

CABINET MEMBER FOR LIFELONG LEARNING, CULTURE AND LEISURE

Venue: Town Hall,
Moorgate Street,
Rotherham.

Date: Tuesday, 1st May 2007

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. LEA Governor Appointments
4. Local Admissions Forum (Pages 1 - 10)
5. Clifton Park Restoration Project Board (Pages 11 - 14)
- to receive the minutes
6. Grants for Community Arts Projects 2007 (Pages 15 - 31)
- to consider the grant applications outlined in the report
7. Revised Corporate Records Management Policy (Pages 32 - 42)
- to approve the revised Corporate Records Management Policy

**LOCAL ADMISSIONS FORUM
THURSDAY, 29TH MARCH, 2007**

Present:- Councillor St. John (in the Chair); Councillors Austen and Barron, Clare Thorpe, Mr. B. N. Sampson, Mr. G. Lancashire, Mrs. I. G. Hartley, and Mr. P. Robins.

19. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr. F. Hedge, Mrs. H. McLaughlin and Mrs. G. Atkin.

20. MINUTES OF THE PREVIOUS MEETING

Agreed:- That the minutes of the meeting held on 16th November, 2006 be received as a correct record.

21. ANNUAL CONSULTATION AND THE NEW ADMISSIONS CODE

Martin Harrop presented a report which covered issues that had arisen as a result of the annual consultation exercise with and between schools and other LEAs. (All admission authorities must determine their arrangements by 15th April, 2007). This year the information related to 2008-2009 admissions.

Part of the new Admissions Code meant that all Schools and Governing Bodies had to look at their admission criteria because the option of "first preference first" had been abolished.

In addition, the report gave an update on the outcome of the DfES' consultation on the new Schools Admissions Code, the final version of which had now been published.

Annex 1 gave details of the LEA's consultation document, which was considered by governing bodies during the Autumn Term 2006. This had also been accessible on the Authority's website between 1st February and 1st March 2007.

All feedback received by the Authority is summarised in Annex 2, which also included an update on the final version of the new Schools Admission Code and its main implications.

The situation with regard to Bramley Sunnyside Infant School was outlined. Governors had requested the Authority give consideration to increasing the admission number from 80 to 90, which would be a better organisation tool in respect of infant class size legislation, and as a result of anticipated pressure from new housing.

Although the point about infant class size legislation is well made, the net capacity assessment would indicate a maximum possible admission

number of 88 rather than 90. The school currently has year groups of 74/76/74. Governors had been informed that the admission number of 80 will remain in place but that the position in relation to the number of preferences will be monitored and that officers will contact the school for any potential year group of 80+ in order to ascertain whether exceeding that number would actually prejudice efficient education or not.

With regard to St. Bernard's Catholic High School, the indicated admission number is now 158 (not 162 as stated in the report now submitted). However, the governors wish to retain the current admission number of 140. This can be done, subject to the publication of a notice with scope for objections to the Adjudicator.

The Local Admissions Forum (LAF) was reminded of its need to consider its future membership and the requirements in relation to an 'in-year fair access protocol' (already on the agenda for the meeting at Agenda Items 5 and 6).

Reference was made to recent media coverage with regard to "overcrowding" at Aston Comprehensive School.

A discussion also took place with regard to the potential for numbers to rise at Wath Comprehensive School in view of the extension of new housing within Dearne Valley. Martin Harrop was asked to submit a report to the next meeting on this matter.

One member felt this was a particular issue in terms of future impact on communities after the planning process when problems can occur which had not been anticipated during the planning process. It was suggested that work on this type of planning, and looking at facilities in terms of what may be gained from new regulations, ought to be smarter as a result of the current re-negotiation of Local Area Agreements and input from LAF.

Martin Harrop gave advice with regard to population changes in both primary and secondary numbers. In general, secondary numbers are reducing. Funding from a Developer in one area had already been secured in anticipation of the need to provide additional school accommodation.

The Chair raised an issue with regard to the newly built Westfield School in Sheffield as to whether this had affected children living in Beighton. Martin Harrop outlined the position with regard to numbers for Aston Comprehensive and clarified that numbers in Sheffield's secondary schools were also decreasing.

Agreed:- (a) That, in accordance with a resolution made by the Cabinet Member, for Lifelong Learning, Culture and Leisure on the 13th March, 2007, the proposed admission numbers contained within Annex 1 for community and controlled schools be confirmed for 2008/09, subject to the clarifications/amendments contained in Annex 2 Ai.

(b) That the proposed admissions criteria for community and controlled schools be agreed, subject to the following clarification on the treatment of twins/triplets/multiple births and those resident in flats or equidistant from a school:

- i) all twins/triplets/multiple births will continue to be treated equally, even where this results in an admission number being exceeded, and
- ii) where places are being allocated based on the distance criteria or as part of the distance tie-breaker, and there are insufficient places within the admission number for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots.

(c) That changes relating to voluntary aided schools shown at Annex 2 b i) and ii) be noted.

(d) That the appropriate notice be published in respect of the proposed admission numbers for schools named in Annex 2, 4, where the current admission number will be less than that indicated by the current net capacity calculation.

(e) That this report be placed on the Authority's website, all appropriate admission authorities be informed of the determinations and the appropriate notice on final determination be published.

(f) That the co-ordinated schemes for Primary and Secondary preferences be confirmed.

(g) That the 'relevant area' for 2009/10 admissions be confirmed as the whole of the Rotherham borough.

(h) That Martin Harrop submit a report to the next meeting on the impact, if any, on admission numbers as a result housing growth in Wath.

22. MEMBERSHIP AND FUNCTION OF THE LAF

Martin Harrop reported on the Membership and Function of the Local Admissions Forum in accordance with section 85A of the School Standards and Framework Act 1998 as contained in the new Admissions Code.

The meeting considered the appropriate Extracts from the new Admissions Code relating to:

- Statutory role of Admission Forums
- Ensuring fair access
- Reports on effectiveness of local admission arrangements

Attention was drawn to the sentence which stated that "Admission

authorities of all maintained schools and Academies, when exercising their functions, must have regard to any advice offered by the Forum”. It was felt this was of particular relevance given the lack of powers of LAFs.

Membership

The meeting considered a table on core membership of Admission Forums as set out in regulations, and compared this with the current membership of representative groups.

The new Code extends the membership beyond the core membership to all Primary and Secondary Schools. Each representative of a school should be a head teacher, or a governor (other than one appointed to the school by the local authority who is also a member of the authority). However, the Code does not expect every school to attend.

It was suggested that schools should be asked for their views on membership and attendance. The best way forward might be to, perhaps, provide all schools with a link to agendas and minutes with a general invite to attend, but with a reminder that they are already represented through the core school group membership.

The core membership of Admission Forums is set out in regulations and is:-

Members Nominated By	Number
Local Authority – any representative of the Authority	1-5
Schools:	
Community and Voluntary Controlled	1-3
Foundation	1-3
Voluntary Aided	1-3
Church of England Diocesan Board	1-3
Roman Catholic Diocese	1-3
Parent Governor	1-3
Representatives of the Local Community	Up to
3	
Academies (Not applicable to Rotherham)	
City Technology Colleges/Technology College (Not applicable to Rotherham)	

The meeting confirmed the following membership in accordance with the new Admissions Code.

