

DEMOCRATIC RENEWAL SCRUTINY PANEL

Venue: Town Hall, Moorgate
Street, Rotherham.

Date: Thursday, 18 October 2007

Time: 4.00 p.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 and Communications.
 - (1) To consider the nomination of a Member to the Members' Sustainable Advisory Group.
4. Declarations of Interest.
5. Questions from members of the public and the press.

For Decision:-

6. Democratic Renewal Scrutiny Panel - Co-option
 - To consider the request for an additional co-optee from the voluntary sector, Mr. Ray Noble, onto this Scrutiny Panel.
7. Revenue Budget Monitoring for the Period April – August, 2007 and Budget 2007/08 (report herewith) (Pages 1 - 4)
8. DRAFT Partnership CCI (Consultation and Community Involvement) Framework (report herewith) (Pages 5 - 38)

For Monitoring:-

9. Quarter 1 Performance Report (herewith) (Pages 39 - 49)
10. Voluntary and Community Sector Developments (report herewith) (Pages 50 - 61)

Minutes - For Information:-

11. Minutes of the meeting of the Democratic Renewal Scrutiny Panel held on 6th September, 2007 (herewith). (Pages 62 - 67)
12. Minutes of the meeting of the Performance and Scrutiny Overview Committee held on 14th September, 2007 (herewith). (Pages 68 - 77)

**Date of Next Meeting:-
Thursday, 29 November 2007**

Membership:-

Chairman – Councillor Whelbourn
Vice-Chairman – Councillor Austen
Councillors:-Cutts, Dodson, Foden, J. Hamilton, Johnston, Littleboy, Mannion,
Pickering and Sangster

Co-opted Members

Debbie Heath (Voluntary Action Rotherham)
Councillor A. Buckley (Parish Council Representative)
David Morton (Parish Council Representative)

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1	Meeting:	Democratic Renewal Scrutiny Panel
2	Date:	Thursday, 18th October, 2007
3	Title:	Revenue Budget Monitoring for the Period April – August 2007
4	Directorate:	Chief Executive

5 Summary

This is the latest Budget Monitoring Report for the Chief Executives Directorate for 2007/08. The service is currently forecasting a balanced budget after management actions against a net revenue budget of £8.5m by the end of March 2008.

6 Recommendations

Members are asked to:

- **Note the latest revenue forecast outturn position for the Chief Executive's Directorate for 2007/08.**

7. Proposals and Details

This report advises Members of the Revenue Budget monitoring for the period up to the end of August 2007 and shows that the Directorate is currently forecasting an overspend of £87,000 which after management actions is forecast to be a balanced budget by the end of the financial year 2007/08.

Management actions are being put in place to address the potential shortfalls of £87,000. Income from the ALMO is formalised through a Service Level Agreement and is therefore expected. The original Savings target in respect of advertising in Rotherham Matters is unlikely to be achieved in 2007/08, however, additional income from other areas within the Directorate, including LAA and NRF funding should offset this shortfall. The additional costs associated with the Rotherham Show are to be recouped from contributions from other Directorates.

8. Finance

The financial issues are discussed in section 7 above.

9. Risks and Uncertainties

The projected out-turn is an estimate and consequently may change. Careful scrutiny of expenditure and income and close budget monitoring remain essential through the year.

10. Policy and Performance Agenda Implications

The delivery of the Council's Revenue Budget within the limits determined in March 2007 is vital to achieving the Council's Policy agenda. Financial performance is a key element within the assessment of the Council's overall performance.

11. Background Papers and Consultation

The Assistant Chief Executive and budget holders have been consulted in the production of this report.

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CHIEF EXECUTIVE DIRECTORATE

Budget 2007/8

	£
Chief Executive	5,141,920
Human Resources	1,076,377
Legal & Democratic services	2,271,334
TOTAL	8,489,631

add approved cfwd

Infrastructure & Corporate Initiative Budget ICIB	5,208
Rotherham Partnership	7,054

Total Directorate Budget

8,501,893

Budget pressures within the budget are:-

2010	50,000
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Negotiations are ongoing and CEX are expected to receive the income per the SLA.

Rotherham Matters	24,000
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Alternative strategies to achieve the £24k of income are being reviewed by the budget holder

Rotherham Show	13,000
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Rotherham Show costs to recharged across Directorates.

Human Resources	0
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There are no reported budget pressures for Human Resources

Legal & Democratic Services	0
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There are no reported budget pressures for Legal & Dem.

All budget pressures are expected to be addressed and a balanced outturn position is reported to CMT.

ROTHERHAM MBC
REVENUE BUDGET MONITORING

CHIEF EXECUTIVE'S DIRECTORATE																	
EXPENDITURE/INCOME AS AT 31ST AUGUST, 2007											NET PROJECTED OUT-TURN						
Last Reported Projected Net Out-turn £000	Service Division	Expenditure			Income			Net			Annual Budget £000	Projected Out-turn £000	Current projected year end Variance Over (+)/ Under (-) spend £000	Financial Impact of Management Action £000	Revised Projected Year end Variance Over(+)/Under(-) spend £000	Revised Financial RAG Status	* Note
		Profiled Budget £000	Actual Spending £000	Variance (Over (+) / Under (-) Spend) £000	Profiled Budget £000	Actual Income £000	Variance (Over (+) / Under (-) Recovered) £000	Profiled Budget £000	Actual Income £000	Variance (Over (+) / Under (-) Spend) £000							
0	Chief Executive's Office	192	196	4	0	-10	-10	192	185	-7	593	643	50	-50	0	G	
0	Policy and Performance	753	698	-55	-98	-103	-6	655	594	-61	1,711	1,748	37	-37	0	G	
0	Scrutiny & Member Services	983	1013	30	-25	-33	-8	958	980	22	2,347	2,347	0	0	0	G	
0	Members Training & Development	13	12	-1	0	0	0	13	12	-1	31	31	0	0	0	G	
0	Infrastructure & Corp Initiative Bu	239	239	0	0	0	0	239	239	0	473	473	0	0	0	G	
16	Human Resources	445	485	40	-6	-51	-45	439	434	-5	1,076	1,076	(0)	0	(0)	G	
0	Legal and Democratic Services	1191	1417	226	-180	-391	-211	1,011	1,026	15	2,271	2,271	0	0	0	G	
16	TOTAL CEX DIRECTORATE	3,816	4,060	244	(309)	(589)	(280)	3,507	3,471	(36)	8,502	8,588	87	(87)	(0)		

Please include financial effects of proposed management actions

Please show variance after financial impact of management action

during the remainder of the financial year

Reason for Variance(s), Actions Proposed and Intended Impact on Performance

Reasons for Variance(s) and Proposed Actions

Indicate reasons for variance (e.g. increased costs or client numbers or under performance against income targets) and actions

<u>Reasons for Variance</u>	
Chief Executive Office ALMO income budget with an amber status, expecting to receive income from ALMO but negotiations still ongoing.	£50k
Policy and Performance Income target for advertising in Rotherham matters. Currently this holds an amber status. Rotherham Show costs for Council Tent	£24k £13k
TOTAL	87k
<u>Proposed Actions to Address Variance</u>	
Chief Executive Office Negotiations are ongoing and CEX are expected to receive this income.	
Policy and Performance Alternative strategies to achieve £24k of income are being reviewed by budget holder. Rotherham Show costs 13k possible contributions from each Directorate.	

Performance

Indicate reasons for variance (e.g. increased costs or client numbers or under performance against income targets) and actions

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Democratic Renewal Scrutiny Panel
2.	Date:	18 th October, 2007
3.	Title:	DRAFT Partnership CCI (Consultation and Community Involvement) Framework
4.	Programme Area:	Chief Executives Department

5. Summary

This report seeks endorsement from the panel for the Draft Partnership CCI Framework which aims to deliver improvements in community involvement and consultation activity across the Partners.

The Framework sets out the Partner'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 Partners policy and service delivery.

This develops the draft that has been the subject of internal and external consultation.

6. Recommendations

Cabinet is asked to:

- 1. Consider and agree the content of the attached Framework.**
- 2. Agree to consider that the Framework captures the necessary actions to deliver CCI across partners.**
- 3. That a copy of the report be referred to CMT, Cabinet and Communities and Involvement Members Panel for their consideration.**

7. Proposals and Details

Consultation and Community Involvement (CCI) is at the heart of the all the partners approach to policy making and service delivery.

It is integral to the new Shared Vision for the Borough as set out 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".

The need to develop a Partnership Framework to build on the Council's CCI Framework, was identified, and agreed in the LAA (Local Area Agreements).

It was agreed that this Framework was to be developed under the LAA cross cutting theme, key outcome 2, 'Increase community and service user engagement and involvement to enable greater influence in decision making and service delivery.' The Framework will contribute to the implementation of this outcome in the LAA.

'Enabling local people to participate in the decisions affecting their lives will play a crucial role in improving service provision and helping us to tackle social exclusion. This Framework alongside the Community Development Strategy provides a foundation for local involvement and the devolution of some decisions to a local level. This is a particularly important element of building Stronger Communities within the Rotherham Borough'.

The reasons for partners joining up consultation and community involvement

Partners have a long and strong history of consulting and involving in partnership, and are involved in a wide and growing number of CCI activities.

It is divided into two main parts. The first part sets out the context and the Partner's approach to consultation and community involvement. The second part sets out the specific areas of activity required to achieve improvements. This includes the Action Plan which has been produced with key Strategic Objectives and Key Actions that are needed to deliver the Framework. It also includes a Performance Management Framework which will monitor progress against the relevant performance indicators.

The new 5 themes are to deliver the Action Plan are:

- Improving quality, effectiveness and coordination of CCI,
- Raise awareness of the principles of effective consultation and community involvement,
- Ensure that all communities are involved,
- Service and Policy Improvement and
- Performance Management
- LGWP Challenges

8. Finance

The Community Involvement/Consultation will determine the actions needed to deliver Community Involvement and Consultation. The actions will be delivered through Partner's existing budgets. The development of the Framework itself will be met through the Chief Executive's budget.

9. Risks and Uncertainties

If there is no Partnership CCI Framework developed and implemented, then it will be difficult make improvements that are needed to ensure that CCI is delivered effectively in terms of influencing policy, service planning and delivery across partners. If the Framework is implemented, then this will have a positive impact on the Partner agencies effectiveness and efficiency in meeting needs and involving local people.

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.

New guidance to ensure joint partnership CCI to enable joint service delivery has started to emerge from central government across a range of issues is being reflected in the:

- *Strong and Prosperous Communities - The Local Government White Paper.*
- Police and Justice Bill.
- The White Paper - Our health, our care, our say
- Health Bill for Patient and Public Involvement in Health and Social Care

Strong and Prosperous Communities - The Local Government White Paper

Councils and partners will be encouraged to have a comprehensive community engagement strategy, which includes involvement in developing the local strategic vision.

Police and Justice Bill

The Police and Justice Bill provides measures to help ensure local policing reflects the needs of residents and is accountable to the communities it serves. This is especially important given the creation of strategic police authorities.

The bill recognises the crucial role councils play in Crime and Disorder Reduction Partnerships (CDRPs) and in reducing crime and anti-social behaviour.

The White Paper - Our health, our care, our say

Public, private, voluntary and charitable organisations will need to work in partnership to put the interests of the public first, ensure health and social care staff receive the right training and make good health and social care services an essential part of local communities.

Health Bill for Patient and Public Involvement in Health and Social Care

Patient and public involvement forums are to be abolished, to be replaced by local involvement networks (LINKs). LINKs will be attached to a local authority area rather than a specific NHS trust. The legislation also addresses partnerships between local authorities and the health service, the role of overview and scrutiny and clarifies further the duty of primary care trusts to consult about service changes.

Voluntary and Community Sector

Government remains committed to reforming public services and to enabling the voluntary and community sector (VCS) to take on a greater role in public service delivery.

On a local level, CCI is highlighted as a priority in the Corporate Plan and Community Strategy. 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".

CCI is a cross-cutting objective in the Local Area Agreement. 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 Rotherham Compact also includes a CCI Code of Practice which is agreed principles between the public sector and the voluntary/community sector.

11. Background Papers and Consultation

Partnership CCI Framework with Action Plan (Appendix 1)

Internal and external consultation has been carried out through the Directorates, Corporate CCI Officers Group, Partnership CCI Officers Groups and the Proud Theme Board.

Rotherham Compact, CCI and Policy Appraisal Code of Practice.

Corporate Plan and Community Strategy.

Local Area Agreements cross-cutting theme.

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DRAFT

PARTNERSHIP CCI FRAMEWORK

Why CCI is important?

Consultation and Community Involvement (CCI) is at the heart of the all the partners approach to policy making and service delivery.

It is integral to the new Shared Vision for the Borough as set out 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 partner's vision, aims and objectives for CCI. It also sets out a range of actions to ensure that CCI under-pin and is built into everything that partners do.

The need to develop a Partnership Framework to build on the Council's CCI Framework, was identified, and agreed in the LAA (Local Area Agreements).

It was agreed that this Framework was to be developed under the LAA cross cutting theme, key outcome 2, 'Increase community and service user engagement and involvement to enable greater influence in decision making and service delivery.' The Framework will contribute to the implementation of this outcome in the LAA.

'Enabling local people to participate in the decisions affecting their lives

will play a crucial role in improving service provision and helping us to tackle social exclusion. This Framework alongside the Community Development Strategy provides a foundation for local involvement and the devolution of some decisions to a local level. This is a particularly important element of building Stronger Communities within the Rotherham Borough'.

The reasons for partners joining up consultation and community involvement

Partners have a long and strong history of consulting and involving in partnership, and are involved in a wide and growing number of CCI activities.

