

## CABINET MEMBER FOR HOUSING AND NEIGHBOURHOODS

Venue: Town Hall, Moorgate  
Street, Rotherham

Date: Monday, 19th October, 2009

Time: 10.00 a.m.

### A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972 (as amended March 2006).
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Dog Fouling - Dog Control Order (Pages 1 - 8)
4. Scheme of Delegation (Pages 9 - 143)

**(The Chairman authorised consideration of the following 3 items to enable the matters to be processed.)**

5. Area Assemblies Devolved Budget Proposals (Pages 144 - 162)
6. 2010 Rotherham Ltd. Improvement Plan (Pages 163 - 174)
7. Housing and Neighbourhoods 1st Quarter (April to June) Performance 2009/10 (Pages 175 - 179)
8. Exclusion of the press and public  
Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs indicated below of Part I of Schedule 12A to the Local Government Act 1972.
9. Neighbourhoods General Fund Revenue Budget Monitoring (Pages 180 - 184) (Exempt under Paragraph 3 of the Act – (information relating to the financial or business affairs of any person (including the Council))
10. Housing Investment Programme (HIP) 2009/10 (Pages 185 - 192) (Exempt under Paragraph 3 of the Act – (information relating to the financial or

business affairs of any person (including the Council))

**(The Chairman authorised consideration of the following item to enable  
Members to be fully informed.)**

11. Introductory Tenancy Panel (Pages 193 - 195)

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Housing and Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>5<sup>th</sup> October 2009</b>
<b>3.</b>	<b>Title:</b>	<b>Dog Fouling - Dog Control Order</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Services</b>

## **5. Summary**

In September 2008, (Minute 73 of the 15<sup>th</sup> September 2008), the Cabinet Member for Neighbourhoods recommended that the legally required consultative process to bring in a proposed Dog Control Order in respect of Dog Fouling should be arranged, and a further report on the outcome of that consultation be reported back to the Cabinet Member. On the 4<sup>th</sup> September that process closed after the 28 day consultation period. A transcription of the responses received are enclosed in Appendix 3.

## **6. Recommendations**

**It is recommended that Cabinet Member for Neighbourhoods:**

- 6.1 notes the outcome of the legally required consultative process as required by the Dog Control Orders (Prescribed Offences And Penalties, etc) Regulations 2006 and Dog Control Orders (Procedures) Regulations 2006.**
- 6.2 notes that the proposed order, The Fouling of Land by Dogs (Metropolitan Borough of Rotherham) Order, will be made by the Director of Housing and Neighbourhood Services.**
- 6.3 receives a further report after the consultation on Dog Control orders for additional issues such as access to land and keeping dogs on leads in February 2009.**

## 7. Proposals and Details

In September 2008, the Cabinet Member for Neighbourhoods recommended that the legally required consultative process to bring in a proposed Dog Control Order in respect of Dog Fouling should be arranged, and a further report on the outcome of that consultation be reported back to the Cabinet Member.

It was also recommended that consultation on additional dog control orders should also take place to cover issues other than dog fouling such as:

- the exclusion of dogs from specific areas of land .
- keeping dogs on leads
- putting a dog on a lead after being told to do so by an Authorised Officer

In order to reduce the risk of any confusion arising due to separate statutory and non-statutory consultations occurring on similar issues at the same time, these further issues will form part of a consultation in November 2009.

This report is intended to inform the Cabinet Member on the outcome of the statutory consultation for the Dog Control Order in respect of Dog Fouling.

The Dog Control Order proposed replaces the current offence under the Dogs (Fouling of Land) Act 1996 and will create a new offence of failing to remove dog faeces immediately, and although the maximum fine at Magistrates Court will remain at £1000, the Fixed Penalty Notice fine increased to £80 from its current level of £50.

The power to make a Dog Control Order under section 55(1) of the Clean Neighbourhoods and Environment Act 2005 has previously been delegated to the Director of Housing and Neighbourhood Services (Council minute A40 of the 22<sup>nd</sup> November 2006).

As required by the Dog Control Orders (Procedures) Regulations 2006 a consultative process was initiated on the 7<sup>th</sup> August 2009 which required a Public Notice (Appendix 1) to be placed on the Council Website and printed in a newspaper circulating in the local area (Rotherham Advertiser). In addition a copy of the proposed Order (Appendix 2) was placed on public view at Reresby House, and referred to in the Public Notice.