CORE MEMBERSHIP

ROTHERHAM LEA (3)

Councillor Jane Austen
Councillor Colin Barron
Councillor Iain St. John

CHURCH OF ENGLAND (3)

Mr. B. N. Sampson
Carol Sellars
Mrs. G. Atkin

DIOCESE OF HALLAM, RC (3)

Father Anthony Hayne
Clare Thorp
Mrs. H. McLaughlin

**SCHOOLS -
COMMUNITY AND CONTROLLED (3)**

Mrs. I. G. Hartley
(Two vacancies)

**SCHOOL –
VOLUNTARY AIDED (3)**

Mr. G. Lancashire
(Two vacancies)

COMMUNITY REPS (3)

Mrs. P. Powell
Mr. F. Hedge
Mr. P. Robins

PARENT GOVERNOR REP (1)

Mr. M. Hall

Others invited to attend – Early Years Development Officer and Mr. M. A. Khan

Agreed:- (1) That with regard to the expectation placed on the Forum under the new Admissions Code, and the need to fulfil the duties of the LAF, an Annual Report be compiled and published in respect of Rotherham LAF. A copy of the Annual Report should be sent to all schools.

(2) That the extract on Membership of Admission Forums be sent to all schools and their views sought on the best way forward.

(3) That as from the date of the next meeting all schools be provided with a link to the meeting's agenda and reports.

(4) That representatives be sought to fill vacancies on the Schools Group for both Community and Controlled schools, and also Voluntary Aided schools.

23. IN-YEAR FAIR ACCESS PROTOCOL

In response to the revised guidance contained within the DfES' School Admissions Code of Practice, Martin Harrop submitted an extract from the new Code and Rotherham's current 'Hard to Place' protocol and reported on the In-year Fair Access Protocol.

The In-Year Fair Access Protocols (formerly referred to as 'hard to place pupil protocols') exist to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of children with challenging behaviour.

The new protocol needs to be in place by September, 2007.

Rotherham's current 'hard to place' protocol was outlined. It gives places quickly to secondary children who fall into specific categories and has worked well over the past two years.

The new In Year Fair Access protocol should now extend to all primary schools and should also make provision for all those who come in to the area outside the normal admission round.

One member raised an issue with regard to children coming into schools who do not speak English and the rising numbers in relation to children from Eastern Europe. This was particularly relevant to the impact on school resources, for example, in Central Rotherham.

In terms of support for these children, reports were fed into Cabinet Member meetings on progress being made and arrangements in place by the LEA, and the Welcome Centre worked with LA staff and parents to enable smooth transition of children.

The meeting was informed of the monitoring system of these children by the LEA's Advisory Service, and the role of The Welcome Centre.

Clare Thorpe reported that the Diocese of Hallam was also supporting children of asylum families in the best way possible. A suggestion was made that the Welcome Centre may be helpful to the Diocese in this work, particularly with regard to the circulation of admission leaflets for Catholic Schools which had been translated in Polish. Polish families expect to pay for entry to Catholic Schools and the information explained that this was not the case in the UK.

Agreed:- (1) That Officers compile a revised protocol to send to schools for consideration and comment, and that this be submitted to the next

meeting of the Local Admissions Forum.

(2) That Bev Booker be invited to attend the next meeting to outline the role of The Welcome Centre.

24. WALES/KIVETON PARK CATCHMENT AREAS

Martin Harrop gave a summary of responses to a consultation exercise, following receipt of a request from the Wales Primary School Governing Body to review local catchment areas.

The Wales Primary School Governing Body had requested a review of local catchment areas and a report was considered at a meeting of the Cabinet Member and Advisers, Children and Young People's Services held on 23rd January, 2007.

The report included the following options:

1. Make no change
2. Combine all of the areas and make one whole 'shared area'
3. Allocate all of the addresses within the 'shared area' to Wales
4. Allocate all of the addresses within the 'shared area' to the two Kiveton schools
5. Divide the 'shared area' and draw two conjoined catchment areas
6. Draw two new conjoined catchment areas.

Consultation has now taken place and the following can be reported:

Local stakeholders (parents/governors – individual responses)

The overall response rate was 36%.

Of the 82 responses, 39 (47.5%) opted for no change.

There was, therefore, a small majority (43 respondents i.e 52.5%) who opted for change, but this was divided between the various options put forward in the report.

If there was to be a change, the largest number (24 respondents i.e. 29% of the total) preferred Option 3, whilst 12 (14.5%) preferred Option 2. There was only minor support for the other listed options.

Governing Bodies

Both the Kiveton Park Infant and the Kiveton Park Meadows Junior Schools Governing Bodies felt unable to support the report's preferred Option 3 and both recommended Option 1(no change).

Comments

Generally, there was support for the concept of parental preference and the ability to 'choose' a school.

Some of the consultees offered the opinion that 'if it ain't broke – don't fix it', making reference to the fact that, currently, all preferences are

satisfied. (All preferences are currently satisfied simply because both schools are undersubscribed and any change to the catchment area would have no effect in that situation).

Some respondents were concerned that any removal of the shared area would be detrimental to parents living in that area and, in particular, that those moving into new housing in the Kiveton Park catchment would have a higher priority for admission to those schools than those currently living in the shared area, even though they would be living further away from the schools.

There was also no real confirmation of the original assertion that the shared area was confusing for parents.

It is, perhaps, the latter two points when considered alongside the original report, that had been taken into account when making a decision on this matter.

The original report had suggested that Option 3 would be the most appropriate option, because it would:

- a) Be a minor rather than a major change
- b) End any confusion arising from the use of a 'shared area' and
- c) Mainly reflect the current trend of parents preferences in the area.

Reference was made to the proposal and the fact that it had not been discussed by the LAF prior to a decision being made by the Cabinet Member and Advisors, Children and Young People's Services. This was acknowledged and an assurance given by officers present that any future proposals would be submitted to this forum for consideration and discussion prior to consideration by the Cabinet Member, Children and Young People's Services.

The Local Authority had resolved to agree Option 1 (No change) with the situation to be monitored and a further report to be prepared for Members in 2009/10.

Agreed:- That the report be received.

25. UPDATE ON THE CURRENT ADMISSIONS CYCLES

Marina Jordan gave a verbal update on the current situation with regard to primary and secondary school admissions cycles for September, 2007.

Secondary Schools – Year 7 Admissions in September, 2007

The National offer date was 1st March, 2007. On that day there were 7 oversubscribed schools. This was fewer than in recent years.

There were 509 on-line applications which equates to 16% of the cohort.

95.4% had been offered a place at the first preferred school and 98.8% of children were allocated 1st/2nd or 3rd preferred school.

Therefore there was only a small number of children who did not get one of the preferred schools, which followed that the number of appeals had reduced compared to previous years.

Tom Minett gave an update on the current number of admission appeals and appeal panel meetings being processed within Committee Services. Despite a large number of appeals for Wickersley Comprehensive, all other appeals (Wath Comprehensive/Clifton Comprehensive/St. Bernard's Catholic High School, Wingfield Comprehensive and Oakwood Comprehensive) had reduced. Demand was not uniform across every school.

Marina explained how the "tie-breaker" system would operate from September 2007 and how this had affected this year's admissions.

Reception/Foundation Stage 2 – September, 2007

There are 14 oversubscribed schools which have a waiting list. Also, there are 4 schools which have just reached the admission number. There were 401 online applications which equates to 13% of the cohort. 97% of first preferences were approved.

For admissions to separate Junior Schools in September 2007, there is only one school which is oversubscribed. 99.6% of first preferences were approved. Four children who attend an Infant School in another Local Authority have been refused for a place and are on a waiting list.

Agreed:- That the verbal reports on the current admissions cycles be received.

26. ANY OTHER BUSINESS

David Hill gave an update on the present situation with regard to the proposed closure of Rawmarsh St. Mary's C of E School and its potential affect on other schools in the area.

The meeting was informed that the notice had been published and no objections had yet been received, although the closing date had not yet been reached.