There are many examples of good practice that are delivering better and improved services. These include:

- The Council in partnership with PCT have developed a Citizens Panel, Rotherham Reach out. It has a panel of about 1800 people who are regularly consulted on a wide range of issues. The findings have helped develop and improve services e.g. Reachout Panel Members views were used for the development of a new Primary Care Walk-in Centre for Rotherham.
- The Rotherham Compact sets out how the Public Sector will involve and consult with the voluntary and community sector. It has recently received a commendation from the

Yorkshire and Humberside Government Office and a Partnership Award previously;

- Partnership working to involve and consult proved fundamental to the Joint Disability Equality Scheme produced by the PCT, RDGH, and RMBC. A joint approach was chosen for various reasons, including:-
 - Better use of resources;
 - Sharing expertise
 - Not consulting the same people over and over
 - Enabling cross cutting issues to be considered.

This shared approach meant that the partners were able to work with disabled people to reflect the needs and concerns of a far greater group of people than would otherwise have been the case; ensuring that the document was robust.

This Framework builds on this work and utilises it in establishing a joint approach to CCI. There are many good reasons why partners should further join up consultation and community involvement

The Framework has also been developed at a time when increasingly CCI activity in the Borough is being undertaken in partnership. There are many good examples of this such as the LAA, Community Strategy, Area Assembly Consultation Plans, Compact and Rotherham Reach out. In addition, focus and outcomes of CCI activity is often much broader than any single

partner such as the recent consultation in relation to the development of the Older Persons Strategy and the Town Centre Crime and Safety Strategy which would have been beyond the remit of any one partner.

The aim to is make the best use of resources by building on existing joint CCI exercises and to share across the partnership, as far as possible, the results of CCI. This will help to avoid duplication and consultation fatigue. To make this possible all LSP partners need to commit to undertaking CCI to a minimum standard. This document sets the standard.

The Framework will identify the key principles which should underpin CCI and ensure that the results of consultation are used effectively, enabling the partners to approach CCI in a co-ordinated and consistent manner.

The partners will aspire to and apply the standards and principles established in this document.

The Framework will also support the Equality agenda such as the Race Equality Scheme, Disability Equality Duty and Gender Equality Duty that all public sector organisations are bound by - each of these duties which includes requirements for consultation and involvement.

WHAT IS CCI?

The terms CCI (Consultation and Community Involvement) are means by which communities can be involved in the decision making which has an influence on

prioritisation, investment, service planning, delivery and evaluation.

What is Consultation?

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 with them e.g. Reach out panel (citizen's panel), focus groups and surveys etc.

What is Involvement?

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, Patient and Involvement Forums (soon to be replaced by LINKs), Police Community Forums, Learning Disability Partnership Board, Scrutiny Panels and Community Planning etc.

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

Increasingly partners are moving from consultation to community involvement. As the same groups are being consulted on a regular

basis, structures are being set up to encourage involvement from wider communities which can meet regularly with officers and members to discuss areas of common interest including Area Assemblies and structures such as Rotherham Senior Citizens Network and Rotherham Disability Network.

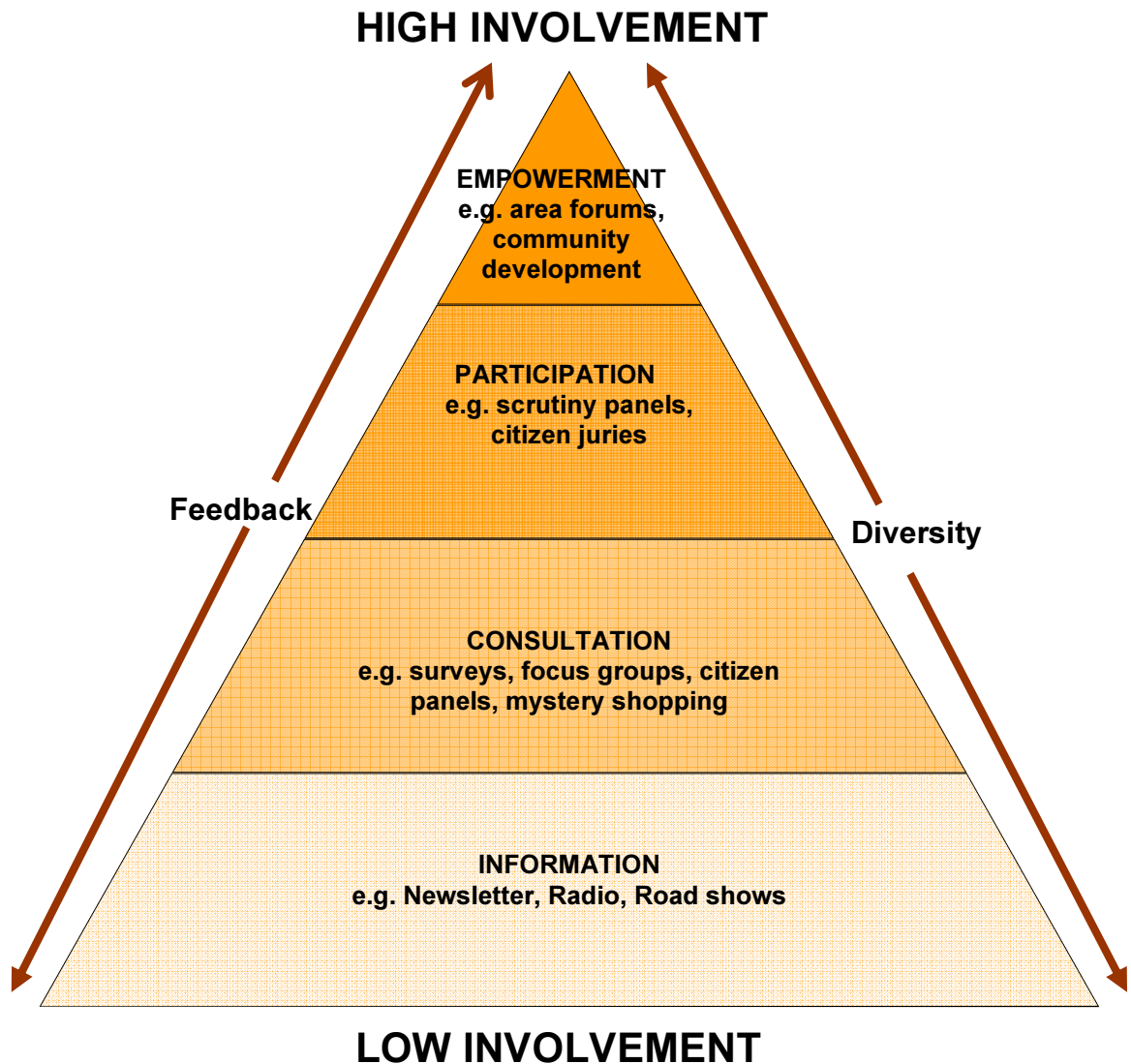
This offers a more effective and systematic way of involving people in decision making.

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 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;
- how much local people are interested in being informed and involved about the issue
- the relevance and importance of the issue
- the number of people the changes or issue will affect.

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. postal survey, Reachout, Quality of Life

Survey- an annual survey carried out by RMBC, 'Your voice Counts' - a survey produced by SY Police Authority, National Patients Survey and Satisfaction surveys. Rotherham General Hospital have asked their members via surveys about 'no smoking policies', how many visitors should be permitted per patient', what visiting times should be'

PARTICIPATION

Asking people to work with RMBC to help decide what to do and encourage them to take part e.g. Scrutiny Panels.

In the PCT, they are developing an Adults Service User Panel, and are trialling a model of "Citizens Jury". They also support a number of bodies that look at our services, such as Rotherham Health Network, Patient Groups at GP practices and the Cancer Service User Forum.

EMPOWERMENT

Giving people ownership of the decisions and supporting them to develop and carry out their own plans e.g. Neighbourhood Management Pathfinder Scheme, Eastwood/Springwell Gardens Women's Forum, Community Planning and Area Assemblies.

Context

Local Context

Many individual partners have developed their own consultation and community involvement frameworks, plans and strategies that set out standards, guidance and principles for consulting people and communities (please see Appendix 1).

- RMBC CCI (Consultation and Community Involvement) Framework
- Rotherham PCT Patient and Public Involvement Toolkit
- Rotherham Primary Care Trust Patient and Public Involvement Strategy
- Rotherham Primary Care Trust Policy for the payment of expenses (this covers involvement activity

- Local Area Agreements
- Rotherham Compact- CCI and Policy Appraisal Code of Practice
- South Yorkshire Fire and Rescue Authority Community Engagement Partnership Strategy
- South Yorkshire Police- Community Consultation First
- South Yorkshire Transport Executive (using PTEG Consultation guidance- 'Over to You')
- Rotherham General Hospital PPI Strategy
- Rotherham General Hospital – draft consultation policy

Many of these have been identified as best practice documents, such as:-

- The Rotherham Compact (commendation from the Yorkshire and Humber Government Office) which sets out how the statutory sector will involve and consult with the voluntary and community sector.
- The Council's Community Involvement and Consultation Framework (identified as a case study on IDEA's website and the Consultation Institute website).

This framework builds on and compliments these documents. It sets out in a single document the full and agreed range of standards, principles and guidance that should be applied across the wide range of CCI activity (please see appendix 1).

The development of this Framework has been led from a cross partner

group. It also compliments and brings together individual partner consultation and community involvement frameworks, plans and strategies.

National Context

New guidance to ensure joint partnership CCI to enable joint service delivery has started to emerge from central government across a range of issues is being reflected in the:

- *Strong and Prosperous Communities - The Local Government White Paper.*
- Police and Justice Bill.
- The White Paper - Our health, our care, our say
- Health Bill for Patient and Public Involvement in Health and Social Care

Strong and Prosperous Communities - The Local Government White Paper

Councils and partners will be encouraged to have a comprehensive community engagement strategy, which includes involvement in developing the local strategic vision.

Police and Justice Bill

The Police and Justice Bill provides measures to help ensure local policing reflects the needs of residents and is accountable to the communities it serves. This is especially important given the creation of strategic police authorities.

The bill recognises the crucial role councils play in Crime and Disorder Reduction Partnerships (CDRPs) and in reducing crime and anti-social behaviour.

The White Paper - Our health, our care, our say

Public, private, voluntary and charitable organisations will need to work in partnership to put the interests of the public first, ensure health and social care staff receive the right training and make good health and social care services an essential part of local communities.

Health Bill for Patient and Public Involvement in Health and Social Care

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Voluntary and Community Sector

Government remains committed to reforming public services and to enabling the voluntary and community sector (VCS) to take on a greater role in public service delivery.

The Partnership Framework's Statement of standards for CCI

The following standards are building on the combination of the RMBC CCI Framework and the Compact, which have been identified as good practice and good practice nationally.

These will help to ensure that the partners consistently apply a common and high standard for consulting and involving people and communities.

Partnership Statement of standards for CCI	What do the standards mean?
<p>1. Inclusiveness</p>	<p>It is important to ensure that CCI seeks to be inclusive as appropriate:</p> <ul style="list-style-type: none"> • Understand Rotherham's communities, their composition, future trends, needs and priorities; • Recognise that 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. Black and Minority Ethnic (BME), Disabled People, Older People, and Young People etc; • Use a variety of methods to reflect the variety of community patterns, and because that the willingness to engage will vary; • Consider the needs of different groups such as disabled people, rural communities, women or black and minority ethnic communities; • Ensure there are resources in place to overcome the barriers that some people may face to engage in activity, such as access, transport, mentoring, training and language
<p>2. Clarity of purpose</p>	<p>If we want to achieve the most from CCI, then we need to be clear about what we are seeking to achieve:</p> <ul style="list-style-type: none"> • Agree how the results will be considered; • Ensure that we understand the views of communities; • Be clear how results will influence partner organisations services and

Partnership Statement of standards for CCI	What do the standards mean?
	priorities.
3. Timely and Planning	To consult early and involve at a sufficiently early enough stage of policy development or service planning to allow the communities to make a difference (subject to considerations of sensitivity or confidentiality). A minimum of 12 weeks consultation period is recommended to ensure that communities and citizens are sufficiently involved in shaping such policy or services. It needs to be made clear to stakeholders when this 12 week consultation begins and ends.
4. Communicating, Consulting and Involving in appropriate ways	<p>The means, by which we communicate, consult and involve our citizens and users can contribute to CCI, the partners:-</p> <ul style="list-style-type: none"> • Should use a combination of approaches that enable communities to communicate with the partners at a time and in a manner that suits them; • Should not rely on written consultation methods • Should always look to broaden the ways we work, looking at e-communication, citizen's juries, and area panels; • Should ask questions in a way that it is easy to understand and does not give biased answers; • Should use enough people to give reliable results; • Should take responsibility to find ways around the barriers; such as <ul style="list-style-type: none"> ✓ conducting focus groups, ✓ carrying out in-depth interviews, ✓ providing material in appropriate formats (large print, community languages, plain English, avoiding jargon, using tapes and videos, providing interpreters or signers.
5. Feedback	The key to carrying out effective CCI is to

Partnership Statement of standards for CCI	What do the standards mean?
	<p>listen to the messages we receive and respond. Feedback to participants on consultation should be:</p> <ul style="list-style-type: none"> • Timely • Provided in a suitable format; • Simple and comprehensive and include NO jargon; • Short and to the point; • Presented clearly; • Interesting and relevant; • honest and should explain why a certain course of action has been decided or recommended; • Used in publications such as leaflets or the Rotherham Council Matters and The Rotherham NHS Foundation Trust via the Newsletter 'Your Choice', or to write directly to people who have participated.
<p>6. Delivers change and improved outcomes</p>	<p>Ensures that CCI results in positive change and better services by:</p> <ul style="list-style-type: none"> • Incorporating results into policies, strategies and service delivery; • Monitoring and evaluating the impact of CCI activities to measure how it has fed into service planning and delivery; • Communicating what we have learnt and done to members, officers and communities through newsletters, web-site.
<p>7. Capacity and Resources</p>	<p>It is essential that those responsible for facilitating involvement and carrying out CCI have the knowledge, skills and resources to do it well. We will ensure this happens by :</p> <ul style="list-style-type: none"> • Supporting the development of sustainable and co-ordinated structures at a Neighbourhood level through the Community Development Strategy; • Ensuring that officers and members have access to advice, training, resources and support as

Partnership Statement of standards for CCI	What do the standards mean?
	well as having the knowledge and skills to undertake effective CCI.

