	Structure developed for communities of interest to inform service planning.	Identify appropriate resources to develop independent networks for the identified interest groups. External funding will need to be sought to enable this to happen.	Principal Community Involvement Officer/ Equalities and Diversity team/ Neighbourhoods/ VAR	September 2006	Action Plans for C of I are referred to flag up what resources are required and for what purpose. Funding secured to develop the capacity of the networks. Developed Networks around the identified

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
					Communities of Interests.
		Develop a Corporate consultation database consisting of voluntary and community sector organisations, which officers from all the programme areas can access.	Consultation Officer	March 2006	1 Corporate Consultation (Voluntary and Community Sector) Database
Organisational Development	Working to change the culture of the Council internally, so that RMBC corporately understands community involvement and consultation, and can develop the mechanisms to make it work.	Identify training needs through the Corporate Community Involvement group and the Corporate Consultation Group.	Principal Community Involvement Officer/ Consultation Officer	March 2006	Training needs assessment completed. Number of Officers receiving Community Involvement/ Consultation Training and positive evaluation.
		Develop a Community Involvement/ Consultation training package for council officers and members.	Principal Community Involvement Officer/ Consultation Officer	March 2006	Number of Training sessions with officers and members undertaken on an annual basis. No of officers received accreditation for

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
		Develop and deliver Community Involvement/ Consultation Good Practice guide/Toolkit	Principal Community Involvement Officer/ Consultation Officer with other officers from other programme areas to ensure all good practice is captured.	March 2006	The Guide is available for use on the council's intranet and publicised across the council. Evaluate the number of officers and members who use it on an annual basis.
Involvement in Decision making	Actively involving people in the decisions, which affect their lives, based on full citizenship, the sharing of power, skills, knowledge and experience.	Area Assemblies/Partnerships be developed with maximum Community Involvement and working with partners and to be led by the Cabinet. The Area Partnerships need to have clear links and involvement of Parishes and Community	Tom Cray (Neighbourhoods)	2006/07	Area plans in place and being implemented.

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
	Partnerships.	Local Area	Lee Adams/VAR	March 2006	The final proposal will outline how this objective will be met and this will include performance measures in terms of how it will be achieved.
	Agreements- Cross cutting objective, To increase community and service-user engagement and involvement, supporting the development of volunteering, thus enabling greater local influence in decision making and service delivery.		Caroline (Senior Advisor)	On-going	Numbers of people co-opted and have received training and development to participate.
	Scrutiny Panels- identify appropriate members of the community groups to be co-opted on the Scrutiny Panels and reviews on particular issues of interest on a ad-hoc		Webb Scrutiny		

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
		<p>basis</p> <p>Scrutiny Review undertaking consultation with relevant groups on the topic of interest.</p>			<p>Number of consultation exercise undertaken and recommendations are fed into the Review Process and recommendations as appropriate.</p>
		<p>Ensure community involvement and consultation in all policy and strategy development. (please see Consultation Annual Plan which lists all the policies and strategy development this year)</p>	<p>Principal Community Involvement Officer/ Consultation Officer</p>	<p>On-going</p>	<p>The Consultation Annual Review will monitor progress against each policy and strategy development in relation to community involvement and consultation.</p>
<p>Service Improvement</p>	<p>Council services improving and users involved to shape their services to meet the needs of the communities</p>	<p>Each Programme Area will develop a Community Involvement Plan as part of their</p>	<p>Heads of Services/ Performance and Quality</p>	<p>Nov 2006</p>	<p>Planning Guidance is developed for Heads of Services.</p>

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
	and users.	business/service plan to enhance community involvement in their service planning and are able to show clear outcomes as a result of involving and consulting		Jan 2006 March 2006	A Community Involvement workshop undertaken with Heads of Services. Plans in place
		Review current methods of capturing consultation data across the Council.	Consultation Officer	December 2005	Developed a more robust and SMARTER system to capture the information of how of services have been improved as a result of consultation. Number of consultation exercises that have directly influence service planning and delivery.
		Update the Current to inform the Annual Review and Annual Plan of all consultation and	Consultation Officer	Dec 2006	Database up to date and reviewed regularly.

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
		community involvement activities.			
	Improve integration of community planning into the Council's Strategic Planning Framework to ensure timely responses to needs and priorities identified by communities.	Review existing community plans and area plans to refine and improve them to ensure they are fit for purpose.	Neighbourhoods and Performance and Quality	March 2006	Ensure Business Plans 6/07 reflect community plans and area plans.
	Produce a quarterly Community Involvement and Consultation Newsletter supporting the Rotherham Council Matters to give information on involvement/consultation activities and also feedback outcomes and how it has influenced service planning and service delivery. This will be available as a summary to make it more	Identify appropriate resources and budget.	Consultation Officer/ Communications/ Marketing Team	March 2007	Budget and Resources secured to produce new letters. Newsletter produced on a regular basis, disseminated and evaluated.

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
Performance Management	<p>reader friendly for the public.</p> <p>Measuring performance against RMBC Community Involvement and Consultation Action Plan, and evaluating the impact.</p>	<p>Developed a more robust and SMARTER system to capture the information of how services have been improved as a result of consultation and involvement.</p>	<p>Principal Community Involvement Officer/ Consultation Officer/ Performance & Quality Team</p>	<p>March 2006</p>	<p>Able to feed back to communities, how we have improved services as a result of involving and consulting them (No of feedback activities)</p> <p>Able to demonstrate clearly in inspections how services have been improved as a result of involving and consulting service users and citizens using the Audit Commission's 'User focus and citizen engagement' model which has identified five factors that are critical to successful community involvement and consultation</p> <p>User Satisfaction Survey undertaken on an annual basis.</p>
	<p>Measure Community and User Satisfaction levels</p>	<p>Develop and conduct Quality of Life Survey</p>	<p>Reference Team</p>	<p>December 2005</p>	

Themes	Objectives	How we are going to do it?	Who is going to do it?	By When?	How will we know we have achieved it?
					Satisfaction levels monitored and quality of life survey in place.

Appendix 2

Community involvement and Consultation Framework: Consultation and Community Involvement Proposal

Aim of the Consultation

- To consult and seek support and endorsement for the Framework and its key proposals within the Council
- To raise awareness of the Framework within the Council and amongst partners

It will be an important input into the final strategy

Who will be involved?

- Programme Area Officers
- Members
- Key Partners such as VAR, PCT, REMA, SY Police, Parish Councils and business community
- Target communities of interest and place

Approach

This will require a strategic approach spanning and drawing on the expertise held in all Programme Areas, and partners.

- RMBC Chief Executive's Office to lead the work, with other Programme Area support
- Existing RMBC networks such as Corporate Community Involvement Group and Corporate Consultation Group
- Meetings with partners
- Through networks such as RP, VAR (Community Empowerment Network), REMA
- Planned events such as Older Persons Conference and Parish Council
- Meetings with Programme Area and partner representatives
- Circulation of draft for internal comment, including on intra-net
- Discussion at CMT, Cabinet, Community Cohesion Delegated Powers, Democratic Resources Scrutiny Panel and Member Consultation Panel
- Area Assemblies

Timescales

- Complete by end of January

Asim Munir, Principal Community Involvement Officer and Dawn Price, Consultation Officer

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Community Cohesion Delegated Powers Meeting
2.	Date:	21 Nov 2005
3.	Title:	Lesbian, Gay, Bisexual and Transgender (LGBT) History Month celebrations in Rotherham and South Yorkshire in February 2006
4.	Programme Area:	Chief Executive's Department

5. Summary

This report provides an update on the proposals for Rotherham's contribution to the South Yorkshire-wide celebrations for LGBT History Month in February 2006. These proposals have been made by Rotherham LGBT Inter-Agency Group. This report also asks that the Cabinet Member for Community Cohesion takes forward to Cabinet the proposal to join other South Yorkshire Councils and Partnerships by flying the Rainbow flag at the Town Hall to launch the celebrations. This proposal was made by the Democratic Renewal Scrutiny Panel at their meeting on 8 September 2005.

6. Recommendations

The Cabinet Member for Community Cohesion Delegated Powers Meeting is asked to:

- 1. Note and welcome the proposals for the events and celebrations planned by Rotherham LGBT Inter-Agency Group.**
- 2. Endorse the proposal to join with other South Yorkshire Councils in flying the Rainbow flag at the Town Hall to launch Rotherham's celebrations.**
- 3. Agree to refer to Cabinet the proposal to join with other South Yorkshire Councils in flying the Rainbow flag at the Town Hall to launch Rotherham's celebrations.**

7. Proposals and Details

Background to the celebrations

LGBT History Month 2005

Doncaster Partnership Against Homophobia and Transphobia (DPAH/T) hosted South Yorkshire's first LGBT History Month celebration event at Doncaster's Mansion House in February 2005. The event attracted over 100 people who came to view the many displays and listen to speakers. The event was supported by Doncaster Councillors, the Chief Constable of South Yorkshire Police and many local organisations. The Cabinet Member for Equalities, Councillor Glyn Jones, raised the Rainbow Flag to fly above the Mansion House. The event was judged a success and was reported positively by the local press. The outcome highlighted the need for more high profile events to break down barriers and prejudice, to empower and strengthen the local LGBT community and to give local LGBT people a voice.

LGBT History Month 2006

Doncaster PAH/T, and their equivalent LGBT partnership groups under the Local Strategic Partnerships in Sheffield and Barnsley have agreed a joint approach to celebrating LGBT History Month in 2006. They have invited Rotherham LGBT Inter-Agency Group to join with them. The aim is to have a rolling programme of events and celebrations throughout South Yorkshire for the whole of the month. Each partnership group will support and publicise each other's events. The theme will be "Pride Not Prejudice" and aim is for all the four Town Halls to fly the Rainbow flag in turn. At their meeting on 8/9/05 when progress on equality work was reviewed, Democratic Renewal Scrutiny Panel made the recommendation "That this Authority be recommended to join with other local authorities in South Yorkshire to support the flying of the 'Rainbow' flag during Gay History month next February."

Rotherham LGBT Inter-Agency group, with support from LGBT Rotherham community group, propose the following events for Rotherham:

- Raising of the Rainbow Flag at the Town Hall to launch Rotherham's celebrations, inviting the Mayor and the Cabinet Member for Community Cohesion to raise the flag.
- Display of posters depicting 17 points of LGBT history from 1700 to 2006 in partner agency buildings.
- Display of LGBT themed literature, authors and the arts at the Arts Centre.
- Displays in schools by RMBC School Improvement Service.
- Coffee morning at the Youth Café hosted by LGBT young peoples groups.
- Drama performance work with young people organised by RMBC Young Peoples Services.
- LGBT and equality training events for RMBC and partner agency employees.
- A promotional day with stands providing information about services for LGBT people by statutory, community and voluntary sector organisations.
- A celebration social event organised by LGBT Rotherham Community Group.
- Other events to be organised by statutory, community and voluntary sector agencies in Rotherham

8. Finance

Funding for the above events is being discussed with partner agencies and service areas where this fits in to their existing agenda to engage with and provide services for the LGBT community. A budget of £300 has also been set aside for the LGBT Inter-Agency Group to use to fund History Month celebrations through the Safer Stronger Communities Fund.

9. Risks and Uncertainties

The report "Research into the Needs of Lesbian, Gay, Bisexual and Transgender People in Rotherham" commissioned by RMBC in 2004 found that "There is no recognisable LGBT community in the area due to many factors, not least the lack of services, facilities and venues, but also the fear of prejudice, violence and discrimination" This is an excellent opportunity for RMBC to join with its partners and other South Yorkshire partnerships to support local LGBT people and celebrate diversity. A positive publicity campaign will be managed during the LGBT History Month to highlight the contribution of the LGBT community to the civic and economic life of the borough.

10. Policy and Performance Agenda Implications

Celebrating diversity is an important part of the Community Cohesion agenda and the Proud and Fairness themes of the Community Strategy.

11. Background Papers and Consultation

"Research into the Needs of Lesbian, Gay, Bisexual and Transgender People in Rotherham" January 2004. This report was commissioned by RMBC and steered by Rotherham LGBT Inter-Agency Group. Its recommendations were supported by the Safer Rotherham Partnership on 16/3/04 and by RMBC Cabinet on 24/3/04. The report is available on the Council website at: www.rotherham.gov.uk/graphics/YourCouncil/Equalities+and+Diversity

The Democratic Renewal Scrutiny Panel reviewed the progress of equality work in RMBC at their meeting on 8/9/05 and recommended, "That this Authority be recommended to join with other local authorities in South Yorkshire to support the flying of the "Rainbow" flag during Gay History month next February."

Information about LGBT History Month is on the website: www.lgbthistorymonth.org.uk.

Contact Name:

Zafar Saleem, Manager, Equalities, Community Cohesion & Inclusion Ext 2757, zafar.saleem@rotherham.gov.uk.

Carol Adamson, Equalities & Diversity Officer, 2772, carol.adamson@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member (Community Cohesion) Delegated Powers Meeting
2.	Date:	21st November 2005
3.	Title:	Diversity Forum – Service Specification
4.	Programme Area:	Chief Executives Department

5. Summary

This report outlines the funding arrangements for the “Diversity Forum” and the associated service specification.

6. Recommendations

TO AGREE THE REPORT AND SERVICE SPECIFICATION.

7. Proposals and Details

At its Cabinet meeting on 22nd March 2005 Elected Members agreed:

- To remove funding from Rotherham Race Equality Council (RREC) following a loss of confidence in the project.
- That the projects based at the RREC be maintained and safe placement found for them, and staff redundancies avoided.
- That current funding is ring fenced for work with the BME community.

The three projects based at the RREC prior to its closure were (1) MAARI (2) Immigration Adviser and (3) the Community Cohesion Project.

Following soundings taken by the Chief Executives Department from the community the projects were placed as follows: (1) and (2) at the Diversity Forum and (3) at REMA.

The Diversity Forum assisted the Council by taking on the management, support, monitoring, and supervision arrangements for MAARI and the Immigration Adviser conditional on core funding being made available for supplies and services, administration, Information Technology, and clerical support, and management time.

Such an arrangement safeguarded the projects, posts, and maintained continuity in service delivery to a vulnerable and deprived section of the community.

The above agreement was reconsidered at Cabinet Member (Community Cohesion) Delegated Powers meeting on 25th July 2005 where it was noted that the new arrangement had been agreed by the SRB Management Committee at its meeting on 4th July, 2005. It was requested that a service specification was drawn up between the Diversity Forum and the Chief Executives Department as appropriate.

A service specification has been drawn up and is attached at Appendix A.

Cabinet Member (Community Cohesion) Delegated Powers meeting is recommended to agree the service specification.

8. Finance

The provision of core cost funding for the Diversity Forum has been met from the existing ring-fenced ICIB budget set aside to support the BME community.

9. Risks and Uncertainties

Funding the core costs of the Diversity Forum is essential to safeguard the MAARI Project and the Immigration Adviser post which were both left without a management body following the closure of Rotherham REC in April 2005.

10. Policy and Performance Agenda Implications

The Race Relations Amendment Act 2000 puts the Council under a statutory duty to positively promote good community relations, challenge unlawful discrimination, and promote equality of opportunity. Part of the Council's strategy in achieving these aims is to work in partnership with the local BME voluntary and community sector.

Promoting community cohesion contributes to the priority themes of Fair and Proud as set out in Rotherham's Community Strategy and the Council's Corporate Plan.

11. Background Papers and Consultation

"Future funding of Rotherham Race Equality Council", Report to Cabinet/CMT, 22nd March 2005.

"MAARI Project Appraisal", Report to SRB Management Committee, 14th July, 2005.

"Diversity Forum/MAARI", Report to Cabinet Member (Community Cohesion) Delegated Powers Meeting, 25th July 2005.