The following additional consultations were undertaken to make the other statutory consultee's aware of the proposals:

- Clerks of each Parish Council within the Borough
- The Access Authority and the Local Access Forum in respect of Open Access Land (RMBC Streetpride)

In addition to this, a press release was issued to raise awareness of the proposal by the wider public and this resulted in the Cabinet Member being interviewed on Rother FM, with the aim of raising the profile of the proposals. On the 4<sup>th</sup> September that process closed after the 28 day consultation period. A transcription of all the responses received is enclosed in Appendix 3.

All of the responses received have been supportive of the proposals as they currently stand, and no amendments have been suggested.

One response called for Dog Licensing to be introduced however there is currently no legislative framework which allows this type of dog control.

The anticipated outcomes of the proposal are:

- The issuing of fixed penalty notices for breaching dog control orders will greatly assist in the promotion of responsible dog ownership and a reduction in complaints.
- Children will be able to play more openly because of the requirement that dogs are kept under strict control in more areas.
- A cleaner and more sustainable environment
- Improving health and well-being through access to areas where dogs are kept under strict control.
- Reduced likelihood of infection with Toxocara.

Once the Director of Housing and Neighbourhood Services has made the Dog Control Order a further legally required public notice of the intention to bring in the order shall be placed in the local newspaper at least 7 days before the order comes into force, along with press releases and other publicity to again raise awareness of the changing legislation. It intended that the Order will come into force on 1 December 2009. This date will enable adequate notice to be given in the press and through Rotherham News as well as enabling Housing and Neighbourhood Services to ensure fixed penalty notices and other literature can be amended to ensure an uninterrupted transition into the new legislation.

### **8. Finance**

The cost of advertising the Dog Control Order is to be met within the existing budget. There will be no additional costs associated with issuing fixed penalty notices, processing payments and preparing prosecution cases as the Order will only replace the existing dog fouling legislation already in force. The existing budgets will also meet the additional literature and bespoke stationery costs.

### **9. Risks and Uncertainties**

The introduction of a dog control order across the borough for dog fouling will remove the potential confusion and inconsistency that could arise with the introduction of such orders by the secondary authorities, e.g. Parish Councils. The proposals do not conflict with the Council's existing dog fouling enforcement strategy albeit it will strengthen action against those who commit these offences in our communities.

### **10. Policy and Performance Agenda Implications**

Dog fouling and the control of dogs more broadly link to perceptions of the quality of our neighbourhoods and are seen as enviro-crimes, as such this is an aspect of the Corporate Priority "Rotherham Safe", where the cleaner, greener agenda is set out,

emphasising a preventative approach, including peaceful communities free from antisocial behaviour.

In addressing the **Rotherham Safe** priorities the strategy contributes to delivering the following key strategic actions;

- Maintaining the current overall low crime rate in Rotherham, as well as in continuing to address people's concerns about anti-social behaviors and their fear of crime
- Increase satisfaction with local neighborhoods.
- Making the connection between national and local strategies
- Providing a link between regional, national and local organisations
- Dealing effectively with perpetrators of anti-social behaviour through enforcement and rehabilitation
- Providing support to victims of anti-social behaviour through effective response to reported incidents

In addition it will contribute to the **Sustainable Development** cross cutting theme by protecting and enhancing the environment, **Rotherham Alive** by ensuring a place where people feel good, are healthy and active, **Rotherham Achieving** by helping raise the quality of life in the most deprived communities and **Rotherham Proud** by increasing the satisfaction in the local area as a place to live and putting pride in the hearts of our communities.

The proposals have clear linkages to the Outcomes Framework for Social Care, in particular;

- **Improved Health and Emotional Well-being**, by promoting and facilitating the health and emotional well-being of people who use the services.
- **Improved Quality of Life**, by supporting independence of people to live a fulfilled life.