Appendix 1

National Standards

National Standards for consultation

In November 2000, the Government launched a 'Code of Practice on Consultation' which applies to all public sector bodies carrying out consultation. This document includes 6 consultation criteria's listed below:

The six consultation criteria

1. Consult widely throughout the process, allowing a minimum of 12 weeks for written consultation at least once during the development of the policy.
2. Be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses.
3. Ensure that your consultation is clear, concise and widely accessible.
4. Give feedback regarding the responses received and how the consultation process influenced the policy.
5. Monitor your department's effectiveness at consultation, including through the use of a designated consultation co-ordinator.
6. Ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.

These criteria must be reproduced within all consultation documents.

The code and the criteria within it apply to all UK public consultations by government departments and agencies, including consultations on

EU directives. UK non-departmental public bodies and local authorities are encouraged to follow this code

This code should be used in conjunction with the Code of Good Practice in Consultations and Policy Appraisal, which supports the Compact on Government's Relations with the Voluntary and Community Sector.

National Standards for Community Involvement

In mid 2002 the ODPM commissioned the Community Development Foundation to review government guidance on community involvement in the context of Urban Renaissance and urban policy generally. This report defined six standards or purposes of involvement as:

(A) Involvement is people's right

'People have a right to determine their future and be involved in deciding how their town or city develops. It is not enough to consult people, they must be fully engaged in the process from the start and everybody must be included.'

(B) Involvement overcomes alienation and exclusion

'Local authorities need to engage local communities. Too often local people feel powerless to influence what happens in their community. They are daunted by, or alienated from, officialdom. People should have the opportunity to achieve their full potential, regardless of race, age, gender, faith or disability'.

(C) Involvement makes the community stronger in itself

'Should equip people to participate in developing their communities.'

Agencies should listen to, lead and build up their local communities. Should seek to increase community activity and volunteering’.

(D) Involvement maximises the effectiveness of services and resources

‘Need local strategies to be developed with local people to meet the needs of local people through working with voluntary organisations and other service providers with the common objective of improving the quality of life.’

(E) Involvement helps ‘join-up’ different contributions to development

‘Establishing a framework for effective partnerships to allow properly joined up strategies to be developed and implemented with local people and all the organisations involved in tackling local problems.’

(F) Involvement helps sustainability

‘A clear message from the regeneration initiatives of the last 30 years is that real sustainable change will not be achieved unless local people are in the driving seat; Key to achieving long term sustainable change is to involve the local community, the people who live and work in an area.’

The Partners Principles/Standards

Many partners have their own standards or principles for guiding their organisations in CCI activities:

RMBC CCI Framework

1. Representativeness
2. Clarity of Purpose
3. Communicating, Consulting and Involving in appropriate ways
4. Feedback
5. Delivers change and improved outcomes
6. Capacity and Resources

Rotherham PCT Patient and Public Involvement Toolkit

1. *Listen*
2. *Inform*
3. *Discuss*
4. *Report Back*

Rotherham General Hospital Values from draft policy

- Open and Meaningful
- Honesty, Integrity and Realism
- Effective Communication and Ongoing Dialogue
- Respect and Confidentiality
- Choice and Commitment
- Planning and Timing
- Diversity

South Yorkshire Fire and Rescue Authority Community Engagement Partnership Strategy

1. Trust
 2. Fairness
 3. Mutuality
- Added value

South Yorkshire Police- Community Consultation First

List and reviews the current CCI mechanisms used by SY Police:

- Citizens Panel- Police Talk
- Focus groups
- District Consultation Planning Groups
- Community and Police Liaison Forums
- Communities of Interest

South Yorkshire Transport Executive (using PTEG Consultation guidance-‘Over to You’)

1. Involves the community and answers questions from the public
2. Gains acknowledgement from local communities of efforts being made to involve and inform them
3. Generates widespread public awareness and understanding of the relevant scheme
4. Builds consensus and balances the view of special interest groups with the wider public
5. Develops understanding that the outcome of the project benefits the wider community
6. Gets community acceptance of the principles of the scheme
7. Increases recognition that public involvement is a way of offering local communities the opportunity to learn about the complexity of transport developments

Rotherham Compact

The Rotherham Compact is a statement of partnership between the Voluntary, Community, Statutory and Private sector partners represented in the Rotherham Partnership. It is a commitment to work together more closely and to respect each other’s rights and responsibilities.

The CCI Code of Practice is one of five which accompany and underpin the Rotherham Compact. To provide a framework of good practice for all organisations to enable them to consult with voluntary organisations and the community sector so that there is a positive impact on the way policies and services are developed.

The Rotherham Compact CCI Code of Practice lists the following standards that the partners should adhere to:

To work with voluntary and community organisations to understand the views of citizens and communities and create opportunities for them to influence policies.

To consult and involve voluntary and community sector on issues that are likely to affect it and build consultation with the voluntary and community sectors into plans for policy and service development. In particular this is relevant where new roles or responsibilities are proposed for the voluntary and community sectors in Rotherham.

To consult early and involve the sector at a sufficiently early enough stage of policy development to allow the sector to make a difference (subject to considerations of sensitivity or confidentiality). A minimum of 12 weeks consultation period is recommended to ensure the sectors are sufficiently involved in shaping such policy.

To prepare consultation documents that are concise, clearly laid out and written in plain language that will be understood by the intended audience.

To be clear and open about the purpose and aim of the involvement

and consultation and give clear details of the background and reasons for the involvement and consultation.

To define who it wishes to consult or involve with, the timescale for doing this. This involves the identification of, what resources and support are available for organisations to be involved and use the most appropriate methods to encourage responses received available

To be clear about how decisions will be made, who will make them and on what grounds they have been made. Subsequently agencies will give feedback to all those involved in the consultation and make responses received available.

To analyse carefully the results of consultation and involvement exercises and evaluate their effectiveness with a view to developing and sharing good practice.

To work towards co-ordinating consultations to avoid duplication of effort and consultation and involvement fatigue.

Glossary of Terms

CCI	Consultation and Community Involvement
IDEA	Improvement and Development Agency
LINKs	Local Involvement Networks
LAA	Local Area Agreements
LSP	Local Strategic Partnership
RDGH	Rotherham District General Hospital
RMBC	Rotherham Metropolitan Borough Council
RPCT	Rotherham Primary Care Trust

How will the Framework be delivered?

This section outlines how we will deliver the Framework, through appropriate governance arrangements, a performance management framework and an action plan.

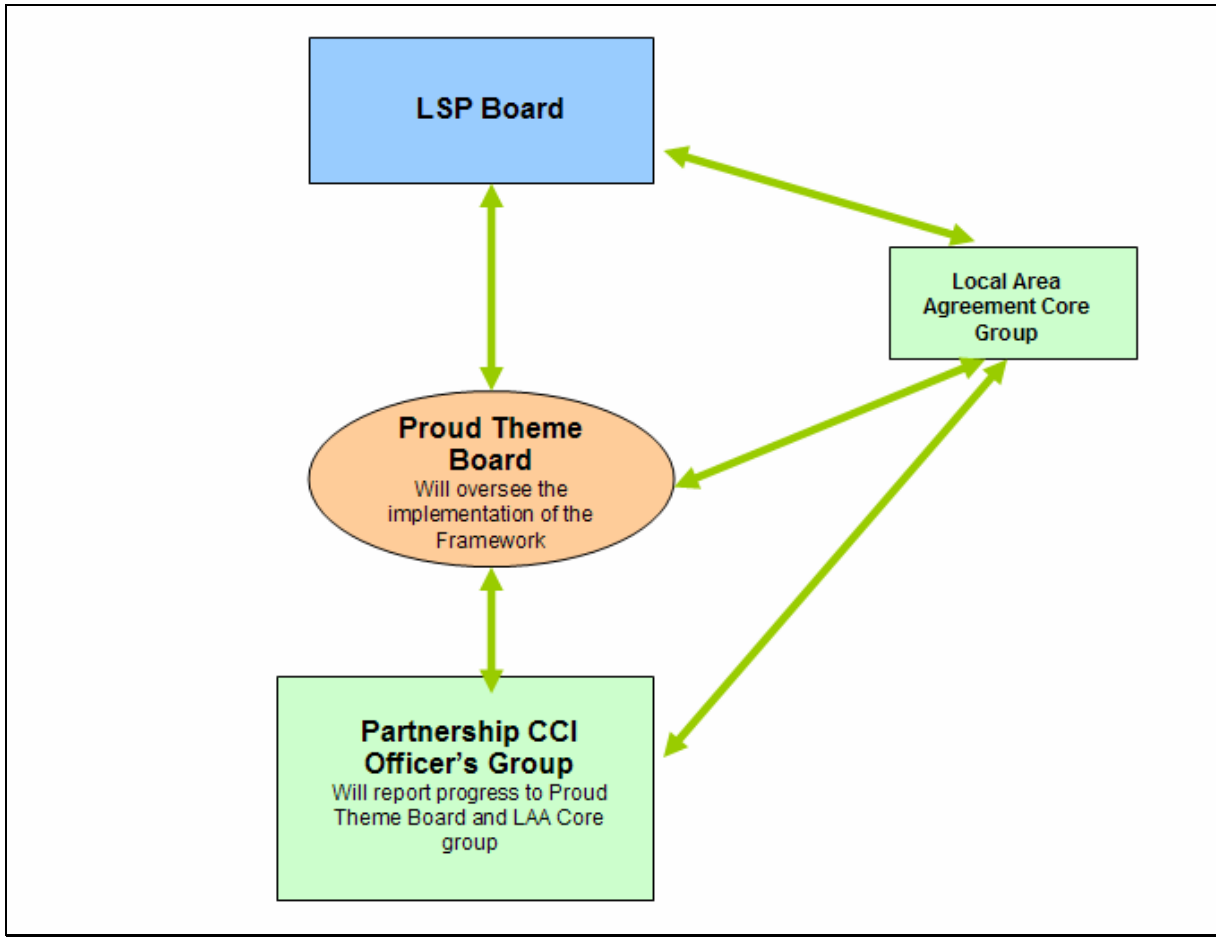
Governance Arrangements

Delivering through Partnership

The Rotherham LSP has provided a basis for effective joined up work on CCI, a Partnership CCI Officer Group has been established by the LSP to enable partners to join up their approaches on CCI.

The Proud Theme Group of the Local Strategic Partnership will oversee the overall performance management of this Framework and the implementation of the Action Plan as part of the Rotherham's Local Area Agreement. The Partnership CCI Officer Group will provide a progress report on the action plan bi-annually to the Proud Theme Group. Also the Partnership CCI Officer Group will report to the Proud Theme Group, the progress on the performance indicators set out in this Framework on an annual basis.

The Proud theme is one of the 5 strategic themes in the Community Strategy which will direct the future work of the Rotherham LSP. As one of the key priorities identified for the Proud theme through the LSP is to 'broaden and widen engagement, and eliminate barriers to participation in civic, voluntary and community life and decision making'. This Framework will play a significant role in achieving this priority through a partnership approach. The Proud Theme Group will be accountable to the Rotherham LSP for the delivery of the Framework.



Performance Management Framework

Further targets to follow when the next Quality of Life findings are released (2008)

Objective	Performance Indicators	Baseline	Milestone 2006/2007	Target 2008/2009	Lead	How to get data
Improve Community Involvement	Increase % of people who feel that statutory agencies are good at involving the public in decision making processes, RMBC, PCT, Police	(2006) 29% 34% 26%	?	?	Community Involvement Manager (Neighbourhoods and Adult Services)	Use the data from the Quality of Life Survey Use of Area Plan data in service planning cycles
	% of BME people who consider they are involved in decision making	Baseline (QOL Survey) 16%			REMA Manager & Research Coordinator (RMBC CXO)	Use the data from the Quality of Life Survey
	% of Older people who consider they are involved in decision making	Baseline (QOL Survey) 5%			Planning, Workforce and Complaints Manager (RMBC Neighbourhoods and Adult Services)	Use the data from the Quality of Life Survey
	% of Younger people who consider they are involved in decision making	Baseline (QOL Survey) 9%			Youth Adviser (RMBC C&YPS)	Use the data from the Quality of Life Survey

Objective	Performance Indicators	Baseline	Milestone 2006/2007	Target 2008/2009	Lead	How to get data
	% of Disabled people who consider they are involved in decision making	Baseline (QOL survey) 6%			Disability Network Coordinator & Principal Community Involvement Officer (RMBC CXO)	
	% of people who feel they can influence decisions in their local area	13%	15%	20%	Community Involvement Manager	Using data from the Quality of Life Survey
	% of BME people who feel they can influence decisions in their local area	62% BME respondents very good and good (17% neither good nor bad).			REMA Manager & Research Coordinator (RMBC CXO)	Using data from the Quality of Life Survey
	% of Older people who feel they can influence decisions in their local area	27% of older people (50+) very good and good (43% neither good nor bad).			Planning, Workforce and Complaints Manager (RMBC Neighbourhoods and Adult Services)	Using data from the Quality of Life Survey
	% of Younger people who feel they can influence decisions in their local area	46% of those aged 16-24 very good and good (22% neither good nor bad).			Youth Adviser (RMBC C&YPS)	Using data from the Quality of Life Survey
	% of Disabled people who feel they can influence	28% disabled respondents very good and good (41% neither good			Disability Network Coordinator & Principal Community Involvement Officer	Using data from the Quality of Life Survey