Contact Name:

Zafar Saleem, Manager Equalities, Community Cohesion, & Inclusion, ext 2757, zafar.saleem@rotherham.gov.uk

Appendix A**Diversity Forum****SERVICE SPECIFICATION**

1.	<p style="text-align: center;"><u>AGREEMENT</u></p> <p>This Service Specification forms part of an agreement (“the Agreement”) between Rotherham Borough Council (“the Council”) and Diversity Forum (“the Organisation”) for the delivery of the services specified in this Service Specification.</p>
2.	<p style="text-align: center;"><u>TERM</u></p> <p>Clause 2 of the Agreement</p> <p>This Service Specification is for the period 1 April 2005 to 31 March 2006.</p> <p>This Service Specification is subject to 1 January 2006.</p>
3.	<p style="text-align: center;"><u>PAYMENT</u></p> <p>Clause 8 of the Agreement</p> <p>Subject to the terms and conditions of the Agreement, the Funding will be paid by cheque.</p> <p>Date: 1st June 2005; Amount: £12,805.00 Date: 30 November 2005; Amount: £11,148</p> <p>Total Payable: £23,953</p>
4.	<p style="text-align: center;"><u>SPECIAL CONDITIONS</u></p> <p>Clause 8 of the Agreement</p> <p>The following special conditions apply –</p> <p>1. None.</p>
5.	<p style="text-align: center;"><u>ORGANISATION’S OBJECTIVES</u></p> <p>The Organisation’s objectives are -</p> <p>To promote the principles of diversity and raise awareness and understanding of diversity issues.</p>
6.	<p style="text-align: center;"><u>ORGANISATION’S SPECIFIC OBJECTIVES</u></p> <p>The Organisation’s specific objectives are – To provide advice and assistance on a range of immigration and nationality issues.</p>
7.	<p style="text-align: center;"><u>SERVICE ELEMENTS</u></p>

	<p>In accordance with the Agreement and this Service Specification, the Organisation will –</p> <p>(1) Provide Level 1 Immigration and Nationality Advice/ Manage the Immigration Adviser, (2) Manage MAARI.</p>				
8.	<u>WORK PLANNING</u>				
	Key tasks, targets, objectives, outcomes and outputs for financial year 2005/2006				
	OBJECTIVE	KEY TASKS	TARGETS		
	Provide Level 1 Immigration and Nationality Advice	Initial advice, case management, and preparation for referrals	600 clients per annum		
	Manage the Multi-Agency Approach to Racial Incidents	Provide advice and support to MAARI Project Officer, and complete monitoring requirements of SRB/Accountable Body.	Requirements of SRB/Accountable Body satisfied.		
9.	<u>BENEFICIARIES</u>				
	The Organisation must ensure that the following persons benefit from the achievement of the key tasks, targets, objectives, outcomes and outputs				
	Target Group			Number	
	Total number of beneficiaries			600 for Immigration and Nationality Advice	
	Breakdown of beneficiaries				
	Black and Minority Ethnic Groups and communities/Refugees and Asylum Seekers			600	
	Women			Even split between gender groups is an aim	
	Men				
	Other: (please state) – A separate project appraisal exists for the MAARI project which is monitored through SRB/Accountable Body. This gives full details of beneficiaries and can be cross-referenced.				
10.	The Organisational services will cover the following geographical areas.				
	<u>WARDS</u>				
	1. Anston and Woodsetts		2. Boston Castle		3. Brinsworth & Catcliffe
	4. Dinnington		5. Hellaby		6. Holderness
	7. Hooper		8. Keppel		9. Maltby
	10. Rawmarsh		11. Rother Vale		12. Rotherham East
	13. Rotherham West		14. Silverwood		15. Sitwell
	16. Swinton		17. Valley		18. Wales
	19. Wath		20. Wickersley		21. Wingfield
	22. All Wards	x			

11.	<p style="text-align: center;"><u>NEIGHBOURHOOD RENEWAL AREAS</u></p> <p>The Organisations services will be delivered in the following Neighbourhood Renewal Areas: Central, Kimberworth, Masbrough, Rawmarsh.</p>
12.	<p style="text-align: center;"><u>OUTPUTS</u></p> <p>As per section 9 above</p>
13.	<p style="text-align: center;"><u>OUTCOMES</u></p> <p>The outcomes of this agreement will be: As per section 8 above.</p>
14.	<p style="text-align: center;"><u>EVALUATION AND MONITORING</u></p> <p>1. The Organisation will notify the Council in writing of any change to its Management Committee within one week of such change.</p> <p>2. The Organisation will notify the Council in writing of any changes to posts funded through this agreement including the names of post holders within one week of such change.</p> <p>In each monitoring return sent to the Council, the Organisation must submit details of –</p> <ul style="list-style-type: none"> • any other fundings received from the Council showing for each funding the amount, type of funding (or funding name) and Council department; • work undertaken to identify and seek alternate funding showing funding sources, application date and level of success; • information on progress towards, and achievement of, the key tasks, targets, objectives, outcomes and outputs objectives; • Information on persons benefited by the Agreement
15.	<p style="text-align: center;"><u>FINANCES</u></p> <p>Finances are to be spent in line with the agreed financial profile within relevant budget headings: please see Financial Profiles.</p> <p>Contributions from other agencies that form part of the Organisation’s finances must be identified in this agreement and in the monitoring returns.</p> <p>The Organisation must ensure that it remains within the overall financial profiles given in this agreement.</p> <p>Any virement that increases or reduces any budget heading by 10% or more within the agreed profile will require prior written approval from the Council.</p> <p>The Organisation will ensure it receives and records competitive quotations for any purchase of services or goods. It is good financial practice to get three written quotations for any purchase over £500.</p>

	If the Organisation is purchasing services or goods over the value of £3,000 it will consult the Council's Liaison Officer for approval before purchase.	
16.	<u>REVIEW OF THE SERVICE SPECIFICATION</u>	
	<ol style="list-style-type: none"> 1. The Service Specification will be reviewed. 2. The review will be undertaken by the Council's Liaison Officer and the Organisations Liaison Officer. 3. The review will consider the following: <ul style="list-style-type: none"> • The progress of the services and finances against targets • The financial situation of the Organisation • Continuation of the Service Level Agreement • New targets for the following financial year (where you have a Service Level Agreement that is longer than the current financial year). • Available / required budget for the following year (where you have a Service Level Agreement that is longer than the current financial year). 	
17.	<u>AGREED DOCUMENTATION LIST</u>	
	The Organisation confirms it has the following policies, procedures and other documentation in place.	
	<u>POLICY/PROCEDURE DOCUMENTATION</u>	Tick to confirm
	Memorandum and Articles of Association / other governing document (please state)	x
	The Organisation's business plan	x
	An up to date structure chart showing staffing and governance structures	x
	A list of the names and home addresses of all committee members	x
	Equal Opportunities Policy	x
	<i>Note: All the above need to be provided to the Council with the signed Service Level Agreement</i>	x
	Health and Safety policies and procedures (appropriate to Organisation's work)	x
	Recruitment and Selection Policy	x
	Sustainability Policy	x
	Quality Procedures	x
	Complaints Procedure & Public Leaflet	x
	Disciplinary Policy & Procedures	x
	Grievance Policy & Procedure	x
	Confidentiality Policy	x
	Data Protection Policy	x
	Insurance - Public Liability	x
	Insurance – Employers Liability	x
	Insurance – Buildings	x
	Insurance – Contents	x

FINANCIAL PROFILES

1	Chief Executive's Department funding approval under this agreement			£23953
2	Total funding from other sources			£60134
3	Total cost of the project			84087
4	Breakdown by funding sources			
Funding Source A	Name of Fund B	Funding needed C	Funding secured D	Status of remaining funding E
Rotherham MBC	Chief Executives Department			
	ICIB (D13008); Equalities Unit (TO1004); Equalities Unit (TO1002)	£23953	£23953	Approved as part of this agreement
Lottery funds				
Other Government / Public Sector	SRB	£60134	£60134	Has been agreed by SRB
Private Sector				
Voluntary Sector				
Other Sources				
TOTALS		£84087	£84087	

5	The Organisation confirms that it has not received funding from any other source for activity under this agreement.
6	<p>Project sustainability after end of funding period</p> <p>All funding for MAARI ends on 31 March 2006 and a submission has been made as part of the MTFS/BBR for continuation of funding from mainstream. An application is also to be made to the SRP as part of the Safer, Stronger, and Communities theme block.</p> <p>Funding for the Immigration and Nationality Adviser has been extended to 31 March 2007.</p>

7 Breakdown of project budget				
Budget Heading A	Total Cost B	Contribution from Chief Executive's Department C	Contribution from other sources D	Name of other sources E
Salaries, National Insurance and pensions				
Recruitment				
Fees for Freelance Workers	4000	4000		
Rent	2600	2600		
Rates				
Training for staff and volunteers including committee	1000	1000		
Training for beneficiaries				
Travel for staff and volunteers				
Consultancy, professional services and advice	7200	7200		
Basic repairs and maintenance	953	953		
Office Equipment				
Stationery				
Marketing and publicity				
Other running expenses – include telephone, gas, electricity, water, insurance etc.	1200	1200		
Other: premises, fuel etc_____				
Other: photocopying, postage, phones etc_____	500	500		
Other: _insurance_____				
Other: running costs etc_____	500	500		
Other: audit, accountancy, bank etc__				
Other: Administration	6000	6000		
TOTALS	£23,953	£23,953		

ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	Community Cohesion Delegated Powers
2.	Date:	21 st November, 2005
3.	Title:	Bi-Annual Plan of Consultation 2005-2006 (September to April 2006)
4.	Programme Area:	Chief Executive's Department

5. Summary

To consider the Council's Bi-Annual Plan of Consultation for the period September 2005 to April 2006. It outlines the major consultation activities scheduled for the coming six months within the Council, and identifies the lead Programme Area, purpose of the consultation, the methodology to be used, its timing and other useful information. It seeks to improve the co-ordination of consultation and the sharing of results and best practice, for example.

6. Recommendations

The meeting is asked to:

1. **Consider and agree the bi-annual Plan of Consultation**
2. **Note the revised process for its development**
3. **Note the diversity of strategic consultation activity being undertaken over the next six months.**
4. **Ensure that this Plan is embodied into the strategic and service delivery planning process, policy and performance management arrangements**
5. **Agree to refer this report to Cabinet and relevant Scrutiny Panel.**

7. Proposals and Details

This report invites CMT consider the Council's Bi-Annual Consultation Plan for the period September 2005 to April 2006. It provides a concise overview of the wide range of strategic consultation activity planned for the next six months by the Council together with a range of useful information, purpose of the consultation, timing etc.

It provides a useful tool for the Council and its partners. Notably it seeks to improve the co-ordination of consultation and the sharing of results and best practice, for example, and underlines the breadth and depth of consultation with service users, non-service users and communities of place and interest is an established part of this Council's culture.

The Plan acknowledges that there is always room for improvement on present practice and quality of consultation. This improvement may come from internal innovation (which is encouraged) or from the experiences of external partners.

The development of this the (fourth) Bi-Annual Plan of consultation has been the subject of a process of review and refinement. Following consultation with Programme Areas, including through the Council's cross Programme Area Consultation Co-ordination Group, the Plan now focuses on major consultation. The Council undertakes many hundreds of individual consultation exercises many minor in nature and to monitor and track (including completion of forms 1 and 2) would be disproportionate in terms of time and effort to the service or strategic importance of the issue to the Council and wider community. In addition, there will be two Plans a year (previously there was one) to enable it to be more responsiveness to new and changes to existing consultation.

It is an integral part of a wider programme of actions aimed at strengthening the Council's approach to consultation. These include the Consultation and Community Involvement Position Statements and the emerging Consultation and Community Involvement Framework.

8. Finance

There are no direct financial implications but it is important to acknowledge that the cost of consultative processes needs to be an integral part of the service development process

9. Risks and Uncertainties

The success of the Bi-Annual Plan of Consultation will largely depend on effective dissemination, feedback and ensuring that the Consultations undertaken are used to inform policy development, priorities and service improvement.

10. Policy and Performance Agenda Implications

The Council already has in place a consultation policy and has agreed corporate standards for its delivery. The Corporate Management Team has undertaken to consider the consultation activities on an on-going basis and ensure that the outcomes are used in an appropriate way to inform service planning and policy development

The consultation theme is also an integral part of the Council's vision and values as reflected in the Year Ahead Statement, Community Strategy and Corporate Plan.

Neighbourhood Renewal Strategy: Consultation is carried out across all areas of Rotherham and will include consultations that specifically target different socio-economic groups. Results from consultations enable the Council and its partners to improve and develop services to meet the needs of its residents and in doing so contribute to the delivery of the NRS.

Sustainability: Consultation provides a key mechanism for engaging, seeking views and opinions and providing information with local residents. Consultation is an exchange of views and can be seen as a two way process. Effective consultation and involvement are essential for a sustainable Rotherham

Equalities Issues: All consultation carried out within the authority must now adhere to the Equality Monitoring Policy, ensuring that correct representation of the diverse communities of Rotherham is included and also that correct monitoring processes are included.

11. Background Papers and Consultation

Reference materials: Attached Bi-Annual Plan of Consultation.
Consultation and Community Involvement Position Statements

A copy of the final Plan will be available on the Internet and Intranet.

The Bi-Annual Plan has developed with the active support of all Programme Areas, and has been considered by the Consultation Co-ordination Group. There has also been reports to the Members Consultation Advisory Group. Attached is a copy of the 4th Annual Plan of Consultation. The Plan is also available on the intranet and the internet.

12. Contact Names:

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Rotherham MBC

Bi-Annual Plan of Consultation 2005 – 2006 (September to April)

**Produced by
the Chief Executive Department
September 2005**

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Section 1

Summary & Introduction to the Bi-Annual Plan of Consultation

Summary & Introduction to the Bi-Annual Plan of Consultation 2005 – 2006

1.1 Introduction

- 1.2 The Council's Bi-Annual Plan for Consultation for the period of September 2005 to March 2006 sets out the Council's plans for consultation over the period identified. This includes key details such as timescales, target audience for each consultation exercise and contact details of Lead Officers.
- 1.3 It seeks to improve the co-ordination and the sharing of results and best practice. The coordination of consultation information in the manner within the Council and with our external partners, allows for the avoidance and duplication of consultation activity but also ensure the most effective use of resources.
- 1.4 The Council undertakes many hundreds of consultation exercises (see also para 3.10) a year some major lasting many months and involving many hundreds of people others small scale spanning a short period and involving a handful of people.
- 1.5 The Bi-Annual Plan outlines the major consultation exercises to be undertaken in financial year 2005 – 2006 (September – April) by the Council, in many cases in partnership with other organisations. These generally span the activities of all Programme Areas, involve partners, and use a variety of consultation mechanisms and of strategic significance.
- 1.6 These will serve to inform the Council and external Partners of the consultation activities taking place. They will also be reflected in Council Matters as a regular feature; this will enable members of the Public to be aware of what consultations are going to take place, allowing them to contact key officers, should they wish to be involved in the Consultation, where appropriate. This is a 'live' document that will be regularly reviewed and updated on a half yearly basis over the year.

2.0 Different Methods of Consultation

2.1 There is no agreed or commonly used definition of consultation. The Council's Consultation Strategy defines consultation as a "two way process where views are actively sought and considered before decisions or plans are made".

In general terms, Consultation can be used to describe many forms of public or stakeholder involvement, for example:

- Public Meetings
- Focus Groups
- One-2-one formal/informal interviews
- Roadshows
- Workshops
- Conferences
- Art, music or other expressive forms
- Emails
- Text messages
- Telephone interviews
- Informal discussion groups
- Scrutiny Reviews
- Members Advisory Groups
- Surveys
- Video/audio diaries
- Reflective diaries

2.2 The variety of consultation methods can be combined to provide a more robust process, should this be required; it is common that several methods be used at different stages of the consultation process in order to achieve maximum output.

2.3 The variety of methods identified above are only some of those that are currently used, with the growth in technology and the importance of innovative ideas in terms of consultation methods, the ways in which we will consult are developing further.

3.0 Feedback methods

3.1 This key to carrying out effective consultation, and the Council uses a range of methods to feedback the results of consultation and how they have been used to inform and shape policy and service delivery. These include:

- The Council website
- Newsletters
- Informal meetings for feedback
- Formal feedback events
- Presentations
- Accessible formats when requested

4.0 Why does RMBC Consult?

4.1 Rotherham Metropolitan Borough Council has a long and good track record in consultation. It is central of the Council's approach to engaging communities in its activities, in the shaping of services and in policy development. It is key to the Community Strategy which seeks to ensure that "Active Citizenship and democracy will under-pin how Rotherham works" and "there will be many opportunities for people to be involved in civic life and decision making". In particular, it

- Is key to the delivery of high quality effective services that meet the needs of the communities improve the quality of life for the local people, in particular;
- Enables Communities and Members to set priorities;
- Enables the testing of the impact of possible decisions, ideas and policies;
- Promotes the democratic process and councillors community leadership role
- Enables individuals and groups to take responsibility as members of the community;
- Widens ownership of issues and decisions;
- Encourages greater understanding of, and confidence in, what the council is aiming to do;

5.0 RMBC Consultation Policies

The Bi-Annual Plan is one element of the Council's Corporate approach to Consultation. In addition, it has developed.

5.1 Annual Review of Consultation

This identifies the significant outcomes of the wide range of consultation activities undertaken across the Authority and outlines how the results have been used to inform policies and service improvement across the Council and more widely. The next Annual Review is expected towards the end of 2005.

5.2 Consultation Strategy

This sets out the Council's vision, aims and objectives for consultation. This is currently being refreshed, and will be brought together with the closely related Community Involvement Strategy to form the Council's first single Consultation and Community Involvement Strategy. A draft will be available in October for consultation and feedback.

5.3 Good Practice Guidance

Good Practice Guidance aims to ensure consistency and ensuring that quality and effectiveness underpins the ways in which the Council consults and engages with its stakeholders. The Guidance highlights a number of Good Practice markers to be taken into consideration before embarking on any consultation process.

5.4 Consultation Co-ordination Group

This is a corporate officer working group, and includes a representative from each of the Council's programme areas. The purpose of the group is as follows to:

- Ensure that all consultation exercises conducted across the Council are co-ordinated in order to avoid duplication, optimise the use of resources and avoid consultation fatigue in communities.
- Ensure that all consultation that is carried out, both internal and external, is consistent and in line with good practice. This should include the promotion and relevant use of the consultation framework and protocols that have been developed for RMBC.
- Challenge consultation in order to identify the most effective methodologies for achieving consultation objectives and to ensure that that it encompasses principles of good practice.
- Ensure that the outcomes of consultation are effectively utilised to feed into the Council's priorities and service developments.

5.5 Members Consultation Advisory Group

This is made up of Councillors and officers, and meets on a quarterly basis to:

- Consider the outcomes of the latest Reachout survey, the Borough's Citizens Panel
- Advise on the content of the next Reachout survey
- Advise on the development of Corporate Consultation
- Advise on and co-ordinate consultation with Members

5.6 Reachout Sub-Group

This leads on Reachout in the Borough, the Citizens Panel. The main purpose of this officer group is to:

- Work in partnership to oversee the operational management of the Rotherham Reachout panel and surveys
- Ensure the effective planning and preparation of surveys, and the appropriate reporting of results
- Ensure that survey themes are effectively prioritised in accordance to key corporate and partnership issues

This work has been developed and led by the Council's Corporate Consultation Co-ordinator Dawn Price, in the Chief Executive's Office on extension 2783 or e-mail dawn.price@rotherham.gov.uk.