## 11. Background Papers and Consultation

Clean Neighbourhoods and Environment Act 2005  
Environmental Protection Act 1990

### Contact Names:

**Matthew Finn, Community Protection Manager, Ext 3134**  
[matthew.finn@rotherham.gov.uk](mailto:matthew.finn@rotherham.gov.uk)

## Appendix 1 – Copy of the Public Notice proposing the Dog Control Order

### ROTHERHAM METROPOLITAN BOROUGH COUNCIL

#### NOTICE OF PROPOSED CONTROL OF DOGS ORDER

#### THE CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005 THE DOG CONTROL ORDERS (PRESCRIBED OFFENCES AND PENALTIES, ETC) REGULATIONS 2006

NOTICE is hereby given that Rotherham Metropolitan Borough Council propose to make an Order pursuant to powers under the Clean Neighbourhoods and Environment Act 2005

#### LAND TO WHICH THE PROPOSED ORDER WILL APPLY

The proposed Order will apply to all land (subject to the exceptions stated below), including access land in the Metropolitan Borough of Rotherham which is open to the air (which includes land that is covered but open to the air on at least one side) and to which the public are entitled or permitted to have access (with or without payment).

Exceptions – the land to which the proposed Order will not apply is:

1. land comprised in or running alongside a highway which comprises a carriageway unless the driving of motor vehicles on the carriageway is subject, otherwise than temporarily, to a speed limit of 40 miles per hour or less.
2. land used for agriculture or for woodlands;
3. land which is predominantly marshland, moor or heath; and
4. common land to which the public are entitled or permitted to have access otherwise than by virtue of section 193(1) of the Law of Property Act 1925 (right of access to urban common land).
5. land in respect of which a private Act confers powers for the regulation of any land, the person entitled to exercise those powers may, by notice in writing given to the local authority in whose area the land is situated, exclude the application of this Act to that land.

#### DEFINITIONS

“agriculture” includes horticulture, fruit growing, seed growing, dairy farming and livestock breeding and keeping, and the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds;

“carriageway” has the same meaning as in the Highways Act 1980;

“common land” has the same meaning as in the Commons Registration Act 1965;

“speed limit” means a speed limit imposed or having effect as if imposed under the Road Traffic Regulation Act 1984.

“access land” as defined by Part I of the Countryside and Rights of Way Act 2000

#### SUMMARY OF THE PROPOSED ORDER

The proposed Order will make it an offence (subject to the exemptions stated below) for a person who is in charge of a dog on land to which the Order applies to fail forthwith to remove faeces deposited by the dog at any time, unless he has a reasonable excuse for failing to do so, or the owner or occupier of the land had consented to it.

Exemptions - The proposed Order will not apply to blind people with guide dogs and disabled people using trained assistance dogs.

A copy of the proposed Order may be seen free of charge at the Reresby House, Bow Bridge Close, Rotherham, S60 1BY between 9.00a.m. and 5.00p.m. on weekdays.

#### REPRESENTATIONS

Any representations in respect of the Order should be made by no later than 4pm, on Friday 4<sup>th</sup> September 2009, either in writing addressed to the Safer Neighbourhoods Manager at Reresby House, Bow Bridge Close, Rotherham, S60 1BY or by e-mail to [nas-envcrime@rotherham.gov.uk](mailto:nas-envcrime@rotherham.gov.uk).

Dated this 7th day of August 2009

**Appendix 2 – Copy of proposed Dog Control Order**

(Made Available for public to view at Reresby House)

The Clean Neighbourhoods and Environment Act 2005

The Dog Control Orders (Prescribed Offences and Penalties, etc.) Regulations 2009 (S.I.2006/1059)

**The Fouling of Land by Dogs (Metropolitan Borough of Rotherham) Order 20XX**

The Rotherham Metropolitan Borough Council hereby makes the following order:

1. This order comes into force on [date]
2. This order applies to the land specified in the Schedule.

**Offence**

3. (1) If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless –
  - (a) he has a reasonable excuse for failing to do so; or
  - (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) Nothing in this article applies to a person who –
  - (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
  - (b) has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article –
  - (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
  - (b) placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste. Shall be a sufficient removal from the land;
  - (c) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
  - (d) each of the following is a “prescribed charity” –
    - i. Dogs for the Disabled (registered charity number 700454);
    - ii. Support Dogs (registered charity number 1088281);
    - iii. Canine Partners for Independence (registered charity number 803680).