Objective	Performance Indicators	Baseline	Milestone 2006/2007	Target 2008/2009	Lead	How to get data
	decisions in their local area	nor bad).			(RMBC CXO)	
	% of people from NRS Areas who feel they can influence decisions in their local area	15% NRS & 16% general respondents strongly and tend to agree (38% and 33% respectively neither agree nor disagree).			Policy Officer-Social Inclusion (RMBC CXO)	Use data from the Quality of Life Survey
Improving quality, effectiveness and coordination of CCI	% of joint CCI activities that have followed the 12 week consultation period	100%	100%	100%	Community Involvement Manager (Neighbourhoods & Adult Services) and Partner CCI Leads	Information gathered from the joint CCI database and CCI Annual Plan
Service and Policy Improvement	% of CCI which has informed statutory services	?	?	?	Principal Community Involvement Officer (RMBC CXO) & Partner CCI Leads	Information gathered from the joint CCI Annual Plan and CCI database Telephone Survey of partners
	% of joint CCI feedback activities	Baseline to be established by CX and partners				Information gathered from the joint CCI Annual Plan and CCI database
	% of people				Principal Community	Use the data

Objective	Performance Indicators	Baseline	Milestone 2006/2007	Target 2008/2009	Lead	How to get data
	who feel their views are taken notice of	55% (58% Qol 2006)	57%	59%	Involvement Officer (RMBC CXO) & Partner CCI Leads	from the Quality of Life Survey
	% of BME people who feel their views are taken notice of	Baseline (QOL survey) 51%			REMA Manager & Principal Community Involvement Officer (RMBC CXO)	Use the data from the Quality of Life Survey
	% of Older people satisfied who feel their views are taken notice of	Baseline (QOL survey) 46%			Planning, Workforce and Complaints Manager (RMBC Neighbourhoods and Adult Services) & Principal Community Involvement Officer (RMBC CXO)	Use the data from the Quality of Life Survey
	% of Younger people who feel their views are taken notice of	Baseline (QOL survey) 44%			Youth Adviser (RMBC C&YPS) & Principal Community Involvement Officer (RMBC CXO)	Use the data from the Quality of Life Survey
	% of Disabled people satisfied who feel their views are taken notice of	Baseline (QOL survey) 42%			Disability Network Coordinator & Principal Community Involvement Officer (RMBC CXO)	Use the data from the Quality of Life Survey

Partnership CCI Action Plan

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

The Proud Theme Group of the Local Strategic Partnership will oversee the overall performance management of this Framework and the implementation of the Action Plan as part of the Rotherham's Local Area Agreement.

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
Improving quality, effectiveness and coordination of CCI	Develop a joint CCI Annual Plan (June 2008)	Principal Community Involvement Officer/Corporate Consultation Officer (RMBC Chief Executive) and the Community Involvement Manager (RMBC Neighbourhoods & Adult Services)	Joint CCI Annual Plan produced	Officers Budget IT	Lack of response from partners in the process No response on outcomes from CCI activities Failure to develop Plan
	Launch of CED (Community Engagement Database) to community and partners	Area Partnership Manager (Wentworth Valley) (NAS)		Officers	Co-ordinated promotion of CED not assured
	Formalise links between CED and Corporate Strategic database	Area Partnership Manager (Wentworth Valley) (NAS)/ Principal Community Involvement Officer/Corporate Consultation Officer (RMBC Chief	Phase 2 development of CED Protocols for usage published	Budget	Failure to secure budget

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
		Executive)			
	Partners and Directorates to nominate SPOC with responsibility for consultation updates/management to CED	Director NAS with assistance from CIU Team	Link into Protocol published		There is a need for high level interventions from management to secure buy in from directorates and partners but time constraints on management may be an issue
	Training of users for CED	Darren Smithson, APM (NAS)	Possible links to other CCI training	Officers	Overload of officer
	Develop a joint CCI Database (May 2008)	Principal Community Involvement Officer/Corporate Consultation Officer (RMBC Chief Executive) and the Community Involvement Manager (RMBC Neighbourhoods & Adult Services)	Joint CCI Database developed	Officer resources ICT Costs Budget	Lack of response from partners No response on outcomes from CCI activities No resources to develop database Failure to develop database
	Develop a new Partnership CCI Officer Group which brings together the existing partners CCI resources (June 2007)	Principal Community Involvement Officer (RMBC Chief Executive)	Proud Partnership CCI Officer Group developed with Terms of Reference	Partnership CCI Officer Group Room Hire Partner Resources Budget	Lack of participation from partners in meetings Lack of commitment from Partners to undertake task in hand
Raise awareness of the principles	Develop a joint CCI Website (June 2008)	???	Joint CCI Website developed	Officer Resources	Lack of officer time to commit to this

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
of effective CCI			Number of hits on the website	ICT Resources ICT Costs	Website not regularly updated Lack of publicity of website could lead to poor use of website No resources to achieve this
	Production and dissemination of the Framework (Jan 2008)	Principal Community Involvement Officer (RMBC Chief Executive) and Partners CCI leads	Framework produced and disseminated	Officer resources Budget Design and printing resources	Not reaching the relevant audiences Lack of interest from Partners in the Framework
	Deliver joint CCI training to partners to raise awareness of the Partnership CCI Framework and its principles and other joint CCI activities (March 2008)		Number of Training events Number of officers who have received training	Partnership CCI Officer Group Budget Training materials	Lack of capacity to deliver training programme Lack of participation from partners in training sessions Failure to deliver training sessions
	Link framework to Area Assembly portal sites from October	Chief execs and CIU Marketing team	Number of hits and downloads of the framework	Officer	Failure to promote site
	Promote Form 1, Form 2 and Framework on the internal access version of CED with	Chief Execs, CIU TEam	Number of forms completed and submitted	Officers Budget for Phase 2 development	Failure to secure budget

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
	hyperlinks and downloads				
Increased and more effective involvement with the 4 communities of interest identified in the Neighbourhood Renewal Strategy	Increased involvement with the BME communities through the development of the BME Strategy (June 2007) and the BME Service Users Network (June 2008)	Manager of REMA (Rotherham Ethnic Minority Alliance)	<p>Proud/Fairness</p> <p>The number of people from BME communities who have participated in the consultation for the BME Strategy</p> <p>Increase in the number of people who are involved in the BME Service Users Networks</p> <p>Sustainability of REMA achieved beyond NRF funding</p>	<p>Partnership CCI Officers Group</p> <p>REMA officers and resources</p>	<p>Ensuring that all sections of BME communities are represented in CCI activities</p> <p>Lack of BME involvement in decision making</p> <p>No ethnic monitoring of CCI activities</p>
	Increased involvement with Older People through the development of the Rotherham Senior Citizens Network by working with older people's organisations from the voluntary/community	Head of Adult Services (Neighbourhoods and Adult Care) and PCT lead???	<p>Proud/Alive</p> <p>Increase in the number of older people who are involved in the Network</p> <p>Sustainability of Network achieved beyond NRF</p>	<p>Staff Resources in RMBC and PCT, officer time and administration</p> <p>Volunteers</p>	<p>Lack of participation from older people in the Network</p> <p>Lack of involvement from older people in decision making</p>

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
	sector (June 2008)		funding		
	Increased involvement with Disabled People through the development of the Disability Equality Scheme (June 2007) and the Disability Network (June 2008)	Head of Equalities and Diversity (RMBC Chief Executive) and PCT lead???	Increase in the number of disabled people involved in the Disability Network Sustainability of Network achieved beyond NRF funding	Staff Resources in RMBC and PCT, officer time and administration Volunteers	Lack of participation from disabled people in the Network Ensuring that different disabilities are represented on the Network Lack of involvement from disabled people in decision making
	Increased involvement with children and young people. Introduction of the children and young people's voice and influence standards, including the process, evidence gathering and children and young people friendly accreditation Launch: June/Sept 07 Pilot phase: Sept 07/Aug 08	Acting Young People's Services Manager, C & YP Services / Senior Youth Worker Voice and Influence And service areas	All	Staff Resources Implementation costs for service areas	Failure to increase the contribution of children and young people to service: strategic thinking, service design, commissioning of services, service delivery, quality assurance of services. Failure to increase the contribution of children and young people in their local communities
	Launch of the Young People's Area Assembly pilots to increase young	Area Assembly Team (Pilot to be run by Wentworth Valley)	Area Assembly Teams, CYPS Locality Teams	Budget Officers	Failure to secure devolved budget Lack of interest of young

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
	people participation in democratic process			Young People	people
	Implementation of the CCI Code of Practice within the Rotherham Compact	Compact Officer (VAR)	Proud Increase in joint CCI activities that have followed the 12 week consultation period	Compact Implementation Group	Failure to comply with the standards in the Compact
Service and Policy Improvement	Each Partner will input how CCI have informed their services- police, PCT, RDGH and Police (June 2008 and then on an annual basis)	Principal Community Involvement Officer (RMBC Chief Executive) and PCT, Police, VAR and RDGH CCI Leads	Proud Increase in the number of joint strategies where outcomes from CCI has informed statutory services	Staff Resources- officer time and administration	Inability to link CCI into service plans Lack of awareness from Partners in terms of feeding CCI outcomes into their service plans Lack of improved statutory service delivery to meet the community needs
	Increase in joint CCI feedback activities to inform communities how the results of CCI have been used to inform policy and service development	All Partner CCI Leads	Increase in the number of joint CCI feedback activities which has informed policy and service development	Partnership CCI Officer groups ICT Resources	Inability to pull off information from CCI Database and Partnership CCI Plan
	Ensure the 7 Area Plans, which reflect locally identified	RMBC PCT 2010	7 Area Plans identified within Partners	Staff time	Area Plans limited impact into other agencies Corporate Plans

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
	priorities, are fed into the Corporate Planning processes of statutory agencies 2007 - 2008	South Yorkshire Police	Corporate Planning Processes		
Local Government White Paper Challenges	Enable local Councillors to respond to local issues by Developing and introducing a detailed local community Call for Action Protocol March 2008	Area Partnership manager – Rother Valley West (Neighbourhood and Adult Services)		Steering Group and officer time	Inability to develop protocol
	Develop LINKs (Local Involvement Networks) for Rotherham which will promote the involvement and participation of people in health and social care services		One LINK will replace all the Patient and Public Involvement (PPI) Forums in Rotherham	Officer time Budget	
Performance Management	Annually report on, and disseminate widely, progress on the performance indicators set out in this Framework (November 2008 and then on an annual basis)	Principal Community Involvement Officer (RMBC Chief Executive)	All PI's in the Performance Management Framework	Partnership CCI Officers Group Proud Theme Group LAA Core Group	Inability to collect data to measure against performance indicators Monitoring systems not robust Failure to produce report
	Use the Quality of	Principal Community		Officer resources	Potential poor response

Objective	Action	Lead Officer?	PI/Linkages	Resources	Risks
	Life Survey, Reach out surveys, other surveys and other partner surveys to monitor progress against key performance indicators in this Framework	Involvement Officer (RMBC Chief Executive) and PCT, Police, VAR and RDGH CCI Leads		Surveys	rate to surveys Lack of response from communities of interest

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Democratic Renewal Scrutiny Panel
2.	Date:	18 th October, 2007
3.	Title:	Quarter 1 Performance Report
4.	Directorate:	Chief Executive's Directorate (Strategic Human Resources/Legal and Democratic Services)

5. Summary

This is the quarter one performance report for performance of Corporate Best Value Performance Indicators (Corporate Health Indicators) and Local Performance Indicators monitored and reported on by the Chief Executives Directorate.

6. Recommendations

Members are asked to note the performance of these key Corporate Best Value Performance Indicators and Local Performance Indicators.

7. Proposal and Details

Corporate Health Best Value Performance Indicator Information and Local Performance Indicator information will be reported and presented by the Chief Executive's Directorate to the Deputy Leader and Cabinet Member for Finance and the Democratic Renewal Scrutiny Panel on a quarterly basis, with quarter 4 providing a year end report.

This report sets out quarter 1 performance in respect of both national and local targets.

Best Value Performance Indicators

Overall there are 8 measurements against 6 national Best Value Performance Indicators (BVPIs) which the Chief Executive's Directorate is charged with reporting on (BVPI 11 has 3 targets to meet – appendix A attached). Where appropriate, staff numbers are given in brackets following percentage figures. Discrepancies between targets and actual performance are due to the calculation methodology and ongoing changes in the establishment.

Of the 8 measurements, 5 are categorised as green stars, 1 as amber and 2 as a red triangle (categorisation in accordance with performance plus). It should be noted that categorisation is based on comparisons between quarter 1 actual figures and the end of year target.

Status Green Star

BVPI 11c % of top 5% of earners with a disability

Target 3.5% - TQ Mets 3.96% All Eng 4.83%

Performance against this measure currently stands at 3.75% (9) against a locally set target of 3.5% (9) with a Top Quartile Mets position of 3.96% and a Top Quartile All England target of 4.83%.

BVPI 12 Days/shifts lost to sickness

Target 9.25 days – TQ Mets 10.50 days TQ All Eng 8.34 days

The green status shown against this indicator reflects a projected year end position of 8.2 days based on sickness levels during the first quarter, against a locally set target of 9.25 days. Actual sickness for quarter 1 stands at 2.05 days.

Performance continues to increase against this indicator due to a number of factors including the employee engagement agenda, increased flexible working options, increased support mechanisms, sickness performance clinics and improved reporting mechanisms. This increase in performance also contributes significantly to our efficiency agenda.

BV 14 Early Retirements (excluding ill health)

Target 0.44% (54 people) TQ Mets 0.41% TQ All Eng 0.17%

Performance against this measure currently stands at 0.02% (3) against a locally set target of 0.44% (54).

In 2005/06 the All England target for this indicator was imposed by ODPM (as was). From 2006/07 Local Authorities have been allowed to set local targets and the 2007/08 target for Rotherham reflects that Metropolitan Councils are required to include teachers taking early retirement within this measure, whilst being unable to influence the number of teachers who wish to retire early.