Section 2

**Bi-Annual Plan of Consultation
2005 – 2006
(September to April)**

Strategic Consultation Plan
September - April
2005 - 2006

This identifies major *strategic* consultations to take place this year between September to April. These have been identified in key strategies and plans such as Corporate Plan, Year Ahead Statement and by individual Programme Areas.

Its seeks to ensure that consultation is co-ordinated to make the best use of skill and resources, avoids duplication and share information, expertise and best practice as well as consistently to a high standard, and shapes policy and service delivery.

The Strategic Consultation Plan identifies strategic consultations only. Given the sheer number and diversity of the consultation undertaken by the Council it would be inappropriate to list them here.

KEY:

LO – Lead Officer

LCO – Lead Consultation Officer

CHIEF EXECUTIVES DEPARTMENT	Title	Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments
Corporate Equality Strategy		LO: Carol Adamson	Equality Standard 2 requires the Council to develop a corporate equality action plan	Council staff, Voluntary/Community Groups, PCT, Police, Business, people	User Groups	01/07/05 – 30/11/05	Corporate Plan and Year Ahead Commitment

Community Involvement & Consultation Strategy	LO: Dawn Price & LO: Asim Munir	and this must be subject to consultation.	with disabilities, older people, LGBT, BME Groups, and Young People.	Service Users, Non-service users, council staff, members, Voluntary/community groups, other partners BME groups, Socially Excluded people	Questionnaire, focus groups, user groups, face to ace interviews, comment forms, electronic consultation, Consultation & Community Involvement event	01/06/05 - 30/09/05	Corporate Plan and Year Ahead Commitment
Race Equality Scheme 2	LO: Janet Spurling	Compliance with the Race Relations (Amendment) Act 2000 mean we are required to review & update our race equality scheme, inc. detailed action plan every 3 yrs.	Council staff, Voluntary/Community Groups.	Council staff, Voluntary/Community Groups.	Focus groups, Electronic Consultation	01/03/05 – 31/03/06	Corporate Plan and legal requirement
Framework for Sustainable Development	LCO: Dawn Price/CCI Assistant	To help shape and inform the final development of the Framework	Service Users, council staff, voluntary/community groups, partners	Service Users, council staff, voluntary/community groups, partners	Comment forms, Community Involvement events	Form 1 return awaited	Corporate Plan and Year Ahead Commitment
Older Persons well-being Strategy	LO: Andrew Towleron LCO: Dawn	To consult Older People across Rotherham on the	Council staff, voluntary/community Groups, partners,	Council staff, voluntary/community Groups, partners,	Focus Groups, written comments,	20/11/05	Corporate Plan and Year Ahead

	Price	issues and experience that effect their Health & Well Being. To develop a Strategy that realistically reflects these issues.	service users and providers	Strategy event. Questionnaire, Consultation & Community Involvement events		Commitment
Public Health Strategy	LO: Lee Adams LCO: Asim Munir	To consult all communities in the Borough on the major issues that affect health and well being. The findings will then be used to develop the final Strategy.	Service Users, Non-service users, council staff, business, Voluntary/community groups, PCT, health and other partners	Focus groups, user groups, face to ace interviews, comment forms, electronic, events	November 2005	Corporate Plan and Year Ahead Commitment
Rural Framework (Strategy)	LO: Colin Bulger LCO: Asim Munir	To develop detailed proposals and actions to improve the well being of Rotherham's rural communities	Service Users, Non-service users, council staff, Voluntary/community groups, parish councils, other partners	Comments, meetings and events, including with parish councils	Winter 2005	Corporate Plan and Year Ahead Commitment
Social and Environmental Strategy for the Town Centre	LO: Lee Adams LCO: Asim Munir	To help shape and inform the final Strategy	Service Users, council staff, Voluntary/community groups, partners, business people living in and around the Town Centre, reachout	Focus Groups, written comments, Strategy event. Questionnaire, Consultation & Community Involvement events	Winter 2005	Corporate Plan and Year Ahead Commitment
Reachout – Citizen Panel	LCO/LODawn Price	To identify public satisfaction levels with services received	Reachout Panel Members, 1600 members	Reachout - questionnaire	Ongoing – approx. 3 a year	Corporate Plan and Year Ahead

Commitment						

Economic Development Service						
Title	Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments
User Satisfaction Survey – StreetPride	LO: Colin Knight	To seek customer views on how Streetpride/Rotherham Connect are performing to inform service improvements	Callers that contact centre	questionnaires	1/4/05 – 31/3/06	Corporate Plan commitment
Gateways Improvement Strategy	LO: Andrew Newton	To develop detailed proposal for improvements within gateway corridors (principally highway corridors, but potentially also rail, canal and footways or cycle ways.	Business , Members & others	Meetings; other	15/07/05 – 31/12/09	Corporate Plan and Year Ahead Commitment
Enforcement Strategy for traffic / parking	LO: Graham Weaver	To enable implementation and enforcement of traffic orders which help to achieve the overall aims of the Local Transport Plan and the requirements of the	Statutory consultations with regard to all legal orders for CPZ, RPS & VP included emergency passenger transport executive, etc	To be confirmed	Winter 2005	Corporate Plan and Year Ahead Commitment

			Traffic Management act 2004. Order process' required for :- Controlled parking Zone (CPZ) Residents Parking Schemes (RPS) Verge Parking (VP)					
Urban Renaissance – Town Centre Regeneration	LO: Adam Wilkinson	To provide a public participation forum for all stakeholders to be informed and have input into the development of the town centre regeneration initiative	Town Team which is an Open Forum	Meetings, Forums, comment forms	2003 - ongoing	Corporate Plan and Year Ahead Commitment		
Capital and Asset Management Strategy	LO: Adam Wilkinson LCO: Ian Smith	To inform the final strategy	To be confirmed	To be confirmed	To be confirmed	Corporate Plan and Year Ahead Commitment		
Local Development Framework/ Statement of Community Involvement	LO: Alan Mitchell LCO: Noel Bell	The SCI is a critical part of the LDF and will explain to communities & stakeholders how they will be involved in the preparation for LDD's and the steps we will take to facilitate this involvement	Service Users, Non-service users, council staff, Voluntary/community groups, PCT, Police, Business, Young People, Older People,	comment forms, questionnaires, specifically arranged meetings, electronic consultation	01/04/05 - 01/01/06	Corporate Plan and Year Ahead Commitment and legal requirement		
Regeneration Plan	LO: Richard Poundford	To help the refresh of the Regeneration Plan	Programme Areas, business and partners	comment forms, specifically arranged	Winter 2005	Corporate Plan and Year Ahead		

Tourism Plan 2005 – 2008	LO: Joanne Edley	To undertake a plan for tourism in the Borough, which is dependent on public, private and voluntary sector delivery for the success of the tourism offer in the area.	Tourism Forum members which consists of Parish Councils, Attractions, Accommodation providers and transport providers, Community Interest Groups Other Council service areas	meetings, Comments forms, other	01/01/05 – 30/06/05	Regeneration Plan priority
Customer Satisfaction – Caretaking Team	LO: Jane Muffet	To continue to improve an efficient, cost effective and flexible caretaking service to our customers, discretionary, however links to corporate plan, team action plan and performance and development reviews	Council Staff	Electronic Consultation	02/05/05 – 31/07/05	Service Plan
Local Industry Satisfaction Survey Tourism Businesses	LO: Joanne Edley	The Tourism Development Unit is a member of DPUK City Group 4, which is a benchmarking group for tourism to assess like for like areas for best value. As part of annual benchmarking exercise	Rotherham Borough Tourism related businesses – accommodation providers, transport providers, attractions, eating out establishments, leisure and entertainment	Questionnaire	January 2006 – October 2006	Service Plan

<p>How's the Visitor Economy? Business Survey</p>	<p>LO: Joanne Edley</p>	<p>tourism businesses are asked about local industry satisfaction with the Tourism Development Unit and this information is utilised in the assessment criteria identified by DPUK for tourism, which is completed in June / July 2006 and a report is produced by the end of 2006.</p>	<p>establishments, night clubs</p>	<p>Questionnaire</p>	<p>January 2006 – October 2006</p>	<p>Service Plan</p>
<p>Exercise Lighting</p>	<p>LO: Alan Matthews</p>	<p>The Tourism Development Unit is a member of DPUK City Group 4, which is a benchmarking group for tourism to assess like for like areas for best value.</p>	<p>Rotherham Borough Tourism related businesses – accommodation providers, transport providers, travel agents, and tour operators, attractions, eating out establishments, leisure and entertainment establishments, night clubs</p>	<p>Questionnaire, Other</p>	<p>26/07/2005 – 02/08/2005</p>	<p>Service Plan</p>

Review of completed projects	LO: Paul Smith	exercise It is the policy in Rotherham construction partnership to review relationships and customer satisfaction levels when schemes are completed	Service users, Council staff, other groups	Questionnaires	01/04/2005 – 31/03/2006	Service Plan
Evaluation of ID Service	LO: Graham Clark	Part of the team action plan is to consult customers of the ID badge service	Service users, Council Staff	Questionnaires	01/04/2005 – 31/03/2006	Service Plan
Customer Satisfaction - Incubation	LO: Geoff Link	key output measure from Objective One funded project covering business incubation and business support	business	survey	2005/6	Service Plan
Visitor Center Customer Satisfaction Survey	LO: Clare Warsop	To undertake the completion of a Visitor Satisfaction Survey to comply with best Value	Service users	Questionnaire	1 st Sept – March 06	Service Plan
Customer satisfaction levels on Vandalism/Graffiti/Rubbish	LO: Andy Shaw	To seek customer satisfaction levels on Vandalism/Graffiti/Rubbish to inform service improvements	Service Users, Non-service users, council staff, members, Voluntary/community groups, Young People, Older People, People with Disabilities, LGBT, People with Learning	TBD	2006	Service Plan

Post Works Questionnaire	LO: Stephen Finley	To inform service improvement and develop a strategy	Disabilities, BME groups, Socially Excluded people Public	Questionnaire	Ongoing 05/06	Service Plan
Rotherham by the Sea 2005	LO: Dawn Runciman	To evaluate Rotherham by the Sea	Families attending the event	Questionnaires	15-27 August	Service Plan
SRB IV New York Riverside Challenge – Project 3.5 Evaluation	LO: Andrew Newton	To measure the perceived success of project 3.5 amongst participating businesses, the exercise is also intended to inform service improvement, particularly where such grant aid regimes are proposed, the exercise is discretionary	Businesses	Questionnaires 12	01/06/2005- 20/08/2005	Service Plan
Design Code	LO: Ryan Shephard	The main purpose is to consult on a draft design code which provides planning a Guidance for residential-led mixed use development at Westgate	Other groups	Exhibition / Roadshow	20/06/2005 – 22/08/2005	Service Plan
Buy local user satisfaction survey	LO: Peter Hunter	To obtain feedback on how useful the buy	Other groups	Electronic Consultation,	01/04/2005 –	Service Plan

	Regulation 25 "Frontloaders Club"		LO: Phil Turnidge	local service is to the businesses community.	Other Groups	Other	Questionnaires 113	31/03/2006	18/07/2005 – 31/03/2006		Service Plan
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Resources	Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments
Title						
Risk Management Strategy	LO: Steve Merriman LO: Andrew Bedford	To identify the extent to which risk management is embedded in RMBC. Key requirement of the Audit Commission and is part of risk management action plan following the 2004 inspection.	Council staff, Members	Electronic consultation	01/02/05 - 31/03/05	Corporate Plan
Customer Access Strategy	LO: Dawn Rowley	To inform the final strategy	To be confirmed	To be confirmed	To be confirmed	Year Ahead Commitment & Corporate Plan
Budget/Council Tax Consultation	LO: Andrew Bedford	To gather views on level of Council tax spending and to establish customer satisfaction.	All Council Stakeholders	TBC	Feb 06	Year Ahead Commitment & Corporate Plan
ICT Strategy	LO: Paul Edwards	To inform the final strategy	To be confirmed	To be confirmed	To be confirmed	Year Ahead Commitment & Corporate Plan
ReachIn	LO: Emma Kirkwood	Service Improvement, IIP, to measure employee satisfaction against customer	Council staff, Members, people with disabilities, older people, LGBT, BME	3 questionnaires a year, focus groups	01/04/05 – 01/04/06 Ongoing	Corporate Plan

		satisfaction	groups.	annually. Sample 300 staff from across programme areas.	Consultation through FY's.	
Equal Pay Challenge	LO: Alan Swann	To seek agreement from those parties involved in response to the equal pay challenge	Former manual grade employees	Direct mailshots to home addresses Formal postal ballot	July 05 onwards Sept 05	Year Ahead Commitment
Trade Union Consultation	LO: Alan Swann	Regular planned consultation throughout the year on a range of employment issues	Trade Unions	JCC meetings involving Members and Chief Exec	15.04.05 29.07.05 21.10.05 27.01.06 (additional meeting in December to discuss budget)	Service Plan
Workforce Planning Framework	LO: Tracey Parkin	To pilot and receive suggestions/comments regarding the proposed draft framework and matrix	Corporate Workforce Development Panel Specific services participating in pilot – Leisure & Green Spaces, Strategic HR, Adult Services	Pilot exercise	April – Sept 05	Year Ahead Commitment
Legal Services	LO: Robert Parker	To obtain feedback on service standards to inform future service planning	All programme areas	Questionnaire	March 06	Service Plan
Risk Management –	LO: Steve	To identify the extent to	Council Staff,	Electronic	01/02/2005	Corporate Plan

Strategic Diagnostic Survey	Merriman	which risk management is embedded in RMBC. This is a key requirement of the Audit Commission and is part of the risk management action plan following the 2004 inspection.	Members	Consultation	- 31/03/2005	
Customer Survey	LO: Robert Parker	For development of Legal Services to be more customer facing an working towards excel accreditation	Council Staff	Questionnaires, Electronic Consultation 150	22/04/2005 - 31/07/2005	Corporate Plan
Rotherham Standard Managers Programme	LO: Ian Whittle	To formulate an outline design for the content of the Rotherham standard management development programme	Council Staff	Focus groups, Face to Face interviews 40	11/05/2005 - 12/07/2005	Corporate Plan
RESOURCES PA-CORRESPONDENT NEWSLETTER	LO: Emma Kirkwood	To influence action plans on the development	Council Staff	Questionnaire, Electronic Consultation, Other 150	15/06/2005 - 31/08/2005	Corporate Plan
Customer Satisfaction Survey	LO: Aileen Heggie	To gauge whether RBT are providing a good service. To improve service delivery. To	Service users, council staff, other	Postal Questionnaire	01/06/05 - 31/03/06	Corporate Plan

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find out if things can be done better and to learn from customer feedback, performance standards, to measure KPI

ECALS Title	Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments
Children & Young People's Strategy	LO: Julie Westwood	To inform the final development of the Strategy	To be confirmed	To be confirmed	To be confirmed	Year Ahead Commitment & Corporate Plan
Cultural Strategy	LO: Phil Rogers	To inform the final development of the Strategy	To be confirmed	To be confirmed	To be confirmed	Service Plan
Young People's Visioning Consultation	LO: George Simpson	To create a children and young people led vision for Children and Young people's Services	All children and young people 0-25 years.	Questionnaires, Face to Face, Interviews, Focus Groups, user Groups	Complete by October 2005.	Year Ahead Commitment & Corporate Plan
School Transport Review	LO: Mariam Haque	To perform a scoping study to review current education transport policies. This follows a government initiative in the education transport bill (October 2004) to link with other government initiatives including the accessibility planning part of the 2006-20	Service Users, Council Staff, Members, PCT, Police, Other groups	Questionnaires, Face to Face, Interviews, Other 4,000	01/02/2005 – 31/03/2005	Service Plan
Bi-Lingual	LO: Jackie Blackshaw	Inform Service improvements	Service users , Non-service users, Young People, People with	Focus Groups, user Groups	01/01/2005 – 30/06/2005	Service Plan

Involving Children in Service Development	LO: Judith Milner	To involve children in service development	disabilities, People with Learning disabilities, BME groups, Other groups	Service Users	Face to face interviews, Other 4	01/03/2005 – 30/06/2005	Service Plan
Early Support Evaluation	LO: Hilary Eadson	For development of future strategy, inform service development	Service Users, Non-service Users, Young People, People with disabilities	Service Users, Non-service Users, Young People, People with disabilities	Focus groups, User groups, Face to face interviews	01/06/2005 – 30/09/2005	Service Plan
Common Assessment Framework	LO: Elaine Meshane	The purpose of undertaking the consultation is with a view to influencing the implementation of the common assessment framework (CAF) in Rotherham	Young People, other groups	Young People, other groups	Questionnaires, Focus groups, Reachout, Face to Face interviews, Electronic Consultation	01/04/05 – 31/03/06	Service Plan
Early Years & Child Care Service Delivery	LO: Aileen Chambers	To inform future service delivery and to enable us to report on the inspection criteria of ECM framework	Service users, Young People, People with disabilities, People with learning disabilities, BME groups	Service users, Young People, People with disabilities, People with learning disabilities, BME groups	Questionnaires	01/03/2005 – 01/10/2005	Service Plan