The meeting raised questions with regard to the decision-making process and what provision was being made for the placement of school children in the event of its closure.

David Hill explained that a final decision would not be made until the end of June, 2007 and outlined the work being carried out with parents and pupils as part of the consultation process, in order to make the possible

transition period as smooth as possible. Existing staff would be redeployed, where possible, and were being consulted throughout the process.

27. DATE AND TIME OF NEXT MEETING

This was scheduled for Thursday, 5th July, 2007 at 10.00 a.m.

CLIFTON PARK RESTORATION PROJECT BOARD
Friday, 13th April, 2007

Present:- Councillor St. John (in the Chair); Councillors Austen, McNeely and Smith.

Also in attendance:- Elaine Humphreys, Chair of the Friends Group

10. MINUTES OF THE PREVIOUS MEETING HELD ON 2ND FEBRUARY, 2007

The minutes of the previous meeting held on 2nd February, 2007 were agreed as a correct record, subject to the inclusion of Elaine Humphreys in the list of those in attendance.

11. STAFF APPOINTMENTS

Phil Gill, Green Spaces Manager, reported that, in line with the project's objectives, three new posts had been created to deliver long-term improvements in the management of Clifton Park.

These are a Park Manager and two Green Space Officers.

All three posts have important contributions to make to the preparation of the Stage Two bid to HLF/Big Lottery later in 2007.

Paul Spriggs has been appointed Park Manager and will take up his role on the 30th April, 2007.

Interviews for two Green Space Officer posts will then be scheduled to take place.

Agreed:- That the report be received.

12. LEAD CONSULTANTS APPOINTMENT

Phil Gill, Green Spaces Manager, reported that the procurement of lead consultant services is being undertaken in accordance with EU regulations due to the expected value of the commission.

This required an advertisement to be placed in the Official Journal of the European Union (OJEU) late in 2006, with a deadline for receipt of expressions of interest towards the end of January 2007. Ten such expressions were received, of which six were shortlisted and invited to tender.

Tenders are required for the development and implementation phases, although appointment will initially be only up to the point of a Stage Two bid, with a further appointment upon confirmation of success in obtaining further grant funding in March 2008.

The deadline for receipt of tenders was 11th April 2007. (Tenders were opened later in the meeting).

All firms whose tenders have been evaluated as satisfactory will be invited to attend interviews on 20th April 2007 at the Arts Centre.

Tim Spensley, RBT, outlined the processes for tender evaluation, interviews, contract and appointment.

Phil Rogers, Director of Culture and Leisure, outlined the role of the HLF Monitor.

Agreed:- That the report be received.

13. PROJECT MANAGERS APPOINTMENT

Phil Gill, Green Spaces Manager, reported that the procurement of Project Manager services has not been required to follow the OJEU process as their expected value is below the threshold set by the EU. Consequently, a number of firms known to have relevant experience have been invited to tender.

As with the Lead Consultants, tenders are required for the development and implementation phases, up to final completion, with a break point at Stage Two bid submission. The deadline for receipt of tenders is 23rd April 2007.

Tim Spensley, RBT, explained the process in terms of formalising Contracts. It was suggested that the successful Contractor be asked to give a presentation of their scheme to the next meeting of this Board.

Agreed:- That the report be received.

14. PROGRAMME

Phil Gill, Green Spaces Manager, reported a small amount of slippage from the previously presented programme, with appointment of consultants now expected at the start of May rather than mid April. This has been due mainly to the length of time taken to prepare the complex specification and briefs for consultants services, including receiving comments from the HLF Monitor.

The appointment of the Park Manager was on target.

Agreed:- That the report be received.

15. CONSULTATION

Phil Gill, Green Spaces Manager, reported that stakeholder workshops

are to be arranged when the consultants are appointed. Priorities will include reviewing the broad vision and proposals set out in the Conservation and Management Plan at Stage One, and detailed consultation on the design for a new 'Garden House' to serve the walled garden and bowling greens and the provision of accommodation for park-based staff, volunteers and events and activities.

The Council has also purchased a web-based questionnaire system, as required by HLF/Big Lottery for all 'Parks for People' projects. This is called 'GreenStat' and is intended to provide a means of monitoring the impact of investment in the park on people's use and enjoyment of it. In addition, it allows similar data to be gathered for other green spaces across the Borough.

It is acknowledged that a web-based system will not necessarily provide a representative profile of respondents, and consequently plans are being developed for supplementary paper-based questionnaires to reach those people who do not have access to the internet.

Surveys of park usage will also be undertaken by staff, and by using automatic vehicle and people counters that are to be purchased and installed this year.

It was suggested that a display on proposals for the restoration of Clifton Park be erected at the Rotherham Show in September, and that this include access to the web-based questionnaire system - 'GreenStat'.

Agreed:- That the report be received.

16. ANY OTHER BUSINESS

(a) Parking outside Clifton Park Museum

Andy Lee, Culture and Leisure, gave an update on a recent decision taken by the Cabinet Member, Lifelong Learning, Culture and Leisure to introduce charges for public parking outside Clifton Park Museum.

It is anticipated this will commence in July, 2007.

The meeting discussed parking arrangements within the park, and problems in the local vicinity in general.

Agreed:- That the report be received.

(b) Current Financial Situation

Dawn Sanders, Strategic Finance, reported very little change in the financial situation from the beginning of the previous financial year, as reported at the previous meeting.

The next stage in terms of financial spend was when the successful Consultant is appointed, teams are in place to link to reporting to the HLF Monitor, and applications are submitted for grant claims.

Agreed:- That the report be received.

17. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting take place on Friday, 15th June, 2007 at 9.00 a.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Lifelong Learning, Culture & Leisure
2.	Date:	1st May, 2007
3.	Title:	Grants for Community Arts Projects 2007
4.	Directorate:	Environment & Development Services

5. Summary

The Awarding of Grants for Community Arts Projects, in accordance with the scheme approved by Members in the meeting of February 3 2004. This is the fourth year of this small arts grants scheme, managed by the Community Arts Service, out of funds originally routed through Arts Council England, Yorkshire.

6. Recommendations

That the Cabinet Member considers the grant applications outlined in the report.

7. Proposals and Details

The grants scheme, Funding Arts In Rotherham (FAIR) was publicised in local press and in the arts newsletter, *muse*.

There are fifteen applicants this year, requesting a total of £11,426. The total sum available is £10,000, and the total of the awards recommended amount to £9,993.

The projects have requested funding to contribute to total project costs of £226,087, though this figure is weighted by the applications on behalf of the Colourscape and Speigeltent festivals. Total project costs and match funding for FAIR funded projects are recorded by us as evidence of the impact of our work with groups in leveraging funds for cultural activities into the Borough. Much of these funds are levered from the Arts Council England, Yorkshire (ACEY). When groups apply to ACEY, the Local Authority is requested to comment, and to state whether we are providing match funding thorough FAIR or through other means. It holds therefore that ACEY are keen to see confirmed local support for projects as part of applications submitted to them.

Groups from all wards are been encouraged to apply, though priority is given to those with disadvantaged communities, to assist in having an impact across the Borough. All the applications support active participation in the arts by local people. Six applications support work with children and young people. Four applications support activities and events which raise the profile of arts in Rotherham, encouraging visitors as well as providing activities and entertainment for local people. One application is from a group supporting people with mental health needs. This project is supported by Rhiannon Galloway Coburn, Community Arts Officer, Arts in Health and Social Work, as are four applications targeted at supporting activities for people in South Rotherham, which is a priority area for Arts and Health Development. Four applications are for projects which have an element celebrating Cultural Diversity and promoting Community Cohesion.