Indications for quarter 2 performance are that 40 teachers have given notice of early retirement with effect from 31st August 2007. Including quarter 1 performance this would amount to 0.38% against a target of 0.44%. However, this years target has been set to take teacher's retirements into account.

BVPI 15 Ill Health Retirements

Target 0.2% (25 people) TQ Mets 0.21% All Eng 0.10%

Performance against this measure currently stands at 0.01% (1) against a locally set target of 0.2% (25). As previously reported, the target for 05/06 was set as an all England target by ODPM, rather than by Authority type. From 06/07 Local Authorities have been allowed to set local targets.

BVPI 17a % of BME Employees

Target 2.9% TQ Mets 6.9% TQ All Eng 4.8%

The green status shown against this indicator reflects performance of 2.9% (371) during the first quarter against the locally set target of 2.9% (389).

Up until March 2007 this indicator was made up of two parts, defined as:

17a) The % of local authority employees from minority ethnic communities compared with the % of:

17b) economically active minority ethnic community population in the authority area

This target has therefore been set against historical data held in the 2001 Census. However, with effect from 1st April 2007 the second element of this indicator, 17b, has been deleted. It is important to understand the rationale for setting this target when comparing Rotherham's performance with that of Top quartile authorities.

Status Amber

BVPI 16a % of Employees with a disability

Target 3.5% (470 people) TQ Mets 3.06% TQ All Eng 3.89%

Performance against this measure currently stands at 3.26% (366) against a locally set target of 3.5% (470) with a Top Quartile Mets position of 3.06% and a Top Quartile All England figure of 3.89%.

Status Red Triangle

BVPI 11a % of top 5% of earners that are women

Target 45% (114 people) TQ Mets 46.17% TQ All Eng 42.45%

Performance against this measure currently stands at 41.5% (105 people) against a locally set target of 45% (114 people).

During 2006/07 this indicator slipped a quartile position and performance has declined when compared to 2005/06. This decline was largely due to restructuring within the organisation and re-drawing of pay lines, resulting in an increase in the 'Bar' for the top 5% threshold from salary scale PO10 to the top of salary scale PO12.

BVPI 11b % of top 5% of earners from minority ethnic communities

Target 3.5% (9 people) TQ Mets 3.96% TQ All Eng 4.83%

Performance against this measure currently stands at 1.62% (4) against a locally set target of 2.8% (7) with a Top Quartile Mets position of 4.83% and a Top Quartile All England target of 4.33%.

As per BVPI 11a this indicator also suffered in performance as a direct result of restructuring within the organisation and re-drawing of pay lines, resulting in an increase in the 'Bar' for the top 5% threshold from salary scale PO10 to the top of salary scale PO12. The effect of this 'raising of the bar' was clearly demonstrated in quarter 2 last year when performance against this indicator dropped from 7 people to 3 people.

A performance clinic with members was held on 10th July 2008 to analyse performance against BVPIs 11 a and b. The Assistant Chief Executive [HR] informed the panel of actions being taken to improve performance against these measures, these include:

- Introduction of a standard statement on all adverts for posts at PO10 or above to encourage applications from BME, female and disabled individuals
- Management Development programme in partnership with Leeds Met University to support staff in developing management skills to enhance their ability to progress to jobs in the top 5%
- Involvement in South Yorkshire Projects – Talent Management and Workforce Planning
- Each directorate receiving improved performance data relating to each element of BVPI 11
- The Investors In Education initiative which involves the council working with young people to think about potential careers

However, it will take time before improvements against the two measures are seen. The council does have a low turnover rate of managers therefore restricting the opportunity to increase the top 5% earners from these specific groups.

Local Performance Indicators

Strategic HR

LPI	Supports Service Action Plan	2006/7 Outturn	2007/8 Target	2007/8				Status
				Q1	Q 2	Q 3	Q 4	
Heart nominations (Team & Individual)	Achieving (Fairness, Excellent)	74	70	26				
Submissions to employee suggestion scheme	Achieving (Fairness, Excellent)	324	300	72				
M3 Managers (total 168) attending management development centres	Achieving (Fairness, Alive, Learning, Excellent)	49	56	10				
Leavers % (voluntary in brackets)	Fairness (Proud, Alive, Achieving, Excellent, Learning)	10.8% (6.8%)	11%	8.2% (4.8%)				
PDR's completed	Achieving (Fairness, Alive, Learning, Excellent)	71%	90%	71%				

% Response to Reach-in survey	Achieving (Fairness, Excellent)	61.5%	65%	49.5%				*
Employees aged 16-24	Fairness (Proud, Alive, Achieving, Excellent, Learning)	4.8% (643)	5.75%	5.5% (753)				**
Employees achieving level 2 (skills for life) in literacy or numeracy	Achieving (Fairness, Alive, Learning, Excellent)	483	500	42 (525)				

* Reach in survey – average response through the year assessed against annual target however response rate lower in qt 1 this year when compared to last year

** Increase due to temporary summer jobs for example in Culture & Leisure – same as last year, numbers reduced in third quarter

Legal and Democratic Services

As at quarter 1 the Legal and Democratic Services Local Performance Indicator suite is under revision with a view to being rationalised. The revised suite will be presented to Members in quarter 2 for consideration and approval.

8. Finance

Decreased sickness levels provide a financial saving for the Council which has been reported as a Gershon efficiency saving.

9. Risks and Uncertainties

Without performance monitoring and action on lower performance areas, the Council could be at risk of having failing services resulting in poor inspection/audit reports and public reporting of its shortcomings.

10. Policy and Performance Agenda Implications

Performance management enables the CEX Directorate to build on its areas of good practice and address any shortcomings identified, in order that customers get the best service possible. In addition, it enables the Council to identify weaker areas for action and improvement.



11. Background Papers and Consultation

Not applicable.

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Appendix A

Corporate Health Best Value Performance Quarter 1 2007-08

Ref. No	P.I Definition	Links	05/06 Top Quartile	06/07 Year End Actual performance (total)	1 st Qtr Apr 07 - Jun 07		2 nd Qtr July 07 - Sept 07		3 rd Qtr Oct 07 - Dec 07		4 th Qtr Jan 08 - Mar 08		Year End Target – 1.04.07 – 31.03.08	Year end outturn	Rag status	Direction of Travel from the last quarter.	Comments
					Actual performance	Total to date 1.4 - 30.6	Actual performance	Total to date 1.4 – 30.9	Actual performance	Total to date 1.4 – 31.12	Actual performance	Total to date 1.4.07 - 31.3.08					
Corporate Priority – A Place For Everyone																	
BV 11	a) The % of top 5% of earners that are women	CPA LPSA (CE)	All Eng 42.45% Mets 46.17%	41.78% (101)	41.5% (105)	na	na	na	na	na	na	45% (114)		Blue		This indicator is measured overall at year end as a snap shot of our position. Discrepancy between target & actual performance due to calculation methodology and changes in the establishment	
	b) The % of top 5% of earners from minority ethnic communities	CPA LPSA (CE)	All Eng 4.33% Mets 4.83%	1.27% (3)	1.62 % (4)	na	na	na	na	na	na	2.8% (7)		Red		This indicator is measured overall at year end as a snap shot of our position. Discrepancy between target & actual performance due to calculation methodology and changes in the establishment	

Ref. No	P.I Definition	Links	05/06 Top Quartile	06/07 Year End Actual performance (total)	1 st Qtr Apr 07 - Jun 07		2 nd Qtr July 07 – Sept 07		3 rd Qtr Oct 07 – Dec 07		4 th Qtr Jan 08 – Mar 08		Year End Target – 1.04.07 – 31.03.08	Year end outturn	Rag status	Direction of Travel from the last quarter.	Comments
					Actual performance	Total to date 1.4 - 30.6	Actual performance	Total to date 1.4 – 30.9	Actual performance	Total to date 1.4 – 31.12	Actual performance	Total to date 1.4.07 - 31.3.08					
	c) Top 5% of Earners: with a disability	CPA LPSA (CE)	All Eng 4.83% Mets 3.96%	2.99% (7)	3.75% (9)	na	na	na	na	na	na	3.5% (9)		Green	↑	This indicator is measured overall at year end as a snap shot of our position. Discrepancy between target & actual performance due to calculation methodology and changes in the establishment	
BV 16	a) The % of local authority employees declaring that they meet the Disability Discrimination Act 1995 definition compared with the % of:	CPA LPSA (CE)	All Eng 3.89% Mets 3.06%	3.2% (355)	3.26% (366)	na	na	na	na	na	na	3.5% (470)		Blue	↑	This indicator is set against the economically active disabled population of Rotherham. Discrepancy between target & actual performance due to calculation methodology and changes in the establishment.	
	b) economically active disabled people in the authority area		Met top Q 19.93	18.9%	18.9%	na	18.9%	na	18.9%	na	18.9%	18.9%	18.9%	N/A	N/A	Figure derived from the 2001 census. This indicator definition is out to consultation because it does not accurately reflect those covered by DDA.	

Ref. No	P.I Definition	Links	05/06 Top Quartile	06/07 Year End Actual performance (total)	1 st Qtr Apr 07 - Jun 07		2 nd Qtr July 07 - Sept 07		3 rd Qtr Oct 07 - Dec 07		4 th Qtr Jan 08 - Mar 08		Year End Target – 1.04.07 – 31.03.08	Year end outturn	Rag status	Direction of Travel from the last quarter.	Comments
					Actual performance	Total to date 1.4 - 30.6	Actual performance	Total to date 1.4 – 30.9	Actual performance	Total to date 1.4 – 31.12	Actual performance	Total to date 1.4.07 - 31.3.08					
BV 17	a) The % of local authority employees from minority ethnic communities compared with the % of:	CPA	All Eng 4.8% Mets 6.9%	2.8% (353)	2.9% (371)	na	na	na	na	na	na	2.9% (389)		Green	↑	This indicator is set against the economically active BME population of Rotherham as shown below	
	b) economically active minority ethnic community population in the authority area			2.8%	2.8%	na	2.8%	na	2.8%	2.8%	2.8%	2.8%	2.8%	N/A	N/A	Figure derived from the 2001 census	
Corporate Priority – A Quality Service Provider																	
BV 12	The number of working days/shifts lost due to sickness absence	CPA CP	All Eng 8.34 Mets 10.50	9.62 days	2.05 days	2.05 days						9.25 days		Green	↑	The target is in line with the ODPM guidance.	
BV 14	The % of employees retiring early (excluding ill-health retirements) as a % of the total work force This indicator is limited to the staff in the official pension scheme.	CPA	All Eng 0.17% Mets 0.41%	0.47% (58)	3 retirees	0.02% (3)						0.44% (54)		Green	↑		

Ref. No	P.I Definition	Links	05/06 Top Quartile	06/07 Year End Actual performance (total)	1 st Qtr Apr 07 - Jun 07		2 nd Qtr July 07 - Sept 07		3 rd Qtr Oct 07 - Dec 07		4 th Qtr Jan 08 - Mar 08		Year End Target – 1.04.07 – 31.03.08	Year end outturn	Rag status	Direction of Travel from the last quarter.	Comments
					Actual performance	Total to date 1.4 - 30.6	Actual performance	Total to date 1.4 – 30.9	Actual performance	Total to date 1.4 – 31.12	Actual performance	Total to date 1.4.07 - 31.3.08					
BV 15	The % of employees retiring on grounds of ill health as a % of the total workforce	CPA	All Eng 0.10% Mets 0.21%	0.26% (32)	1 retirees	0.01% (1)							0.2% (25)		Green		

G:\Performance\BVPIs\BVPIs\07-08\Q1\Appendix A.doc

ROTHERHAM BOROUGH COUNCIL – REPORT TO ELECTED MEMBERS
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1.	Meeting:	Democratic Renewal Scrutiny Panel
2.	Date:	18th October 2007
3.	Title:	Voluntary and Community Sector Developments
4.	Directorate:	Chief Executive's Directorate

5. Summary

This report consolidates a number of ongoing work streams relating to the Council's interaction with the voluntary and community sector (VCS) and proposes a number of key actions, which aim to support the development of a sustainable VCS in Rotherham.

6. Recommendations

Members are asked to:

- 1. Note the action plan at Appendix A to implement the proposals arising from the Base Budget Review.**
- 2. Receive an evaluation report in 6 months on the impact of these proposals.**
- 3. Note the areas listed under paragraph 7.7 as the key issues to be progressed as phase two of this work and an implementation on this second phase in due course.**

7. Proposals and Details

7.1 Introduction and Policy Context

As a result of both external (government) policy direction and internal factors, the council needs to support a sustainable voluntary and community sector (VCS) that has the capacity and expertise to contract for services etc. The recommendations in this report support the development of a more sustainable VCS that would have the capacity to deliver in partnership our shared priorities.

This report needs to be considered in the context of the long term needs of the borough's VCS organisations and also the response to the Local Government White Paper (see paragraph 7.4 below for more detail) which sees an enhanced role for communities in general and for the VCS specifically in delivering services at the local level. The appointment of a Government minister for the Third Sector supports the view of increased government interest in the sector and the role(s) it could play in service delivery. It increasingly looks like there will be pressure on local authorities to commission, or at least look to commission, services from the VCS.

From a council perspective there are considerable pressures on service delivery and associated budgets. There is therefore a consistent need to ensure that budgets are being spent efficiently and effectively to provide services that the public need, (Gershon, Best Value and BBR et. al. all reflect and promote this approach). Use of more flexible contractors that are "closer to the community" will be a main plank in service delivery policy in the future – which inevitably means more involvement with VCS deliverers. Thus, if the council is to contract/commission more services from the VCS in the future then it needs to ensure that the sector is "fit for purpose".