## **Penalty**

4. A person who is guilty of an offence under article 3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

[Date]

[Attestation clause]

## **SCHEDULE**

### **The Fouling of Land by Dogs (Rotherham Metropolitan Borough) Order 20XX**

[Date]

This Order applies to all land (subject to the exceptions stated below), including access land in the Metropolitan Borough of Rotherham which is open to the air (which includes land that is covered but open to the air on at least one side) and to which the public are entitled or permitted to have access (with or without payment).

Exceptions – the land to which the proposed Order will not apply is:

6. land comprised in or running alongside a highway which comprises a carriageway unless the driving of motor vehicles on the carriageway is subject, otherwise than temporarily, to a speed limit of 40 miles per hour or less.
7. land used for agriculture or for woodlands;
8. land which is predominantly marshland, moor or heath; and
9. common land to which the public are entitled or permitted to have access otherwise than by virtue of section 193(1) of the Law of Property Act 1925 (right of access to urban common land).
10. land in respect of which a private Act confers powers for the regulation of any land, the person entitled to exercise those powers may, by notice in writing given to the local authority in whose area the land is situated, exclude the application of this Act to that land.

## **DEFINITIONS**

“agriculture” includes horticulture, fruit growing, seed growing, dairy farming and livestock breeding and keeping, and the use of land as grazing land, meadow land, osier land, market gardens and nursery grounds;

“carriageway” has the same meaning as in the Highways Act 1980;

“common land” has the same meaning as in the Commons Registration Act 1965;

“speed limit” means a speed limit imposed or having effect as if imposed under the Road Traffic Regulation Act 1984.

“access land” as defined by Part I of the Countryside and Rights of Way Act 2000

### Appendix 3 – Consultation responses

**From:** Brinsworth Parish Council  
**Sent:** 04 September 2009 11:56

Brinsworth Parish Council considered the new dog fouling proposals at its meeting on Thursday 3rd September 2009 and agreed to support the stronger action within the new Dog Control Order. This includes a fixed penalty notice fine of £80, which increases to £1000 if a court appearance is required for non payment.

*Peter Wilkinson  
Clerk to the Council  
Brinsworth Parish Council*

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**From:** PRIVATE RESIDENT  
**Sent:** 04 September 2009 11:42

Yes. Sadly it is very necessary to increase the penalties.

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**From:** Laughton Parish Council  
**Sent:** 27 August 2009 13:55

Regarding Rotherham Council's proposal to increase the fixed penalty notice fine to £80 which increases to £1,000 if a court appearance is required for non-payment for dog fouling.

Laughton Parish Council fully back this proposal.

Regards

Peter Lilleker  
Chairman  
Laughton Parish Council

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**From:** ANSTON PARISH COUNCIL  
**Sent:** 25 August 2009 15:34

If we could bring back DOG LICENCES people may not think fit to have up to three/four dogs per household ! They only clear up now after one dog. Many thanks for all you do.

RITA ALDERTON Councillor  
(Anston Parish Council)

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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1.	<b>Meeting:</b>	<b>Cabinet Member for Housing and Neighbourhoods</b>
2.	<b>Date:</b>	<b>19 October 2009</b>
3.	<b>Title:</b>	<b>Neighbourhoods and Adult Services Scheme of Delegations 2009/10</b>
4.	<b>Directorate:</b>	<b>Neighbourhoods and Adult Services</b>

5. **Summary**

The purpose of this report is to advise the Cabinet Member of the changes made to the Scheme of Delegations for Neighbourhoods and Adult Services. The scheme aims to strike a balance between allowing operational decisions to be made at the appropriate level and ensuring that we have an appropriate degree of management directives and oversight at Directorate Management Team (DMT) so that the decisions which are made are consistent with the vision for the Directorate and better outcomes for people.

6. **Recommendations**

**That Cabinet Member notes the revised Schemes of Delegation.**

## 7. **Proposals and Details**

### **Background**

The Scheme of Delegations details in a formal document the agreed decision making arrangements in place within the Directorate. The document shows how the Directorate has devolved its relevant powers and duties throughout the management structure. These responsibilities have derived from either statutory functions, in the case of the statutory post of the Director with Adult Social Services responsibilities (also referred to as the DASS), and from decisions made by the Council.

