DEMOCRATIC RENEWAL SCRUTINY PANEL

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

Date: **Thursday, 16 July 2009**

Time: **3.30 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.

4. Declarations of Interest.

5. Questions from members of the public and the press.

For Decision:-

6. Work Programme 2009/10 (report herewith) (Pages 1 - 3)

7. Anti Social Behaviour Update (Presentation by Officers from Neighbourhoods and Adult Services)

8. LAA Serious Acquisitive Crime (report herewith) (Pages 4 - 10)

9. Scrutiny Review - Debt Recovery (Scrutiny Adviser to report)

For Monitoring:-

10. Presentation by Councillor Akhtar, Cabinet Member for Housing and Neighbourhoods.

11. Update Report to Area Assembly Scrutiny Review (herewith) (Pages 11 - 29)

Minutes - For Information:-

Date of Next Meeting:-
Thursday, 17 September 2009

Membership:-
Chairman – Councillor Austen
Vice-Chairman – Councillor J. Hamilton
Councillors:- Currie, Cutts, Dodson, Johnston, Littleboy, Mannion, Nightingale, Parker, Pickering, Sims and Tweed

Co-opted Members
Joanna Jones (GROW)
Taiba Yasseen (REMA)
Councillor A. Buckley (Parish Council Representative
Councillor E. Shaw (Parish Council Representative)

Agenda Item 6

1.	**Meeting:**	**DEMOCRATIC RENEWAL SCRUTINY PANEL**
2.	**Date:**	**16th July, 2009**
3.	**Title:**	**Work Programme 2009/10**
4.	**Directorates:**	**Chief Executive's**

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

5. Summary

This report sets out to the Panel of its new terms of reference and suggests an outline work programme for the 2009/10 municipal year that includes the key matters for scrutiny known to date and incorporates those areas identified by the Panel at previous meetings

6. Recommendations

That the Democratic Renewal Scrutiny Panel:

That:

a. The Democratic Renewal Scrutiny Panel's Terms of Reference be noted;
b. The Panel discusses the draft work programme and its priorities for the coming year;
c. The Panel identifies areas for review to be undertaken in the 2009-2010 municipal year.

7.   Proposals and Detail

7.1   The panels new terms of reference are detailed below

- The Safer Rotherham Partnership (as the responsible authority) in connection with their crime and disorder functions (under the powers outlined in the Police and Justice Act 2006).
- Anti-Social Behaviour Strategy and Community Safety;
- Strategic Partnerships linked to above agendas through SRP, LSP etc.
- Democratic and electoral issues;
- Community cohesion and social inclusion and the Council's specific initiatives to promote them;
- Equalities and diversity and the Council's specific initiatives to promote them;
- Responsibility for the Councillor Call for Action in relation to crime and disorder issues (under the powers outlined in the Police and Justice Act 2006).
- Community engagement, involvement and consultation

7.1.1   Each scrutiny panel must plan its forward work programme on an annual basis. A suggested list of items has been attached below and Member views are invited.

7.1.2   In addition to the issues raised by Members, quarterly monitoring meetings will be held to examine performance and budgetary issues relevant to the service areas. Issues emerging from inspections and monitoring of related themes in the Local Area Agreement will also be scheduled into the work programme.

7.1.3   Bearing in mind the panel's new terms of reference, the suggested list below is for **agenda** items:

- Community Leadership Fund- options paper to September meeting
- Neighbourhood Renewal Fund update
- Monitoring of the Parish Review
- Domestic violence. Examine the LAA target related to this. Scrutinise the new independent advocate scheme. This could involve joint work with children and young people's panel.
- Alcohol and substance misuse
- Effectiveness of anti-social behaviour orders
- Request the Safer Rotherham Partnerships strategy/policing plan
- Invite partners from the Safer Rotherham Partnership such as NHS Rotherham to present on how they contribute towards combating crime in Rotherham
- Hate crime
- Local neighbourhood policing
- Councillor call for action
- Community cohesion in schools

7.1.4   Members may also find it helpful to request a report in September from the Scrutiny Unit to outline the new crime and disorder powers in more detail.

7.1.5   In terms of **Scrutiny Reviews** the Chair has also suggested that the panel may wish to undertake a Scrutiny Review of devolved budgets after the summer recess. Members are invited to consider this option and suggest any further areas for review.

8.   Finance

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

9.   Risks and Uncertainties

The Panel needs to be realistic in terms of its capacity to properly examine issues that come before it. Issues may be referred to the Panel which are not known about at this stage and therefore, the work programme must be flexible enough to re-schedule items as required.

Contact: Angela Power angela.power@rotherham.gov.uk 01709 822790

Agenda Item 8

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:-	Democratic Renewal Scrutiny Panel
2.	Date:-	16 July, 2009
3.	Title:-	Local Area Agreement - National Indicator 16 - Serious Acquisitive Crime Update Report
4.	Directorate:-	Neighbourhoods & Adult Services

5.   Summary

National Indicator 16 (Serious Acquisitive Crime Rate) is one of the 11 national indicators within the Rotherham Local Area Agreement (LAA) managed under the SAFE theme. The indicator is one of the suite of indicators monitored within the Performance Management Framework of the Safer Rotherham Partnership (SRP) and, due to its LAA priority, is consequently reported on to the Rotherham Partnership's Safe Theme Board.

On 18 December 2008 a presentation in relation to performance against the indicator was made to the Sustainable Communities Scrutiny Panel, when it was agreed that regular performance updates would be received by the Panel.

The Crime & Disorder / Safer Rotherham Partnership portfolio now sits with the Democratic Renewal Scrutiny Panel and the purpose of this report is to provide an update on partnership performance in respect of serious acquisitive crime.

6.   Recommendations

It is recommended that the Democratic Renewal Scrutiny Panel notes partnership performance against the National Indicator and the positive steps being taken to reduce the impact of this crime in communities.

7.   Proposals and Details

7.1 **The Indicator**

National Indicator 16 – Serious Acquisitive Crime Rate is one of 11 national indicators in the Rotherham Local Area Agreement (LAA) that are managed under the SAFE Theme of the Rotherham Partnership. The indicator has been selected for monitoring by this scrutiny panel.

For performance monitoring purposes, serious acquisitive crime is assessed in terms of the number of recorded crimes per 1000 population across the following crime categories;

- Burglary of a dwelling
- Robbery of business property
- Robbery of personal property
- Theft from a motor vehicle
- Theft or unauthorised taking of a motor vehicle
- Aggravated vehicle taking

The performance target within the LAA is set against a 2007/08 baseline of 19.52 recorded crimes per 1000 population of Rotherham. This equates to 4943 crimes for that period. Over the period of the LAA the performance targets for making a significant reduction against this indicator are shown in the following table;

Serious Acquisitive Crime	2007/08 (Baseline)	2008/09	2009/10	2010/11
Crimes Per Thousand	19.52	18.9	18.2	17.5
Equivalent Offences	4943	4789	4612	4435
Actual	**4943**	**4181**		

To provide further detail against this serious acquisitive crime performance cluster the table below shows crime levels as at the 31st March 2009 against the individual offence categories that make up the indicator;

	2007/08	2008/09	Change	% Change
Burglary in a dwelling	1313	1184	-129	-9.8%
Robbery of business property	13	26	13	100.0%
Robbery of personal property	103	95	-8	-7.8%
Theft from a vehicle	2446	1971	-475	-19.4%
Theft or unauthorised taking of a motor vehicle	1002	838	-164	-16.4%
Vehicle taking – aggravated	66	67	1	1.5%
TOTAL	**4943**	**4181**	**-762**	**15.4%**

7.2 Current Performance

The significant downward trend in 2008/09, has been maintained into this business year with the first quarter of 2009/10 showing a further reduction of 4.3% on the same period in the previous year and this is within this year's profile designed to meet the end of year and overall LAA target.

Current performance against key offences within the category is:

- Burglary dwelling down by 5.9%
- Theft of motor vehicle down by 29.7%
- Personal robbery down by 21%
- Business robbery down by 20%

Offences of theft from a motor vehicle are, however, currently up by 10% (49 0ffences) on the previous year, but this is still an overall 22% decrease compared to the 2007/08 baseline.

7.3 Detected Serious Acquisitive Crime

The detection of Serious Acquisitive Crime has been increasing significantly year on year from 2006. The following summary table also provides the current performance levels for April to June this year – this performance is a below the detection rates achieved for the same period last year.

2006/07	2007/08	2008/09	2009/10 1st quarter
19.3%	25.0%	33.5%	26.6%

7.4 Comparisons

Crime Rate; The serious acquisitive crime rate for Rotherham is currently above average compared to the family of most similar Crime & Disorder Reduction Partnerships. Rotherham has the 6th highest rate out of 15 at the end of May 2009 (Appendix 1). The key indicators that affect this position are:

- Domestic burglary: Below average
- Robbery: Below average
- Theft from a motor vehicle: Above average
- Theft of a motor vehicle: Above average

Detections; The serious acquisitive detection rate for Rotherham is currently the highest compared to the family of most similar Crime & Disorder Reduction Partnerships (Appendix 2). Key indicators being:

- Domestic burglary: Highest in group
- Robbery: Second highest in group
- Vehicle crime: Highest in group

7.5 Processes and structures

Serious acquisitive Crime has a number of assessment, and tactical groups enabling a focus and direct action delivery. The groups reflect both individual partner activity and

the significant partnership directions provided under the SRP. A snap shot of these groups include;

7.5.1 Crime Tactical Tasking and Co-ordinating Group (CTT&C)

The CTT&C meets every four weeks to assess the overall picture of acquisitive crime in the borough based on an analysis of crime trends, series and emerging 'hotspots'. From this information, the group makes well informed resource allocation decisions by reviewing intelligence, prevention and enforcement plans and currently agreed operational activity.

These resource allocation decisions are monitored and reviewed on a daily basis through the daily tasking process, including the reviewing of offences committed in the previous 24 hours, crime intelligence received and prevention/enforcement activity carried out in the area.

7.5.2 Offender Management

The offender management process identifies and prioritises those offenders who cause the most harm within our communities. The offending patterns and intelligence would indicate that these offenders are committing disproportionate amounts of crime.