The VCS has been supported by the council for many years but it is still under-developed and has a relatively low capacity to take advantage of procurement opportunities that will become available. This means that if the council wants to have the opportunity to commission/contract with the VCS it needs to identify what building blocks should be put in place in order to increase the capacity and sustainability of the sector.

Against this policy background and context the council will need to identify a number of different initiatives and strategies to ensure that the VCS in Rotherham is suitable to contract with. To assist with this process this report brings together a number of work-streams dealing with voluntary sector issues including:

- Outcomes of the Base Budget review
- Issues in relation to the Rotherham Compact
- Outcomes from the Our Futures work (in particular work relating to commissioning issues raised by Group 2)
- The next stage Local Area Agreement to be agreed by June 2008
- The Local Government White Paper "Strong and Prosperous Communities"
- The role of infrastructure bodies in the borough, in particular, the role of Voluntary Action Rotherham (VAR), Rotherham Ethnic Minority Alliance (REMA), Giving Real Opportunities to Women (GROW), South Yorkshire Funding Advice Bureau (SYFAB), and the developing Senior Citizens Network and Disability Forum.
- The potential for developing community enterprises within the borough

By consideration of these issues we would wish to move to a position which enables the council to:

- Improve the way we work with voluntary and community sector
- Continue progress on enabling a more strategic approach to the sector
- Increase consistency in our approach to relations with the sector
- Ensure funding reflects our strategic aims
- Enable the sector to become an effective local partner in 'place shaping'
- Encourage sustainability within the sector
- Share expertise and knowledge with the sector
- Improve fairness in delivery of services

Key proposals are now discussed under the relevant headings.

7.2 Base Budget Review

The recently concluded Base Budget Review of VCS funding aimed to ensure that the council spends its money with the sector in the most cost effective manner. At the scoping stage the potential work streams were considered too large to progress all at once, so a staged approach was agreed. As a result, the first stage Review focused in particular on assessing the systems and procedures currently in place for contracting, monitoring and evaluating this funding, ensuring clear outcomes are agreed in line with corporate priorities. It was also agreed that a later phase would concentrate on value for money and the quality of outcomes from funding to the sector; performance management; future strategy and systems; partnership arrangements with the sector and the impact of Rotherham Compact.

Within the remit of the first stage review, a number of proposals were endorsed following a series of meetings of a Member-led panel. These included:

- Three year service level agreements to be the norm where appropriate
- Support in principle for full cost recovery (FCR) but a desire to agree a local model that can be implemented corporately as well as by partners in the LSP. There is a need to understand the potential impact of FCR on council contracts and budgets. It was clear that this was an area of concern for Members and this should be weighed against greater encouragement from government nationally to implement FCR.
- Payment in advance of delivery (bank-rolling) where appropriate for VCS groups (in line with established corporate procedure)
- Minimum notice periods for ending of contracts

Discussions also took place around establishing a central team to manage/monitor service level agreements in line with a corporate approach. It was recognised though, that this needs further consideration to look into the practicalities of moving to this new way of working.

A comprehensive plan, capturing all actions identified within the first phase Base Budget Review, has been incorporated into this report's action plan (Appendix A). The outcomes from delivering the action plan will be:

- Clarity about the outcomes we want from funding to the sector
- Clarity about the role of strategic bodies such as Voluntary Action Rotherham and mechanisms like the Community Empowerment Network.
- Greater involvement of VCS organisations within Area Assembly processes
- Informed decisions in relation to funding of VCS organisations, based on clear recommendations and options analysis.

7.3 Council Vision for the VCS in Rotherham

The need for the council to articulate its requirements from the VCS has been highlighted as an issue that needs to be addressed in any further review. Within the first phase review, Voluntary Action Rotherham (VAR) have fed back that the sector is seeking a mixed economy of support via external funding, grants and income generation but that social enterprise activity alone will not sustain the sector. They are seeking clarity on “what RMBC want to invest their money in and what [we] want in return”. They are clear that the sector wants financial stability and that in return they can offer flexible, innovative community-based solutions, access to a wide range of communities, bridging divides between diverse communities and helping people represent their views into statutory mechanisms.

The following issues have been highlighted as a result of recent background research on the voluntary and community sector in the borough:

- Inter-agency co-ordination: Key agencies are Rotherham Social Enterprise Unit, South Yorkshire Key Fund and Voluntary Action Rotherham.
- The need to support and strengthen other networks of communities of interest including Senior Citizens Network and Disability Forum, REMA and GROW.
- Take up of funding: Rotherham enterprises are using less development funding than other boroughs in South Yorkshire – this is to be addressed via VAR’s procurement team.
- Procurement/Commissioning – There is increasing government emphasis on procurement/commissioning and opening up of opportunities to VCS. There may be potential to undertake targeted follow up work in specific sectors such as health and social care to encourage diversity/specialist provision. This is to be addressed through the Procurement Strategy and was agreed by the Procurement Panel at its meeting on 31 July 2007.
- Need for greater awareness raising – There is a need to promote social enterprise through marketing and outreach activities as a sector which could grow significantly further than it already has within the borough. This is to be addressed in 2008/2009 SLA with VAR.

VAR have produced a draft vcs strategy which was considered by CMT and relevant officers within the council and comments have been fed back to VAR. Discussions are taking place with VAR about the completion of the final version of the strategy later this year. VAR’s current three-year agreement with the council ends in March 2008. Currently £200,000 is provided per annum. Future financial support for VAR needs to be linked to their role in the following areas:

- VCS sustainability issues
- VAR sustainability
- Role in relation to Compact

- Commissioning agenda
- Community development
- Distinction and links between work funded by RMBC and that supported through the Sub-Regional Investment Plan (SRIP)
- Securing VAR's continued support to the council in delivering its overall strategic priorities as set out in Community Strategy and other key plans.
- Engagement in specific areas of activity for example developing the community Empowerment Network.

All the above will be picked up as part of the negotiations for the 2008/2009 SLA between the council and VAR.

A review of support for other key infrastructure organisations is also needed such as REMA, GROW, and SYFAB as part of phase two review.

7.4 The Local Government White Paper

Overall, the Local Government White Paper "Strong and Prosperous Communities" (and the Local Government and Public Involvement in Health Bill):

- gives a stronger voice to citizens and communities to help shape the places they live and the services they receive
- encourages local authorities to provide stronger and more strategic leadership for the places they serve; and
- reduces the amount of central prescription so that local authorities and their partners are able to respond to local needs and demands

The chapter on the Third Sector in the White Paper sets out key messages for the sector including:

- Establishing a clear expectation that the starting point for grant funding will be three years in all cases, except where this does not represent best value.
- Setting out that grants, alongside contracts have a crucial role and should be used where they are more appropriate, particularly in relation to small community groups.
- Creating a new duty to inform, consult and involve local citizens, local voluntary and community groups and businesses.
- Establishing the 'Community Call for Action', which provides a new opportunity for the sector to work with local councillors in raising issues of importance to the community?
- Promoting a strong and healthy local third sector through the Sustainable Community Strategy.
- Setting the clear expectation that third sector organisations will be actively involved in the Local Strategic Partnership and in developing Local Area Agreements
- Promoting the third sector's role in public service delivery. There needs to be a level-playing field for the sector.
- Increasing the involvement of users and communities in commissioning decisions.
- Reviewing the barriers and incentives to the transfer of assets and facilities to local community groups.

The potential benefits of asset transfer may include opening up opportunities for VCS groups to explore sustainability free from continued grant funding. This is being picked up via the council's Implementation Plan for the Local Government White Paper.

7.5 Rotherham Compact

The Compact's five Codes of Practice were launched in April 2006. They are:

- Code of Practice on Funding and Procurement
- Code on Community Groups
- Code on BME Groups
- Code on Consultation and Community Involvement
- Code on Volunteering

The Council and partner organisations have carried out impact assessments of each code and identified the commitments that can be implemented straightaway and those that need further discussion. A number of issues have arisen from the Impact Assessments and these now need to be progressed. These actions will need to be taken forward as part of the next phase of action on VCS relationships and include:

- Building capacity of council staff and elected Members including greater understanding of the role of local VCS organisations in delivering our aims
- Being clear about the impact of our policies and actions upon VCS organisations and their potential to improve our desired outcomes
- Agree a Compact Champion at elected Member level (Cabinet Member for Communities and Involvement) and at officer level (Assistant Chief Executive)

An executive group to progress Compact implementation issues has been agreed as part of the LSP structure. The Cabinet Member for Communities and Involvement and Assistant Chief Executive (Policy and Performance) will represent the Council on this group.

7.6 Commissioning/Local Area Agreements

Much of the work undertaken within the Base Budget review has been linked to, and progressed through, the council's commissioning arrangements. Additionally, Group 2 of the Our Futures work-streams included the following recommendation:

"All services should be strategically commissioned. This may lead to services being delivered as they are currently; being redesigned, or being procured externally. Best Value principles should apply to this process."

This is in line with requests by the VCS to include social enterprise as an option for delivery of services when reviews are undertaken. This is also supported by the National Audit Office (NAO) recommendations on the next phase of LAAs. The report "Local Area Agreements and the Third Sector: Public Service Delivery" recommends:

- That LSPs consider third sector organisations as potential partners in the delivery of public services, not just as part of the community to be consulted.

- That local government work to improve commissioning, including understanding the need to tailor the length of grants and contracts to the desired outcome.
- That LSPs consider including an LAA target to increase the role of the third sector in delivering public services. The Rotherham LAA already has a target on the level of council spend on the third sector.

The report also reinforces the need to address barriers to VCS organisations delivering public services (e.g. full cost recovery, poor payment practices) and recommends that LAAs are used as a means of pushing forward on these issues. In a separate report on implementation of full cost recovery, the NAO recommends that the commitment to full cost recovery should be expanded by developing more sophisticated statements that better reflect its underlying principles of fairer funding and sound risk management. This follows on from concerns that whilst government agencies have agreed to full cost recovery in principle, its practical implementation has been much more difficult. This position reflects our local experience in Rotherham.

The Burmby report “Learning the Lessons: A snapshot of high performing voluntary and community organisations in South Yorkshire” identified a number of issues that are relevant here including the observation that:

“A well resourced voluntary and community sector is essential to enable statutory sector partners to meet... responsibilities in developing and delivering the Local Area Agreement”

The current Rotherham LAA includes commitments towards full cost recovery, advance funding, three year agreements and a single funding gateway. However, there is a need to see further action on these issues as future arrangements such as the next stage LAA and the Comprehensive Area Assessment will see increased emphasis on how the compact, LAA and commissioning capability is effectively embedded within council working practices. The issue of a central team and/or consistent corporate approach will be important in this respect.

The Cabinet Office with IDeA as the delivery partner is putting in place a “National Programme for Third Sector Commissioning” which will invest in the skills of 2,000 commissioners from across the public sector. RMBC has expressed an interest to be involved within this programme.

7.7 Next Steps

The following are considered to be the key areas of work that need to be progressed in the next phase in order to achieve our aim of continuing to support the development of a sustainable VCS in Rotherham.

- **Vision** - there is a need to crystallise our approach to supporting the VCS by agreeing an overarching vision statement.
- **VCS Strategy** – ensure VAR complete their work on the VCS Strategy prior to agreeing a new SLA from 2008/09.
- **White Paper** – progress work streams arising from the White Paper implementation plan, including Asset Transfer etc.

- **Commissioning** – ensure the emerging commissioning strategy considers the need to address potential barriers to tendering for VCS organisations.
- **Social enterprise** – establish a clear single point of co-ordination within the council for social enterprise activity and consider assigning lead responsibility within a Cabinet portfolio to reinforce a political champion role.
- **Support to Infrastructure organisations** – consider the outcomes we want to achieve and the commensurate investment required.
- **Single Gateway/single team** - consider the need to establish a corporate team to handle all stages of the contracting/monitoring process with VCS organisations with a minimum aspiration of a coordinated “single gateway”.
- **LAA targets** – Ensure targets in the LAA relating to value and number of contracts with the sector continue to be monitored.
- **BBR action plan** – to monitor progress against all actions arising from the Base Budget Review as per Appendix A.

8. Finance

As highlighted in the main body of the report the implications on council budgets and the value of contracts of any agreed local model of Full Cost Recovery will have to be assessed as part of the forward work programme as any model agreed will have to be realistic.

9. Risks and Uncertainties

Paying on account or in advance (bank rolling) may expose the council to some risks, for example, if the vcs organisation funded folds. However assessment of such risks has been included the Action Plan.

10. Policy and Performance Agenda Implications

These are set out in the main body of the report under paragraph 7.1 and 7.4 above.

11. Background Papers and Consultation

Rotherham Compact and Codes of Practice.

Local Government White Paper “Strong and Prosperous Communities” (and the Local Government and Public Involvement in Health Bill).

The Burmby report “Learning the Lessons: A snapshot of high performing voluntary and community organisations in South Yorkshire.

Rotherham’s Local Area Agreement.