Neighbourhoods	Title	Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments
	Community Planning	LO: Martin Hughes	<p>Support communities to develop Plans that indicate their priorities and needs and identify action to address them.</p> <p>Support the establishment and development of representative community organisations (Partnerships, Parish Councils, etc.) who will lead on the delivery of their Community Plan by working in partnership with core service providers.</p> <p>To provide evidence of need that will influence future Plans, Strategies and Budgets of key Agencies and Service Providers (at Area Assembly and Borough wide level)</p>	<p>All geographic communities</p> <p>All communities of interest</p>	<ul style="list-style-type: none"> • Participatory Appraisal • Planning For Real • Virtual Villages • Open Space Technology • Visioning • Focus Groups • Questionnaires • Surveys • Conferences • Public events 	<p>Ongoing.</p> <p>By Dec 2005 there will be 25 geographic Community Plans completed, with up to 20 more in various stages of development</p> <p>Completed Community Plans are periodically being reviewed and updated.</p>	<p>Year Ahead Commitment & Corporate Plan</p>

Area & Community Planning	LO: Debbie Marks	To inform Community Plans and targets	Area Assemblies, Tenant and Resident Associations	Meetings, Forums and Events	To be confirmed	Year Ahead Commitment & Corporate Plan
Parish & Town Councils' Joint Charter	LO: Paul Griffiths	To inform the final charter	Council, parish councils	Meetings, Forums and Events	To be confirmed	Year Ahead Commitment & Corporate Plan
Housing Market Renewal Masterplanning	LO: Paul Walsh	To provide information and engage the community & key stakeholders in consultation activity regarding the development of housing market renewal master plan for their neighbourhoods.	Service users, non service users, Members, Voluntary/Community groups, businesses	Electronic consultation	01/05/05 – 31/05/05	Year Ahead Commitment & Corporate Plan
Refresh Area Assemblies	LO: Andrew Balchin	To inform the refresh	Area Assemblies	Area Assembly	To be confirmed	Year Ahead Commitment & Corporate Plan
Neighbourhood Charters	LO: Richard Walker	To inform the development of the Neighbourhood Charters	Area Assemblies, Tenant and Resident Associations	Meetings, Forums and Events	To be confirmed	Year Ahead Commitment & Corporate Plan
Environmental Action Plan	LO: Bon Crosby	To inform the final Plan	To be confirmed	To be confirmed	To be confirmed	Year Ahead Commitment & Corporate Plan & Corporate Plan
Tenants Satisfaction	LO: Phil Rees	Service Improvement	Tenants	Quarterly	To be	Neighbourho

Survey			and Performance		Survey of Tenants	confirmed	ods Service Plan
Safer Neighbourhoods Teams	LO: Mark Ford & Vaughan Williamson	To provide the SNT's with a citizen focus, enhance public reassurance by targeting priorities identified by, rather than imposed upon, the community	Businesses, Other groups	Questionnaires, Other	01/07/2005 – 31/08/2005	Service Plan	

Social Services		Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments
Title	Lead Officer	Purpose of Consultation	Target Group	Consultation Method	Dates	Origination & Comments	
Children in Need – Service User Satisfaction Survey	LO: Emma Heyes	Mandatory DfES survey conducted to identify whether Social Services are meeting the needs of Children in Need	Young people, aged 10-17, who are receipt of services from Social Service	Questionnaires	12/01/05 – 31/10/05	Service Plan	
Family Placement Survey	LO: Emma Heyes	Discretionary survey to improve services to foster carers and adoptive parents	Foster carers and adoptive parents	Questionnaires	1/11/05- 31/3/05	Service Plan	
Children's Guides for Fostering and Adoption	LO: Ruth Bastin	To produce 2 young person friendly children's guides for fostering and adoption	Looked After Children	Questionnaires and Discussion groups	1/04/05 – 31/10/05	Service Plan	
SWIFT Survey	LO: Tony Sanderson	Annual Survey to seek employee's views on SWIFT	Staff use whose use SWIFT	Questionnaires	01/07/05- 30/11/05	Service Plan	
Activities for Looked After Children	LO: Brian Sampson	To evaluate the activities provided to Looked After Children	Looked After Children and parents/carers	Questionnaires and face to face interviews	01/07/05- 31/12/05	Service Plan	
Contracting and Commissioning Strategy for Older Peoples Services	LO: David Lisgo	To inform and shape the final strategy	To be confirmed	To be confirmed	Action Plan to be completed by 30/11/05	Year Ahead Commitment	
Intermediate Care Strategy	LO: Paul Billingsley	To develop detailed proposals and actions to improve the intermediate care	Council staff, Health staff and User and Carer representatives	Comments and meetings	01/04/05 – 31/10/05	Year Ahead Commitment	

PSS User Experience Survey for Homecare	LO: Christine Marriott	provision in Rotherham Compulsory government survey to provide comparative information across the country	Homecare Service Users	Questionnaire	01/12/05 – 31/5/06	Service Plan
Support for Services For Parents & Carers of Children with a Disability within Rotherham's BME community	LO: Laura Townson	To provide information on how the current service has been delivered in the ethnic minority community and as to how the service can be developed / improved	Service Users	Questionnaires 25	14/03/2005 – 30/05/2005	Service Plan
Demand for childcare	LO: Aileen Chambers	To inform future service delivery and to enable us to report on the inspection criteria of the ECM framework	Service Users, Non-Service Users' People with disabilities, People with learning disabilities, BME groups	30,000	01/05/2005 – 01/09/2005	Service Plan

Consultation Calendar

FY 05 -06

Please Note: Bars identify dates of consultation activity where dates have been provided by Lead Officers or Consultation Lead Officers.

Consultation	A 05	M	J	J	A	S	O	N	D	J 06	F	M	A
Chief Executives													
Corporate Equality Strategy													
Consultation & Community Involvement Consultation													
Race Equality Scheme													
Sustainable Development Framework													
Older Person's Well Being Strategy													
Public Health Strategy													
Rural Framework													
Social & Environmental Strategy for the Town Centre													

ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	Community Cohesion Delegated Power
2.	Date:	November 2005
3.	Title:	Analysis of the Irish population in Rotherham: Draft Report
4.	Programme Area:	Chief Executive's Department

5. Summary

This report invites the Panel to consider the main findings from a report commissioned by the Research and Policy team in Rotherham MBC to examine the Irish population in Rotherham. The report represents a wider approach adopted by the Research and Policy Team to help develop a greater understanding of the needs and priorities of the many communities in Rotherham and this report is the first in a series of such reports to be developed by the Policy and Research team. The findings will have implications for policy and service delivery

6. Recommendations

The Panel is asked to:

- 1. Consider and discuss the main findings from the report as outlined in section 7 of this report**
- 2. Agree that the findings of the report be taken into account by Programme Areas in developing policies and services**
- 3. Agree that dissemination of the key findings to Programme Areas and interested partner agencies be undertaken.**
- 4. Note that this is the first in a series of reports to be developed by the Policy and Research Team looking at the needs and priorities of the various communities of Interest in the Borough.**

7. Proposals and Details

Background

The analysis of the Irish Community in Rotherham is the first in a series of reports, which seeks to develop a greater understanding of Communities of Interest in Rotherham. Better information and Research is part of the Year Ahead commitment to further understand local needs in order to plan and deliver more effective services for local people in Rotherham. The research was developed with Sheffield Race Equality Council. Its findings will be made widely available, and help to shape and inform services and policies by the Council and partners.

This report represents a wider approach adopted by the Research and Policy Team in the Chief Executives Department of Rotherham MBC to help develop a greater understanding to support the needs and priorities of the many communities in the Borough.

Developing and implementing a coherent approach to research, consultation and intelligence is pivotal to a wider network of plans, strategies and initiatives such as the Neighbourhood Renewal Strategy, Chief Executive Service Plan, Local Area Agreement and The Audit Commissions Area Profiling Pilot project. Developing this approach to understanding the needs of our communities also contributes to the development of key strategic documents such as the Corporate Plan. It is envisaged that the report along with others that are developed in the future will play a key role in shaping and informing future policy and service delivery across the Borough and by all partners.

The improvement of available data from various sources and the development of more sophisticated approaches to profiling through for example the Council's involvement in the Audit Commission's Area Pilot Profile have enabled the Policy and Research Team to develop a more in depth understanding of the needs and priorities of its many of its communities.

Main Findings

Demographic Characteristics

- 0.43% of the Rotherham population are Irish.
- In relative terms, the Irish population in Rotherham is much higher than both the regional and national average. Irish people account for 10.5% of the total ethnic minority population in Rotherham, compared with 7.9% regionally and 10% nationally.
- The areas in the Borough most populated with Irish residents is north and south Anston.
- The Irish population in Rotherham is disproportionately older. The under 16 age group represents only 5.8% of the total population of Irish people in Rotherham. Whereas 43.1% of the total population of Irish people in Rotherham are over 60 with 12.6% over 75.
- When national averages are compared with local averages it is clear that Rotherham's 65-74 age group is much higher (12.2% higher).

Ethnicity and Religious Characteristics

- Two thirds (65%) of Irish people in Rotherham were born in the Republic of Ireland with just over 25% of Irish people born in England.
- The majority of Irish people in Rotherham are Christian (89.7%). This figure is 10% higher than the total population of the Borough average.

Family and Living Characteristics

- Just over one third (35.7%) of all Irish households in Rotherham comprise of one person households mostly made up of lone pensioners (23.2%). Lone pensioner Irish households (23.2%) in the Borough are disproportionately higher compared with the total number of Lone pensioner households for Rotherham as a whole (14.4%)
- The Irish population in Rotherham is representative of an older population with disproportionately fewer children.

Health Characteristics

- Over one third (37.3%) of the Irish population of Rotherham classed themselves as having a Limiting Long Term Illness in the 2001 Census. This figure is significantly higher than the Rotherham average as a whole (22.4%) and more than double the national average for England and Wales (17.4%).
- Around 10% of the Irish population in Rotherham are long term sick which is slightly higher than the Long term sick rate for the total population for the borough. Again, this could be explained by the disproportionate number of older Irish people in the Borough.

Economic Characteristics

- Half of all 16-74 year olds of the Irish population in Rotherham are economically active (50.4%) which is much lower when compared with the Economic Activity rate of the total Borough population (64%). The low rate of economic activity by the Irish population could be explained by the disproportionate number of older Irish people in the Borough.
- Almost half of all Irish residents aged 16-74 in Rotherham have no qualifications which is much higher than the total Borough average of 36.8% with no qualifications. This high number of Irish residents with no qualifications could reflect Rotherham's Irish born population that came to live in the Borough in the 1950s and clustered in manual occupations.
- However, the data shows that Irish people living in Rotherham educated to degree or diploma level is much higher (16.9%) than the total Rotherham Borough average (11.5%). This high number of Irish residents educated to degree or diploma level could reflect Rotherham's younger Irish born population that came to live in the Borough in the late 1980s, many of whom were highly qualified.

8. Finance

There are no direct and significant financial implications with this report. The study itself was completed within existing research budgets.

9. Risks and Uncertainties

It is essential that the findings from this report which identify the needs and priorities of this particular community in the Borough are used to help shape and inform services and policies by the council and partners.

10. Policy and Performance Agenda Implications

Developing more sophisticated approaches to profiling communities of interest enables the council to develop a more in depth understanding of the needs and priorities of its many communities. This sophisticated approach identifies and highlights any gaps in research and consultation relating to specific communities of Interest enabling bespoke targeting and consultation within these groups.

Developing and implementing a coherent approach to research, consultation and intelligence is pivotal to a wider network of plans, strategies and initiatives such as the Neighbourhood Renewal Strategy, Chief Executive Service Plan, Local Area Agreement and The Audit Commissions Area Profiling Pilot project. Developing this approach to understanding the needs of our communities also contributes to the development of key strategic documents such as the Corporate Plan. It is envisaged that the report along with others that are developed in the future will play a key role in shaping and informing future policy and service delivery across the Borough and by all partners.

11. Background Papers and Consultation

The report has been developed following detailed analysis and desk based research. Guidance was also given through the Audit Commission's Pilot Area profiling project.

It is envisaged that this report along with future reports that are produced are disseminated across programme areas and key partner agencies. It is also envisaged that these reports will be made available to the voluntary, community and not for profit sectors and the public via the RMBC internet to support and maximise funding opportunities for specific communities of Interest in the Borough.

It is hoped that the findings of this report will enable the council to establish and maintain effective ways to consult with communities of Interest and will drive forward community involvement and consultation in relation to policy and service delivery across the Borough. This report will be used as a tool to support and inform key strategies. The report has received a great deal of interest and requests have already been made for dissemination.

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Analysis of the Irish Population **in Rotherham**

September 2005

Report by Catherine Dale

Research Officer, Policy & Research

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DRAFT

1. National Context & the Needs of the Irish Population

1.1 Background

The analysis of the Irish Community in Rotherham is the first in a series of reports, which seeks to develop a greater understanding of Communities of Interest in Rotherham. The research was developed with Sheffield Race Equality Council. Its findings will be made widely available, and help to shape and inform services and policies by the Council and partners.

This report represents a wider approach adopted by the Research and Policy Team in the Chief Executives Department of Rotherham MBC to help develop a greater understanding of the needs and priorities of the many communities in the Borough.

The improvement of available data from various sources and the development of more sophisticated approaches to profiling through for example the Council's involvement in the Audit Commission's Area Pilot Profile have enabled the Policy and Research Team to develop a more in depth understanding of the needs and priorities of its many of its communities.

This is the first of a series of such reports to be developed by the Policy and Research Team.

1.2 National Context

Profiling the Irish community as an ethnic minority group in the UK is both a contentious and complicated task. Contentious because assumptions about ethnicity suggest that only non- White people can experience discrimination and therefore that Irish people are not really a political, social, economic and ethnic minority. Complicated because little is known about the Irish community in the UK. Their specific living conditions and experiences are only just beginning to emerge since there was no clear provision to record Irish ethnicity in the 1991 Census.

The latter used country of birth as a surrogate to assess ethnicity, which means that only first generation migrants were included. The data from the 2001 Census, which does record the ethnicity of Irish people in the UK and will make it possible to determine the experience of second and third generation migrants, as well as to make comparisons with other ethnic minority groups, are not yet available.

According to the CRE, the Irish are Britain's largest ethnic minority group. Irish people have been coming to work and live in Britain for centuries. According to the 2001 Census, 1.23% of the population in Britain are Irish and people of Irish parentage comprise 4.6%.

Britain's Irish-born population consists of two groups; those who came to Britain in the 1950s and are now retiring from the workforce where they have clustered in manual occupations; and younger immigrants, many of whom are highly qualified, who arrived in the 1980s.¹

There are also differences between migrants from the Irish Republic and those from Northern Ireland, who are closer on average to the overall British population on indicators such as unemployment rates and qualification levels.

¹ The Irish in Britain – Commission for Racial Equality

Many might assume that the experience of those young, Irish people who arrived in the eighties, given their general high level of education and often middle-class background in some way protected them from difficult issues of self-identification so common to the Irish in Britain.

However, research undertaken in 2000 by the Department of Foreign Affairs, Dublin 'A case study of Irish people living in Britain' indicated that:

*"A higher percentage of those who came in the eighties encountered discrimination than those who came during the first wave and in trying to understand why this is, we must look at the phenomenal changes which have occurred in Ireland politically, economically, socially. The peace process in Northern Ireland, the ongoing economic boom, international recognition and celebration of all forms of Irish art and culture - are largely phenomena of the 1990s. Those who left Ireland only a few years earlier experienced many negative stereotypes of the Irish."*²

There are strong indications from the 2000 study by the Department of Foreign Affairs and previous research, that the Irish in Britain have higher mortality rates and a higher incidence of ill health than the native population. Many Irish people in Britain are elderly, living in isolation, in poor health and in substandard accommodation.

In 1999, the Interdepartmental Committee on Emigration, chaired by the Department of Foreign Affairs, set up a special sub-committee to consider action and whether further study is needed, perhaps jointly with the British authorities, to address the special health and social problems of Irish people in Britain. Irish and British officials are working towards special remedial action in the context of policies to combat social exclusion.

In recognition of the unique experience of the Irish community in Britain, of the need to collecting data on their needs, of providing them with culturally sensitive services, the Irish government along with the Audit Commission and the Commission for Race Equality welcomed the Government's decision, to include the Irish as a separate ethnic category in the 2001 British census. This enables policymakers to get a picture not only of the 845,000 Irish-born people living in Britain, which the 1991 census provided, but also of the estimated three million people who identify themselves as Irish.

Nationally, research shows that most of the Irish-born population are concentrated among the most deprived social classes and have lower than average rates of upward and social mobility. Irish men experience above average unemployment rates and their health in middle age is consistently poorer. In the absence of up to date research, statistical data from the Irish agencies working in the UK indicate poor housing and living conditions, homelessness, low paid employment, unemployment and harassment as major problems for Irish people.³

1.3 Older People

Unlike other minority ethnic groups, the Irish community in Britain is disproportionately older and there is widespread evidence of material and social disadvantage.⁴

² O'Donnell (2000) 'A case study of Irish people living in Britain' – Minister of State, Dublin

³ Kowarzik U (1997) 'Irish Community Services: Meeting Diverse Needs'. Action Group for Irish youth Federation of Irish Societies AGIY/FIS

⁴ Tilki, M. (1998) 'A Profile of Elderly Irish People in London'. Federation of Irish Societies

There has been a large growth in the number of older Irish people in Britain today possibly a reflection of the Irish-born migrants who came to Britain in the 1950s and are now retiring from the workforce. According to the 1991 Census the numbers of Irish born people of pensionable age rose by 31.8% between 1981 and 1991, exceeding the growth in the total population of 13.6%.⁵ In the 2001, Census the numbers of Irish born people of pensionable age rose by 11.2% to 43%.

1.4 Employment

Economically, the Irish have a high rate of participation in the labour market, but they remain heavily concentrated in certain occupational sectors, reflecting historical gaps in the British labour market. For women, these are mainly nursing, domestic and catering work. For men, these are mainly skilled construction work and industrial work.