The scheme of delegation is part of the Councils constitution and contains information relating to all service functional responsibilities as well as decisions affecting human resources and financial management. The scheme allows for an appropriate level of decision making but the Directorate Management Team (DMT) acts as the framework for ensuring consistent decision making across the Directorate so that all Directors work towards the same vision and same management directives e.g. regarding decisions and decisions not to recruit to posts. DMT also ensures that decisions are made based upon the delivery of outcomes which is consistent with the vision whether that is a decision affecting the community, a neighbourhood or an individual. There are a range of examples where decisions are taken which is based upon our vision for people able to exercise choice, to be active within communities and to be safe within neighbourhoods.

The Service Performance Team has worked with Directors to update the documents. Consequently, we have changed the hierarchy of the documentation to achieve greater alignment with the structure of the Directorate and therefore hopefully creating a better understanding of the scheme. The original scheme of delegations structure can be seen in Appendix 'A'.

In updating the scheme this year it became clear that the Strategic Director of Neighbourhoods and Adult Services functions should be encompassed into one document to span the entire Directorate. The statutory role of the DASS is also shown in the new structure, as this is a statutory requirement. The individual delegation of powers to Officers Schedule B sits under the Neighbourhoods and Adult Services Function document and reflects the recent changes in the department's structure. This can be seen in Appendix 'B'.

The Neighbourhoods and Adults Service Directorate scheme is divided into four schedules. These are;

- Schedule A: The 'functions' document which details the functions covered by the Directorate and who is responsible for them e.g. Cabinet, Cabinet Member, Strategic Director or Service Director. This document also lists all the legislation covered within the function under the Schedule of Powers Act (see Appendix 'C'),
- Schedule B: The statutory role of the Director of Adult Social Services which details the statutory requirements placed on the Strategic Director of Neighbourhoods and Adult Services by the Government (see Appendix 'D'), and
- Schedule C: The 'delegation of powers to officers' document which provides the detail of the work of each department within Neighbourhoods and Adult Services together with the individual officer responsible for each area of work (Appendix 'E' to 'H').

## 8. **Finance**

There are no financial implications associated with the production of this report. There has been one change to financial decision making responsibilities as a result of consultation this year. This relates to the Independent Living department. One financial change to the scheme of delegations concerns the Disabled Facilities Grant where the original scheme of delegation stated that grants where the value of works is assessed by the Service Director for Independent Living as being less than or equal to £6000. In the new scheme of delegations this amount has been increased by the Service Director to £30,000. The Service Director stated that adaptations under this amount were agreed by the Housing Access Manager after an Adaptations Panel had been convened.

## 9. **Risks and Uncertainties**

The scheme of delegation shows the responsibilities of senior managers within the Directorate and the main risk is that the scheme is not updated to reflect changes to decision making powers, officer responsibility, changes to posts and legislative or policy changes.

The scheme has been fully revised this year to reflect the decision making structure of the Directorate. This will mitigate the risk of not being able to demonstrate a clear decision making structure to any interested party which could include internal audit, regulators, the Health and Safety Executive and lawyers amongst others.

There is sometimes uncertainty about the scheme held at Directorate level and that of the Councils. It is also important to distinguish between the officer's scheme and that of Cabinet Members. The Cabinet Members scheme is managed and updated by the Chief Executives Directorate.

10. **Policy and Performance Agenda Implications**

The Councils Scheme of Delegation is revised and approved at the Councils annual meeting held in May. Directorates are required to maintain more detailed decision making schemes. The scheme reflects decision making responsibilities and is a part of our performance management framework. The Care Quality Commission (CQC) requested a copy of the DASS Scheme of Delegation (Appendix 'D') as part of the service inspection under the performance management element of the Leadership QuiPs.

11. **Background Papers and Consultation**

The Scheme of Delegation was updated following consultation with the Directors of Commissioning and Partnerships, Health and Wellbeing, Independent Living and Housing and Neighbourhood Services. Advice was taken from Tim Mumford, Assistant Chief Executive, who used the revised information to update the Councils Scheme of Delegation which was approved at the Councils Annual Meeting in May 2009.