National Audit Office report “Local Area Agreements and the Third Sector: Public Service Delivery”

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Appendix A

Base Budget Review of Voluntary/Community Sector Funding

Action Plan

<u>Action</u>	<u>Outcome</u>	<u>Responsibility</u>	<u>Timescales</u>	<u>Progress</u>
Pre-contract				
a) – Development and publication of procurement “forward plan” on RMBC website	Improved planning, access & transparency	Procurement Client	December 2007	Work ongoing in line with Procurement Strategy
b) – Adapt existing PQQs/PTQs to capture minimum level of information required for contracts of varying values	Increased efficiency for RMBC & VCS as only realistic tenders submitted	Procurement Client	October 2007	Linked to ongoing work on the contract “menu” (see h below)
c) – Scoring criteria and assessment process to be included in all tender “packs” and feedback given to unsuccessful organisations where possible.	Better quality tenders produced due to increased awareness of requirements. Increased transparency leading to improved relationships	Procurement Managers	30th July 2007	Ongoing discussions taking place with Procurement Managers.
d) – Produce and disseminate guidance note on “outcome based” tenders following discussions between procurement team and VAR.	VCS organisations better able to compete for contracts as more opportunity to demonstrate “added value”	Procurement Client and Chief Executives Directorate	August 2007	Initial discussions have taken place with the lead procurement officer at VAR
Contract Monitoring and Payments				
e) – RBT to report to the Procurement Panel on SCMS pilot then begin roll out if appropriate	Ensure consistent approach to tendering/monitoring /evaluation	Procurement Client	February 2007	Roll out across the Council has started and is ongoing

f) - Standard “menu” of contract requirements to be produced and consistent layout agreed.	Efficiency saving in terms of reduced staff time spent on developing contracts	Procurement Client	September 2007	This is being led by procurement managers across the council through the Procurement Panel Adult Services have a standard SLA that they use for all contracts with the VCS
g) Draft “menu” (above) to be reviewed by Corporate Funding Group		Corporate Funding Group (CFG)	November 2007	Next step is to raise awareness of these standard templates / clauses across the Council and ensure input of CFG, Legal Services and Finance as appropriate
h) – Identify resource / methodology for maintaining database of VCS contract information unless this will be addressed by SCMS e-tendering system (see e) above)	Avoid duplication and effectively monitor deadlines for renewal / notice leading to increased value for money / better relationships	Procurement Client; RBT (Procurement); Chief Executives Directorate	April 2007	RBT's Framework Agreement database - linked to the SCMS system – provides a register of contracts.
i) - Establish annually renewable 3-year contracts and minimum 3-month notice periods as policy, with onus on individual departments to justify alternative timescales.	Increased ability to plan and retain staff for VCS organisations	Chief Executives Directorate	August 2007	Report pending to CMT/Cabinet
j) – Develop and implement a clear process for assessing advance payment requests	Consistent and transparent approach leading to improved relationship with VCS	Corporate Finance	September 2007	Report prepared – to be discussed with Strategic Director of Finance in August 2007
k) – Establish core corporate monitoring requirements and 6-monthly assessment of impact on target communities of both place and interest	Better understanding of impact to inform future service delivery	Chief Executives Directorate	June 2007	Initial discussions suggest monitoring should take place at individual contract level to supplement local research (e.g. Quality of Life Survey) and national data (e.g. Census)
Evaluation and Renewal				
l) – “Supporting People” annual review process to be incorporated into contract	Improved service delivery / contract	Neighbourhoods & Adult Social	September 2007	Adult Services’ standard SLA refers to an “annual report and

monitoring process via “menu” (see h)). Also to be outlined within training guide.	performance	Services Directorate		agreement review”, but use of the full Supporting People review to be agreed and rolled out via the Procurement Panel.
Other Key Actions				
m) – Further benchmarking work to compare approach and structures	Learn from good practice elsewhere to improve performance / outcomes	Chief Executives Directorate	June 2007	More desk-based research has been carried out to compare structures and web-based information in other authorities. Also, analysis of Treasury’s “Local Area Pathfinders” report undertaken Further information may be available from the Spikes Cavell portal if funding is secured to renew the licence.
n) – Identify resource and remit for strategic VCS post	RMBC better able to respond to local VCS issues and national policy	Chief Executives Directorate	August 2007	Report pending to CMT/Cabinet
o) – Establish clear RMBC policy on Full Cost Recovery	Achieve clarity for VCS and RMBC contract officers on eligible “indirect” costs	Chief Executives Directorate	August 2007	Report pending to CMT/Cabinet
p) – Produce training guide for RMBC officers working with the VCS	Increased awareness of issues leading to consistent approach and better relationships	Base Budget Review lead officers	October 2007	At discussion stage in terms of specific content and target audience
q) – Establish and monitor a list of KPIs to measure improvements achieved via the Base Budget Review	Analyse effectiveness of measures proposed to inform future approach	Procurement Client	April 2007	Work is ongoing via both the Procurement Panel and as part of the LAA performance management framework to establish and monitor a suite of KPIs, including one around level of spend with the sector. This is

				currently being baselined and benchmarked.
r) – Provide support to develop organisational capacity where possible as part of procurement / commissioning / contract management process - build into training guide for officers (see s below)	Increase in VCS capacity leading to improved service delivery	All Directorates	October 2007	Specific requirements and available resources currently being assessed
s) – Review the RMBC impact assessments of the Compact's five Codes of Practice and progress action plans	Move towards resolution on key issues that will lead to improved relationship with VCS	Chief Executives Directorate	October 2007	The Compact Steering Group, chaired by VAR, is reviewing the impact assessments / action plans. Any actions for RMBC will be taken forward by the existing officer group.

DEMOCRATIC RENEWAL SCRUTINY PANEL
Thursday, 6th September, 2007

Present:- Councillor Austen (in the Chair); Councillors Cutts, Foden, J. Hamilton, Johnston, Littleboy, Pickering and Sangster.

Apologies for absence were received from Councillors Dodson, Whelbourn and Parish Councillor A. Buckley.

Also in attendance:- Debbie Heath (V.A.R. Representative) and Mr. D. Morton (Parish Council Representative).

Also invited to the meeting were representatives of other Scrutiny Panels who included:-

Councillors Akhtar, Barron, Currie, Hussain and Jack, David Barker, Ann Clough, Jean Dearden, Mick Hall, Janet Mullins, Ray Noble, Brian Walker, Lizzy Williams and Taiba Yasseen.

Apologies from other representatives included:-

Councillor F, Wright, Joan Blanche-Nicolson, Andy Buck, John Lewis and Irene Samuels.

20. SCRUTINY REVIEW NOMINATIONS

Consideration was given to the request for nominees to sit on three Scrutiny Review Groups to look at:-

- Corporate Complaints.
- Advice Centres.
- Area Assemblies.

Resolved:- (1) That Councillor Whelbourn be nominated to form part of the Review Group to carry out the "Scrutiny Review of Corporate Complaints".

(2) That Councillor Austen be nominated to form part of the Review Group to carry out the "Scrutiny Review of Advice Centres".

(3) That Councillors Austen, Lakin, McNeely, Pickering and Whelbourn continue with the next phase for the Review Group to carry out the "Scrutiny Review of the Area Assemblies".

21. DEMOCRATIC RENEWAL SCRUTINY PANEL - TIMES OF MEETINGS

Consideration was given to the timings of future Panel meetings for the rest of the municipal year.

Various suggestions were made, including bringing the start time forward by either one or two hours, or maintaining the status quo.

Resolved:- That the Democratic Renewal Scrutiny Panel continue to meet at 4.00 p.m. on the scheduled dates in the diary.

22. DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

23. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

There were no questions from members of the public or the press.

24. EQUALITY STANDARD FOR LOCAL GOVERNMENT - ACHIEVEMENT OF LEVEL 4

Carol Adamson, Equalities and Diversity Officer, presented a report, which informed the Panel that the Council had achieved Level 4 of the Equality Standard for Local Government (ESLG) at 31st March, 2007 and highlighted areas for continued action to consolidate this achievement and meet the changing requirements of the ESLG and wider equalities and diversity legislation.

Carol Adamson also gave a presentation, which drew specific attention to:-

- The Equality Standard as a Performance Management Tool.
- How this fits with RMBC Performance Management Framework.
- The Five Levels of the Equality Standard.
- Four Themes that are assessed, these are leadership and corporate commitment; consultation and community development and scrutiny; service delivery and customer care and employment and training issues.
- Key Activities to achieve levels 1 to 4

A discussion and a question and answer session ensued and the following issues were raised and clarified:-

- Percentage of employment opportunities advertised externally.
- Community consultation and involvement with the voluntary/community sector to ensure sustainability.
- South Yorkshire wide best practice sharing.
- Measurement of Best Value Performance Indicators.
- Equality monitoring of complaints and links with the proposed Scrutiny Review.

Resolved;- (1) That Carol Adamson be thanked for her presentation.

- (2) That the achievement of the Equality Standard Level 4 be welcomed.
- (3) That the additional requirements placed on Local Authorities in relation to the implementation of the Revised Equality Standard for Local Government be noted.
- (4) That the actions taken to achieve Level 4 and areas for development to facilitate progress to Level 5 of the Equality Standard be noted.
- (5) That further information be sought on the percentage number of employment opportunities advertised externally.
- (6) That the equality monitoring of complaints be considered as part of the Scrutiny Review into Corporate Complaints.

25. EQUALITY AND DIVERSITY IN THE CHILDREN AND YOUNG PEOPLE'S SERVICE

Tom Kelly, Director of Inclusion Voice and Influence, gave a presentation on equality and diversity in Children and Young People's Service, which drew specific attention to:-

- What the main equality and diversity objectives and targets were.
- Every Child Matters.
- Health Inequalities.
- Safe Inequalities.
- Enjoy and Achieve Inequalities.
- Make a Positive Contribution Inequalities.
- Achieve Economic Wellbeing Inequalities.
- Raising the Attainment of Looked After Children, Children from BME Backgrounds and those with Special and Complex Needs.
- Embedding the Strands of Promoting Age, Religion and Sexuality Equality.
- Inputs in the Equalities Standards, Corporate Groups and Schools.
- Equality Impact Assessments and the Outcomes Achieved.
- Outputs and Addressing the Issues.
- Outcomes of the Equality Monitoring of Service Delivery.
- Plans for Rolling out further Equality and Diversity Training.

A discussion and a question and answer session ensued and the following issues were raised and clarified:-

- Vulnerable children up to the age of 25 who were victims of homophobic bullying and L.G.B.T. associated issues.
- Monitoring of the Anti-Bullying Strategy.
- Planned Events including celebrations associated with L.G.B.T. History Month.
- Responses to the voice and influence of children.
- Miss Dorothy.com – The South Yorkshire wide anti-bullying initiative.

- Disability Equality Scheme, key targets and the addressing of disabilities amongst vulnerable children.
- Communication and liaison between schools, governing bodies and parents as part of the PFI process.
- Disability Award Scheme in conjunction with the local P.C.T. and N.H.S. Trust.

Resolved;- (1) That Tom Kelly be thanked for his presentation.

(2) That Tom Kelly bring an update report to this Panel with regard to the new Community Cohesion agenda in schools with detail on the progress that had been made.

26. **EMBEDDING LEVEL 4 EQUALITY STANDARD - RBT**

Paul Broadberry, Jill Dearing and Abi Dakin attended to provide information to the Scrutiny Panel on R.B.T.'s progress on the delivery of equality and diversity training.

Abi Dakin gave a presentation, which drew specific attention to:-

- R.B.T. Progress.
- Training and Development.
- Equality Impact Assessment Outcomes.
- Equality Monitoring.
- Registrars.
- Welfare Rights and Money Advice.
- Flexible Working.

A discussion and a question and answer session ensued and the following issues were raised and clarified:-

- Welfare Rights and Money Advice to Adults and the General Public.
- Performance Management of the Equality Standards and the links to other available benefits.
- Accessibility of benefit information across the board.
- Extended opening hours for Registrars to take account of the registration of deaths for different faiths and holiday periods.
- Further consultation of older people to maximise customer satisfaction in the customer service centres.

Resolved;- (1) That Paul Broadberry, Jill Dearing and Abi Dakin be thanked for their presentation.

27. **BRIEFING ON OUR SHARED FUTURE REPORT AND ROTHERHAM COMMUNITY COHESION ACTION PLAN UPDATE**

Councillor Hussain, Cabinet Member for Communities and Involvement, presented a report, which outlined the findings and recommendations from a report published by the Commission on Integration and Cohesion

which made clear that the impact of growing diversity was locally specific and, therefore, needed local solutions that addressed everyone in communities, regardless of their background.

The Commission for Integration and Cohesion was announced by Ruth Kelly, Secretary of State for Communities and Local Government on the 28th June, 2006. The Commission was a fixed term advisory body set up to consider how local areas could make the most of the benefits derived by increasing diversity, but would also consider how they could respond to the tensions it could sometimes cause.

The latest report was published on the 14th June, 2007 by the Commission on Integration and Cohesion, 'Our Shared Future'. The Commission had adopted four key principles:-

- A sense of shared futures that bound communities rather than divided them.
- A model of rights and responsibilities that created a sense of citizenship and the obligations that went with membership of a community.
- An emphasis on mutual respect and civility, on the basis that mutual respect was fundamental to integration and cohesion.
- Visible social justice, prioritising transparency, fairness and trust in institutions.

Key elements of the report and recommendations for Councils were outlined.

Councillor Hussain also gave a presentation, which drew specific attention to:-

- Adoption of the Four Key Principles.
- Key Elements.
- Progress in Rotherham.
- Community Cohesion Group and Action Plan.
- Measurement of Cohesion.
- Muslim Safety forum.
- Tension Monitoring Arrangements.
- New Migrant Communities Needs Assessment and Mapping.
- Calendar of Cultural Events.

A discussion and a question and answer session ensued and the following issues were raised and clarified:-

- Promotion of equalities and reducing inequalities within the Rotherham borough.

- Engagement of local media to report responsibly.
- Costs associated with cohesion activity and the need to consider funding issues long term
- Eradication of general myths and the promotion of cohesion for E.U. migrants.

Resolved;- (1) That Councillor Hussain be thanked for his presentation.

(2) That report and the recommendations of the Commission be noted.

28. WOMEN'S STRATEGY UPDATE

Pauline Walker and Janet Spurling, Equalities and Diversity Officer, presented a report, which provided an update for the Panel on the development of Rotherham Women's Strategy and highlighted the main priorities and key objectives that the Strategy intended to address.

Further information was provided on the rationale for the strategy and a summary of the priorities and key objectives.

Resolved;- (1) That report and its contents be endorsed and supported.

(2) That the areas listed as the key issues be progressed within the Rotherham Women's Strategy.