The process adopts a multi-agency approach to provide a wide range of interventions for offenders so that they are assisted with employment, education, training, housing and help to combat drug misuse.

7.5.3 Neighbourhood Action Groups (NAGs)/ Joint Action Group (JAG)

Rotherham crime analysts and the Community Information Unit have recently introduced neighbourhood profiles that are being rolled out to all NAG's. The profile focuses on all of the key SRP performance targets, including acquisitive crime, across the whole area as well as the usual focus on the NAG priorities.

This process ensures that the NAG's are aware of any long and short term hotspot areas for serious acquisitive crime and how their area is contributing to the overall performance target. This allows for appropriate and proportionate activity to be set to tackle key issues as they emerge.

7.6 Current Issues and Activity

Recently a series of acquisitive crimes in the borough which impact on the performance against the indicator have included a spate of thefts from motor vehicle offences in South/North Anston and Kiveton Park where vehicles have been targeted that have either been left insecure or the entry method is unknown as no damage was made to the vehicle. The series included 20 vehicles attacked in a 4 week period. There were also a number of burglary dwellings in the same area.

The response included;

- Regular patrols in the area at key times and locations identified by analysis.
- The area was also a key focus of activity for the drink drive campaign
- Neighbourhood Watch lines were used to increase awareness of the problem
- The Safer Neighbourhood Teams (SNT) engaged with the community to gather intelligence and raise awareness.
- The vulnerable vehicle scheme was also carried out in the area to identify vehicles at risk.

As a result two key offenders have been arrested in the area and were both charged. Each offender went on to admit in excess of 40 offences each in the area. Since these arrests no further TFMV have been reported in the area.

In addition vehicle crime in the Wentworth North area is a current on-going problem which is being tackled by a number of measures including regular directed patrols conducted and the targeting of key offenders. Assistance of South Yorkshire Police's Road Crime Unit has also been requested who are targeting the vehicles of key suspects.

8. Finance

Contained within the revenue budgets of the Council, South Yorkshire Police and other partners. In addition Safer Stronger Communities funding and Area Assembly Devolved project funding both have been made available to support programmes that support delivery of actions to achieve further reductions with respect to serious acquisitive crime.
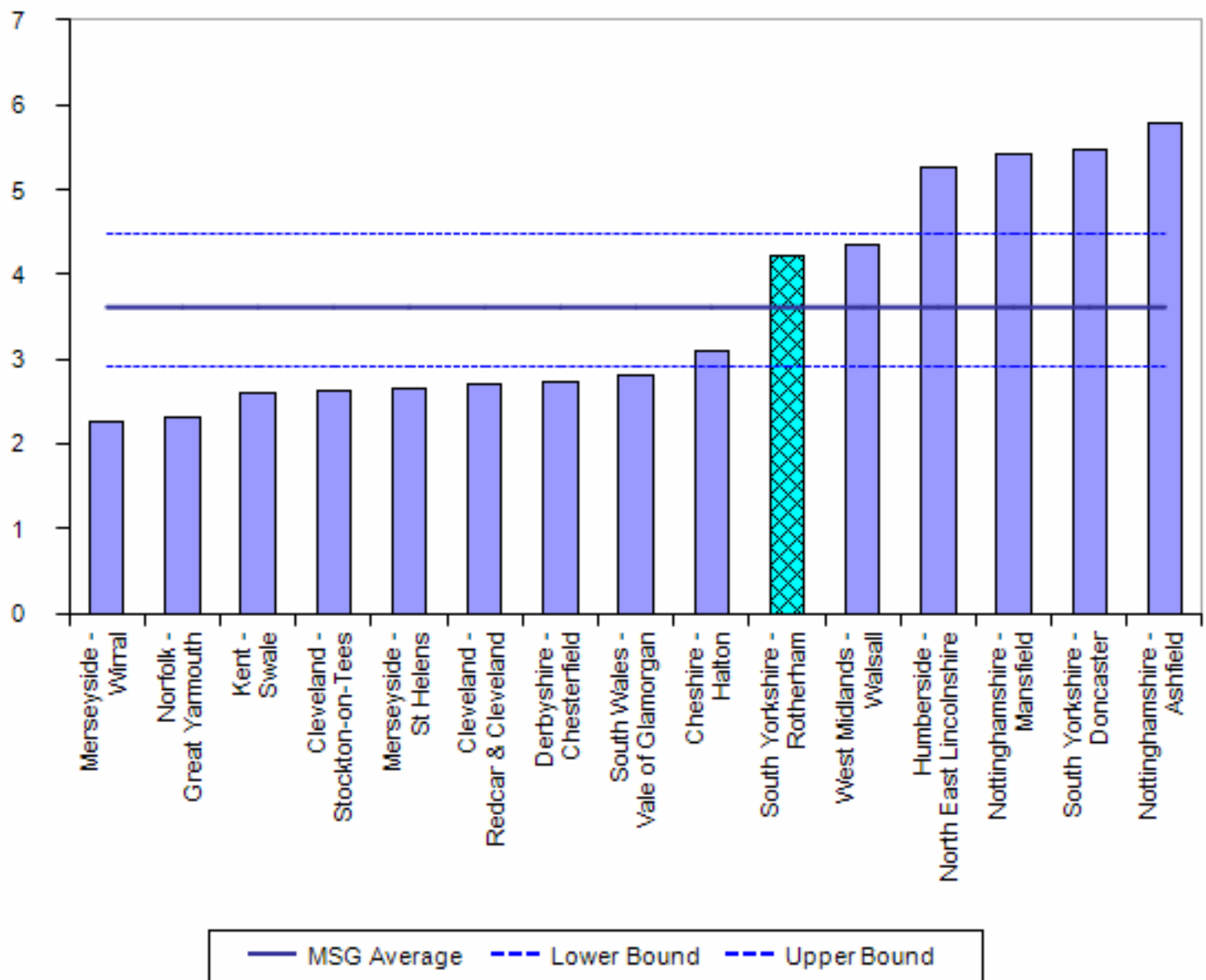
9. Risks and Uncertainties

Although Rotherham have achieved significant reductions in recorded acquisitive crime in recent years, those reductions need to continue for it to move into the top quartile of most similar CDRP's. Performance in respect of detecting crime is by some way the best of the most similar CDRP's.

Delivery against this indicator is essential to achieve the targets set within the Rotherham LAA.

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iQuanta Barchart MSG - Crimes per 1000 Residents
South Yorkshire - Rotherham CDRP
Serious Acquisitive Crime [SPI 5.2 / NI16]
01 Mar 2009 - 31 May 2009

Merseyside - Wirral
Norfolk - Great Yarmouth
Kent - Swale
Cleveland - Stockton-on-Tees
Merseyside - St Helens
Cleveland - Redcar & Cleveland
Derbyshire - Chesterfield
South Wales - Vale of Glamorgan
Cheshire - Halton
South Yorkshire - Rotherham
West Midlands - Walsall
Humberside - North East Lincolnshire
Nottinghamshire - Mansfield
South Yorkshire - Doncaster
Nottinghamshire - Ashfield

—— MSG Average   --- Lower Bound   --- Upper Bound

iQuanta Barchart MSG - Sanction Detections per Crime
South Yorkshire - Rotherham BCU
Serious Acquisitive Crime
01 Jun 2008 - 31 May 2009
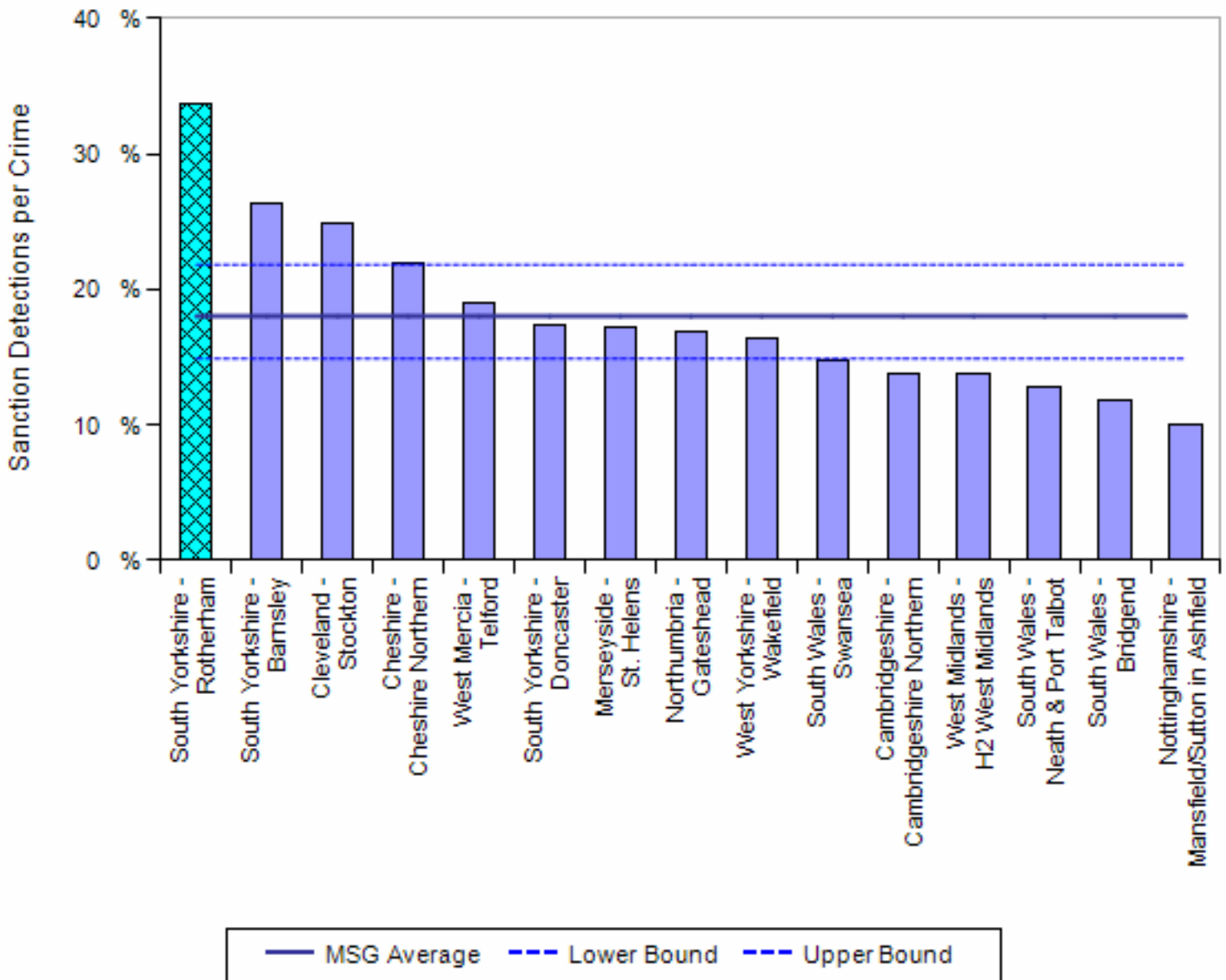
Legend: ── MSG Average ─ ─ ─ Lower Bound ─ ─ ─ Upper Bound

Agenda Item 11

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Democratic Renewal Scrutiny Panel
2.	Date:	16th July, 2009
3.	Title:	Update report to Area Assembly Scrutiny Review
4.	Programme Area:	Neighbourhoods and Adult Services

5. Summary

This report has been prepared to update the Democratic Renewal Scrutiny Panel following the recommendations detailed in the 2007 Scrutiny Review of Area Assemblies.