The situation is slowly changing however, as more young men and women now occupy professional and managerial positions. Unemployment is higher among Irish men than in the general population, but roughly similar amongst Irish and other White women. While recent data are not available on the number of Irish households living on low incomes, a number of economic indicators converge to show that the standards of living of Irish households are much lower than average and close to those of Black Caribbean households.⁶

Most Irish people have come to Britain as migrant workers, and have many similar experiences to other migrant populations. Irish people are twice as likely to be unemployed as native-born people and are more likely to be involved in manual, unskilled and personal service employment. Many Irish men have sought work in the building industry and have experienced erratic employment, poor conditions and unstable accommodation. Poor housing and homelessness are problems associated with Irish people living in Britain.⁷

1.5 Health

Irish people in Britain often experience worse health than other minority ethnic groups - and their problems have continued and have in fact worsened for the second and third generations.⁸

According to research by the London Public Health Observatory for the Chief medical Officer, Sir Liam Donaldson, Irish migrants to England and Wales are more likely to die early from a host of causes than those from other ethnic minority groups.⁹ The report states "Mortality rates are worse than those in communities more recognised for poor health such as Bangladeshis and Pakistanis". to suffer diabetes and cataracts.

The figures show higher mortality among the Irish from all causes and from cancer. Mary Tilki, chairwoman of the Federation of Irish Societies states in the report "Although the Irish population is an ageing one, that alone does not explain the high levels of long-term illness experienced by Irish people. The health of men is a

⁵ Brennan, D (1995) 'Who cares for the Irish'. London Borough of Hammersmith & Fulham

⁶ ODPM, (2005) 'Causes of homelessness amongst ethnic minority populations'

⁷ www.scie.org.uk – Social Care Institute for Excellence

⁸ Dr Sermonie Harding, Irish Health Office, 2004

⁹ London Public Observatory, 2005

particular concern. Community organisations have concerns about the long term effect of a lifetime in the building trade.”

The report states that the incidence of mental illness is comparable to those of other ethnic minority groups and suicide rates are 53%-75% higher than in other groups or the England and Wales population.”

Irish men living here, have a 127% greater mortality rate from oral cancer and a 132% greater mortality rate from larynx cancer than the general population. Irish people of both sexes have the highest rate of admission to psychiatric hospitals in the UK and higher suicide rates (53% above average).¹⁰

A report by the ONS 1999 recognises that there is a dearth of data on the health of migrants and their children. The report highlights that over the last two decades, death rates of people born in Ireland and living in England and Wales have been higher than those of all people living in England and Wales. Their death rates were also higher than the rates of those remaining in Ireland. Some of this excess mortality was attributed to the selective migration of those who were disadvantaged in health and socio-economic circumstances.¹¹

According to the report poorer health in second generation Irish may be the result of the persisting effect of parental socio-economic disadvantage. Although socio-economic status was an important influence, being of Irish origin was an independent predictor of poorer health in these studies. This research demonstrates that differential health experience need not disappear rapidly following migration and can persist across several generations.

This research demonstrates that differential health experience need not disappear rapidly following migration and can persist across several generations.

1.6 Inequality

According to a report by the Commission for Racial Equality (CRE)¹²:

“The needs of Irish people play no part in the service plans and consultation processes of statutory bodies, voluntary organisations and local authorities, and consequently go unrecognised and unmet.”

The report highlights that there has been a failure, both officially and in general discussions of race relations to recognise the difficulties that Irish people experience in Britain. The researchers highlight in their report evidence of ‘inequality and of a powerful sense of hurt and unjustified exclusion from an equal place in British society’ among many people of Irish origin. They argue that;

...”Deep-seated anti-Irish stereotypes affected many areas of interviewees’ lives, including workplaces, access to housing, treatment at benefit offices, and interactions with neighbours and the police.”

¹⁰ Health Impact Assessment of the Irish voluntary sector and their partner PCTs 2004 - Federation of Irish Societies (FIS)

¹¹ Socio Economic Differentials in Health, ONS, 1999

¹² Commission For Racial Equality, 1997 ‘The Irish in Britain’

The researchers found that stereotyped responses to Irish interviewees' by service providers occurred frequently, the most common being assumptions that the Irish are 'feckless', 'drunks' or 'fraudsters'.

A survey of Irish members of the public carried out by the CRE, 2000 showed that, although only 20% specifically reported a 'bad atmosphere' at work, 79% had been subjected to anti-Irish 'jokes' and 'remarks'. Seventy per cent of those surveyed said they found anti-Irish jokes offensive.

Anti-Irish attitudes were seen to be wide spread, and the majority of those surveyed could immediately identify instances of behaviour, which they had found insulting, hurtful or intimidating.

1.7 Discrimination

Many Irish-born people, on their arrival to Britain, despite being white and English speaking, experience culture shock, alienation and racism. A sense of loss and feelings of alienation are common experiences shared among all minority groups. As with other minority groups the combination of social and cultural needs increases the likelihood of mental distress.¹³

The colonial relationship between Ireland and England has shaped the beliefs and the behaviour of Irish people and contributed to feelings of inferiority which are easy to reject in Ireland, but more difficult to 'throw off' living in England.

For many Irish people, living in Britain can be just as difficult as it is for people from visible minorities, i.e., people from African Caribbean and Asian backgrounds. They have experiences of prejudice and discrimination, which are similar to people from Africa, the Caribbean and the Indian sub-continent, yet they are not considered to be in need of culturally-sensitive services.

The dominant understanding of racism in Britain is seen in terms of a black-white dichotomy. Irish people are often classified with the indigenous population or with other white minorities, as a result, Irish issues often remain invisible. The absence of an Irish ethnicity category in the census means that only Irish-born people are counted and this statistical invisibility impacts on planning and provision of services for this community.

The absence of census data results in a lack of research evidence to support claims for services to meet specific needs. The inclusion of the Irish in the "white" category denies the distinctiveness of Irish culture and presumes that mainstream services can provide adequate care.

2. Summary of Irish people in Rotherham

2.1 Demographic Characteristics

- The 2001 Census shows that Rotherham has a population of around 249,500 with 0.43% of those being of Irish heritage
- In relative terms, the Irish population in Rotherham is much higher than both the regional and national average. Irish people account for 10.5% of the total

¹³ MIND, 2005

ethnic minority population in Rotherham, compared with 7.9% regionally and 10% nationally.

- The areas in the Borough most populated with Irish residents is North and South Anston which is located within the Anston and Woodsetts ward.
- The Irish population in Rotherham is disproportionately older. The under 16 age group represents only 5.8% of the total population of Irish people in Rotherham. Whereas 43.1% of the total population of Irish people in Rotherham are over 60 with 12.6% over 75.
- When national averages are compared with local averages it is clear that Rotherham's 65-74 age group is much higher (12.2% higher).

2.2 Ethnicity and Religious Characteristics

- Two thirds (65%) of Irish people in Rotherham were born in the Republic of Ireland with just over 25% of Irish people born in England.
- The majority of Irish people in Rotherham are Christian (89.7%). This figure is 10% higher than the total population of the Borough average.

2.3 Family and Living Characteristics

- Just over one third (35.7%) of all Irish households in Rotherham comprise of one person households mostly made up of lone pensioners (23.2%). Lone pensioner Irish households (23.2%) in the Borough are disproportionately higher compared with the total number of Lone pensioner households for Rotherham as a whole (14.4%)
- The Irish population in Rotherham is representative of an older population with disproportionately fewer children .

2.4 Health Characteristics

- Over one third (37.3%) of the Irish population of Rotherham classed themselves as having a Limiting long term illness in the 2001 Census. This figure is significantly higher than the Rotherham average as a whole (22.4%) and more than double the national average for England and Wales (17.4%).
- Around 10% of the Irish population in Rotherham are long term sick which is slightly higher than the Long term sick rate for the total population for the borough. Again, this could be explained by the disproportionate number of older Irish people in the Borough.

2.5 Economic Characteristics

- Half of all 16-74 year olds of the Irish population in Rotherham are economically active (50.4%) which is much lower when compared with the Economic Activity rate of the total Borough population (64%). The low rate of economic activity by the Irish population could be explained by the disproportionate number of older Irish people in the Borough.
- Almost half of all Irish residents aged 16-74 in Rotherham have no qualifications which is much higher than the total Borough average of 36.8% with no qualifications. This high number of Irish residents with no qualifications could reflect Rotherham's Irish born population that came to live in the Borough in the 1950s and clustered in manual occupations.

- However, the data shows that Irish people living in Rotherham educated to degree or diploma level is much higher (16.9%) than the total Rotherham Borough average (11.5%). This high number of Irish residents educated to degree or diploma level could reflect Rotherham's younger Irish born population that came to live in the Borough in the late 1980s, many of whom were highly qualified.

3. Demographic Characteristics

The main source of information relating to the Irish population in Rotherham is the Census. The 2001 Census shows that Rotherham has a population of around 249,500 with 0.43% of those being of Irish heritage.

The table below shows the population count and the percentage of Irish people living in Rotherham with comparative regional and national data. The Irish population of Rotherham (0.43%) is relatively low compared with the regional figure (0.66%) and the national figure (1.23%).

However, it should be noted that this is relative to Rotherham and population rates of all BME groups in the Borough are low compared to regional and national data.

In relative terms, the Irish population in Rotherham is much higher than both the regional and national average. Irish people account for 10.5% of the total ethnic minority population in Rotherham, compared with 7.9% regionally and 10% nationally.

Table 3.1 - Irish Population count, 2001

	Irish population Person Count April 01	Irish population % of persons April 01	All Ethnic Minorities Persons Count	All Ethnic Minorities % of persons	Irish population as a percentage of the total ethnic minority population
England & Wales	641,804	1.23	6,391,695	13.01	10.04%
Yorkshire & Humber	32,735	0.66	413,439	8.33	7.9%
Rotherham	1063	0.43	10,080	4.06	10.5%

Source: Census 2001

Table 3.2 compares Rotherham's Irish population with other Local Authorities in the South Yorkshire region. The table shows that Sheffield has an Irish population (0.65%) similar to that of the regional average (0.66%).

Barnsley has a low rate of Irish residents (0.35%) almost half compared to the regional average (0.66%). However, locally and regionally, the percentage of resident Irish people is significantly lower than the national average (1.23%). Again, these figures are relative to the area they represent.

Table 3.2 – Regional comparison of Irish population count, 2001

	Irish population Person Count April 01	Irish population % of persons April 01
Rotherham	1063	0.43
Barnsley	764	0.35
Sheffield	3,337	0.65
Doncaster	1,491	0.52

Source: Census 2001

Table 3.3 below shows the geographical density of Irish people living in Rotherham. According to the Census 2001, the Irish population of Rotherham tend to be highly concentrated in the following Super Output Areas (SOA):

(Please note that Irish people in Rotherham are dispersed across many different SOAs throughout the Borough, however, for the purpose of this analysis only SOAs above the Borough average of 0.43% with Irish people resident were included.)

Table 3.3 - Irish Population count at SOA level, 2001

	Irish population Person Count April 01	Irish population % of persons April 01
Rotherham SOA 002	53	0.58
Rotherham SOA 008	39	0.66
Rotherham SOA 010	41	0.66
Rotherham SOA 013	38	0.50
Rotherham SOA 014	59	0.73
Rotherham SOA 015	54	0.58
Rotherham SOA 016	38	0.59
Rotherham SOA 017	45	0.71
Rotherham SOA 020	67	0.71
Rotherham SOA 021	54	0.57

Within the SOAs highlighted the actual percentage of Irish people resident is much higher than the Borough average of 0.43%. The highest concentration of Irish people in the Borough is in SOA 014 which stands at 0.73%, this is well above the borough average (0.43%) and the regional average (0.66%).

The information below shows the specific location of the above SOAs in the Borough:

0002 – Located on the southeast of North Anston. Houses along Rackford Road, Yew Tree Avenue, Lindale Close, Elder Avenue and Belverdere Close. This SOA has a large area of unused/fielded land.

0008 – Population located along Nursery Road (B6060) through the centre of North Anston.

0010 – This area has a large percentage of fields/countryside and runs from the southeast of North Anston to the South of Woodsetts. Overall, the population is small and there are no areas of significant housing or population.

0013 – Population located along Nursery Road on the north of North Anston. Housing also located on Scarborough Road and Dukeries Drive. Further population located on the west of the SOA on Devonshire Drive.

0014 – Densely populated area on the west side of North Anston. Housing located on Netherthorpe Way, Leeds Avenue and Manvers Close.

0015 – Located on the northeast of North Anston. Dense areas of population along Lakeland Drive, Ullswater Close, Derwent Close, Coniston Close and Caldbeck Place. This SOA contains Anston Park Junior School.

0016 – Located on the west of North Anston. Population located along Wellington Avenue, Bedford Close, Malborough Close and Nursery Crescent.

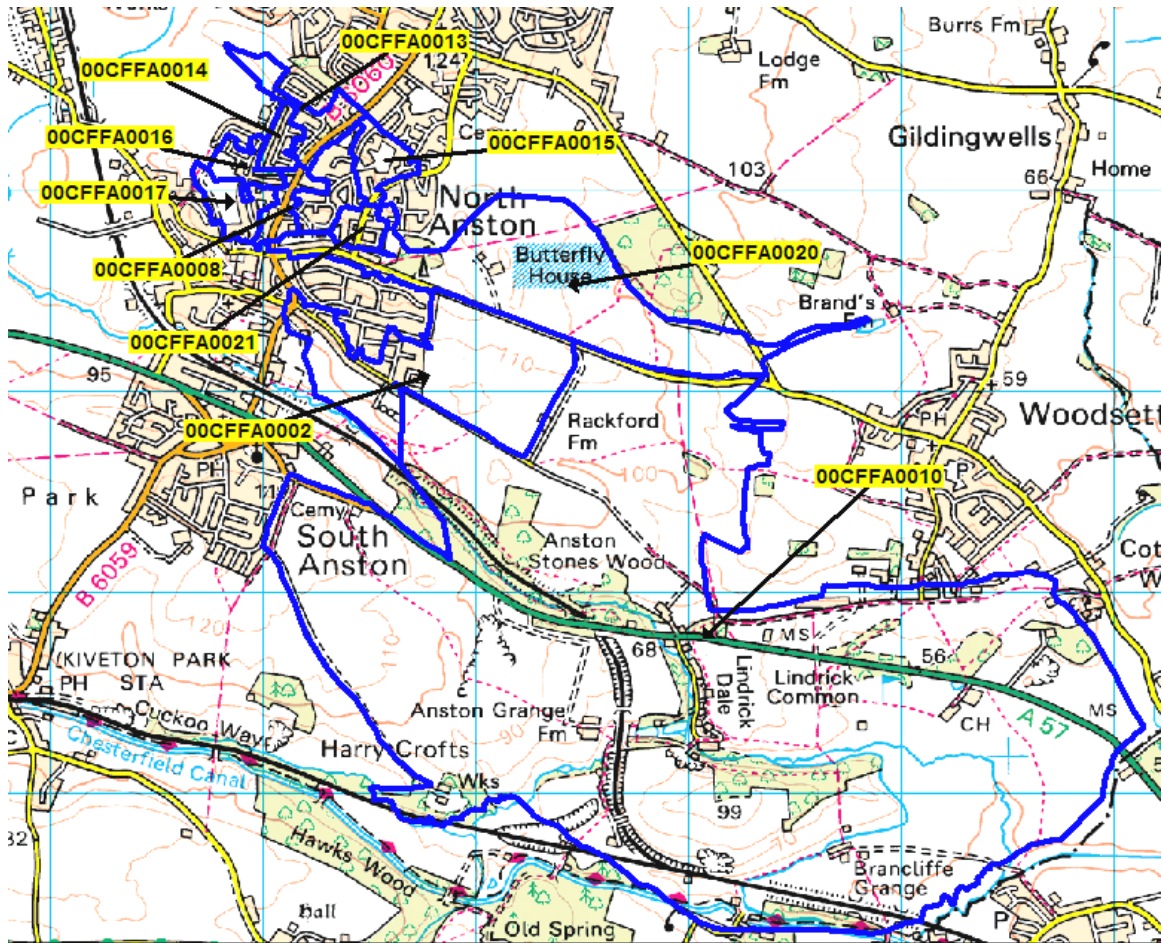
0017 – Located to the West of Nursery Road (B6060). Population located on Nursery Crescent and Greenland Close. Greenlands Park also located within the SOA.

0020 – Located on the east of North Anston. Overall population located along Woodsetts although a pocket of housing is also located in the north of the SOA on Lonsdale Close. Fielded areas takes up most of the SOA on the east.

0021 – Densely populated area on the east of North Anston. Housing can be found on Windermere Court, Grasmere Close, Ambleside Walk, Keswick Way, Kendal Avenue and Lakeland Drive.

The map below shows where the specified SOAs are located within the borough:

(Please note that for analysis purposes, only SOA averages above the Rotherham average of 0.43% were used to highlight the geographical location of Irish residents).



Source: www.rotherham.gov.uk

As the map above shows, the areas in the Borough most populated with Irish residents is North and South Anston which is located within the Anston and Woodsetts ward. There is a suggestion that the reason why this particular area of the Borough is populated by Irish people is due to a small number of families migrating to this area in the 1950s to work in the local quarry.

Table 3.4 below shows the age breakdown of the Irish population in Rotherham. The data for Rotherham is comparative with national data in that the Irish population is disproportionately older.