Appendix 'A': Old structure of the Scheme of Delegation for NAS

Appendix 'B': New structure of the Scheme of Delegation for NAS

Appendix 'C': Neighbourhoods and Adult Services Functions document, Schedule A

Appendix 'D': DASS scheme of delegation, Schedule B

Appendix 'E': Commissioning and Partnerships, Schedule C

Appendix 'F': Health and Well Being, Schedule C

Appendix 'G': Independent Living, Schedule C

Appendix 'H': Housing and Neighbourhood Services, Schedule C

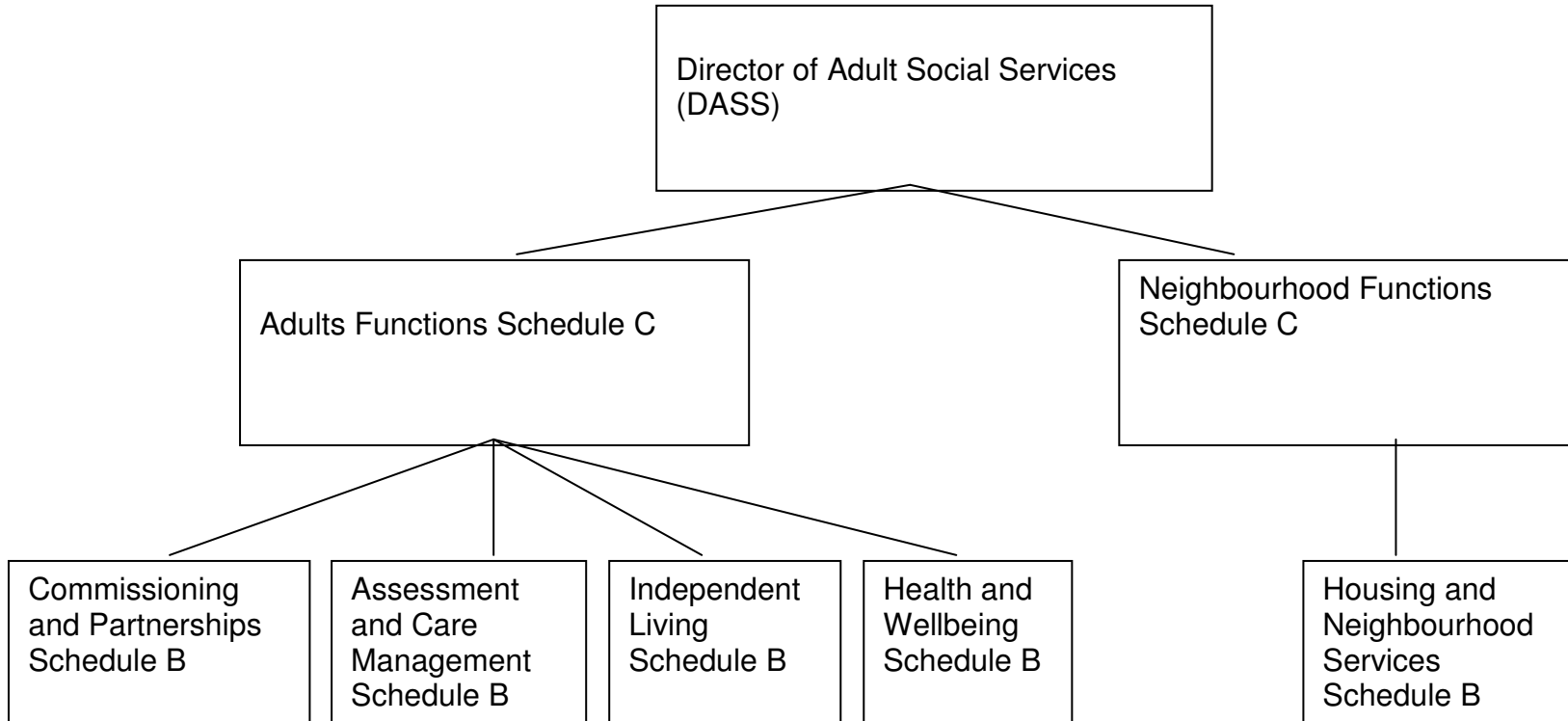
**Contact Names:**

*John Mansergh, Service Performance Manager, Ext 3466,  
john.mansergh@rotherham.gov.uk*