It updates the main recommendations as annotated in the report received at Cabinet 23rd January 2008 and the Corporate Management Team response of 17th March 2008.

The Cabinet report stated that an action plan would be submitted to Democratic Renewal Scrutiny Panel for monitoring on a regular basis. This will be submitted to the next Democratic Renewal Scrutiny Panel in September.

In the period between the Scrutiny Review of Area Assemblies and the request by Democratic Renewal Scrutiny Panel for an update the Neighbourhood Partnership Team has undergone a realignment of its services.

The seven Area Assemblies (managed by an Area Partnership Manager) are now brought together to form three Safer Neighbourhood Areas (SNAs), which are co-terminus with the geographical boundaries of Children and Young peoples Services, Adult Services, South Yorkshire Police and NHS Rotherham. Each SNA is led by a Neighbourhood Partnership Manager.

6. Recommendations

  i.   **Members receive the report**
  ii. **Members note the information contained and the progress made to date**

7. Proposals and Details

The 2007 Scrutiny Review of Area Assemblies was initiated in accordance with the recommendation of the "Member role in Area Assemblies" Scrutiny Review of April 2006 wherein it was agreed that Area Assemblies would be reviewed one year after the new way of working had come into practice. The Review Group undertook an intensive five week period of interviews and consultation from a wide range of organisations, Members, Partners and officers.

Scrutiny made a number of recommendations focusing on three main issues:

<u>Inclusion of the Area Assembly and its governance framework within the Council's constitution</u>

The main recommendation of the Scrutiny Review of Area Assemblies was that the terms of reference of the Area Assemblies, Co-ordinating Groups and Task and Finish Groups needed to be strengthened and included in the Council's Constitution to ensure Area Assemblies can deliver on their mandate of involving citizens and communities in local decision making about service provision.

A review of the terms of reference of Area Assemblies, Co-ordinating Groups and Task and Finish Groups (attached as Appendix 1,3 and 4)was undertaken in conjunction with Legal Services and considered such issues as:

- Purpose and function
- Role of the Chair
- Terms of office
- Decision making power
- Status of group – i.e. committee of the Council or Local Strategic Partnership
- Communication routes into Council and partners
- Exploring specific areas of responsibilities for members
- Strengthening the role of the Vice Chair
- Membership – both in terms of representation and selection

Recommendation 2. A review of the Co-ordinating group terms of reference should be undertaken in consultation with all key partners and Co-ordinating Groups to ensure that there is a shared and agreed understanding and ownership of the Co-ordinating Group's role, purpose and decision making powers. The terms of reference should be included in the Council's Constitution once agreed.

Update - Completed and was approved by Cabinet in November 2008

Recommendation 3. Cabinet should consider developing clear routes for referral of issues, concerns and pressures from the Co-ordinating Groups to the relevant Council body such as the Performance Scrutiny Overview Committee or Cabinet Member

Update -

Recommendation 4. All Members and partners in Co-ordinating Groups should be given clear opportunities to feed into agenda setting for the Co-ordinating Group meetings and the Area Assembly meetings.

Update - Relationships between Elected members and Partners on the Co-ordinating Groups are now established and all members of the group are able to and do put forward items for the agenda. Forward plans of proposed agenda items from partners and Elected Members are co-ordinated by the Area Assembly teams for inclusion on the Co-ordinating Group agenda. All Area Partnership managers have a chairs briefing meeting to go through the agenda prior to the meeting.

It was proposed that a 'governance framework' be formalised to provide greater clarity about how agenda items were sought but the current informal process appears to be working well.

Recommendation 5. - Community representatives should be elected in an open and transparent process, good practice of the Community Empowerment Network (CEN) electing representatives onto the Local Strategic Partnership theme boards could be considered. It would need to be clear that any member of the community could apply, not just those specifically from a voluntary or community sector organisation.

Update - This has been addressed within the review of the terms of reference and constitutional issues detailed as Appendix 1a and 3 of the Cabinet Report on Delegated Powers of Nov 2008.

Currently the new guidance says that 'The 3 community representatives will be appointed by the elected Members and the representatives of partner organisations following public advertisement within the area, for a term of four years'.

However there is no process at the moment for nominating and evaluating community representatives or for training and supporting them in their role. It is also thought that a term of four years is too long.

A workshop is proposed at the September Area Chairs meeting with elected members to agree a process for the election and ongoing support of Co-ordinating Group members.

Recommendation 6. Each Area Assembly should consult with the Parishes in their area about Parish representation on Co-ordinating Groups. This should link where appropriate to the Local Parish Network.

Update - Done through the Area Assembly informing local Parish Councils via the Local Parish Network that they are electing Community Representatives and asking for nominations which are then approved at the Area Assembly meeting.

Recommendation 7. Good practice should be shared in undertaking task and finish groups to ensure they are used consistently in all Area Assemblies.

New terms of reference for Area Assembly Task and Finish Groups has been developed and is attached as Appendix 4. in the November 2008 Cabinet Report.

Recommendation 8. In light of the concerns raised about Co-ordinating Group membership, Cabinet should revisit the options proposed in the first Scrutiny Review and consider whether the current level of Councillor representation on Co-ordinating Groups is still appropriate.

Currently the guidance states that membership of the Co-ordinating Group will be

- The nine elected Members for the electoral wards within the area
- Six representatives of partner organisations
- Three community representatives

The six representatives of partner organisations shall in all cases include a representative of South Yorkshire Police, 2010 Rotherham Limited, NHS Rotherham and where applicable a Parish Council representative to be chosen by the Parish Councils within the area.

Update - Currently Parish Councillors are only on Co-ordinating Groups if they are also an Elected Member.

There is no protocol/agreement around how many Parish Councillors could be represented at Co-ordinating Group. However the number of community representatives and partner organisations is defined in Appendix 3 of the November 2008 Cabinet Report. This would need amending to increase the number of Community representatives to include Parish Councillors.

Recommendation 9. A review of the Area Assemblies terms of reference should be undertaken in consultation with all key partners and Co-ordinating Groups to ensure that there is a shared and agreed understanding and ownership of the Area Assemblies role, purpose and decision making powers. The terms of reference should be included in the Council's Constitution once agreed.

Update - The Council has adopted the recommendations of the Cabinet concerning the revised terms of reference of Area Assemblies, Co-ordinating Groups and task and finish groups set up by the Co-ordinating Groups in relation to specific tasks. The revised terms of reference will be included in the Council's Constitution shortly; meanwhile Area Assemblies will operate on the basis of the revised terms.

Recommendation10. The agenda should be set by the Area Assembly Chair and Co-ordinating Group, supported by the Area Partnership Manager, with suggestions from the local community including partners. Where there are presentations they should be specifically shaped towards that local area and deemed relevant by the Co-ordinating Group and Area Assembly Chair.

Update - Currently the agenda for the Co-ordinating Group is developed by the Area Assembly Chair supported by the Area Partnership Managers. Some items are put forward by the Coordinating Group members including Parish Councils,

others by Partners. Forward plans of suggested agenda items are compiled by the Area Assemblies teams to ensure that meetings are properly planned and coordinated.

Devolved Budget

Recommendation 11. Area Assemblies should receive a devolved budget by May 2009 in line with the emphasis on devolved budget and locality working in the 2006 White Paper 'Strong and Prosperous' Communities.

Update - The Area Assembly Devolved Budget for the period 2008/2010 comprises;

Funding Stream	08/09	09/10	10/ll
LABGI - per AA	35k	65k	-
NAS General (now NAS Devolved) per AA	10k	10k	10k
HMR - per AA	25k	50k	50k
HIP - per AA	7k	5k	5k

The Area Assemblies devolved budget procedure referred to in the November 2008 Cabinet Report identified projects funded through Area Assemblies devolved budget, and a delivery criteria for the fair and transparent commissioning of projects, including who could submit applications. Projects have been delivered by RMBC, partners and organisations within the Voluntary and Community Sector.

The Area Assemblies Devolved Budget Process has

- Funded through partnership working and listening to communities 61 projects in 08/09 - 169 were submitted for approval 09/10.

Further details are contained in the progress report on the Area Assembly Devolved Budget which was submitted to Democratic Renewal Scrutiny Panel in June 2009.

An evaluation of the impact of the projects will be undertaken during Jan/March 2010.

Recommendation 12. Any budget given should be clearly aligned to the priorities in the Area Plans. There should be a one year notice of mandatory training, support and planning given to relevant Members, staff and partners.

Update - All projects funded and delivered are based on priorities identified by communities, partners and agencies and also contribute to corporate objectives detailed in the Community Strategy.

Timescales for the implementation of the Area Assemblies Devolved Budget did

not allow for any training to be undertaken, other than a workshop in January 2009. However, learning from the Area Assembly devolved budget process has been captured in the recent evaluation with recommendations reported to Democratic Renewal Scrutiny Panel in June 2009.