The under 16 age group represents only 5.8% of the total population of Irish people in Rotherham. Whereas 43.1% of the total population of Irish people in Rotherham are over 60 with 12.6% over 75. When national averages are compared with local averages it is clear that Rotherham's 65-74 age group is much higher (12.2% higher).

Table 3.4 - Age breakdown of the Irish population in Rotherham and England & Wales

Age	Age range of Irish population of Rotherham (number)	Age range of Irish population in Rotherham (%)	Age range of Irish population of England & Wales (number)	Age range of Irish population in England & Wales (%)	Difference between population in Rotherham and population in England and Wales (%)
0-4	12	1.1	641 804	1.2	-0.1
5-15	52	4.7	11 421	1.8	+2.9
16-24	60	5.4	26 375	4.1	+1.3
25-34	87	7.8	40 849	6.4	+1.4
35-49	236	21.3	85 145	13.3	+8.0
50-59	183	16.5	259 847	22.4	-5.9
60-64	103	9.3	115 910	18.1	-8.8
65-74	235	21.2	57 905	9.0	+12.2
75+	139	12.5	96 567	15.0	-2.5

Census 2001

Table 3.5 below shows the number of Irish children in Primary, Secondary and Special schools in Rotherham during 2005 with data provided by the Pupil Level Annual School Census (PLASC).

The data shows that Irish children represent 0.14% of the total school population in Rotherham. Numbers of children in Rotherham schools from Traveller –Irish Heritage background represent less than 0.1% of the total school population in Rotherham. However, there may be many more children in the Borough of Irish heritage i.e. second, third, fourth and fifth Irish ethnicity who do not openly identify themselves as Irish.

Table 3.5 – PLASC (Pupil Level Annual School Census, 2005)

	IRISH
PRIMARY	37
SECONDARY	28
SPECIAL	0
TOTAL %	0.14

Source: www.RMBC.gov.uk

4. Ethnicity and Religious Characteristics

Because of an absence until recently of an Irish ethnicity category in Census data, statistics prior to 2001 refer only to Irish born people and therefore neglect second, third and subsequent generations. The absence of an Irish ethnicity category in the Census meant that only Irish-born people were counted leading to a statistical invisibility impacting on planning and provision of services for the Irish community.

The Irish, like other minority groups are not homogenous, and come from different socio-economic groups. Differences stem from religious origin, place of birth, whether from a town or a rural background, age and time in Britain etc. Some will originate in Northern Ireland, others from the Irish Republic and many who identify as Irish will have been born in the UK. In addition, due to this there was confusion in the Irish community about the difference between nationality and ethnicity also resulting in Irish people misidentifying their Irish ethnicity.

Irish people have also intermarried or formed unions with people from other communities inclusive of British white, Black/Black African, Mixed/Dual background, Asian/Asian British and Other groups and a significant number will identify with one or more aspects of their mixed heritage. The Irish community also comprises of Irish travellers many of whom may not have been included in the Census due to transience and their being subsumed under other 'white' ethnic categories.

Table 4.1 shows that almost two thirds (65%) of Irish people in Rotherham were born in the Republic of Ireland with just over 25% of Irish people born in England.

Table 4.1 – Country of Birth of the Irish population in Rotherham

Country of Birth	Country of Birth of Irish population of Rotherham (number)	Country of Birth of Irish population in Rotherham (%)	Country of Birth of the total population in Rotherham Borough (number)	Country of Birth of the total population in Rotherham Borough (%)	Difference between Irish Population in Rotherham and the total population in the Borough
England	272	25.9	241,728	97.4	-71.5
N. Ireland	87	8.3	362	0.1	+8.2
Rep. Ireland	683	65	754	0.3	+64.7
Scotland/Wales	6	0.6	3733	1.5	-0.9
USA	3	0.3	92	0.04	+0.26

Census 2001

Table 4.2 shows that according to the Census 2001 the majority of Irish people in Rotherham are Christian (89.7%). This figure is 10% higher than the total population of the Borough average.

Table 4.2 – Breakdown of Religion of the Irish population in Rotherham

Religion	Religion of Irish Population (count)	Religion of Irish Population (%)	Religion of the total population in Rotherham Borough (count)	Religion of the total population in Rotherham Borough (%)	Difference between Irish Population in Rotherham and the total population in the Borough
Christian	956	89.7	197,102	79.42	+10.28
Buddhist	3	0.3	131	0.05	+0.25
No religion	42	3.9	25,360	10.22	-6.32
Not stated	65	6.1	19,315	7.78	-1.68

Census 2001

5. Family and Living Characteristics

Just over one third (35.7%) of all Irish households in Rotherham comprise of one person households mostly made up of lone pensioners (23.2%). Lone pensioner Irish households (23.2%) in the Borough are disproportionately higher compared with the total number of Lone pensioner households for Rotherham as a whole (14.4%) Households with children account for just 18.1% of Irish households in Rotherham which is disproportionately lower than the total borough average (31.7%).

These figures suggest that the Irish population in Rotherham is representative of an older population with disproportionately fewer children .

Table 5.1 – Breakdown of household type of the Irish population in Rotherham

Household	Household Type of Irish Population (number)	Household Type of Irish Population (%)	Household Type of the total population in Rotherham Borough (number)	Household Type of the total population in Rotherham Borough (%)	Difference between Irish Population in Rotherham and the total population in the Borough
One person - Pensioner	139	23.2	14,707	14.4	+8.8
One person - other	75	12.2	13,128	12.8	-0.6
Married couple with children	75	12.2	19,320	18.9	-6.7
Co-habiting couple with children	9	1.5	4103	4.0	-2.5
Lone parent with children	15	2.5	6967	6.8	-4.3
Other with children	9	1.5	2082	2.0	-0.5

Census 2001

6. Health Characteristics

The 2001 Census asked questions related to ill health. Over one third (37.3%) of the Irish population of Rotherham classed themselves as having a Limiting long term illness. This figure is significantly higher than the Rotherham average as a whole (22.4%) and more than double the national average for England and Wales (17.4%).

Table 6.1 – Breakdown of Limiting long term illness and general health of the Irish population in Rotherham

	Limiting Long Term Illness in Irish Population (number)	Limiting Long Term Illness in Irish Population (%)	Limiting Long Term Illness of the population in Rotherham Borough (number)	Limiting Long Term Illness of the population in Rotherham Borough (%)	Difference between Irish population in Rotherham and the overall Borough Population (%)
Limiting Long term illness	407	37.3	55,628	22.4	+14.9
Not in good health	252	23.1	29,942	12.1	+11.0

Census 2001

Around 10% of the Irish population in Rotherham are long term sick which is slightly higher than the Long term sick rate for the total population for the borough. Again,

this could be explained by the disproportionate number of older Irish people in the Borough.

7. Economic Characteristics

Half of all 16-74 year olds of the Irish population in Rotherham are economically active (50.4%) which is much lower when compared with the Economic Activity rate of the total Borough population (64%). The low rate of economic activity by the Irish population could be explained by the disproportionate number of older Irish people in the Borough.

Table 7.1 – Breakdown of Economic Activity 16-74 of the Irish population in Rotherham

Age 16-74	Economic Activity in Irish Population (number)	Economic Activity in Irish Population (%)	Economic Activity of the total population in Rotherham Borough (number)	Economic Activity of the total population in Rotherham Borough (%)	Difference between Irish population in Rotherham and overall Borough Population (%)
Economically Active	438	50.4	114,116	64.0	-13.6
Unemployed	20	4.6	7047	4.0	0.6
Long term sick	92	10.6	14,058	7.9	2.7

Census 2001

Almost half of all Irish residents aged 16-74 in Rotherham have no qualifications which is much higher than the total Borough average of 36.8% with no qualifications. This high number of Irish residents with no qualifications could reflect Rotherham's Irish born population that came to live in the Borough in the 1950s and clustered in manual occupations.

However, the data shows that Irish people living in Rotherham educated to degree or diploma level is much higher (16.9%) than the total Rotherham Borough average (11.5%). This high number of Irish residents educated to degree or diploma level could reflect Rotherham's younger Irish born population that came to live in the Borough in the late 1980s, many of whom were highly qualified.

Table 7.2 –Qualifications of the Irish population aged 16-74 in Rotherham

Qualifications	Qualifications in Irish Population (number)	Qualifications in Irish Population (%)	Qualifications in Rotherham Borough Population (number)	Qualifications in Rotherham Borough Population (%)	Difference between Irish population in Rotherham and Rotherham Borough Population (%)
None	444	49.9	65,573	36.8	13.1
Degree/Diploma	150	16.9	20,051	11.5	5.4

Census 2001

8. Summary

Rotherham has an Irish population of 0.43% and in relative terms the Irish population in the Borough is much higher than both the regional and national average. Irish people account for 10.5% of the total ethnic minority population in Rotherham.

The areas in the Borough most populated with Irish residents is North and South Anston which is located within the Anston and Woodsetts ward. The highest concentration of Irish people in the Borough is in the densely populated area on the west side of North Anston.

The Irish population in Rotherham is disproportionately older and when national averages are compared with local averages it is clear that Rotherham's 65-74 age group is much higher (12.2% higher). Irish children represent 0.14% of the total school population in Rotherham.

The Irish population in Rotherham is representative of an older population with disproportionately fewer children. Furthermore, Lone pensioner Irish households in the Borough are much higher compared with the total number for Rotherham as a whole.

The disproportionately older Irish population in the borough is reflected in the health of the Irish in Rotherham. Over one third of the Irish population classed themselves as having a limiting long term illness in the 2001 Census this figure is more than double the national average.

The Economic Activity rate for Irish people in the Borough is much lower than the Borough average. However, the low rate of economic activity by the Irish population could be explained by the disproportionate number of older Irish people in the Borough.

Around 10% of the Irish population in Rotherham are long term sick which is slightly higher than the Long term sick rate for the total population for the borough. Again, this could be explained by the disproportionate number of older Irish people in the Borough.

Almost half of all Irish residents aged 16-74 in Rotherham have no qualifications which is much higher than the total Borough average. However, there are higher than average levels of Irish people living in Rotherham educated to degree or diploma level compared with the total Rotherham Borough average. This high number of Irish residents educated to degree or diploma level could reflect Rotherham's younger Irish born population that came to live in the Borough in the late 1980s, many of whom were highly qualified.

Clearly, the needs of the Irish population of Rotherham are similar to the needs of the Irish population in Britain and reflect the findings by the Commission for Racial Equality (CRE) in that "The needs of Irish people play no part in the service plans and consultation processes of statutory bodies, voluntary organisations and local authorities, and consequently go unrecognised and unmet".

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Community Cohesion – Delegated Powers Meeting
2.	Date:	21st November 2005
3.	Title:	RMBC-VAR Liaison Group
4.	Programme Area:	Chief Executive's Office

5. Summary

This report provides an update on progress of the service level agreement with Voluntary Action Rotherham (VAR) as part of the Infrastructure and Corporate Initiatives Budget (ICIB) programme.

6. Recommendations**That Members:**

- (i) Consider the Terms of Reference and membership of this group (Terms of Reference attached as Appendix A)**
- (ii) Note the contents of this report.**

7. Proposals and Details

As part of the new approach, approved by Members, of focusing ICIB support on a small number of infrastructure organisations in order to achieve maximum impact, a three year agreement was entered into with VAR – as the major infrastructure support organisation for the voluntary and community sector (VCS) - from 1st April 2005.

The agreement contains a wide range of service elements and key objectives around provision of support to the voluntary sector and advice in developing Council policy in the areas of community involvement and engagement.

Progress towards agreed objectives is monitored at regular meetings between the nominated liaison officers of RMBC (Head of Policy and Partnerships) and VAR (Chief Executive) and wider liaison group meetings, which include Elected Members.

In addition, the agreement is subject to a rigorous six monthly monitoring cycle, which incorporates a monitoring form and visit and looks in detail at financial, output and general performance.

The latest monitoring visit took place on 10th November 2005 and a summary of key progress follows:

- Community accountancy pilot up and running and initial assessment suggests it is being well received
- VAR are being consulted on development of the Council Procurement Strategy and are assessing the readiness of groups to enter into service delivery contracts
- First phase study completed into feasibility of VAR providing accountable body functions for the VCS
- VAR's Voluntary Sector Development Manager is chairing the Compact implementation group and is leading on VAR's impact assessment of the Codes of Practice
- First draft of the Voluntary Sector Strategy to be completed by December 05.

Other key issues raised at the meeting were as follows:

Sub Regional Investment Plan (SRIP) – VAR's bid, which currently stands at approx £5.3 million has suffered numerous delays within Yorkshire Forward's approval processes. VAR's future development is heavily dependent on the success of this bid and a number of the objectives within the service level agreement are closely tied to SRIP activity, including work around volunteering and procurement. In addition, the establishment of a new building for VAR is dependent on the SRIP bid.

Pension gap – VAR currently has a pension commitment shortfall of approx £60k. Some of this relates to workers who were transferred, via TUPE, from the Council to VAR. VAR are in discussion with RMBC's Executive Director of Resources on this matter.

8. Finance

The three year service level agreement, from 2005/06 to 2007/08, is broken down as follows;

2005/06 - £180k
2006/07 - £200k
2007/08 - £200k

In addition, payments for work on the Voluntary Sector Strategy are as follows:

2004/05 - £5k
2005/06 - £7k

9. Risks and Uncertainties

There will always be some risk associated with contracting with external organisations. This will continue to be managed through strong commissioning arrangements, service level agreements and monitoring systems within the financial regulations of the authority. The liaison officer and liaison group meetings provide additional scrutiny of the agreement.

There are key issues that need close and continuing attention, including progress of VAR's SRIP application, which provides funding for existing posts within VAR's structure, and the pensions shortfall.

10. Policy and Performance Agenda Implications

This contributes to the Council's drive to develop strong, sustainable communities and VAR are helping to deliver across all themes of the Community Strategy and Corporate Plan.

11. Background Papers and Consultation

Service specification attached as Appendix B.

12. Contact Names :

- *Waheed Akhtar, Partnership Officer (Regeneration), ext. 2795, waheed.akhtar@rotherham.gov.uk*
- *Colin Bulger, Head of Policy and Partnerships, ext. 2737, colin.bulger@rotherham.gov.uk*
- *Michael Holmes, Strategic Funding Officer, ext. 2738, michael.holmes@rotherham.gov.uk*

Appendix A

Terms of Reference for the RMBC/VAR Liaison Group (Draft)

1. Aim

To ensure that key issues important to Rotherham MBC, Voluntary Action Rotherham and the voluntary/community sectors are considered and addressed by the relevant partners.

2. Objectives

- a. To consider updates on key policy and strategic issues in relation to the voluntary / community sectors.
- b. To consider overall progress in relation to the Service Level Agreement between RMBC and VAR
- c. Consider the long term sustainability issues for the voluntary and community sectors.
- d. Provide a platform to share information and good practice on voluntary / community issues.
- e. Develop a co-ordinated approach to consulting, engaging and involving the voluntary and community sectors.
- f. Ensure that work links to key strategic policy drivers such as the Community Strategy, Corporate Plan, and Neighbourhood Renewal Strategy.

3. Composition of Group

<u>Rotherham MBC</u>	
Cllr Glyn Robinson	Cabinet Member (Community Cohesion)
Cllr Shaukat Ali	Senior Cabinet Adviser (Community Cohesion)
Cllr Alex Sangster	Cabinet Adviser (Community Cohesion)
Cllr Jo Burton	Cabinet Adviser (Community Cohesion)
Cllr Glyn Whelbourn	Chair – Democratic Renewal Scrutiny Panel
Cllr Frank Hodgkiss	Council Representative on VAR Board
Lee Adams	Assistant Chief Executive
Colin Bulger	Head of Policy and Partnerships
<u>Voluntary Action Rotherham</u>	
Peter Broxham	Chair
Janet Wheatley	Chief executive and Company Secretary
(Other representatives to be advised by VAR)	

4. Chair

The Liaison Group will meet formally as part of the delegated powers meeting of the Cabinet Member (Community Cohesion). The Cabinet Member will chair the meetings.

5. Meetings cycle

The Group will meet 3 times per year.

6. Reporting structure

Minutes will be formally recorded as part of the delegated powers meeting.

7. Name of group

RMBC/VAR Liaison Group

VOLUNTARY ACTION ROTHERHAM**SERVICE SPECIFICATION**

1	<p style="text-align: center;"><u>AGREEMENT</u></p> <p>This Service Specification forms part of an agreement (“the Agreement”) between Rotherham Borough Council (“the Council”) and Voluntary Action Rotherham (“the Organisation”) for the delivery of the services specified in this Service Specification.</p>
2	<p style="text-align: center;"><u>TERM</u></p> <p>Clause 2 of the Agreement</p> <p>This Service Specification is for the period 1 April 2005 to 31 March 2006.</p> <p>This Service Specification is subject to review as at section 17.</p>
3	<p style="text-align: center;"><u>PAYMENT OF GRANT</u></p> <p>Clause 8 of the Agreement</p> <p>Subject to the terms and conditions of the Agreement, the Grant will be paid by cheque made payable to the Organisation as follows –</p> <p>Date: 1 April 2005; Amount: £90,000 Date: 1 October 2005; Amount: £90,000 Date: 1 April 2006; Amount: £100,000 Date: 1 October 2006; Amount: £100,000 Date: 1 April 2007; Amount: £100,000 Date: 1 October 2007; Amount: £100,000</p> <p>Total Grant: £580,000</p>
4	<p style="text-align: center;"><u>LIAISON OFFICERS</u></p> <p>The Council's Liaison Officer will be: Colin Bulger, Head of Policy and Partnerships; Eric Manns Building, 45 Moorgate Street, Rotherham, S60 2RB Tel: 01709 822737 E-mail: colin.bulger@rotherham.gov.uk</p> <p>The Organisation's Liaison Officer will be: Janet Wheatley, Chief Executive, Voluntary Action Rotherham, Durlston House, 5 Moorgate Rd, Rotherham, S60 2EN Tel: 01709 829821 email: janet.wheatley@varotherham.org.uk</p>
5	<p style="text-align: center;"><u>SPECIAL CONDITIONS</u></p> <p>Clause 8 of the Agreement</p> <ol style="list-style-type: none"> 1. The Liaison Officers shall meet quarterly to discuss issues in relation to the performance of this Agreement. 2. The RMBC/VAR Liaison Group will meet on a four monthly in line with this service specification.