All projects will be required to complete a report to enable us to monitor the amount of arts activity in the Borough and the success of this scheme. (**Appendix 3**)

The grant scheme and awards ceremony offer the opportunity for publicity about the arts contributing to community regeneration, and about an improvement in the provision for the arts and communities locally. The August issue of 'Muse' Magazine will also have a special feature about the scheme and groups who have benefited.

It is hoped that successful applicants can receive their awards from the Cabinet Member or other suitable Rotherham MBC representative, at the next Creative Networks! or other suitable arts promotional event. Groups who received an award in 2005 and 2006 will be invited to perform or display their work.

8. Finance

The funds to support the scheme were originally paid to as a membership subscription to Arts Council England (ACE), to then be deployed by ACE in the area. As part of a partnership agreement with ACE, the funds are retained to be distributed by Rotherham MBC. The annual budget for this purpose is £10,000.

Most of the groups will be applying for additional funds to support their projects, or are using the FAIR grants to support pilot projects on which to base future applications to Arts Council England and other funders, and to lever funds into the Rotherham area.

It is recommended that the following amounts be granted to applicants. A fuller explanation of each project is included as **Appendix 1**. Some groups have special conditions attached to their grants, which will be explicit in the conditions of acceptance. A template of this is included in **Appendix 4**.

Summary of Recommendations

Summary	Amount Requested	Total Project cost	Amount Recommended
Activate To support drama and singing workshops for young people, to assist them in preparing for a performance	£773	£7,610	£773
Cultural Diversity Festival To support workshops sharing the skills of different cultures with all communities, for Rotherham Show.	£800	£25,800	£770
Dragon's Men To support local children to take a performance to Edinburgh Festival	£800	£5,900	£500
Far Out Theatre To support drama workshops for children 7 - 11	£800	£3,000	£770
Junior Activities Group To support creative activities with young people in artforms representing a variety of cultures	£800	£1,130	£770
On the Road Again Productions To support drama workshops with disadvantaged adults focussing on confidence building and performance skills	£800	£830	£770
Open Minds Theatre Company To support workshops with international artists to work with children as part of the Colourscape Festival	£800	£47,000	£800
Redroad Music To support training for young people to enable them support community projects in local venues	£800	£800	£0
Rotherham Arts To support taster workshops to encourage a more diverse membership of Rotherham Arts	£800	£800	£770
Rotherham Culture Company To support free workshops and events for children in Speigeltent in the Town Centre	£800	£84,000	£770
The Next Step To support creative workshops with local women towards improving mental and physical well-being	£800	£1,265	£800
The South Yorkshire Filmmakers Network To work with local film-makers and groups to make films to promote tourism and active participation	£800	£3,500	£750
Upstarts To support artists to work with learning disabled actors to devise and perform a play	£800	£978	£750
Wath Festival To support workshops and activities as part of the Wath Folk and World Music Children's Festival	£800	£42,770	£800
WEA Chinese Art Class To support workshops and recitals by Chinese artist Wang Li	£253	£703	£200

Totals	£11,426	£226,087	£9,993
---------------	----------------	-----------------	---------------

9. Risks and Uncertainties

- Authenticity of group: Community Arts staff have discussed applications with the applicants to ensure that the applications are authentic, and where necessary to develop groups, assist with project management, equal opportunities and other issues, and make recommendations to groups on leverage of other funds.
- Quality of applications: This is an opportunity for the staff to work with local groups and artists to develop the group's application, both artistically and in the quality of project management.
- Adverse publicity: Staff will work with groups and artists to ensure that the arts projects are not politically motivated, do not contain offensive material, and are of a sufficient quality to attract positive publicity for both the groups and the Council.
- Compliance with guidelines and conditions: Community Arts staff will visit each project to ensure that groups are complying with special conditions. Groups who do not comply may have their funds reclaimed and will not be supported from future grant schemes.
- The grant scheme was been the subject of an Internal Audit review in 2005, to ensure that the scheme complied with best practice and with financial regulations. The scheme was deemed to be managed appropriately and the recommendations made have been adopted.

10. Policy and Performance Agenda Implications

The Project contributes to:

Rotherham Achieving by supporting events promoting cultural diversity and regeneration through public art and supporting and rewarding our Creative Industries.

Rotherham Learning; Through delivery of workshops in music, performance and the visual arts with children and the public.

Rotherham Alive; by supporting high profile, inspiring, creative and fun events across the borough, particularly supporting projects deemed to have a positive impact on mental and physical well-being.

Rotherham Safe; by providing confidence raising activities for young people, giving them creative means of expression and providing diversionary activities.

Rotherham Proud; by providing events, supporting Artists in the area, and showcasing talent that Rotherham can be proud of.

The scheme supports the **Community Strategy Priority Areas for Action** by stimulating a culture of learning and development to ensure maximum benefit for local people and businesses, and ensuring that individuals and communities enjoy a better quality of life.

The scheme supports the **Corporate Plan** by opening up learning opportunities for all and raising educational achievement and skill levels, and supports the **Libraries, Museums and Arts Business Plan** Objectives:

- To support the formal and informal learning of all sectors of the population through special creative learning experiences for children and adults.

- Develop projects that support the growth of cultural industries and cultural tourism in Rotherham, through more and higher quality of events in the area and establishing Rotherham as a Cultural Destination.
- Increase the levels of participation of excluded or vulnerable individuals, groups and communities in the services we provide, by providing creative and accessible activities for the community.

Sustainability

Some groups have received funding in more than one year. This is to promote the development of the group and to support sustainability.

The Community Arts Service works to support the groups and to ensure a continuing impact from the scheme, through supporting groups to develop within and beyond the projects and to lever in further funds from the Arts Council and other sources.

Equalities and Diversity

- All groups are encouraged to consider and are advised on, their venues, constitutions and marketing to ensure equal access for all.
- The scheme proactive supports socially or physically disadvantaged people
- Groups are revisited to ensure they have fulfilled their commitment to developing an equal opportunities policy where this is initially lacking.

Regeneration

The project contributes to sustainable neighbourhoods by providing workshops and raising aspirations, and giving access to high quality participatory events.

Local provision of Arts activities, workshops and events, especially where these involve community celebration or include issue-based or intergenerational work, act as a tool for community engagement, community development and capacity building. The Arts Council supports arts-based projects where cultural activity supports work in Growth Areas and Housing Market Renewal Areas as identified in the Government's Sustainable Community Plan.

Projects also provide learning activities and opportunities to learn new skills, and increasing self confidence and a willingness to participate.

This is an annual programme. The programme is funded by an existing budget allocation. The programme should be continued until sufficient capacity has been built locally within communities and community arts groups, to bypass local grant systems in favour of national schemes. However, national Arts based external funding bodies are more likely to fund a project which has received arts funding from Rotherham MBC because they understand that this demonstrates our confidence in the capacity of the group to deliver, and that there is a commitment on our behalf to support small and developing groups towards delivering a successful project.

11. Background Papers and Consultation

- Appendix 1** Summary of Projects and conditions of grant funding.
- Appendix 2** Reports and statistics on FAIR funded projects 2005 - 2006
- Appendix 3** Sample Project Report Form
- Appendix 4** Sample Conditions of Acceptance.

Contact Name: Lizzy Alageswaran, Principal Officer, Community Arts, Tel 01709 823636, email lizzy.alageswaran@rotherham.gov.uk

Appendix 1 Summary of Projects and conditions of grant funding.

Activate has applied for £773 out of total projects costs of £7,610 to pay for artist fees in a project to support drama and singing workshops for young people, to assist them in preparing for a performance.

The Principal Officer, Community Arts, recommends that the group is awarded £773 for work which will provide free workshops and creative and diversionary activities for children in a disadvantaged area. The group has contacted the Principal Officer Community Arts to investigate further sources of funding.