*Suzanne France, Performance Information Officer, Ext 3925,  
Suzanne.france@rotherham.gov.uk*

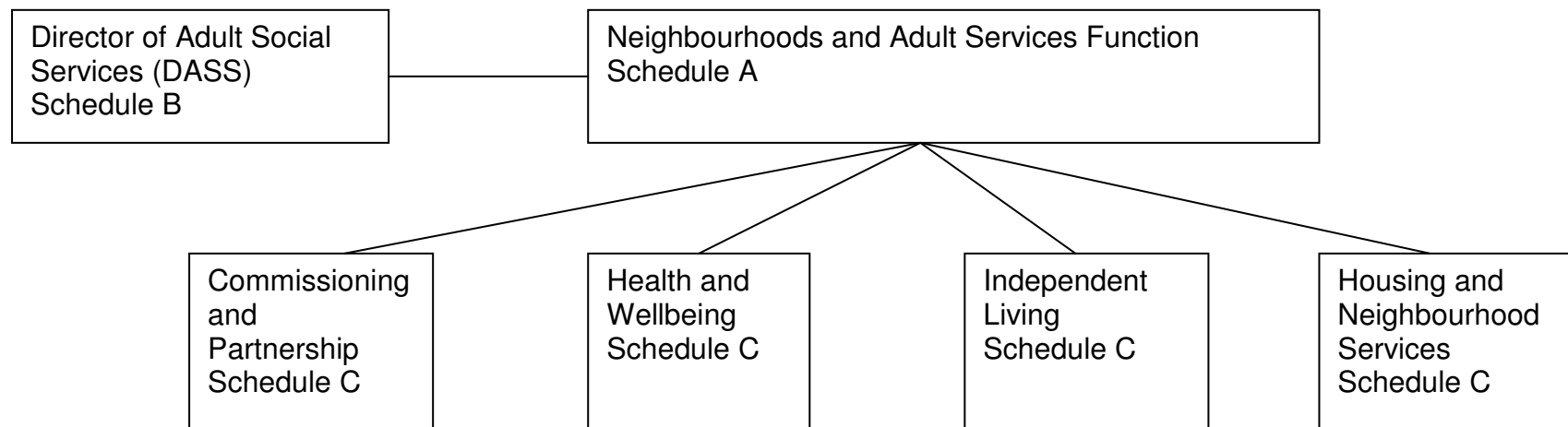
### Old Scheme of Delegations Structure

### Appendix A



## Revised Structure for Scheme of Delegations

## Appendix B





**Neighbourhoods and Adult Services Function**

**Appendix C**

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>8. <b>Strategic Planning</b> (see 1.1; 2.5; 2.6; 4.3; 5.3; 6 and 7.1 – <b>Statutory Role of the Director of Adult Social Services</b>)</p>				
<p>8.1 To prepare strategic plans across the Directorate which provide a long and medium-term strategy for the development of Housing, Neighbourhoods and Adult Services, consistent with the overall policy framework of the Council.</p>	<p>Recommendation to Council</p>			
<p>8.2 To approve Directorate and Service Plans, as required by the Council, which will form the basis for budget planning and monitoring.</p>		<p>Decision</p>		
<p>8.3 To ensure the Services approved Service Plans which set out the framework for the delivery of services are consistent with the short, medium and long-term plans of the Neighbourhoods and Adult Services Directorate.</p>		<p>Decision</p>		
<p>8.4 To approve financial plans for the Neighbourhoods and Adult Services Directorate and allocate resources to Services in accordance with approved Service Plans.</p>		<p>Decision</p>		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
8.5 To adopt housing and neighbourhood services and Corporate Adult Services policies which assist in the delivery of Service Plans.	Decision			
<b>9. Performance Review (see 1.2; 1.3; 1.10; 2.7; 3.1; 3.2; 3.3; 3.4; and 5.3 1 – Statutory Role of the Director of Adult Social Services)</b>				
9.1 To adopt and maintain a plan and procedure for monitoring and reviewing Service activity/outcomes in fulfilling the terms of the Directorate and Service Plans.		Decision		
9.2 To be responsible for the monitoring and review of Service performance in the use of allocated resources against strategic objectives as outlined in the Directorate and Service Plans.		Decision		
9.3 a) To determine any transfer of resources within and across the Directorate consistent with the maintenance of effective performance and a balanced budget. b) Transfer of resources between Directorates.	Report to CMT and then Cabinet for final decision.		Up to £100k across Services in accordance with financial regulations and should also be reported to Cabinet Member.	Up to £100k re own Service in accordance with financial regulations and should also be reported to Cabinet Member.
9.4 To be responsible for the monitoring and review of service performance across the Directorate to ensure consistency in the delivery of outputs and outcomes against Service Plans.		Decision		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
9.5 To ensure all policy development is consistent with overall Council policy and national priorities in respect of housing, neighbourhoods services and social care.			Decision	
9.6 To ensure that adequate arrangements are in place for managing information relating to the Neighbourhoods and Adult Services function, including the provision of information required by all statutory and local scrutiny arrangements. <b>(see 3.3)</b>			Decision	
9.7 To monitor and review activity across the Directorate with respect to complaints. <b>(see 1.7)</b>		Decision		
9.8 To monitor and review activity across the Directorate with respect to workforce development and staff care. <b>(see 2.2 and 2.3)</b>			Decision	
10. <b>Service Provision</b>				
<b>General</b>				
10.1 To ensure the development of policy and objectives for the delivery of housing services, neighbourhood services and personal adult social services.	Decision			