6	<p style="text-align: center;"><u>ORGANISATION'S GENERAL OBJECTIVES</u></p> <p>The Organisation's general objectives are –</p> <ul style="list-style-type: none"> • to support the growth and development of voluntary and community sector groups and organisations in the borough; • to facilitate effective partnership working with the voluntary and community sectors in the borough; • to be an effective voice for the voluntary and community sectors locally and regionally; • to be an effective and sustainable organisation.
7	<p style="text-align: center;"><u>SPECIFIC OBJECTIVES</u></p> <p>The Organisation's specific objectives in relation to this agreement are –</p> <ol style="list-style-type: none"> a) to support the growth and development of voluntary and community sector organisations in the borough by providing appropriate services that will increase the ability of those organisations to be sustainable in the medium and long term; b) to support the Council in delivering the agreed vision for the borough and meet the Government's Change-Up agenda; c) to advise and support the co-ordination and facilitation of effective involvement for the voluntary and community sectors in relation to the Community Strategy, Neighbourhood Renewal Strategy and the Council's Corporate Plan and associated policy and business , including Community Planning; d) to keep the Council informed of any national or regional policy related to the role of the voluntary and community sectors in the quality of life within the borough; e) to maximise the use of the council grant by leveraging in additional resources to support the Organisation and voluntary and community sector groups. <p>This agreement will enable VAR to apply for, and lever in, identified additional funding to consolidate their delivery.</p>
8	<p style="text-align: center;"><u>SERVICE ELEMENTS</u></p> <p>In accordance with the agreement and this Service Specification, the Organisation will take the following action to achieve the specific objectives:</p> <p><u>To support the growth and development of voluntary and community sector organisations in the borough by providing appropriate services that will increase the ability of those organisations to be sustainable in the medium and long term</u></p> <ol style="list-style-type: none"> a) Develop financial and legal services that will support the voluntary community sector ("VCS") organisations in the borough. b) Support VCS organisations to enable them to negotiate and deliver service level agreements agreed with, and to the satisfaction of, the Council. c) Ensure that Rotherham VCS organisations are benefiting from local, regional and national initiatives by providing information and supporting membership and networks.

- d) Explore and develop an accountable body function for VCS organisations in the borough, in order to maximise external funding to VCS organisations in the borough.
- e) Work with partners in the Local Strategic Partnership to further develop the Rotherham Compact and Codes of Good Practice

To support the growth and development of voluntary and community sector organisations in the borough by providing appropriate services that will increase the ability of those organisations to be sustainable in the medium and long term.

- a) Develop initiatives that contribute to the delivery of the Council's corporate Plan, and the Local Strategic Partnerships' Community Strategy where those initiatives are of benefit to VCS organisations.
- b) Work with the Council to develop a volunteering policy.
- c) Develop a quality assured volunteer bureau for Rotherham

To support the Council in delivering the agreed vision for the borough and meet the Government's Change-Up agenda.

- a) Facilitate engagement and liaison between the Council and CEN.
- b) Provide advice and support to the Council on effective ways to engage with VCS organisations in relation to key policy and strategy development.
- c) Support the Council's equalities, consultation and involvement teams in developing good quality mechanisms within VCS organisations.

To advise and support the co-ordination and facilitation of effective involvement for the voluntary and community sectors in relation to the Community Strategy, Neighbourhood Renewal Strategy and the Council's Corporate Plan and associated policy and business , including Community Planning.

- a) Assist other appropriate VCS organisations to help increase the number of people involved in networks for communities of interest and to develop infrastructures, especially with particularly groups that have barriers to engagement such as disabled people and BME communities. This will include support to, and co-ordination with, the Rotherham Ethnic Minority Alliance (REMA), to assist REMA to improve its effectiveness as the umbrella body for BME voluntary and community organisations.
- b) Work with the Council and NOP to develop effective community partnerships which influence council and local strategic partnership planning, and are in turn influenced by those bodies for mutual benefit and improvement in quality of life.

	<p><u>To keep the Council informed of any national or regional policy related to the role of the voluntary and community sectors in the quality of life within the borough.</u></p> <p>a) Provide regular briefings on government policy related to the development of VCS organisations, and help identify areas for joint working with the Council.</p> <p>b) Support the Council by attending council meetings and providing intelligence, in response to any government guidance that requires local authority involvement.</p> <p><u>To maximise the use of the council grant by leveraging in additional resources to support the Organisation and voluntary and community sector groups.</u></p> <p>a) Work closely with the South Yorkshire Funding Advice Bureau in order to maximise funding to VCS organisations in the borough.</p> <p>b) Use the Grant to lever in further funding to support VCS organisations in the borough.</p> <p>c) Facilitate a VCS Funding Group to ensure that the Council is maintaining good relations with funders of VCS organisations.</p> <p>d) Undertake work to develop and secure funding to take forward volunteering opportunities within the borough.</p> <p>e) Develop a strategy for VCS organisations in the borough.</p>		
9	<p><u>WORK PLANNING</u></p> <p>Key tasks, targets, objectives, outcomes and outputs for year 1</p> <p>(VAR lead officers shown in brackets where appropriate)</p>		
	OBJECTIVE	KEY TASKS	TARGETS
Secure funding to develop financial and legal services to meet the needs of the sector within the Borough	<ul style="list-style-type: none"> • Six month pilot to be established to assess need for community accountancy (Lead: Finance Manager) <p>Subject to success of pilot, source further funding to:</p> <ul style="list-style-type: none"> • Develop and market services. • Deliver services. • Develop a business plan for sustaining the service into future years. (Lead: Finance Manager) 	<ul style="list-style-type: none"> • Pilot established April 05 • Provide support to 15 VCS organisations via pilot. • Evaluation of pilot October 05 • Forward business plan for the service developed by November 05 	
Enable VCS organisations, where appropriate, to be able to compete for and deliver services within the statutory sector	<ul style="list-style-type: none"> • Investigate opportunities including procurement issues for service delivery through VCS organisations by identifying good 	<ul style="list-style-type: none"> • Produce a report and make recommendations on the opportunities and barriers to the statutory sector procuring 	

	practice, and working with Council Departments. (Lead: Chief Executive)	<p>services from the VCS and proposals for development by March 06 – further action identified from report to be incorporated into work plan for year 2.</p> <ul style="list-style-type: none"> • Support appropriate organisations to meet the quality requirements for service delivery contracts through training and advice. Action Plan & targets to be agreed by September 05.
Ensure that Rotherham VCS organisations are able to benefit from Government Policy and Programmes in relation to the sustainability of the sector e.g. change-Up	<ul style="list-style-type: none"> • Make use of networks and membership to ensure that the VCS are kept informed of current and future opportunities at local, regional and national levels. (Lead Chief Executive) 	<ul style="list-style-type: none"> • Provide quarterly briefings and information to VCS organisations. • Provide 6 training directories outlining opportunities at local, regional and national levels.
Explore and develop (if appropriate) an Accountable Body function for the VCS in the borough, either as an independent body, or through the Organisation.	<ul style="list-style-type: none"> • Undertake a feasibility study to explore and consider development of Accountable Body function. (Lead Business Development Manager) 	<ul style="list-style-type: none"> • Complete feasibility study by Sep 05 • Consultation with sector by Dec 05 – options agreed • Work with the Council to produce a plan to implement an Accountable Body function (or alternative system) for the VCS by March 06
Work with partners in the Local Strategic Partnership to further develop the Rotherham Compact and the Codes of Good Practice	<ul style="list-style-type: none"> • Contribute to the Compact Implementation Group • Review the Codes of Practice and overall Compact with partners • Prioritise Codes for Launch 	<ul style="list-style-type: none"> • Regular attendance at Compact Implementation Group meetings • Initial review complete by July 05 • VAR to provide position statement on Codes by September 05 • Launch of three agreed Codes by November 05
To support VCS involvement in the Council's policy development	<ul style="list-style-type: none"> • To liaise with the Council and the VCS e.g. to contribute to the review of Area Assemblies and the development of Neighbourhood Management and Scrutiny. (Lead: Chief Executive) 	<ul style="list-style-type: none"> • Regular liaison meetings with officers • Member liaison meetings • Involvement of the Council on the Organisation's Board • VCS effectively involved in at least 5 key policy initiatives in 2005/06 including: the Public Health, Older Peoples and Children's & Young Peoples strategies, the Corporate Plan and the Community strategy.
Provide support and guidance to the Council in identifying volunteering opportunities in the Borough for Council staff in order to support the development of a	<ul style="list-style-type: none"> • Work with the Council to develop a volunteering policy. (Lead Chief Executive) 	<ul style="list-style-type: none"> • A revised volunteering policy, compliant with the Volunteering Code of Practice, agreed by the Council by March 06.

volunteering policy.		
To clarify the relationship with Make a Difference (MAD) Project and to investigate the potential for a quality assured volunteer centre for Rotherham to be managed by VAR	<ul style="list-style-type: none"> • Undertake research on how volunteers are utilised in the borough • Identify good practice in Rotherham and elsewhere • Engage MAD and RMBC stakeholders in discussion on options 	<ul style="list-style-type: none"> • Report and Action Plan to VAR Board by September 05
Facilitate engagement between the Council and CEN	<ul style="list-style-type: none"> • Work with Government Office to produce an annual CEN Plan. (lead Chief Executive) • Establish baselines of engagement between RMBC and the CEN • Facilitate and co-ordinate outcomes arising from Community Planning processes 	<ul style="list-style-type: none"> • CEN Plan complete by May 05 • Baselines completed by August 05 • Agreed engagement levels and methods of engagement between the Council and the CEN to be achieved by November 05. Review for Year 2.
Advise and support the Council on consulting with and involving the VCS and associated networks.	<ul style="list-style-type: none"> • Work with the Council's consultation team to develop the Council's consultation plan ensure effective and appropriate consultation within the VCS networks, to support greater involvement of VCS • Support the council to develop the strategy for consultation and involvement in line with the agreed Council consultation plan, Compact Code of Practice and Community Involvement strategy e.g. to support the Council with VCS and user involvement in inspections, policy and CPA and performance management and scrutiny • To support and assist in improving consultation and engagement between the Council and groups of people with barriers to engagement. (lead Chief Executive) 	<ul style="list-style-type: none"> • Agreed Action Plan complete by August 05 • Agreed Action Plan complete by August 05 • Review report on barriers to engagement, actions taken by agencies to date and adoption within the Rotherham Community Development strategy by June 05 • Completion of a voluntary sector strategy by Dec 05, incorporating positive action principles for communities facing particular barriers
Assist other appropriate VCS organisations to help increase the number of people involved in networks for communities of interest and to develop infrastructures, especially with	<ul style="list-style-type: none"> • To work closely with the VOICE to promote the development of networks for communities of interest • To work with and support REMA in improving its effectiveness as 	<ul style="list-style-type: none"> • Annual Action plan for VOICE completed by July 05 • Quarterly meetings with REMA to consider strategic voluntary

<p>particularly groups that have barriers to engagement such as disabled people and BME communities. This will include support to, and co-ordination with, the Rotherham Ethnic Minority Alliance (REMA), to assist REMA to improve its effectiveness as the umbrella body for BME voluntary and community organisations.</p>	<p>an umbrella body for BME voluntary and community organisations</p> <ul style="list-style-type: none"> • To provide support for the RMBC/BME Liaison Group 	<p>sector and BME issues</p> <ul style="list-style-type: none"> • Regular attendance at RMBC/BME Liaison Group meetings and progression of identified issues
<p>Work with the Council and NOP to develop effective community partnerships which influence council and local strategic partnership planning, and are in turn influenced by those bodies for mutual benefit and improvement in quality of life.</p>	<ul style="list-style-type: none"> • Maintain an effective overview of developments in relation to the community partnerships • Provide strategic visioning and support to NOP • Undertake joint actions with RMBC as appropriate 	<ul style="list-style-type: none"> • Issues on community partnerships reviewed at quarterly meetings between the Liaison officers and at the RMBC/VAR Liaison Group
<p>To keep the Council informed of any national or regional policy related to the role of the voluntary and community sectors in the quality of life within the Borough.</p>	<ul style="list-style-type: none"> • To work with the Council to develop an ongoing mechanism which will enable discussion and joint agreement between the Council and the Organisation, on behalf of the VCS on key policy areas. (Lead: Chief Executive) 	<ul style="list-style-type: none"> • Improved policy development, analysis and planning via <ol style="list-style-type: none"> 1.Provision of briefings and information on a regular basis 2.Provision of a regular strategic forum for the sector and the Council 3.Meetings of the RMBC/VAR Liaison Group (in March, July and November) which require attendance by both parties.
<p>To maximise the use of the Council grant by leveraging in additional resources to support the Council and voluntary and community sector groups.</p>	<ul style="list-style-type: none"> • Provide development and capacity building support to VCS organisations referred by the council 	<ul style="list-style-type: none"> • Completion of annual report showing referrals from RMBC and outcome by March 05
	<ul style="list-style-type: none"> • Work closely with the South Yorkshire Funding Advice Bureau in order to maximise funding to VCS organisations in the borough. 	<ul style="list-style-type: none"> • Regular participation in SYFAB Rotherham Funding Group meetings and overview of SYFAB work plan for Rotherham
	<ul style="list-style-type: none"> • Use the funding provided under this agreement to lever in further funding to support VCS organisations in the borough. • Maximise the impact of Changeup and the South Yorkshire Investment Plan to support the development of the VCS in the Borough • Review the implementation of a funding strategy to maximise leverage. (Lead: Business Development Manager) 	<ul style="list-style-type: none"> • Funding Strategy reviewed by August 05 • £6.9m secured by December 05 through the South Yorkshire Investment Plan (for 2005-2010)
	<ul style="list-style-type: none"> • Facilitate a VCS Funding Group to ensure that the Council is maintaining good relations with funders of VCS organisations. • To work strategically with key funders of VCS to maximise the impact of external funding to the Borough 	<ul style="list-style-type: none"> • Funding Group to help develop Compact Code of Practice on Funding and Procurement • Annual Funding Fair to be held by October 05

	<ul style="list-style-type: none"> • Development of the Funding Group in light of changes in funding 	<ul style="list-style-type: none"> • Review of Funding Group by February 06 (in line with completion of Funding Strategy and Voluntary Strategy)
	<ul style="list-style-type: none"> • Undertake work to develop and secure funding to take forward volunteering opportunities within the borough. 	<ul style="list-style-type: none"> • Funding secured in line with action plan for volunteer bureau
	<ul style="list-style-type: none"> • Develop a strategy for VCS organisations in the borough 	<ul style="list-style-type: none"> • Strategy complete by December 05
10	<u>BENEFICIARIES</u>	
	The Organisation must ensure that the following groups benefit from the achievement of the key tasks, targets, objectives, outcomes and outputs	
	Target Group	Number
	Total number of beneficiaries	260 groups 15 networks
	Breakdown of beneficiaries	
	Black and Minority Ethnic Groups and communities	1
	Member organisations	100
	Neighbourhood Based communities	20
	Other voluntary sector groups (not members)	160
	Other: Networks (Thematic and Communities of Interest, including LSP VCS networks)	15
	Other – LSP Structure Board & Spokes	7
	Other – the Council	1
	Other: (please state) Sub Regional and National Organisations e.g. NACVS, SYCVS SYOF	5
11	The organisation's services will cover the following areas:	
	<u>WARDS</u>	
	1. Anston and Woodsetts	2. Boston Castle
	3. Brinsworth & Catcliffe	4. Dinnington
	5. Hellaby	6. Holderness
	7. Hooper	8. Keppel
	9. Maltby	10. Rawmarsh
	11. Rother Vale	12. Rotherham East
	13. Rotherham West	14. Silverwood
	15. Sitwell	16. Swinton
	17. Valley	18. Wales
	19. Wath	20. Wickersley
	21. Wingfield	22. All Wards
	√	
12	<u>NEIGHBOURHOOD RENEWAL AREAS</u>	
	The Organisation works across all wards and targets Neighbourhood Renewal areas (Central, Dinnington, Kimberworth, Maltby, Masbrough, Rawmarsh, Wath) as priority areas; and will supply information on its work in these areas. The Organisation will provide details of its work in the NRF areas.	