The Cultural Diversity Festival Steering Group has applied for £800 out of total projects costs of £25,800 to pay for workshops sharing the skills of different cultures with all communiites as part of the development of the Cultural Diversity Festival.

The Principal Officer, Community Arts, recommends that the group is awarded £770 to support their development of the Cultural Diversity Festival. This is the first application by the newly independent Cultural Diversity Steering Group. The group will also be making applications to Arts Council England or other appropriate funding bodies.

Dragon's Men has applied for £800 out of total projects costs of £5,900 to pay for production costs to support local children to perform and take their performance to Edinburgh Festival.

The Principal Officer, Community Arts, recommends that the group is awarded £500 for work which will enable children to take their work to a National forum and gain valuable experience and pride in their achievements. The project will promote the arts of Rotherham.

The grant is made on the condition that the group open the workshops out to all children to have the opportunity to join through provision of out of hours activities. The group is also to make applications to the Arts Council England or other appropriate funding body. Advice on this has already been passed to the group by the Principal Officer, Community Arts.

Far Out Theatre has applied for £800 out of total projects costs of £3,000 to pay for artist fees for drama workshops for children 7 - 11.

The Principal Officer, Community Arts, recommends that the group is awarded £770 to provide free and specialist workshops for young children in a disadvantaged area, and enable them to take part in performance in Montgomery Hall. The group is also to make applications to the Arts Council England or other appropriate funding body. Advice on this has already been passed to the group by the Principal Officer, Community Arts.

The **Junior Activities Group** has applied for £ 800 out of total projects costs of £1,130 to pay for artist fees and materials for creative activities with young people in artforms representing a variety of cultures.

The Principal Officer, Community Arts, recommends that the group is awarded £770 for workshops in an area of little cultural diversity, which are aimed at providing children with participatory taster workshops from artists from a range of backgrounds, to promote tolerance and understanding. The group has been referred to Community Arts Officer, Cultural Diversity, for advice. The group is also to make applications to the Arts Council England or other appropriate funding body. The Principal Officer, Community Arts is also working to develop funds to support activity in this area.

On the Road Again Productions has applied for £800 out of total projects costs of £1,630 to pay for artist fees, edit costs and materials to support drama workshops with disadvantaged adults focussing on confidence building and performance skills.

The Principal Officer, Community Arts, recommends that the group is awarded £770 for work aimed at providing a forum for young adults in difficult circumstances to express themselves and to use drama to improve their self confidence and communication skills.

Open Minds Theatre Company has applied for £800 out of total project costs of £ 47,000 to pay for fees for international and local artists to work with children and young people as part of the Colourscape Festival.

The Principal Officer, Community Arts, recommends that the group is awarded £800 for work which provides an exceptional opportunity for children and young people to engage with artists from around the world, in a venue which promotes Rotherham as a cultural destination. The project has commitment to take part from several Rotherham schools, and schools in Barnsley and Doncaster will be paying for Colourscape workshops. The group has made applications to the Arts Council England and other appropriate funding bodies.

Redroad Music has applied for £800 out of total projects costs of £800 to pay for training for young people to enable them support community projects in local venues. The Principal Officer, Community Arts, has identified alternative funding for this project.

Rotherham Arts has applied for £800 to pay for artists fees, materials and publicity for taster workshops to develop new membership of Rotherham Arts, particularly young people and people from ethnic minorities.

The Principal Officer, Community Arts, recommends that the group is awarded £770 for workshops targeted at young people and people from ethnic minorities to encourage them to become active in local Voluntary Arts groups.

Rotherham Culture Company has applied for £800 out of total project costs of £84,000 to pay for artists fees and materials for free workshops and events for children in Speigeltent in the Town Centre.

The Principal Officer, Community Arts, recommends that the group is awarded £770 to provide an opportunity for children to attend workshops and performances in a special venue, which contributes to bringing a high quality venue to the area, promoting Rotherham as a cultural destination. The group has made applications to the Arts Council England and other appropriate funding bodies.

The Next Step has applied for £800 out of total projects costs of £1,265 to pay for artists fees and materials for creative workshops with local women towards improving mental and physical well-being.

The Principal Officer, Community Arts, recommends that the group is awarded £800 for work which supports women, some of whom are isolated and at risk , to take part in activities to improve their self-confidence and sense of well-being. The group has been referred to Community Arts Officer, Arts in Health, for advice. The Principal Officer, Community Arts is also working to develop funds to support activity in this area.

The **South Yorkshire Filmmakers Network** has applied for £800 out of total projects costs of £3,500 to pay for fees and publicity to work with local film-makers and local groups to make films about local activities to promote tourism and active participation.

The Principal Officer, Community Arts, recommends that the group is awarded £750 to give groups and venues an opportunity to promote themselves and the visitor attractions of Rotherham. The group is also to make an application to the Arts Council England or Screen Yorkshire.

Upstarts has applied for £800 out of total projects costs of £980 to pay for artist fees for working with learning disabled actors to devise and perform a play.

The Principal Officer, Community Arts, recommends that the group is awarded £750 for work which provides creative opportunities for adults with learning difficulties. The group and application is supported by the Arts in Health Officer, who will be working with them to encourage application to a wider range of funding bodies to support their work.

Wath Festival has applied for £800 out of total projects costs of £42,770 to pay for artist fees and venue hire to support workshops and activities as part of the Wath Folk and World Music Children's Festival.

The Principal Officer, Community Arts, recommends that the group is awarded £800. This grant has been agreed as part of a three year programme of support for Wath Festival and the establishment of a programme of workshops throughout the year. The group has also made applications to Arts Council England and other funding bodies.

WEA Chinese Art Class has applied for £253 out of total projects costs of £703 to pay for artist fees and venue hire to support workshops and special event recitals by Chinese artist Wang Li.

The Principal Officer, Community Arts, recommends that the group is awarded £200 to support the provision of a diverse range of events. The group has been referred to Community Arts Officer, Cultural Diversity for advice.

APPENDIX 2: Report on Statistics on FAIR funded projects.

Summary Projects funded From 2004 - 2005 FAIR scheme.

The total awarded in 2004 was £6,925 for projects happening from May 2004 to September 2005. The projects included a total of 33 Artists working with 335 children, 51 older people and a total of 624 participants. We estimate that this included 2525 attendances at workshops by children, and a total of 2457 attendances at workshops by adults, in 176 workshops. 38 events were staged with a total of 3,626 audience members or other beneficiaries. Three groups successfully applied for a total of £22,070 match funding from the Lottery and Arts Council England.

Summary Projects funded From 2005 - 2006 FAIR scheme.

The total awarded in 2004 was £15,322 for projects happening from May 2005 to September 2006. It should be noted that this scheme funded a number of applications by small groups supported by Trevor Kippax, the Community Arts Officer for Cultural Diversity. Some of these groups lacked the capacity to complete their projects independently, and of the remaining funds, on the instruction of the Strategic Leader, Culture and Leisure, £2,000 was allocated to the Colourscape project, which supported these groups, and the balance was returned to the fund towards the 2006 Scheme. The total sum dispersed was £14,022. Groups funded by the scheme were successful in achieving match funding of £124,978 from the Lottery, Arts Council England and other sources, a return of 891% on the FAIR investment.

The projects included a total of 62 Artists working with 2441 children, 189 older people and a total of 2858 participants. We estimate that this included 4442 attendances at workshops by children under 16, and a total of 1354 attendances at workshops by older people (over 55), in 317 workshops. 69 events were staged with a total of 11,562 audience members or other beneficiaries.