Recommendation 13. Local communities should be consulted on how devolved budget are spent

Update - During February to March 2009 the Area Assembly Co-ordinating Groups sought spending proposals from the local communities and partners which met the Area Assemblies Devolved Budget delivery criteria. These were then submitted to a public meeting of the Area Assembly during March 2009 to allow local people to decide on projects they wished to support.

Recommendation 14. Should there be a move to parish all the Borough through the Parish Boundary Review, the Council should review the role of Area Assemblies.

Update - The main aim of the current Parish Boundary Review does not address a move to parish all the borough, but to ensure that parish boundaries continue to reflect the identities and interests of the communities they serve, are meaningful, and facilitate the delivery of effective and convenient services.

Currently approximately fifty percent of the Borough is parished and during the work currently being undertaken to review the Parish boundaries, three areas have requested that they become Parish Councils; this would mean that more of the borough was parished but not all of it.

Recommendation 15. All partners in Co-ordinating Groups need to have <u>full</u> involvement and agreement in the production of a meaningful Area Plan. Where there are particular actions that relate to a Council or partner service appropriate officers need to be involved to assist the process.

Recommendation 19. Area Plan consultation currently taking place, and in the future, needs to involve all communities of interest including BME communities.

Update - All partners working in an area not just those on Co-ordinating Groups are involved in the development of the Area Plan. The plan is in two sections, an easy to read plan and a more detailed action plan, identifying lead agencies/officers and timescales for delivery. Monitoring of the Area Plan is undertaken by the Co-ordinating Group and a quarterly progress report on the action plan is updated and submitted by the Area Partnership Manager. The progress report is also reported quarterly to Area Chairs and Democratic Renewal Scrutiny Panel.

An Area Plan Consultation Strategy has been developed during 2008 which details consultation methods necessary to reduce the barriers to participation and

specific actions taken to ensure that hard to reach or under represented groups are included.

Recommendation 16. The current Community Strategy refresh should evidence that the local issues and actions identified in the Area Plans have been incorporated. The service planning process should reflect the priorities identified in the Area Plans.

Recommendation 17. Greater links should be made between the priorities in the Local Area Agreement and actions in the Area Plans.

Update - Following a meeting with Rotherham Council's Performance and Quality Unit it was agreed that the following would be included in Service Planning re: Neighbourhood Delivery through completion of the Service Plan checklist and guidance:

- What action is being taken at locality level; links to area plans and actions aimed at Narrowing the Gap against the neighbourhood renewal floor targets?

- How is area profile and demographic information being used?

However further work is required to ensure local priorities presented to Rotherham Partnership contribute to the Local Area Agreement.

The Area Assembly Team also links to the Local Strategic Partnership through representation on the Safe and Proud Boards.

Recommendation 18. The time allocated to the development of Area Plans should be reviewed with Members, partners and officers to ensure the timescales are realistic.

Update - It was agreed that due to the implementation of Devolved Budget this year that there would be no consultation on Area Plan priorities in 2009, but that the actions in the 09/10 Area plan (based on consultation during October to December 2008) would be allowed to run their course alongside the projects agreed through the Devolved Budget. An evaluation of the impact of the projects will be undertaken during Jan/March 2010.

Member Development

Recommendation 20. A development programme of training should be provided for Area Chairs, Vice Chairs and Co-ordinating Groups to address gaps in support in conjunction with the Member Development officer.

Update - Member Development sessions are being delivered on a variety of topics including Scheme of Delegation, Conduct of Business at Council Meetings

Councillor Call for Action and Call in. These are currently being addressed during joint training sessions with Elected Members Area Partnership and Neighbourhood Partnership managers and Partners.

Recommendation 21. Area Assemblies should consider giving specific areas of responsibility to Elected Members (see good practice at Tameside) with particular attention given to strengthening the role of the Vice Chair. Should this strengthening of the role of the Vice Chair take place there should be an appropriate review of Special Responsibility Allowances by the Independent Remuneration Panel.

Update -

Recommendation 22. Area Assembly Chairs should shape and control the agenda of the Area Assembly Chairs meeting, raising relevant issues and concerns that need to be addressed.

Update - The agenda for Area Chairs is agreed between the Director and the Cabinet Member for Housing and Neighbourhoods prior to the Area Assembly Chairs meeting.

Recommendation 23. PSOC should have a standing item on its agenda where Area Assembly Chairs and Area Assemblies can directly refer issues of importance for consideration. (However this recommendation will need to ensure it is in line with the protocols for the Councillor's Call for Action

Update - Any member can refer to PSOC, this will be better more formally through CCFA.

Recommendation 24. Area Assembly Chairs meeting should meet 6 times a year.

Agreed.

8. Finance

Implementing some of the recommendations of the Scrutiny review will only have marginal financial impact while others may have significant impact on finance and budget.

This has yet to be quantified.

9. Risks and Uncertainties

There is potential for the actions identified to be further reaching than the recommendations contained in the Scrutiny Review and therefore it may be time consuming and lengthy in completion.

The potential lack of ownership and commitment from all key delivery partners, their ability to provide performance information at a local level and the subsequent lack of faith by our residents in addressing their areas of local concern.

10. Policy and Performance Agenda Implications

The ongoing development of Area Assemblies and the capacity building of communities to become involved in decision making, thereby delivering a quality Neighbourhood Management service must address all the key elements of the Government's vision for sustainable communities, neighbourhood development and community engagement and include the Duty to Involve within the Local Government and Public Involvement in Health Act 2007.

This requires authorities, where they consider it appropriate, to inform, consult and involve "representatives of local persons", as appropriate, in the exercise of authority functions. It is for authorities themselves to determine when and how representatives of local persons should be involved.

The Area Plans and Area Assemblies reflect a key part of the local response to the government's challenge to engage communities in service delivery and with partners to provide a more joined up and sustainable approach.

These are linked to the Local Government Act 2000; Strong and Prosperous Communities – Local Government White Paper; An Action Plan for Community Empowerment: Building on Success; Community Strategy and the Local Area Agreement; Corporate Plan; the Flanagan and Casey Reviews; White Paper 'Our Health, Our Care, Our Say'.

11.   Background Papers and Consultation

- Government White Paper 'Strong and Prosperous Communities' 2006
- Local Government and Public Involvement in Health Act 2007
- Government White Paper 'Our Health, Our Care, Our Say' 2007
- Engaging Communities in Fighting Crime - A review by Louise Casey 2008
- Independent Review of Policing by Sir Ronnie Flanagan 2008
- Rotherham Partnership Community Engagement Framework 2009
- Rotherham Council Corporate Plan 2005 - 2011
- Rotherham Community Strategy 2005 - 2010

Contact Name: Jan Leyland, Neighbourhood Partnership Team Manager

Ext 3103

3   RECOMMENDATIONS

1) If accepted all recommendations made by this Review Group should be in progress by May 2008 and an Action Plan brought to the Democratic Renewal Scrutiny Panel for monitoring on a regular basis.

   Coordinating Groups

2) A review of the coordinating group terms of reference should be undertaken in consultation with all key partners and coordinating groups to ensure that there is a shared and agreed understanding and ownership of the coordinating groups role, purpose and decision making powers. The terms of reference should be included in the Council's Constitution once agreed.

3) Cabinet should consider developing clear routes for referral of issues, concerns and pressures from the coordinating groups to the relevant Council body such as the Performance Scrutiny Overview Committee or Cabinet Member.

4) All Members and partners in coordinating groups should be given clear opportunities to feed into agenda setting for the coordinating group meetings and the Area Assembly meetings.

5) Community representatives should be elected in an open and transparent process, good practice of the Community Empowerment Network (CEN) electing representatives onto the Local Strategic Partnership theme boards could be considered. It would need to be clear that any member of the community could apply, not just those specifically from a voluntary or community sector organisation.

6) Each Area Assembly should consult with the Parishes in their area about Parish representation on coordinating groups. This should link where appropriate to the Local Parish Network.

7) Good practice should be shared in undertaking task and finish groups to ensure they are used consistently in all Area Assemblies.

8) In light of the concerns raised about coordinating group membership, Cabinet should revisit the options proposed in the first Scrutiny Review and consider whether the current level of Councillor representation on coordinating groups is still appropriate.

Area Assemblies

9) A review of the Area Assemblies terms of reference should be undertaken in consultation with all key partners and coordinating groups to ensure that there is a shared and agreed understanding and ownership of the Area Assemblies role, purpose and decision making powers. The terms of reference should be included in the Council's Constitution once agreed.

10) The agenda should be set by the Area Assembly Chair and coordinating group, supported by the Area Partnership Managers, with suggestions from the local community. Where there are presentations they should be specifically shaped towards that local area and deemed relevant by the Coordinating Group and Area Assembly Chair.

11) Area Assemblies should receive increased and wider devolved budgets by May 2009 in line with the emphasis on devolved budgets and locality working in the 2006 White Paper 'Strong and Prosperous' Communities. Any budgets given should be clearly aligned to the priorities in the Area Plans. There

   should be a one year notice of mandatory training, support and planning given to relevant Members, staff and partners. If Cabinet support this concept there is a need for further work by the Council in terms of identifying the structures, accountability and decision making routes for how this could be done.

12) Local communities should be consulted on how devolved budgets are spent.

13) Should there be a move to parish all the Borough through the Parish Boundary Review, the Council should review the role of Area Assemblies.

Area Plans

14) All partners in coordinating groups need to have full involvement and agreement in the production of a meaningful Area Plan. Where there are particular actions that relate to a Council or partner service appropriate officers need to be involved to assist the process.

15) The current Community Strategy refresh should evidence that the local issues and actions identified in the Area Plans have been incorporated. The service planning process should reflect the priorities identified in the Area Plans.

16) Greater links should be made between the priorities in the Local Area Agreement and actions in the Area Plans.

17) The time allocated to the development of Area Plans should be reviewed with Members, partners and officers to ensure the timescales are realistic.

18) Area Plan consultation currently taking place, and in the future, needs to involve all communities of interest including BME communities.

Area Assembly Chairs

19) A development programme of training should be provided for Area Chairs, Vice Chairs and coordinating groups to address gaps in support in conjunction with the Member Development officer.