29. MINUTES OF THE MEETING OF THE DEMOCRATIC RENEWAL SCRUTINY PANEL HELD ON 19TH JULY, 2007

Resolved:- That the minutes of the meeting held on 19th July, 2007 be approved as a correct record for signature by the Chairman, subject to Debbie Heath be included in the list of apologies.

30. MINUTES OF THE MEETING OF THE PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE HELD ON 13TH AND 27TH JULY, 2007

The Scrutiny Panel noted the minutes of the meetings of the Performance and Scrutiny Overview Committee held on 13th and 27th July, 2007.

31. MINUTES OF A MEETING OF THE ASYLUM SEEKERS WORKING PARTY HELD ON 26TH JULY, 2007

The Scrutiny Panel noted the minutes of the meeting of the Asylum Seekers Working Party held on 26th July, 2007.

PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE
Friday, 14th September, 2007

Present:- Councillor Doyle (in the Chair); Councillors Akhtar, Boyes, Clarke, Jack, McNeely, G. A. Russell and P. A. Russell.

Also in attendance was Councillor Wardle (Chair of the Audit Committee)

Apologies for absence were received from Councillors Austen, Burton, Stonebridge and Whelbourn.

53. DECLARATIONS OF INTEREST.

There were no declarations of interest made at this meeting.

54. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS.

There were no questions from members of the public or the press.

55. PUBLIC HEALTH UPDATE

The Committee considered a report by the Head of Public Health indicating that public health remained a key priority for the Council. Improving the health and wellbeing of Rotherham residents and reducing health inequalities both within Rotherham and between Rotherham and the rest of the country was key in continuing to take forward the Borough.

The report outlined :-

- the evolving organisational structures to tackle public health issues
- progress against the main public health strategies

Also submitted was Rotherham's health inequalities action plan following the National Support Team visit in March, 2007.

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

- report format and presentation
- significant risk of targets not being met – reasons and rectifying action
- hot spots for home visiting staff across the PCT and local authority
- reducing health inequalities
- cardiovascular disease and closure of the stroke unit

2 PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE - 14/09/07

- accountability
- communicating to PCT, and impact of, health work carried out through scrutiny
- need for monitoring arrangements to assess impact and what has changed over a given period of time
- impact of other organisations decisions on the Council e.g. NICE and the non availability of certain drugs
- comparisons with other areas not using NICE

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

(2) That the progress to date, in evolving the public health infrastructure, be noted.

(3) That the progress in implementing the Rotherham Public Health Strategy and the areas for continued action be noted.

(4) That further consideration to these issues be given at a future meeting and a representative from the PCT be invited to attend.

56. REVENUE BUDGET MONITORING - APRIL TO JULY, 2007 - CHIEF EXECUTIVE'S DIRECTORATE

Julie Slatter, Head of Policy and Performance, presented briefly the submitted report relating to the above.

The report showed that the Chief Executive's Directorate was currently forecasting a slight overspend of £16,000 after management actions against a net revenue budget of £8.5 million by the end of March, 2008.

The report set out the reasons for variance in respect of :-

- Non-recoverable income from courses and room hire at Millside
- Potential shortfalls in income from the ALMO and advertising in Rotherham Matters

It was clarified that the Millside income had been received and that this was an accounting system issue.

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

- impact on the Council of the 2010 issue
- SLA with 2010

- funding of the Council tent at the Rotherham Show

Resolved:- That the latest revenue forecast outturn position for the Chief Executive's Directorate for 2007/08 be noted.

57. ROTHERHAM REACHOUT - RESULTS OF THE 15TH SURVEY

Further to Minute No. B45 of the meeting of the Cabinet held on 5th September, 2007, consideration was given to a report presented by Dawn Price, Corporate Consultation Officer, which detailed the findings from the 15th Rotherham Reachout survey and outlined the key policy implications for the Council. It also provided an update on developments with Reachout more generally.

The 15th Reachout Survey was conducted between February – April, 2007 with a response rate of 29% which was above average for this type of survey.

The aims of the 15th Wave were to establish views on :-

- Road safety and the condition of the roads
- '5 A DAY'
- Play facilities for children and young people in Rotherham
- Children and young people's services
- Early years and childcare services
- G.Ps. (making an appointment, being referred and contacting out of hours)

Reachout was funded jointly by the Council and Rotherham Primary Care Trust. Ipsos MORI provided consultancy services to support the management of the 15th Reachout survey. The budget for Reachout was held by the Policy and Partnerships Service within the Chief Executive's Directorate.

The success of Reachout would largely depend on effective dissemination of information, feedback and ensuring that the results were used to inform policy development, priorities and service improvement.

The Corporate Management Team had a key role to play and had agreed to consider Reachout findings on a regular basis and ensure that the outcomes were used in an appropriate way to inform service planning and policy development.

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

- 'refreshed' panel and representativeness of the Rotherham population

4 PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE - 14/09/07

- PCT action as a result of the data
- timeframe selection for the surveys
- need to track impacts of the survey results
- linkages with other surveys e.g. Members' opinion survey, employees' opinion survey and quality of life survey
- need for overview position in respect of healthy eating : socio economic breakdown
- socio economic breakdown as well as area assembly breakdown would be advantageous

Resolved:- (1) That the findings from the 15th survey of Rotherham Reachout and the policy and practical implications identified within the report be noted.

(2) That the positive developments in relation to the Panel be supported.

(3) That the implications for service delivery and policy development arising from the survey be noted.

(4) That information be submitted to a future meeting regarding how the results of the surveys had influenced the PCT and what action plans the PCT had subsequently developed.

58. MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND BUDGET TIMETABLE JULY, 2007 TO MARCH, 2008

Andrew Bedford, Strategic Director of Finance, presented briefly the submitted report relating to the above and gave a powerpoint presentation entitled MTFS Restructuring the Budget.

The presentation covered :

- Agenda
- Revising the MTFS :
 - Comprehensive Spending Review 2007
 - Lyons Review
 - Three Year Local Government Financial Settlement
 - Budget pressures
 - Capital Investment
 - Savings targets
 - Restructuring the Budget

- Where we are
- Comparison of Formula Grant and Spend per head 2006/07 and 2007/08
- General Fund Balances
- 2006/07 General Fund Revenue Outturn
- Budget Issues :
 - Demographic change
 - Waste Management
 - Job evaluation and equal pay
 - Capital investments
 - 2007/08 Capital Finance costs compared with other local authorities
- Restructuring the Budget : extent
- MTFS Key Features
- Our Future Key Outcomes
- Bridging the Gap
- Base Budget Review Programme 2007
- Restructuring the Budget
- Next Steps

Discussion and a question and answer session ensued and the following issues were covered :

- pooled budgets
- scrutiny assisting the budgetary process
- Grounds Maintenance budget / contract
- Contingency Fund
- Gershon

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

(2) That the proposed MTFS and budget timetable, as now submitted, be

supported.

59. BVPI 8 - PAYMENT OF INVOICES WITHIN THIRTY DAYS

Further to Minute No. 33 of the meeting of this Committee held on 13th July, 2007, Sarah McCall, Performance Officer, presented the submitted report which detailed BVPI8 and how it measured the payment of undisputed invoices within 30 days.

The Council had agreed the following average annual targets for performance of BVPI8 with RBT:-

2007/08	96.3%
2008/09	97.0%
2009/10	97.5%

Following a drop in performance against this indicator in May, 2006 a series of measures were put in place by the Council and the situation steadily improved, although the final outturn figure for the year was 91% against a target of 95.90%.

Performance against BVPI8 was not as consistent as it should be and it was recognised that the Council should act to instill and embed good practice in this area and work was ongoing to this effect. Recent performance had achieved:-

April	97%
May	95%
June	91%
July	91%

It should be noted that June and July's performance were adversely affected by the recent flooding as disruptions resulted in missed payment runs and additional procurement activity during the emergency created a high volume of invoices.

Work on the causes of late GRNing (the means by which RBT received approval from Council officers for the payment of invoices) had been undertaken and a number of actions to address these had been put in place. One such action had been to add a reminder to the information box at initial log in for requisitioners and authorisers to GRN. RBT was currently preparing a quotation in connection with Cedar to develop automated monthly reports on late GRNed invoices by Directorate. These reports would facilitate the work of Procurement Champions within their Directorates and would also feed in to Directorate procurement meetings and reports to Strategic Directors.

RBT was working to reduce the number of call-off orders on the system, which adversely affected BVPI8 and the current roll out of procurement cards within EDS would assist this. An e-learning package was being

developed to provide relevant training to budget holders and users of the e-procurement system and would include information on how to GRN and why this was important. The content of this was currently being finalised ready to be developed into an e-learning programme. It was anticipated that the programme would be available to staff by December. A modification to the Cedar system, which would send automated reminders to authorisers to GRN outstanding invoices had recently undergone rigorous testing and would go live in September.

There would be a cost/resource implication of continuing to chase GRNs from officers. In addition it was likely there would be a cost for implementing the monthly Directorate reports detailed above and funding for this would need to be sought.

The Council and RBT also missed out on early payment discount savings whenever GRNs were delayed. The amount targeted for early payment discount savings in 2007/08 was £85,000.

If the Council continued to perform badly on BVPI8 then this could affect the CPA score. Vulnerable smaller suppliers may also experience financial difficulties due to delayed payment which would go against the commitment to the SME Friendly Concordat the Council had signed.

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

- cost implications of the recent flooding effects
- effects on businesses
- position against the £85,000 early payment discount savings target for 2007/08
- training for budget holders

Resolved:- (1) That the information be noted and the current course of rectifying action be supported.

(2) That the next progress report include details of savings and the position with regard to training

60. PROCUREMENT STRATEGY ACTION PLAN UPDATE

Sarah McCall, Performance Officer, presented the submitted report which detailed how the Council's Corporate Procurement Strategy was based around the 4 key visions of the National Procurement Strategy:-

- Vision for leadership, management and capacity
- Vision for partnering, collaboration and supplier management

8 PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE - 14/09/07

- Vision for systems that allow business to be done electronically
- Vision for stimulating markets and achieving community benefits

Implementation of the Strategy was via four action plans corresponding to the visions and this report provided an update on progress against these action plans.

All costs for implementing the Corporate Procurement Strategy were currently being absorbed within existing budgets though some unbudgeted costs may arise and funding sources may need to be identified.

If the actions in the above plans were not met the Corporate Procurement Strategy may not be fully implemented and embedded across the Council which could impact on the Council's ability to evidence value for money and CPA scores.

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

- concern regarding the timeframe for the review of the Procurement Strategy and need for contingency plan should the postholder not return from maternity leave
- engaging with the local market
- ongoing work in relation to the Local Government White Paper
- Our Future Group work
- report presentation utilising the traffic light system

Resolved:- (1) That the actions to implement the Procurement Strategy be noted and the ongoing actions be supported.

(2) That further consideration be given to the timeframe for the review of the Procurement Strategy.

61. SCRUTINY WORK PROGRAMME

Cath Saltis, Head of Scrutiny Services, reported briefly that each scrutiny panel had agreed its own work programme.

It was intended that the next meeting would consider the first draft of the review of the use of consultants. The advice centre review would be submitted shortly and names were coming forward for the complaints review.

It was also noted that consideration had been given to the review process and any review recommendations to Cabinet would be submitted to the

next Corporate Management Team and then back to Cabinet.

62. RECRUITMENT PROCESS FOR THE STRATEGIC DIRECTOR OF ENVIRONMENT AND DEVELOPMENT SERVICES

Resolved:- That Councillors Akhtar and Jack be the two Scrutiny representatives on the above Appointment Panel.

63. MINUTES

Resolved:- That the minutes of the meeting held on 27th July, 2007 be approved as a correct record for signature by the Chairman and arising therefrom it was noted that, with regard to item 42 (RBT Performance Update), the Members' Training and Development Panel had established a small working group to look at reviewing the ICT practices, systems and levels of support for elected Members.

64. WORK IN PROGRESS

Members of the Committee reported as follows :-

(a) Councillor G. A. Russell reported the next Children and Young People's Scrutiny Panel meeting would be mainly health focussed and was to consider

(i) breast feeding rates

(ii) infant mortality

(iii) childhood obesity including progress with the recommendations from the scrutiny review

(iv) access to non urgent paediatric occupational therapy

(v) budget presentation

(vi) complaints

- the Looked After Children's Panel's next meeting was to be a refresher on the role of the corporate parent

- the review of 'future challenges for the Young People's Service' was progressing with visits to facilities and groups being planned

(b) Councillor McNeely reported the next Sustainable Communities Scrutiny Panel meeting would not now be looking at implications of the smoking policy due to the need to consider items deferred from the previous meeting.

(c) Councillor Doyle reported that, with regard to the Adult Services and

Health Scrutiny Panel :

- it was planned to contribute to the Drugs – Our Community, Your Say consultation report having just received a very informative presentation from Anne Charlesworth of the PCT
- it was still planned to have a scrutiny review of Older People and how Rotherham should plan for the future with the expected rise in numbers. The Panel was awaiting the outcome of the judicial review of the NICE decision to restrict access to Alzheimer's drugs which could impact on the review
- thoughts had been fed into the initial suggested structure of the future Neighbourhoods and Adult Services Directorate and a report had been requested for November on how the budgets were going to be merged successfully
- on the 20th September, 2007, the Panel was to receive training in the PerformancePlus system and was hoping to put new questioning skills into action at the October meeting. There were plans for Member Development to roll the training out to other panels should it prove successful

(d) Councillor Akhtar reported that, with regard to the Regeneration Scrutiny Panel :

- the previous meeting had received a pessimistic report in respect of the grounds maintenance contract
- the review of the public use of school buildings was ongoing and visits had been arranged

(e) Cath Saltis welcomed the additional support for Scrutiny from within the Chief Executive's Directorate with the assignment of research officers to scrutiny reviews.

(f) Cath Saltis updated the meeting on the funding position with regard to the Christmas Illuminations.

65. CALL-IN ISSUES

There were no formal call-in request.