Individual Project Reports

Redroad Music

The group were awarded £465 in 2005. Young people planned and provided a music contribution to a community festival. 2 artists worked with 24 participants including 11 children in 32 workshops, performing to an audience of 113.

Bharat Intergration Group

The group were awarded £500. Trevor Kippax, the Community Arts Officer for Cultural Diversity, assisted the group to run workshops at the Cultural Diversity Festival in 2005.

Cortenwood Miners and Community Welfare Scheme

The group were awarded £500 in 2005 and levered in funds of £8,948 to support their project from Arts Council England, and selected artists Coralie and Paul Turpin to deliver the workshops with local young people and schools and install the mosaic.

2 artists worked with 178 participants including 149 children and 19 older people in 8 workshops to create a mosaic mural for the children's' play area, facing onto a public green space.

Meadows Community Partnership

The group were awarded £700 in 2005 and levered in funds of £500 to support their project. A graffiti artist worked with young people on display boards as part of a consultation with young people to identify local issues and priorities they felt were important, and to suggest ways to improve things "up your street". 1 artist worked with 52 participants including 35 children and 17 older people in 1 workshop.

Oakwood African Drummers

The group were awarded £230 in 2005. This grant assisted the group to continue after members had left school, to have workshops to share their skills, and become an independant group. 1 artist worked 12 children in 10 workshops. The group remain popular performers at community events, including the Cultural Diversity Festival.

On the Road Again Productions

The group were awarded £700 in 2005. OTRAP conducted workshops with 16 Asian boys at Ferham School as a pilot project, and created a DVD. 2 artists worked with 16 participants including 15 children and 1 older person in 12 workshops.

Open Minds Theatre Company 'Faultlines'

The group were awarded £625 in 2005. The Faultlines cast of 12 young Asian people worked with Ansuman Biswas in workshops in the Colourscape structure and the Unity Centre exploring the use of music in performance, and were subsequently able to perform on percussion instrument.

Open Minds Theatre Company – 'Colourscape Festival'

The group were awarded £2000 in 2005 and levered in funds of £54,664 to support their Colourscape project. 22 artists worked with 2040 children in 158 workshops. Audiences of over 2000 attended Colourscape on the open weekend.

Rotherham Arts

The group were awarded £720 in 2005 and levered in funds of £12,000 to support their 'Uses of Steel' project, to work with schoolchildren on a competition for ideas for the uses of steel and create a billboard of the winning entries which was displayed on Aldwarke Road.

Rotherham Bi-Polar Group

The group were awarded £600 in 2005. The group have run a number of workshops and exhibited their work in summer 2006.

Rotherham Day Service

The group were awarded £500 in 2005 and levered in funds of £3,640 to support their project. Workshops in a number of arts skills were run and poetry and visual arts have been exhibited at a number of community venues including the South Yorkshire Open Forum Offices and the Arts Centre. 2 artists worked with 9 participants including in 18 workshops.

Rotherham Members Self Help Support Group

The group were awarded £600 in 2005 to support their project to run taster workshops for people with Mental Health needs.

Rotherham Metro Community Theatre

The group were awarded £400 in 2005. The group ran a number of small events as part of Rotherham Arts Festival, and had a final event on June 3rd 2006. 3 artists worked with 80 participants including 2 children and 30 older people in 9 workshops, performing to an audience of 247.

Rotherham Photographic Society

The group were awarded £500 in 2005. The Group ran a number of talks and workshops in digital photography and technique, at the Arts Centre.

Rotherham Recorded Music Society

The group were awarded £250 in 2005. The group have been very pleased with their new equipment which they say has increased their enjoyment of the events. 20 older people in general attend regular meetings at the Arts Centre.

Rotherham Town Ladies Choir

The group were awarded £550 in 2005. The group have been able to advertise for a pianist to support the current director who is in poor health, and support access by people with disabilities to 30 workshops. 18 participants including 14 older people have taken part in regular workshops, performing to an audience of 250 over the year.

The Community Carnival Of Music 2005(Performing Arts)

The group were awarded £600 in 2005 and levered in funds of £2,300 to support their project. The grant contributed to the music performances and to running a drumming workshop. An estimated 4000 people attended this first Carnival, and the group are now aiming for this to be an annual event.

Third Nail Theatre

The group were awarded £500 in 2005 towards their audience development in conjunction with the Arts Centre.

Thrybergh and District Art Group

The group were awarded £400 in 2005. The grant contributed to the staging of an exhibition of members' work and to publicising the event and the group. 2 artists worked with 30 participants including 27 older people. 212 people attended the exhibition.

Together Group

The group were awarded £532 in 2005. The group ran a number of taster workshops, the most effective being the African Drumming, which the group are hoping to develop over the coming year. 2 artists worked with 10 participants including 1 older person in 8 workshops.

Treeton Partnership

The group were awarded £600 in 2005 and levered in funds of £870 to support their project. The group ran a community links day, employing artists to deliver workshops in a range of artforms, and in performance to enable children and young people to perform at the event. 15 artists worked with 250 participants including 90 children and 43 older people, performing to and audience of 250.

Wales Village Art Group

The group were awarded £500 in 2005 and levered in funds of £1,060 to support their project. The group ran and publicised a number of workshops for members, attracting new members. 5 artists worked with 17 participants.

Wickersly Doorstep Green Action Group

The group were awarded £500 in 2005. The group were granted an extension and levered in funds of £24,996 to complete the project in November 2006.

Funding Arts In Rotherham Project Report



Group

Telephone

Contact Name:

E-Mail

Position

Web links

Address:

Do you have any specific communication needs? Eg minicom, or other language

.....

Postcode

.....

Project Summary

Please write a short summary of your project. Include whether you think the project was successful and how, any problems you encountered and how you overcame them, and any changes you made to your project . Continue on another sheet if you wish.

.....
.....
.....
.....
.....

Do you have any recommendations for future improvements or follow up work?

.....
.....
.....

Please list any artists you employed, or who contributed arts skills to your project

.....
.....

How did you publicise your project?

- leaflets newspapers word of mouth radio
- posters television local newsletters internet
- other (please specify).....

Which method of advertising do you think was most effective?.....

How In your estimation, how many people.....	... actively participated in the project - for example, in workshops	... benefited otherwise - for example, as an audience at an exhibition or event.
All people		
children (under 16)		
older people (over 55)		
people with a disability		
socially or economically disadvantaged		
of an ethnic minority		
living in a rural area		

Please list any groups or organisations you worked with or who supported you.

.....

How many workshops, rehearsals or consultations did you run?

Where were these held?

.....

How many events, performances or exhibitions did you run?

Where were these held?

.....

How did you monitor the progress and success of your project?

- questionnaires numbers in audience numbers attending workshops
 audience surveys project diary other (please specify).....

Please enclose with your report:

- Accounts of the project -Income and expenditure
- Samples of any publicity material (including press coverage)
- Photographs, videos, tapes or other documentation of the event or progress of the project

On completion of your report, please sign it and return it to:

Rotherham Community Arts Service,
 Rotherham Metropolitan Borough Council
 Central Library and Arts Centre,
 Walker Place,
 Rotherham, S65 1JH.

Signature.....
 Name and title
 Date

CONDITIONS

Rotherham MBC is pleased to be able to assist community groups, arts organisations and artists across the Borough through the Funding For Arts In Rotherham (FFAIR) Scheme, supporting and developing the arts and cultural sector and helping to make Rotherham a creative place.

The Principal Officer Community Arts is keen to ensure that she is able to support your project from an informed position. Please therefore give careful consideration to the conditions of the grant as listed below, which are designed to ensure that we are fully informed of your progress and that Rotherham MBC is supporting arts initiatives appropriate to the Borough.