20) Area Assemblies should consider giving specific areas of responsibility to Elected Members (see good practice at Tameside) with particular attention given to strengthening the role of the Vice Chair. Should this strengthening of the role of the Vice Chair take place there should be an appropriate review of Special Responsibility Allowances by the Independent Renumeration Panel

21) Area Assembly Chairs should shape and control the agenda of the Area Assembly Chairs meeting, raising relevant issues and concerns that need to be addressed.

22) PSOC should have a standing item on its agenda where Area Assembly Chairs and Area Assemblies can directly refer issues of importance for consideration. (However this recommendation will need to ensure it is in line with the protocols for the Councillor's Call for Action that are currently being developed.)

23) Area Assembly Chairs meeting should meet 6 times a year.

AREA ASSEMBLIES

Area Assemblies and Area Assembly Co-ordinating Groups

Area Assemblies

(1)   The Council has approved seven Area Assemblies which between them cover the whole Borough.   The area covered by each Assembly comprises three electoral wards of the Borough.

(2)   The Chairman and Vice-Chairman of the Area Assemblies shall be appointed by the Council at its annual meeting from among the elected Members for the electoral wards within the area.

(3)   The role of the Area Assemblies shall be to:-

- Encourage access and participation from local residents in the democratic process;
- Develop a single Area Plan for the Area Assembly that is recognized by all agencies operating within the area;
- Set local delivery targets and monitor progress towards these targets;
- Review the impact and co-ordination of Council policies and services and those of other organisations who deliver services in the areas which the Assembly covers;
- Consider issues of local concern and to submit reports to the relevant Cabinet Member, Cabinet, Scrutiny and Rotherham Partnership on these;
- Comment on issues referred by Cabinet, the relevant Cabinet Member, Scrutiny and Rotherham Partnership;
- Indicate views on a range of issues which require local consultation;
- Receive and consider the report of any Task and Finish Group set up by the Co-ordinating Group and determine any appropriate action.
- Consider funding proposals for the expenditure of devolved budgets submitted to the Area Assembly by the Co-ordinating Group.

(4)   Area Assemblies shall hold public meetings at least six times a year at publicised locations within the areas they cover.   Such meetings shall be attended by the elected Members, representatives of other public bodies, voluntary and commercial organisations operating within the area (whether or not represented on the Area Assembly Co-ordinating Group) and members of the public.

Co-ordinating Groups

(5)   Each Area Assembly shall have a Co-ordinating Group which shall be a Committee of the Council.

(6)   The Co-ordinating Group shall comprise:-

- The nine elected Members for the electoral wards within the area.
- Six representatives of partner organisations.
- Three community representatives.

(7)   The Chair and Vice-Chair of the Area Assembly appointed by the Council shall also be the Chair and Vice-Chair of the Co-ordinating Group.

(8)   The six representatives of partner organisations shall in all cases include a representative of South Yorkshire Police, 2010 Rotherham Limited, NHS Rotherham and where applicable a Parish Council representative to be chosen by the Parish Councils within the area. These representatives and the elected Members shall jointly appoint the remaining representatives of partner organisations.

(9)   The three community representatives will be appointed by the elected Members and the representatives of partner organisations following public advertisement within the area, for a term of four years.

(10) The Co-ordinating Group may co-opt representatives of other partner organisations or community representatives for such particular projects or periods of time as the Co-ordinating Group shall determine.

(11) Meetings of the Co-ordinating Group shall be held at least six times a year. A quorum must include at least three of the elected Members of the Co-ordinating Group and at least three other members of the Group.

(12) Substitute Members are not permitted at meetings of the Co-ordinating Group. If a partner representative or community representative fails to attend the Co-ordinating Group for three consecutive meetings, then the Co-ordinating Group shall consider the reasons for non-attendance and may appoint a replacement partner or community representative as the case may be.

(13) The key roles of the Co-ordinating Group shall be as follows:-

- To report on a regular basis to the public meeting of the Area Assembly on all matters relevant to its Terms of Reference.
- To meet on a regular basis prior to each of the public meetings of the Area Assembly and to determine and co-ordinate the agendas for those meetings.
- To set up and co-ordinate "Task and Finish" groups (time limited) based on the priority themes to propose solutions to specific local issues which are not being dealt with elsewhere within the Council or by partner organisations.
- To receive an annual report with updated area profiles and consider the implications for service planning and delivery.

- To agree a consultation plan for the area and ensure that information received from this consultation is made available to partner agencies to inform higher level borough wide planning.
- Agree an Area Plan for the area that is consistent with the community strategy.
- To monitor the effectiveness of collaborative working arrangements of the partners to the Area Assembly through twice-yearly performance and service reports.
- To direct any policy issues arising out of operational experience within the Council or the Rotherham Partnership.
- To consider and report to public meetings of the Area Assembly upon the effects of any policy changes affecting services being delivered in the area.
- To consider requests and deal with any issues arising from public meetings of the Area Assembly or from individual members of the public.
- To consider requests for action under the Council's "Councillor Call For Action" procedure.
- To ensure that proposals for the expenditure of any budget allocated to the Area Assembly meet the eligibility criteria.
- To submit such proposals for consideration by the Area Assembly and then make recommendations on the proposals to the Cabinet Member for Neighbourhoods who will arrange for the recommendations to be submitted to Cabinet for ratification.
- To make quarterly reports to Scrutiny on the progress of projects approved for the expenditure of its budget allocation and the outcomes achieved.

Devolved Budgets and Delegated Powers

(14) Either the Council or any partner may devolve budgets to the Area Assembly. However these budgets will remain the respective responsibility of the Council or the individual partners as regards their own statutory responsibility.

(15) The Co-ordinating Group shall receive and may themselves make proposals for expending the budget which are consistent with the Area Plan for the Area Assembly.

(16) Where the proposal relates to a function which is the statutory responsibility of the Council, the Co-ordinating Group shall ensure that it is in accordance with criteria agreed by the Council and that any other procedures required by the Council, such as consultation with relevant Directorates, are complied with.

(17) Having satisfied themselves that a proposal complies with all relevant criteria and procedures, the Co-ordinating Group shall submit it to the Area Assembly for consideration.

(18) The Co-ordinating Group shall then reconsider all the proposals in the light of the views of the Area Assembly and shall submit to the Cabinet Member for Neighbourhoods those proposals which they are recommending for approval by Cabinet.

(19) Where the proposal relates to a matter which is the statutory responsibility of a partner organisation, following its consideration by the Area Assembly and recommendation by the Co-ordinating Group, the Co-ordinating Group shall submit the proposal to that organisation for approval, unless there is a representative of that organisation on the Co-ordinating Group who has the authority to approve the proposal.

(20) Where a proposal relates to pooled budgeting which has been made available by the Council and one or more partner organisations, then the procedures set out at (16) to (19) above shall apply in order to obtain the approvals respectively of the elected Members and the relevant partner or partners.

(21) Should Cabinet or any partner organisation decide not to approve any spending proposal referred to it following approval at an Area Assembly meeting, then the reasons for the decision shall be reported to the Co-ordinating Group who in turn shall report these to the Area Assembly.

(22) Decisions at meetings of the Co-ordinating Group shall wherever possible be by consensus. Should any powers be formally delegated to the Co-ordinating Group by Cabinet or by Council, then the decision shall be by a majority of those elected Members present and voting, with the Chairman having a casting vote in accordance with the Council's procedures.

Area Chairs Meeting

(23) The Area Chairs shall meet at least six times a year together with the Cabinet Member for Neighbourhoods who shall chair each meeting.

(24) The key roles of the meeting shall be as follows:-

- To consider and advise the Council and Cabinet on the arrangements for involvement and consultation of local communities through Area Assemblies.
- To consider issues which are common to all of the Area Assemblies and agree a preferred approach.
- To share best practice.
- To discuss the progress being made by Area Assemblies on the implementation of Area Plans.
- To monitor the expenditure of devolved budgets and the outcomes achieved.
- To discuss issues referred to the meeting by individual Area Assemblies.

- To discuss issues referred to the meeting by Cabinet, individual Cabinet Members or Scrutiny.

(25) The meeting may submit reports and recommendations to public meetings of Area Assemblies, Cabinet, individual Cabinet Members and Scrutiny.

Terms of Reference – Task and Finish Groups

Governance

1.	The Co-ordinating group of the Area Assembly will set up a Task and Finish group in response to a "trigger" event which has been identified by either them or through the community process in order to resolve an issue at a local level. It may also be used as a tool for making progress on issues within the area plan.

2.	The Co-ordinating group will determine the size of the Task and Finish group. Members of the Task and Finish group shall be drawn from the membership of the Co-ordinating group and the Chair of the Co-ordinating group will ask for volunteers.

3.	The Chair of the Co-ordinating group will nominate a Councillor from the Co-ordinating group to Chair the Task and Finish group.

4.	The Chair of the Co-ordinating group will agree with the Chair of the Task and Finish group at the outset an appropriate timescale for the completion of the task, but no longer than 6 months.

5.	The Task and Finish group will plan their work and meet as and when necessary to finish the task. They may request support from officers and such requests shall in all cases be made to the relevant Service Director or partner agencies. The amount of support to be provided shall be determined by the Service Director in consultation with the Chair of the Task and Finish group having regard to the resources available and other work commitments.

6.	In establishing a Task and Finish group, regard will be given to the number of groups already in existence and therefore the availability of appropriate support.

7.	A Task and Finish group shall not be established to examine an issue which is already being dealt with by other means through the Council's procedures.

8.	Borough wide Task and Finish groups should be established to look at Borough wide issues only as appropriate after discussion with Scrutiny and the Area Chairs.

9.	The Task and Finish Group meetings will be serviced by the Area Assembly team or other partners as appropriate.

Operational

The Task and Finish group may

1. Ensure delivery of the area plans issues as identified within each theme.

2. Undertake monthly reviews and provide regular updates to both the Co-ordinating group and Area Assembly on progress.

3. Gather information from a number of sources to enable them to address the "trigger" issue by

    a. Holding public meetings to seek views on an issue. The Chair of the Area Assembly must be informed and invited to attend;

    b. Visiting other organisations - partners, user groups, other councils; and

    c. Talking to people who are affected by the issue.