13	<u>OUTPUTS</u>
	<p>Output / Number</p> <ul style="list-style-type: none"> • <u>6 month pilot established for Community Accountancy</u> <u>1</u> • <u>VCS organisations supported via pilot</u> <u>15</u> • <u>VCS organisations supported to develop quality standards</u> <u>15</u> • <u>Evaluation report produced re Community Accountancy</u> <u>1</u> • <u>Community Accountancy Business Plan</u> <u>1</u> • <u>Report on barriers to procurement</u> <u>1</u> • <u>Briefings & training directories produced</u> <u>10</u> • <u>Consultation on accountable body strategy</u> <u>1</u> • <u>Accountable body feasibility study</u> <u>1</u> • <u>Implementation plan accountable body status</u> <u>1</u> • <u>The Council's volunteering policy reviewed</u> <u>1</u> • <u>Report and Action Plan on Make a Difference negotiations and the development of a volunteer centre for Rotherham</u> <u>1</u> • <u>Report on Communities of Interest</u> <u>1</u> • <u>CEN plan</u> <u>1</u> • <u>The Council's consultation plan developed</u> <u>1</u> • <u>Consultation on voluntary sector strategy</u> <u>1</u> • <u>Community Development Strategy developed April 05</u> <u>1</u> • <u>Voluntary Sector strategy developed</u> <u>1</u> • <u>Community Development Strategy agreed June 05</u> <u>1</u> • <u>Voluntary Sector strategy agreed Dec 05</u> <u>1</u> • <u>Strategic forum established</u> <u>1</u> • <u>Liaison meetings with the Council</u> <u>18</u> • <u>VAR/RMBC Liaison Group meetings</u> <u>2</u> • <u>Involvement by the Council on the Organisation's Board & exec. Group</u> <u>12</u> • <u>VCS Involvement in key policy initiatives</u> <u>5</u> • <u>Funding group meetings</u> <u>6</u> • <u>Review of Funding Group</u> <u>1</u> • <u>Funding Strategy complete</u> <u>1</u> • <u>Report on progression of VCS referrals from RMBC</u> <u>1</u> • <u>Bids submitted</u> <u>2</u> • <u>Jobs safeguarded</u> <u>10</u>
14	<p style="text-align: center;"><u>OUTCOMES</u></p> <p>The outcomes of this agreement will be:</p> <p>Over the 3 years of this SLA this project will achieve the following outcomes –</p> <ol style="list-style-type: none"> 1. It will enhance the capacity of the sector to participate in the regeneration of neighbourhoods within the borough. 2. By maximising the Grant to lever in additional resources it will – <ul style="list-style-type: none"> • stabilise the contraction of VCS organisations in the borough; • enable the sector to develop alternative income streams. 3. Increased effectiveness of council services by supporting the sector to influence and where appropriate undertake service delivery. 4. Enhance the capacity of the Council to understand and respond to the voluntary and community sector within the borough.

15.	<p style="text-align: center;"><u>EVALUATION AND MONITORING</u></p> <p>1. The Organisation will notify the Council in writing of any change to its Management Committee within one week of such change.</p> <p>2. The Organisation will notify the Council in writing of any changes to posts funded through this agreement including the names of post holders within one week of such change.</p> <p>In each monitoring return sent to the Council, the Organisation must submit details of –</p> <ul style="list-style-type: none"> • any other funding received from the Council showing for each funding the amount, type of funding (or funding name) and Council department; • work undertaken to identify and seek alternate funding showing funding sources, application date and level of success; • information on progress towards, and achievement of, the key tasks, targets, objectives, outcomes and outputs objectives; • Information on persons benefited by the Agreement
16.	<p style="text-align: center;"><u>FINANCES</u></p> <p>Finances are to be spent in line with the agreed financial profile within relevant budget headings: please see Financial Profiles.</p> <p>Contributions from other agencies that form part of the Organisation's finances must be identified in this agreement and in the monitoring returns.</p> <p>The Organisation must ensure that it remains within the overall financial profiles given in this agreement.</p> <p>Any virement that increases or reduces any budget heading by 10% or more within the agreed profile will require prior written approval from the Council.</p> <p>The Organisation will ensure it receives and records competitive quotations for any purchase of services or goods. It is good financial practice to get three written quotations for any purchase over £500.</p> <p>If the Organisation is purchasing services or goods over the value of £3,000 it will consult the Councils Liaison Officer for approval before purchase.</p>
17.	<p style="text-align: center;"><u>REVIEW OF THE SERVICE SPECIFICATION</u></p> <p>1. The Service Specification will be reviewed in October 05 and March 06.</p> <p>2. The review will be undertaken by the Council's Liaison Officer and the Organisation's Liaison Officer.</p> <p>3. The review will consider the following:</p> <ul style="list-style-type: none"> • The progress of the services and finances against targets • The financial situation of the Organisation • Continuation of the Service Level Agreement • New targets for the following financial year (where you have a Service

	<p>Level Agreement that is longer than the current financial year).</p> <ul style="list-style-type: none"> Available / required budget for the following year (where you have a Service Level Agreement that is longer than the current financial year).
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18.	<u>AGREED DOCUMENTATION LIST</u>	
	The Organisation confirms it has the following policies, procedures and other documentation in place.	
	<u>POLICY/PROCEDURE DOCUMENTATION</u>	Tick to confirm
	Memorandum and Articles of Association / other governing document (please state)	✓
	The Organisation's business plan (being updated – to be supplied when ready)	X
	An up to date structure chart showing staffing and governance structures	✓
	A list of the names and home addresses of all committee members	✓
	Equal Opportunities Policy	✓
	<i>Note: All the above need to be provided to the Council with the signed Service Level Agreement</i>	
	Health and Safety policies and procedures (appropriate to Organisation's work)	✓
	Recruitment and Selection Policy	✓
	Sustainability Policy (Environmental Policy being prepared for October 05)	X
	Quality Procedures (IIP and PQASSO to be complete by March 06)	X
	Child Protection Policy	✓
	Complaints Procedure & Public Leaflet	✓
	Disciplinary Policy & Procedures	✓
	Grievance Policy & Procedure	✓
	Confidentiality Policy	✓
	Data Protection Policy	✓
	Insurance - Public Liability	✓
	Insurance – Employers Liability	✓
	Insurance – Buildings	✓
	Insurance – Contents	✓
	Insurance – Trustee and Professional Indemnity	✓

FINANCIAL PROFILES

1	Chief Executive's Department funding approval under this agreement			£180,000
2	Total funding from other sources			£294,054
3	Total cost of your project			£474,054
4	Breakdown by funding sources			
Funding Source A	Fund B	Funding needed C	Funding secured D	Status of remaining funding E
The Council	Chief Executives Department	180,000	180,000	This agreement
Lottery funds				
Other Government / Public Sector	YF Single Pot	4,519		Assumes 1 January 06 start. Presently at stage 2 submission.
	NRF	41,237	41,237	
	PCT	10,413	10,413	
Private Sector				
Voluntary Sector				
Other Sources	Management fees and rents	118,262	118,262	
	Income	38,000		For services during the year
TOTALS		392,431	349,912	

5	The Organisation confirms that it has not received funding from any other source for activity under this agreement.
6	<p>Project sustainability after end of funded period</p> <p>The Organisation wishes to continue the Project after the funded period. In pursuit of this objective the Organisation will carry out the following work:</p> <p>The bid to Yorkshire Forward for South Yorkshire Investment Fund continues through to April 2009. This will provide a substantial amount of the income required through the management fee to be charged to the scheme for that year. Income will have increased during the period of this funding agreement leaving a balance to find from other sources.</p>

7 Breakdown of project budget				
Description	Total Cost	Contribution from ICIF	Contribution from other sources	Please identify the other sources
A	B	C	D	E
Salaries, National Insurance and pensions	266,536	180,000	86,536	NRF, PCT, Management fee, Single Pot and income
Recruitment	2,000		2,000	NRF, PCT, Management fee, Single Pot and income
Fees for Freelance Workers				NRF, PCT, Management fee, Single Pot and income
Rent	6,240		6,240	NRF, PCT, Management fee, Single Pot and income
Rates	1,700		1,700	NRF, PCT, Management fee, Single Pot and income
Training for staff and volunteers including committee	9,000		9,000	Single Pot, Mgt Fee and income
Training for beneficiaries				Single Pot, Mgt Fee and income
Travel for staff and volunteers	5,000		5,000	Single Pot, Mgt Fee and income
Consultancy, professional services and advice	5,000		5,000	Single Pot, Mgt Fee and income
Basic repairs and maintenance	5,000		5,000	Single Pot, Mgt Fee and income
Office Equipment				
Stationery	4,000		4,000	Single Pot, Mgt Fee and income
Marketing and publicity	5,000		5,000	Single Pot, Mgt Fee and income
Other running expenses – include telephone, gas, electricity, water, insurance premises, fuel etc.	6,700		6,700	Single Pot, Mgt Fee and income
Other: photocopying, postage, phones etc	21,500		21,500	Single Pot, Mgt Fee and income
Other: insurance	9,000		9,000	Single Pot, Mgt Fee and income
Other: running costs etc	37,755		37,755	Single Pot, Mgt Fee and income
Other: audit, accountancy, bank etc	8,000		8,000	Single Pot, Mgt Fee and income
Other:				
TOTALS	392,431	180,000	212,431	

8	Basis of calculations of your project budget This provides a breakdown of costs by budget heading.
Description	
Salaries, National Insurance and pensions (If you are asking us to fund or part fund a job, please enclose a job description and person specification for the job)	Salary plus National Insurance at either 9.3% or 12.8% depending on the pension fund, and pension cost of 10.25% or 15% depending on pension fund. Breakdown: <ul style="list-style-type: none"> • Chief Executive - £54,155; basic pay 44,520 + 22% on costs • Finance Officer - £30,045; bp 24,000 + 25% on costs • Payroll Officer - £28,865; bp 23,076.75 + 25% • Housekeeper - £4,408; bp 3,833 + 15% • Administrator - 23,955; bp 19,656 + 22% • Administrator - £14,348; bp 11,793.60 + 21.5% • Finance Manager - £38,496; 31,354.50 + 22.5% • Caretaker - £825 (all basic pay) • Business Development Manager - £39,193; bp 32,361 + 21% • Information and Communications Officer - £14,000; 11,632.50 + 21% • Pension provision - £17,400 • Consultant – Finance Community Accountant £846 TOTAL: £266,536
Recruitment	1 person recruited – cost for advertising in 2 newspapers.
Fees for Freelance Workers	
Rent	Lease cost for land for car park £6,240
Rates (Please also state whether you are receiving discretionary or mandatory rate relief.)	Discretionary rate cost £1,700
Training for staff and volunteers including committee	£1,000 per person plus £2,000 for the board
Training for beneficiaries	
Travel for staff and volunteers	12,500 miles forecast for the year
Consultancy, professional services and advice	Business planning away days (£2,000), work on accountable body (£3,000).
Basic repairs and maintenance	Based on maintenance schedule and service contracts. Spending last year £6,615.
Office Equipment	
Stationery	Previous budget cost last year was approximately £3,900
Marketing and publicity	Cost of event, newsletters and websites. Cost 04/05 was £4,171
Other running expenses – include telephone, gas, electricity, water, insurance premises, fuel etc.	Costs in 04/05 included room hire £460, AGM £869; trustees £208; subscriptions £3,227; replacement equipment £3,652; miscellaneous £4,744. New cost - redundancy forecast £17,255 Previous budgets energy £3,187, water £207, waste £585, fire and security £1,685 and health and safety £1,149
Other: photocopying, postage, phones etc	Previous budgets. Photocopying £15,000, postage £3,500 and telephones and fax £3,000
Other: Insurance	Previous budget insurance £7,260 in 04/05
Other: Audit	Previous budget audit £6,860

<u>FINANCES</u>																		
	Finances are to be spent in line with the agreed financial profile within relevant budget headings.																	
9.	ORGANISATION'S BANK ACCOUNT DETAILS																	
	<table border="1"> <tr> <td>Name on account</td> <td>Voluntary Action Rotherham</td> </tr> <tr> <td>Name of bank or building society</td> <td>Unity Trust Bank</td> </tr> <tr> <td rowspan="2">Address of bank or building society</td> <td>9 Brindley Place</td> </tr> <tr> <td>Birmingham</td> </tr> <tr> <td></td> <td style="text-align: right;">Post Code: B1 2HB</td> </tr> <tr> <td>Phone number of bank or building society</td> <td>0121 6164101</td> </tr> <tr> <td>Sort Code</td> <td>08-06-01</td> </tr> <tr> <td>Account Number</td> <td>20038311</td> </tr> <tr> <td>Roll Number (Building society accounts only)</td> <td></td> </tr> </table>	Name on account	Voluntary Action Rotherham	Name of bank or building society	Unity Trust Bank	Address of bank or building society	9 Brindley Place	Birmingham		Post Code: B1 2HB	Phone number of bank or building society	0121 6164101	Sort Code	08-06-01	Account Number	20038311	Roll Number (Building society accounts only)	
Name on account	Voluntary Action Rotherham																	
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Phone number of bank or building society	0121 6164101																	
Sort Code	08-06-01																	
Account Number	20038311																	
Roll Number (Building society accounts only)																		
10	<p><u>Signatories to the Account</u></p> <p>The organisation confirms that a minimum of TWO signatories are required for payments from this account.</p>																	
11	Name and Position of all the signatories to the bank account:																	
	<table border="1"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Position:</th> </tr> </thead> <tbody> <tr> <td>Janet Wheatley</td> <td>Chief Executive</td> </tr> <tr> <td>Julie Robinson</td> <td>Finance Manager</td> </tr> <tr> <td>Peter Broxham</td> <td>Chair of Board</td> </tr> <tr> <td>Sue Barratt</td> <td>Trustee</td> </tr> </tbody> </table>	Name	Position:	Janet Wheatley	Chief Executive	Julie Robinson	Finance Manager	Peter Broxham	Chair of Board	Sue Barratt	Trustee							
Name	Position:																	
Janet Wheatley	Chief Executive																	
Julie Robinson	Finance Manager																	
Peter Broxham	Chair of Board																	
Sue Barratt	Trustee																	
12	The Organisation confirms that none of the signatories above are related to each other.																	
13	<p><u>The Organisation's other bank accounts</u></p> <p>The Organisation has 1 bank account in addition to the account detailed above: Account Number 20068886 Unity Trust Bank – used for payments under the payroll scheme</p>																	
14	<p><u>The Organisation's Financial Statements</u></p> <p>The Organisation will submit its latest annual financial accounts to the Council. These accounts are independently audited and no more than 14 months old.</p> <p>A copy of the latest bank statement (which is no more than four months old) is attached to this agreement.</p>																	
15	<p><u>Details of the Organisation's Auditor</u></p> <p>Auditor's name: Barber, Harris and Platt Auditor's address: 2 Rutland Park, Sheffield Post Code: S10 2PD Telephone Number: 0114 266 7171 Qualifications: Chartered Accountants</p>																	

Committee Members

The full names and home addresses of ALL the Organisation's committee members with details of their position on the committee (the Chair, Secretary and Treasurer need to be done first.)

Full Name	Address	Post Code	Position
Peter Broxham	Rotherham Advocacy Project Unit C15, Taylor's Court, Parkgate, Rotherham	S62 6NU	Chairperson
Janet Wheatley	Durlston House, 5 Moorgate Road, Rotherham	S60 2EN	Company Secretary
Peter Bradbury	Rotherham Chamber of Commerce, 12 The Crofts, Snail Hill, Rotherham	S60 2DJ	Treasurer Co-opted
Kerry Albiston	Women's Refuge PO Box 288 Rotherham	S60 1YD	Trustee
Sue Barratt	GROW The Ladder, Maltkiln Street, Rotherham	S60 2HY	Trustee
Jeanette Mallinder	Carers Forum 106-108 Fitzwilliam Road, Rotherham	S65 1PX	Trustee
Ray Noble	Hard of Hearing Society 15 Park View Road, Rotherham	S61 2HG	Trustee
Margaret Oldfield	RDGH Moorgate Road, Rotherham	S60 2UD	Vice Chair Trustee
Parveen Qureshi	APWA United Multi Cultural Centre 34 Spring Street, Rotherham	S65 1HD	Trustee
Ray Singleton	Eastwood and Springwell Gardens 76 Lindley Street, Eastwood, Rotherham	S65 1RT	Trustee
Mohammed Suleman	Kashmiri Trust 106-108 Fitzwilliam Road, Rotherham	S65 1PX	Trustee
Elaine Taylor	Rotherham Mind Amberley Court, 101 Effingham Street Rotherham	S65 1BL	Trustee
Terence Barker	R.O.P.E.S. 61 Middle Avenue, Rawmarsh, Rotherham	S62 7BS	Trustee
Rev. Steve Millwood	Kimberworth Park Forum 21 Birks Road, Rotherham	S62 3JX	Trustee
Joyce Maleham	Wath-upon-Dearne Community Partnership 1 Fleming Square Wath-upon-Dearne Rotherham	S63 6RY	Trustee

Lorraine Wainwright	Rotherham Crossroads Caring for Carers Unit 19, Riverside Development, Eastwood Trading Estate, Rotherham	S65 1SU	Trustee
Nick Cragg	Rotherham Chamber of Commerce Stafforce Recruitment Reginald Arthur House Percy Street, Rotherham	S65 1ED	Co-opted
Mahroof Hussain	REMA Elmfield House, Alma Road, Rotherham	S60 2HZ	Co-opted
Sarah Whittle	Deputy Director Strategic Planning – Health and Social Services PCT/RMBC, Oak House, Moorhead Way, Bramley, Rotherham	S66 1YY	Partner Adviser
Colin Bulger	RMBC Eric Manns Building 45 Moorgate Street, R'ham	S60 2RB	Partner Adviser
Debra Sanders	Rotherham Partnership Reresby House Bow Bridge Close Templeborough Rotherham	S60 1BY	Partner Adviser
John Lewis	Rotherham Chamber of Commerce 15 High Street, Rotherham	S60 1PT	Partner Adviser
Cllr J.P. Wardle	RMBC 3 Turnberry Way Dinnington, Sheffield	S25 2TA	
Cllr F. Hodgkiss	RMBC 23 Melton Avenue, Brampton Bierlow, Barnsley	S73 0XS	

Please tick the box if **the Organisation does not wish** the above information to be accessible for inspection by the public.