In addition, please be aware that if the project is not managed in accordance with the conditions below, Rotherham MBC will be entitled to a return of the Grant monies.

Special Conditions

1. An acknowledgement of our support, using the logo and wording as provided, must be used in all publicity material.
2. Where grant aid is used for the employment of staff or workers, the Council must be invited to participate in the selection and interview procedure.
3. Access must be given to Officers of the Council to assess the project for which grants have been awarded. Please give the Principal Officer, Community Arts dates to visit your project in progress and for final events.
4. All groups receiving a grant will be required to complete a project report form (enclosed) on the completion of the activity. With longer term projects, regular updates must be provided
5. Grants must not be used for publicity for any political party or religion or for the publication of any material which is capable of being defamatory.
6. Grants must be used only for the purpose for which they have been awarded. Please ensure you discuss with the Principal Officer Community Arts any intention to make a significant change to your proposed project.
7. The applicant must implement equal opportunities practices.
8. Projects will be encouraged to make use of professional arts practitioners in some part of the activity.
9. Projects must normally be open to the public.

10. Conditions specific to your application

1 *Example* Please provide evidence of applying to other funders for funding to support your work.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
--

1.	Meeting:	Cabinet Member for Lifelong Learning, Culture and Leisure and Advisers
2.	Date:	1st May 2007
3.	Title:	Revised Corporate Records Management Policy
4.	Programme Area:	Environment & Development Services

5. Summary:

The Council is committed to the development and implementation of a records management programme. This commitment stems from legislative obligations; recognition of the need for efficient conduct of business and the authority's stated aim to be a 'Proud Council' demonstrating openness and accountability.

A records management policy statement was agreed by Council in February 2005. It is in need of review to maintain its currency, both internally to the Council and externally in relation to best practice in other local authorities.

6. Recommendations:

The revised Corporate Records Management Policy should be approved. Approval will underpin and give authority to the continued development and implementation of a corporate records management programme.

7. Proposals and Details:

(i) Legislative obligations and compliance

The Council has recognised the necessity of a records management programme in order to meet wider legislative obligations under the Data Protection act 1998 and particularly the Freedom of Information act 2000. The Lord Chancellor's Code of Practice on the management of records, issued under section 46 of the Freedom of Information Act 2000, states that:

'An authority should have in place an overall policy statement, endorsed by top management and made readily available to staff at all levels of the organisation, on how it manages its records, including electronic records'

and further that.....

'This policy statement should provide a mandate for the performance of all records and information functions'

It is a priority that the records management policy should be revised and the updated policy adopted as Council policy.

(ii) Rotherham MBC and the modernising transformation agenda:

Much is happening to develop information and records management in both paper and electronic environments:

- Central government has driven the e-government agenda with targets on the e-enablement of services. The directive on an Electronic Social Care Records System is a prime example where the management of information and records is being changed through the use of technology
- The Council is seeking through the Our Futures projects to change both work styles and work environments. Together, these developments will have a significant impact on how the Council manages its information assets.

It is essential to maintain the 'currency' of policy in order for the developing records management programme to have authority.

(iii) Corporate Information Governance Group approval

The revised corporate records management policy received approval from the Corporate Information Governance Group on the 4 April 2007 minute No. 4. There is cross Directorate representation on the group and it was agreed the policy should go forward for wider approval.

8. Finance:

There are no direct financial implications as far as approval and adoption of the revised corporate records management policy is concerned.

9. Risks and Uncertainties:

The policy of itself does not reduce risk; however, its adoption as Council policy and implementation through a records management programme will facilitate compliance with legislative requirements and best practice guidelines.

10. Policy and Performance Agenda Implications:

The approval of the policy will add renewed weight to the implementation of the records management programme across all Directorates. This will, in turn, contribute to wider agendas such as e-government, performance and inspection ratings and the transformational Our Futures projects.

11. Background Papers and Consultation:

The approval of existing Policy and Statement (Cabinet Member Education Culture & Leisure minute 171 March 8th 2005 refers) and Approval of the revised Corporate Policy (Corporate Information Governance group 4 April 2007 minute No. 4 refers).

This report has been approved by Phil Rogers, Director of Culture and Leisure and Adam Wilkinson, Strategic Director, Environment and Development Services.

Contact Name :

Paul Harris, Records Manager, ext. 6971 paul.harris@rotherham.gov.uk

Rotherham MBC

Corporate Records Management Policy

1. Introduction

The environment in which a Local Government Authority operates is rapidly changing. Rotherham MBC is seeking to achieve continuous improvement, the promotion of democratic open governance and a clear customer focus in the provision of services.

Rotherham MBC aims to be“An achieving council – demonstrating leadership and ambition for Rotherham. We will be effective and will act and be regarded with confidence. Rotherham Metropolitan Borough Council will be a champion for the borough and its people; we will be a talented council and provide inspiration to achieve the borough’s goals.....”

“A proud council – proud of the borough, our work and our staff. We will operate democratically, transparently and accountably, and be inclusive and fair. We will be responsive and accessible. Our contribution within the borough will be recognised and valued”

RMBC Corporate Plan 2005-10 1st section

“Rotherham Proud: Rotherham people, businesses and pride in the borough are at the heart of our vision.....Active citizenship and democracy will underpin how Rotherham works.....It (Rotherham) will be made up of strong, sustainable and cohesive communities, both of place and interest and there will be many opportunities for people to be involved in civic life and local decision making. The means to do this will be clear, well known and accessible”.

RMBC Corporate Plan 2005-2010 2nd section

No organisation can conduct its business without records and information in paper or electronic format. In order for Rotherham MBC to meet its aims, by definition, the records and information resources of the Council must be managed effectively, with due regard for legal obligations and professional standards and in a way that allows for information to be made readily accessible and open. It is the aim of Records Management to help the Council achieve its stated objectives.

2. The principles of Records Management

Records Management is concerned with the creation, maintenance, control and disposal of records generated by an organisation in the course of its business activity. This concern applies to all parts of the organisation and all documentation regardless of format or media. The objective is to manage all documentation in a way that facilitates their most appropriate, efficient and effective use.

All Records Management programmes are based upon the concept of the 'life cycle' – a system for describing the various stages of existence through which all recorded information passes, whether in paper or electronic format. Records are current at creation and whilst in regular use. They become semi-current as their administrative value declines. When a record ceases to have administrative value, then it is dead and can be assigned for appropriate disposal (NB the term disposal as used through this policy usually means destruction as confidential waste. In some instances, however, after appraisal by the Records Centre and consultation with the directorate, records may be regarded as having such historical value that they are retained for the purposes of historical research in Rotherham Archives and Local Studies, Rotherham Central Library)

Records Management enables the proper transition of all records, regardless of format or media, through their 'life cycle'. A 'Retention Schedule' promotes the control of a series of records (common type records) by establishing appropriate periods of preservation in line with administrative needs, regulations, best practice guidelines and legislation.

3. Statement of Policy on Records Management

Rotherham MBC recognises the validity of the Statement of Policy outlined below and will seek its implementation through the allocation of appropriate technical, organisational and human resources.

3.1 Information Resources and Responsibilities

- The business of the Authority generates large quantities of records, both paper and electronic. These records and the information contained in them sustain the business of the Council and the delivery of public services; in short they form a resource and a vital asset. In order for the Council to meet its aims and core values it must manage its information resources effectively.
- Records Management is a corporate issue; hence the policy applies to all directorates, sections, services, groups, members, officers and employees of the Council.
- Rotherham MBC as a public authority recognises the importance of its information resources and its responsibility to ensure their proper management from creation, administrative use through to their ultimate disposal.
- Corporate compliance with the Statement of Policy on Records Management will enable the Council to demonstrate its commitment to open governance, transparency and accountability in decision making, to be a 'proud Council'.