Reporting Mechanisms

1. The Task and Finish group is responsible to the Co-ordinating group. They must report their findings to the Co-ordinating group for approval before any reports are sent to the Area Assembly meeting.

2. Following approval of the report by the Co-ordinating Group, the Area Assembly shall consider the report and may take action in accordance with its delegated powers or refer the matter to the Cabinet, appropriate Cabinet Member or Scrutiny.

DEMOCRATIC RENEWAL SCRUTINY PANEL
11th June, 2009

Present:- Councillor Austen (in the Chair); Councillors Currie, Cutts, Dodson, J. Hamilton, Johnston, Littleboy, Mannion, Nightingale, Parker, Pickering, Sims and Tweed.

Apologies for absence were received from Parish Councillor Alan Buckley and Taiba Yasseen.

Also in attendance:-   Joanna Jones (Community Representative) and Parish Councillor Eric Shaw.

1.   COMMUNICATIONS

The Chairman reported that the Terms of Reference for this Scrutiny Panel were to be considered by the Performance and Scrutiny Overview Committee on the 12th June, 2009. Once the Terms of Reference had been agreed the Work Programme would be submitted to the meeting in July, 2009.

2.   DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

3.   QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

4.   REPRESENTATIVES ON WORKING GROUPS AND PANELS

Consideration was given to the memberships of the various Council sub-groups for the Municipal Year 2009/10.

Resolved:- That the following memberships be confirmed:-

Health, Welfare and Safety Panel:- Councillor Dodson and Councillor Sims as substitute.

Members' Sustainable Development Group:- Councillor Austen.

Members' Training and Development Panel:- Councillor Austen

Looked After Children Sub-Group:- Councillors Austen and J. Hamilton.

5.   THE SAFER ROTHERHAM PARTNERSHIP

Consideration was given to a report and presentation by Steve Parry, Neighbourhood Crime and Justice Manager, which provided details on how the Police and Justice Act, 2006 brought in a specific responsibility

for Local Authorities to introduce a crime and disorder committee. It was agreed by Cabinet on the 29th April, 2009 that this committee would be the Democratic Renewal Scrutiny Panel.

This would include scrutiny of community safety, anti-social behaviour and to particularly scrutinise the work of the Safer Rotherham Partnership, with specific responsibilities for Councillor Call for Action.

The report provided members of the Democratic Renewal Scrutiny Panel with an insight and overview of the Safer Rotherham Partnership, which was the Crime and Disorder Reduction Partnership for Rotherham.

The presentation drew specific attention to:-

- What the Safer Rotherham Partnership was.
- Governance and Structure.
- Priority Setting.
- Key Successes for 2008/09.
- Challenges.
- Priorities for 2009/10.
- Performance.

A discussion and a question and answer session ensued with the following issues being raised and subsequently clarified:-

- Performance monitoring of the Safer Rotherham Partnership.
- Role, function and funding allocation of the Commissioning and Funding Group.
- Allocation, contributions and requests for funding and how these were prioritised.
- Funding of the Crime and Disorder Reduction Partnership by statutory bodies.
- Interventions to reduce the fear of crime, especially amongst BME women.
- Increase in public confidence.
- Raising public profile and increasing confidence and the impact on crime reporting figures.
- Sharing information through Area Assemblies.
- Reporting of statistical information and the need to keep this in a simple format.

Resolved:- (1) That Steve Parry be thanked for his very informative presentation.

(2) That the contents of the report be noted.

(3) That a further report be submitted to this Scrutiny Panel on the performance monitoring of the Safer Rotherham Partnership.

6.   **DEVOLVED BUDGETS FOR AREA ASSEMBLIES – PROGRESS REPORT**

Consideration was given to a report presented by Vanessa Bryan, Neighbourhood Partnership Manager, which detailed how Area Assemblies were responsible for delivering the Government's challenge to empower communities in service delivery and planning and to 'encourage access and participation from local residents in the democratic process'.

Rotherham was already ahead of the game in many aspects, the Government vision was of local authorities working with partners particularly those from Parish Councils and the statutory and voluntary and community sector, to reshape public services around the citizens and communities that use them.

The report and presentation provided a progress report to this Scrutiny Panel on the implementation of the Area Assemblies Devolved Budget process for 2008/09 and 2009/10.

The Area Assemblies Devolved Budget Process had:-

- Strengthened the Community Leadership role of Elected Members by providing opportunities to work with partners and the community in a very practical way, encouraging groups to apply, supporting them in the process and working with the community to get their views on projects.

- Funded through partnership working and listening to communities 61 projects in 2008/09 - 169 were submitted for approval 2009/10 .

The presentation drew attention to:-

- Progress Report on Devolved Budgets.
- Devolved Budget Timeline.
- What had been achieved.
- What had been learnt.
- Next Steps.

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

- Involvement of Elected Members in the Devolved Budget Steering Group.
- Strengthening of the participatory budgeting process through the Council and for this Scrutiny Panel to take work forward as part of its Work Programme.
- Governance of the process and exit strategies of those who received funding.
- Funding allocations and the assignment of Housing Market Renewal Pathfinder monies to specific areas.

- Involvement of the Cabinet Members in this process and how it could be taken forward.
- Learning curves for all Area Assemblies.
- Publicity around devolved budgeting.
- Stringent controls on funding allocations, particularly to larger organisations.
- Success of the participatory budgeting process and the need for this to be sustained when LAGBI and HMR funding ceased in 2010 and 2011 respectively.

Resolved:- (1) That Vanessa Bryan be thanked for her very informative presentation.

(2) That the information contained and the progress made to date be noted.

(3) That this Scrutiny Panel urge the Council to expedite the participatory budgeting process so that it was in place for 2012 and that this Scrutiny Panel take forward as part of its Work Programme a review of the development of devolved budgeting. Relevant proposals would be presented to the next meeting.

7.   **COMMUNITY DEVELOPMENT AND ENGAGEMENT**

Councillor Hussain MBE, Cabinet Member for Community Development and Engagement, gave a presentation on his portfolio and his area of work.

The presentation drew specific attention to:-

- Portfolio and Key Work Streams.
- Key Achievements for 2008/09.
- Local Democracy Week – 13th to 17th October, 2008.
- Local Involvement Networks (LINK) for Rotherham.
- Parish Network.
- Managing EU Migration.
- Voluntary and Community Sector.
- Community Cohesion.
- Equalities and Diversity.
- Community Engagement.

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

- EU migration and why Rotherham was so popular.
- Levels of advice to members of the public across Rotherham and results of the Advice Review.
- Promotion of the work undertaken by the voluntary and community sector.

- Increasing the numbers of Parish Councils achieving Quality Parish Council status.

Resolved:- (1) That Councillor Hussain be thanked for his very informative presentation.

(2) That a report be submitted to this Scrutiny Panel on the outcomes of the Advice Review in due course.

8. **COMMUNITY LEADERSHIP FUND 2008-2009**

Consideration was given to a report presented by Paul Griffiths, Community Liaison Officer, which provided a summary of spending activity around the Elected Members' Community Leadership Fund for the financial year 2008-09.

The report also focused on the outcome of a Members' Seminar on the Community Leadership Fund held during September, 2008.

The Scrutiny Panel noted that there were many examples of the Community Leadership Fund having a hugely positive effect on both groups and individuals within Rotherham's neighbourhoods.

It was noted that £20,697.77 was carried over from the financial year 2007/08, with the budget for the financial year 2008/09 being £63,000 plus the carry over above totalling £83,697.77.

During the financial year 2008-09 Members committed £53,174.62 representing 64% of the of the total budget allocation with Members choosing to carry forward £30523.15 to the financial year 2009/10 resulting in a current budget of £93,523.15

The increased allocation of £63,000 per annum for the Community Leadership Fund has been secured until the end of the financial year 2009/10.

Members would need to give consideration to the future of the fund, its place in supporting the leadership role of Elected Members and the impact it had on local community activity. It was, therefore, suggested that an options paper be presented to Members in the next three months to establish the future direction of the Fund.

Discussion ensued on the publicity of the fund and whether the use of the larger cheque for photographic promotion was positive or negative and whether some of the unspent allocations could be moved into a general fund and shared out amongst other Councillors to allocate in their areas.

This Scrutiny Panel were very supportive of the Community Leadership Fund and wished for it to continue and welcomed any flexibilities in its

management to put all the £63,000 allocations to good use.

Resolved:- (1) That the performance against the Community Leadership Fund for 2008-09 be noted.

(2) That an Options Paper be submitted to this Scrutiny Panel in three months time regarding the future of the Fund with the current level of funding due to end in March, 2010.

9. **MINUTES OF THE MEETING OF THE DEMOCRATIC RENEWAL SCRUTINY PANEL HELD ON 9TH APRIL, 2009**

Resolved:- That the minutes of the meeting of the Democratic Renewal Scrutiny Panel held on 9th April, 2009 be approved as a correct record for signature by the Chairman.

10. **MINUTES OF A MEETING OF THE CABINET MEMBER FOR COMMUNITIES AND INVOLVEMENT HELD ON 6TH APRIL, 2009**

Consideration was given to the minutes of the meeting of the Cabinet Member for Communities and Involvement held on 6th April, 2009.

Resolved:- That the contents of the minutes be noted.

11. **MINUTES OF THE MEETING OF THE PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE HELD ON 11TH AND 25TH APRIL, 2009**

Consideration as given to the minutes of the meetings of the Performance and Scrutiny Overview Committee held on 11th and 25th April, 2009.

Resolved:- That the contents of the minutes be noted.

12. **MINUTES OF A MEETING OF THE MEMBERS' TRAINING AND DEVELOPMENT PANEL HELD ON 16TH APRIL, 2009**

Consideration as given to the minutes of the meetings of the Members' Training and Development Panel held on 16th April, 2009.

Resolved:- That the contents of the minutes be noted.

1ECABINET MEMBER FOR COMMUNITY DEVELOPMENT AND ENGAGEMENT - 06/07/09

CABINET MEMBER FOR COMMUNITY DEVELOPMENT AND ENGAGEMENT
6th July, 2009

Present:- Councillor Hussain (in the Chair) and Councillor Burton.

3.   DECLARATIONS OF INTEREST

There were no Declarations of Interest to report.