3.2 Scope

- Records can be defined as ‘recorded information, in any form, created or received by an organisation or person in the transaction of business or conduct of affairs and kept as evidence’
- The Records Management Policy Statements encompasses all records created by Rotherham MBC regardless of format or media (i.e., paper, electronic, e-mail, audio-visual). This includes records generated by partnership agencies or bodies where the records concern Rotherham MBC functions or employees i.e., RBT (Rotherham Brought Together), ALMO (Arms Length Management Organisation) etc.

3.3 Information Quality

- Full and accurate records will be generated in the conduct of Council business activity
- Records should be authentic, reliable, complete, unaltered (unless through appropriate procedures) and useable and the systems that support them should be able to protect their integrity over time.

3.4 Compliance

Rotherham MBC will seek to achieve compliance with the legislative framework with codes of practice and standards that exist either directly or indirectly supporting the implementation of Records Management in all Local Authorities.

3.4.1 Legislation and Regulation

- Local Government Act 1972 s224 placed a duty on all Local Authorities to make proper arrangements for their own documents.
- Access to local government information i.e., meetings, committees now covered by the Local Government (Access to Information) (variation) Order 2006, amending the rights in the 1972 Act
- Data Protection Act 1998
- Freedom of Information Act 2000, the right of access to information from 1st January 2005
 - The Lord Chancellor’s Code of Practice on Records management under section 46 of the Act.
 - Promotion of the Code of Practice by the Information Commissioner under sections 48 and 51 of the Act.

- Environmental Information Regulations 2004 (EU directive)
- Audit Commission Financial Regulations

3.4.2 Rotherham MBC Internal Policy

- Data Protection Policy Statement and Guidance Notes
- Electronic Communications
- Standing Orders and Financial Regulations
- Freedom of Information Publication Scheme and Guidance Notes

3.4.3 Professional Standards

- British Standard PD ISO/TR 15489 Information and Documentation - Records Management, part 1 General and part 2 Guidelines
- Standard ISO17799 Information Security Management - Code of Practice for Information Security Management.
- BIP 0008:2004 Code of Practice for legal admissibility and evidential weight of information stored electronically
- PD 0010: 1997 The principles of good practice for information management
- The National Archives
 - Functional requirements for Electronic Records Management Systems.
 - Meta data Standards

4. A Records Management Programme for RMBC

To deliver on the Statement of Policy, the Records Manager will work collaboratively with other information professionals, managers and IT partners to implement a Records Management Programme consistent with the following:

4.1 Key Commitments and Objectives:

- Change Management

To work in co-operation with Directorates, Data Protection and Freedom of Information Officers and Information Technology providers to develop an organisational culture in which the value of records, regardless of format or media is recognised.

- Training

To assess training needs in the principles and practice of Records Management and to provide training as required.

- Record Audit and Retention Schedules

To analyse the functions of the Council to assess the record series generated. To undertake an audit of records and oversee the completion of retention schedules to establish how long records should be kept.

To develop a corporate retention schedule and policy. Completed schedules can be compared against other Local Authorities and professional best practice guidelines.

- Electronic Records

To ensure that records in all formats and media become recognised as a vital part of the corporate information resource. It is essential that proper management of their creation, life cycle and retention should be put in place.

To guide the Authority towards the acquisition and implementation of a corporate Electronic Records Management System. The system must be compliant with recognised electronic records management standards. This can only be achieved through collaborative working with all parties, particularly information technology partners and external system providers.

- Common Practice and Procedures

To implement corporate Records Management procedures supported by a series of guidance notes and standards in line with best practice guidelines; to focus on the creation, control, retention and disposal of records created through business transactions of the authority.

To develop systems for the proper control of records; appropriate and authorised access to information; tracking of records and proper audit trails; efficient storage and retrieval systems; secure disposal of records and the identification of records worthy of permanent preservation as archives.

- Records Centre

To develop a Records Centre in order to gain physical control of paper records in the Authority. The operating procedures of the Centre will underpin the implementation of the common practices and procedures.

To ensure staff responsible for the operation of the Records Centre should receive training in the principles and practice of records management, Data Protection and Freedom of Information Legislation.

- Efficiency Savings

To achieve savings through the more efficient control and retrieval of records, reducing staff time spent in searching for information.

To reduce the amount of 'prime' office accommodation used to store records that are no longer in regular use and to ensure the prompt disposal of records once they are no longer of any administrative, legal or financial value.

4.2 Roles and Responsibilities

All staff who create, receive and use records have records management responsibilities at some level dependant on the role they fulfil.

4.2.1 Individual (ALL) Employee Responsibilities:

All records created by an employee of Rotherham MBC in the course of their duties are corporate records (not personal) and as such are the property of the Council. Individual employees are therefore:

- To ensure that actions and decisions taken in the course of Rotherham MBC business are properly recorded
- To ensure the proper filing of records, regardless of format i.e., paper or electronic, such that a colleague (subject to proper access permissions) could easily find them in your absence
- To ensure the prompt disposal of records (in most instances as confidential waste) in accordance with an agreed retention schedule
- To ensure adherence to the Records Management Policy Statement

4.2.2 Directorate / Service Management Teams Responsibilities:

- To ensure implementation of agreed Records Management Policy
- To ensure the nomination of a representative to attend the Corporate Information Governance Group who actively contribute to the discussions and work of the group
- To ensure that appropriate staff are designated to assist with the implementation of records management procedures within each service area / section
- To ensure in co-operation with the Records Manager that staff are supported in terms of training in records management policy and procedure

- To ensure that records created by each function have an identified 'owner' charged with their proper maintenance whilst in regular use.
- To ensure that records are held in appropriate and cost effective storage, with efficiency of access and security. In particular, confidential and sensitive records should be stored and accessed appropriately.

4.2.3 Corporate Management Team Responsibilities:

- To ensure approval for the corporate approach to the management of records within Rotherham MBC as set out in this Policy Statement
- To ensure that the Records Manager and the Records Centre are supported and resourced in the implementation of this policy statement and corporate records management

4.2.4 Data Protection and Information Security Officer (including Freedom of Information) Responsibilities:

- To ensure compliance with legislation
- To ensure co-ordination in responses to access to information requests
- To ensure that advice and guidance is provided

4.2.5 Records Manager and Corporate Records Centre Responsibilities:

- To ensure, in co-operation with other information professionals, the development of a corporate 'overarching' Records Management framework.
- To ensure a lead role is taken in the work of the Corporate Information Governance Group and that the group is the recognised forum for formal discussions concerning corporate records management issues, implementation and policy. The Records Manager will attend and contribute to other corporate forums (e.g., E-Government Board) to ensure relevant Records Management issues are raised and discussed
- To ensure the effective and efficient administration of 'semi-current' records transferred to the Centre
- To provide advice and guidance on corporate records management procedures and policy

5. Records Management Policy Monitoring and Review

Essential to policy compliance and implementation are effective monitoring and review processes:

- Compliance with the policy, related standards and guidance will be monitored by the Records Manager in coordination with the Corporate Information Governance Group.
- Areas of non compliance can be recorded on the Information Governance Group Action Plan and reported through the Group to the Corporate Governance Group and upward where necessary
- Implementation of the policy will be monitored in collaboration with related existing Rotherham MBC policies, particularly Data Protection and Information Security and Freedom of Information.
- The Records Manager will review this policy and progress on implementation after six months and report through the corporate Information Governance Group

Paul Harris
Records Manager
Rotherham MBC
Version3
26 March 2007