4.   MINUTES OF THE PREVIOUS MEETINGS HELD ON 6TH APRIL AND 3RD JUNE, 2009

Resolved:- That the minutes of previous meetings held on 6th April and 3rd June, 2009 be approved as a correct record for signature by the Chairman.

5.   MATTERS ARISING

(a)   Rotherham Local Involvement Network (LINK) Update

A discussion took place on the issue of Sheffield City Council becoming a City of Sanctuary and a question was raised regarding the process for selection, and whether Rotherham MBC could gain this status.

Resolved:- That the Community Engagement Cohesion Manager look into this matter and report back to a future meeting, as discussed,

(b)   Area Plans Priorities 2009/10

A discussion took place on a suggestion that a strategic meeting be convened to consider the Area Assembly involvement in the One Town, One Community Initiative.

Resolved:- That the Community Engagement Cohesion Manager arrange a meeting on this matter, as discussed.

(c)   Delib Database of Community Involvement

The Community Engagement Cohesion Manager reported that it is hoped that the formal Contract would be signed off shortly, to facilitate the Contract being entered into.

Resolved:- That progress on this matter be reported to the next meeting.

6.   MINUTES OF A MEETING OF THE NEW ARRIVALS WORKING PARTY HELD ON 4TH MARCH, 2009

Resolved:- That the minutes of a meeting of the New Arrivals Working Party held on 4th March, 2009 be received.

7.   SUPPORTED VOLUNTEERING

Julie Slatter, Head of Policy and Performance, presented the submitted report on proposals for providing funding to enable the continuation of the Step up 2 supported volunteering project delivered by Voluntary Action Rotherham (VAR).

VAR has a programme of work for Supported Volunteering, which is in 2 parts. One part (The Step UP Programme) has been commissioned and funded by Transitional NRF until March 2010 and is an extension of SYIP work which helps people who are out of work to use volunteering as a means into employment and training.

It is being particularly well used at the moment and VAR are up to capacity with people wanting help and support.

In addition to this, VAR also ran an additional programme – the Step Up 2 project. This was funded initially by NHS Rotherham, as part of some section 28a transfer funding allocated at the end of 2008 and some SYIP monies. This part of the programme supports primarily disabled unemployed individuals through volunteering and from that they gain the confidence, skills and experience to take up employment and further learning opportunities.

Step up 2 offers intensive 12 week support to clients who are 18+ and in receipt of Incapacity Benefit or Disability Living Allowance. Of the people they have supported this year, half have gone on to volunteering placements, some have gone on to further training or been referred to Condition Management or other forms of support, and a few have got jobs, an extremely positive outcome when before this they had been on incapacity benefit for a number of years. The disabilities ranged from Visually Impaired, Learning Difficulties, Mental Health Issues and Physical Disabilities. Due to the complexity and variety of the disabilities of people dealt with, and the length of time they have been out of work, – this is a very intensive process, particularly at the start as the volunteer needs to build up a great deal of trust with the worker. The project ties in with the Access for All scheme.

Specific achievements include:

- 33 people have been supported in the 9 months the project has run
- All had a personal development plan
- 14 people have gone on to access additional services, for example Condition Management programme and
- 13 people have accessed training or personal development opportunities

The Step Up2 project delivers an outcome based service, for example it:
- Increases confidence and self esteem of participants

- Updates CV's and references
- Offers a more focused approach to becoming involved in volunteering
- Develops awareness within the communities and organisations that work with these volunteers as to some of the complex barriers they face in getting back into employment activity
- Helps individuals to start to move into a work ethos without the pressure of paid employment
- Supports up to 20 voluntary and community organisations who take volunteers with additional support needs

As the funding from the PCT ends in June and no replacement funding has been identified to date, VAR has asked if the Council would support the continuation of the project through funding of £25,000 which would secure the project until March 2010. This would be a minimum level of funding and would provide for employing someone for 17.5 hours per week. Further funding is also being sought from NHS Rotherham with a view to extending this to a full time project given the current waiting list.

Resolved:- (1) That the proposal to provide continuation funding (for one year) of £25,000 for the supported volunteering project to be delivered by VAR, be approved.

(2) That Performance measures be developed and referred for approval by the Cabinet Member at a future meeting.

(3) That performance be monitored through the existing SLA monitoring arrangements and reported to the Cabinet Member on a quarterly basis.

(4) That it be noted that £12.5k of the funding is to be sourced from the Credit Crunch Contingency Fund and that a further £12.5k is to be sourced from the LABGI funding for Innovation for the one year funding.

8. **ROTHERHAM WOMEN'S STRATEGY PROGRESS**

Consideration was given to a report presented by Zafar Saleem, Community Engagement, which outlined the progress made in implementing actions within Rotherham Women's Strategy for the year ending March 2009.

Good progress had been made overall in implementing the action plan, including progress also being made on some of the longer term actions.

Progress against the 48 objectives across all themes is summarised as:

Green – good progress/on target	33	
Amber – fair progress/keeping a watching brief	12	
Red – some concern		3

From the actions from year two, the report highlighted some of the positive achievements from each theme.

However, three objectives are shown as having a red rating, due to original timescales having passed and/or having to develop a revised approach in order to make progress. These are:

- Achieving 7 – Action to develop a project proposal to work with businesses on the implementation of flexible working

  Flexible working was not commissioned by the Learning and Skills Council/Dept. of Work and Pensions for ESF therefore alternative approaches were explored. The Junction project will be supporting employers to put flexible working in place and is currently going through formal appraisal, with delivery due to commence from July 2009.

- Learning 3 – Action to build self esteem and confidence building into learning opportunities.

  Funding is the key factor for the viability of this action as VC Train, who took over the lead on this objective, has no current funding for specific delivery of these outcomes. The Learning sub-group is developing a revised approach including a "before and after" self assessment questionnaire for learners and exploring ways to link a short 10 hour course for confidence building/assertiveness on to other courses.

- Safe 6 – Action to improve interpretation services for women

  A draft revised RMBC Translation, Language and Communication Policy has been updated to include the option to request a same gender interpreter or signer, but will not be approved until later in 2009 as further work is being done to widen the scope of the policy to include Easy Read documents.

A discussion took place on a suggestion for the need to celebrate positive achievements made in the delivery of work within the Rotherham Women's Strategy.

The meeting discussed social networking opportunities, communication and marketing issues in promoting the success of the Strategy, together with ways in which publicity could be managed.

Resolved:- That the good progress made in implementing the Strategy be noted.

9. **FORWARD PLAN/WORK PROGRAMME FOR COMMUNITY DEVELOPMENT AND ENGAGEMENT**

Consideration was given to agenda items for the current Forward Plan/Work Programme.

These included:-

- ❖ One Town, One Community – September, 2009
- ❖ REMA – September, 2009
- ❖ LINK Annual Report – September, 2009
- ❖ Communication and Marketing Strategy – September, 2009
- ❖ Delib Database of Community Involvement – September, 2009

In addition to the above, the meeting discussed the following issues:-

- ▪ Outcomes of Scrutiny Reviews and monitoring action from recommendations
- ▪ Current situation with regard to a review of sites with regard to Gypsies and Travellers

Resolved:- (1) That the reports on items within the current Forward Plan/Work Programme be submitted in due course.

(2) That a Members' Seminar be arranged on the One Town, One Community initiative.

10.   **DATE AND TIME OF NEXT MEETING**

Resolved:- That the next meeting of the Cabinet Member for Community Development and Engagement take place on Monday, 14th September, 2009 at 11.30 a.m.

24D PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE - 26/06/09

PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE
26th June, 2009

Present:- Councillor Whelbourn (in the Chair); Councillors Austen, Barron, Gilding, J. Hamilton, Jack, License, McNeely, G. A. Russell, P. A. Russell and Swift.

Also in attendance was Councillor Smith, Cabinet Member, Economic Development, Planning and Transportation for Item 18 below.

An apology for absence was received from Councillor Boyes and from Councillor Wyatt, Cabinet Member for Resources in respect of Item 18 below.

16.   DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

17.   QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

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

18.   PAYMENT OF INVOICES WITHIN THIRTY DAYS (FORMER BVPI8) - ENVIRONMENT AND DEVELOPMENT SERVICES

The Chairman welcomed Councillor Smith (Cabinet Member for Economic Development, Planning and Transportation), Diane Douglas (Head of Business Unit), Joanne Kirk (Purchase to Pay Manager), Kim Marris (Procurement Information Management Officer), Mark Gannon (Transformation and Strategic Partnerships Manager) and Sarah McCall (Performance Officer).

Further to Minutes Nos. 214(2) and 7 of the meetings of this Committee held on 17th April and 12th June, 2009 respectively, Diane Douglas gave a presentation, as Procurement Champion for Environment and Development Services, on performance for the directorate in respect of BVPI8.

The presentation covered:-

- 2008/09 outturn performance

- 2009/10 target

- 2009/10 progress so far

- directorate improvement on last year

- Facilities Management outstanding invoices September, 2008 and April, 2009

- May, 2009 Summary

- What we've found

- What we're doing

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

- call off orders

- relative performances in Children and Young People's Services and Environment and Development Services

- liaison with other directorates

- 'stopping the clock'

- rationale for disputing invoices

- average payment time as a more meaningful indicator of performance

- procurement cards

- ethical cards

- receiving of invoices

- procurement champion role

- sharing of good practice inside and outside the Authority

Resolved:- That the information be noted and everyone be thanked for their attendance and input.

19.   COMPREHENSIVE AREA ASSESSMENT - SELF ASSESSMENT

Julie Slatter, Head of Policy and Performance, introduced the submitted report which detailed how Comprehensive Area Assessment (CAA) Framework officially became effective from 1st April, 2009.

It had been agreed that the Rotherham Partnership would submit a self assessment to the Audit Commission Comprehensive Area Assessment Lead, which the Council would take the lead on, by the end of May, 2009. The self assessment was intended primarily to inform the Area Assessment element of the Comprehensive Area Assessment, but would also provide information for the organisational assessment of the Council.

The self assessment, as forwarded to the Audit Commission by the

26D   **PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE - 26/06/09**

Partnership, was submitted.

Julie also gave a presentation which covered:-

- What is CAA?

- Differences CPA and CAA

- Organisational Assessment

- Area Assessment

- CAA Timescales

- What we have done

- Question 1   How well do local priorities express community needs and aspirations?

  - How well do local partners understand their diverse communities?

  - How well do we engage with, involve and empower local people?

  - To what extent do local people influence decisions about setting local priorities?

  - Are priorities and needs in the Community Strategy and LAA appropriate and ambitious?

- Question 2   How well are the outcomes and improvements needed being delivered overall?

  - How safe is the area?

  - How healthy and well supported are people?

  - Howe well kept is the area?

  - How environmentally sustainable is the area?

  - How strong is the local economy?

  - How strong and cohesive are local communities?

  - How well is housing need met?

  - How good is the wellbeing of children and young

people?

- •   How well are people's social care needs and choices being met?

- •   How good is the wellbeing of older people?

-    Question 3   What are the prospects for the future?

- •   Strengths

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

-    commissioning : most heavily weighted in Use of Resources

-    role and influences of the South Yorkshire Lead

-    KPMG role

-    crime figures

-    cost/benefit analysis of assessments

-    mapping of all inspection/regulation activity

-    level of evidence included

-    concern regarding lack of linkage of individual inspection regimes into CAA

-    schools affecting LAA target

-    partnerships focusing on their own Use of Resources

-    ABLE Project

-    concern regarding lack of level of work with parish councils and need to be mindful of how to manage such dialogue and weave in the recommendations of the Scrutiny Review – Working with Parish Councils Part II

-    Independent Living delivery

-    shared services/commissioning shared services

-    getting partners to reinvest savings

-    awareness of Community Strategy, Corporate Plan and Year

28D **PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE - 26/06/09**

Ahead Statement

- Forward Plan of Key Decisions

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

(2) That Panel Chairs and Vice-Chairs liaise with their respective scrutiny officer to identify the areas relevant to the respective Scrutiny Panels.

20. DRAFT ANNUAL REPORT

Cath Saltis, Head of Scrutiny Services, introduced briefly the submitted draft Annual Report for comment in respect of content and format.

Focus concentrated on the content of this Committee with the respective Chairs and Vice-Chairs of the panels invited to forward comments regarding their panels' content.

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

- work programmes

- timelines for production

- potential inclusion of co-optee details and experience for both statutory and non-statutory co-optees

- images to be used in final report

Resolved:- That the information be noted and any comments be forwarded to Cath Saltis within the next two weeks.

21. MINUTES

Resolved:- (1) That the minutes of the meeting held on 12th June, 2009 be approved as a correct record for signature by the Chairman.

(2) That, with regard to item (9) (Scrutiny Review – Road Safety Outside Schools), the DVD made by the young people be shown at area assembly meetings.

22. WORK IN PROGRESS

Members of the Committee reported as follows:-

(a) Councillor Austen reported that the Debt Recovery review was nearing completion and it was proposed to report to the Democratic Renewal Scrutiny Panel, Performance and Scrutiny Overview Committee and Cabinet on 16th, 24th and 29th July, 2009 respectively.

(b) Councillor Jack reported briefly on her visit to the Rothercare Service which had relocated to Bakersfield Court.

(c) Cath Saltis reported that a special meeting of the Children and Young People's Services Scrutiny Panel had been scheduled for Friday, 24th July, 2009 to consider the review of Children's Services.

Resolved:- That all appropriate officers be in attendance.

23.   CALL-IN ISSUES

There were no formal call in requests.

MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 25TH JUNE, 2009

Present:- Councillor Sharman (in the Chair); Councillors G. A. Russell, Austen, Dodson, Gosling, Hughes, McNeely, Pickering, Whelbourn, Whysall and Wootton.

Apologies for Absence were received from Councillors Littleboy, Sangster, Smith, Turner and Carol Cockayne.

1.   MINUTES OF THE PREVIOUS MEETING HELD ON 16TH APRIL, 2009

The minutes of the previous meeting held on 16th April, 2009 were agreed as a correct record.

With regards to Minute No. 43 (E-Casework) it was reported that an evaluation would be provided at the next meeting with a roll-out being planned for other Members. Councillor Dodson expressed an interest to be involved and was advised to contact Richard Copley, ICT Strategy and Client Co-ordinator.

Reference was also made to Minute 44 (Emergency Planning Training) and the general take-up by Members. It was suggested that future training be linked to the flu pandemic exercise.

Further to Minute No. 45 it was reported that several training sessions had been arranged on the constitution which covered various areas, including Community Call for Action and the conduct of Council meetings.

Councillor Austen also gave an update on her first year of the post graduate qualification and her experiences to date.

It was suggested that other Members be encouraged to take up some of the training packages currently on offer.

2.   DEVELOPMENT PROGRAMME AND UPDATE

Cath Saltis, Head of Scrutiny and Member Services, gave an update on the Member Development Programme and the discussions that were taking place to progress some of this training forward.

Councillor Austen referred to an e-mail she had received from Government Office Yorkshire and the Humber referring to the benefits of neighbourhood training. As there was no knowledge of such training being made available it was suggested that the Head of Scrutiny and Member Services check this out.

Discussion also ensued on the benefits of seminars and the format these should take. It was suggested that likely alternatives be considered further with the Democratic Services Manager.

Reference was also made to the sessions of Local Government Finance training that had been arranged with colleagues in Finance for Elected Members.

Agreed:- That the Work Programme details and training on offer be noted.

3.   **UPDATE ON RIEP BID**

Cath Saltis, Head of Scrutiny and Member Services, gave an update on the bid that had been submitted to lead on member development for South Yorkshire given the good experience Rotherham had had on a regional basis previously.

Information had now been received to indicate that Rotherham had been selected by Government Office Yorkshire and the Humber and discussions would now take place on how to progress this forward.

Agreed:- That feedback be provided in terms of the regional situation at the next meeting.

4.   **MEMBER CHAMPION TRAINING**

Consideration was given to a report presented by the Head of Scrutiny and Member Services, which tried to clarify the current situation with regards to Member Champions in Rotherham, looked at good practice in other Authorities and attempted to provoke a discussion about whether it would be of benefit and interest to strengthen and promote the concept of Member Champions in Rotherham.

Discussion ensued on the value of Member Champions, their benefit and whether it should be the Cabinet Member that championed the cause.

Councillor McNeely pointed out that she had previously been the Better Regulation Champion in the past, but this position had since ceased.

It was also noted that Councillor S. Wright had designated seven Children's Locality Safeguarding Champions.

The Panel requested further information as to what time would need to be allocated to the Champion role, what feedback mechanisms were available and the selection process and stressed the importance of having specific terms of reference and role definitions.   Whilst it was acknowledged that the safeguarding of children's welfare was paramount, there was little information available to indicate what the job role entailed or what was required.

Discussion ensued on the best way to take this forward and whether there was a need for Member Champions. It was, therefore, suggested that a

further report be submitted setting out clearly whether there was a need for Member Champions and if so a specific role definition be established.

Agreed:- (1) That a further report be submitted setting out in detail if there was a role for Member Champions.

(2) That should the need be demonstrated a specific role definition be established.

5.   **EQUALITIES TRAINING - PROPOSAL FROM INSTITUTE OF COMMUNITY COHESION (ICOCO)**

Consideration was given to the proposal for a potential Member development programme covering the broad aspects of equalities and community cohesion presented by the Head of Scrutiny and Member Support.

This proposal was taken on the basis that Rotherham already had a well established Member development programme driven and supported by the Members' Training and Development Panel.

It was noted that Member development programmes were well attended in general with a very high percentage of Members having attended equalities and diversity training.

The Institute of Community Cohesion could, therefore, tailor the Member development programme within the local context of Rotherham with core elements of the programme being adapted and shared with other neighbouring authorities within the sub or even wider region.

The training would ensure that strengths were built upon and included and involved local input into delivery of the programme. The aim was also to encourage more robust evaluation of the programme than simple reference to participant satisfaction data.

Discussion ensued on the proposals and it was noted that Rotherham already had an established Equalities and Diversity Unit, which should be utilised in providing in house training for Members.

However, given the possibility of sharing the costs of this training package with other partners it was suggested that contact be made with neighbouring Local Authorities to establish any interest.

Agreed:- That expressions of interest be sought from partners and other Local Authorities with regards to the delivery of this community cohesion programme.

6.   **EQUALITIES AND COUNCILLORS WORKBOOK – LOCAL LEADERSHIP ACADEMY, IDEA**

The Head of Scrutiny and Member Services made reference to the Member Workbook included as part of the agenda pack, which had been designed as a learning aid for Members.

It was suggested that this workbook be used when delivering training as it represented a good selection of good practices which were very useful.

Agreed:- That training sessions be arranged to utilise the workbook and relevant officers be invited to attend.

7.   EMPLOYEE SUGGESTION SCHEME

Consideration was given to the Employee Suggestion Scheme request that an on-line Member chat room be established on a monthly basis which would enable groups such as the young, elderly or disabled to raise concerns and ask questions as a means to encouraging civil participation and assist the public in becoming more politically aware.

Discussion ensued on the feasibility of such a request and it was suggested that the views of the Cabinet be sought before any decision was made.

Agreed:- That the Cabinet consider the suggestion for the establishment of a Member on-line chat room.

8.   REQUESTS FOR CONFERENCES

The Head of Scrutiny and Member Support reported on the current Member Development Budget, which had seen £10,000 so far this year having been spent.

Discussion ensued on the process of conference approval by the specific Directorates and the opportunities available by way of the Member Development Programme.

Every request for either a conference or training was seriously considered and all that could be accommodated within budget was approved.

Agreed:- That the information be noted and received.

9.   EMERGENCY PLANNING

The Head of Scrutiny and Member Support reported on the attendance figures on the recently arranged Emergency Planning training and the proposals that were in hand for further training on a flu pandemic.

Discussions were taking place between relevant officers with a presentation being made to either the July or September meeting Members' Training and Development Panel.

5 **MEMBERS' TRAINING AND DEVELOPMENT PANEL - 25/06/09**

Agreed:- That the information be noted and received.

10. **DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of the Panel take place on Thursday, 23rd July, 2009 at 2.30 p.m. at the Town Hall, Moorgate Street, Rotherham.