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
10.2 To be responsible for the development, delivery and monitoring of arrangements made for the provision of the service specific plans, purchasing strategies and resultant Service Plans.			Decision	
10.3 To ensure appropriate arrangements are made for the commissioning, purchasing and delivery of services. <b>(see 1.1)</b>	Decision			
10.4 To ensure appropriate Delivery Plan detailing the provision of housing management and maintenance services by 2010 Rotherham Ltd is in place and monitored.		Decision		
10.5 To determine the strategic framework for contracting and partnerships and market development, including the relationship with the Council's "in-house" provider units and external service providers. <b>(see 1.2)</b>	Decision			
10.6 To determine contract terms and conditions for services and the letting of specific contracts.		Decision (over £500 k)	Decision (under £500 k)	
10.7 To determine the process of tendering and letting of contracts, ensuring that contract compliance is maintained by the application of appropriate monitoring arrangements (in accordance with Standing Orders). <b>(see 1.3)</b>	Decision			

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
10.8 To determine grants to voluntary organisations in accordance with the overall budgetary provision for grant aid.		Decision		
10.9 To be responsible for the operation of the Council's statutory obligation for the delivery of housing services, neighbourhood services and adult social care services as delegated by the Cabinet, ensuring policies are developed in line with legislative, regulatory and Council policy requirements. <b>(see 1.1)</b>		Decision		
10.10 To ensure appropriate arrangements are made for the safeguarding of adults in line with the 'No Secrets' guidelines				Director of Health and Wellbeing
10.11 To monitor and review the effectiveness of individual services within the Neighbourhoods and Adult Services Directorate including an annual report from each sub-division of the service. <b>(see 1.2)</b>			Decision	
10.12 To determine the eligibility criteria for service provision. <b>(see 1.4)</b>	Decision			
10.13 To apply the eligibility criteria but retain the discretion to determine individual service provision where appropriate. <b>(see 1.4)</b>		Decision Over £ annually	Decision Up to £ annually	Director Health and Wellbeing
10.14 To ensure the full assessment of social care needs for Service Users and their carers is undertaken. <b>(see 1.1; 1.4; 1.5; and 1.8)</b>				Director Health and Wellbeing

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
10.15 To be responsible for the appropriate targeting of resources ensuring needs are most appropriately met through the balanced provision of care and support. <b>(see 4.2)</b>				Director Health and Wellbeing
10.16 To determine appropriate levels of charging for services.		Decision		
10.17 To initiate Court proceedings in respect of non-payment of charges.				Director Commissioning and Partnerships
10.18 To ensure the development and maintenance of necessary partnerships with other agencies and Directorates within Rotherham Metropolitan Borough Council for the efficient and effective delivery of community care services to adults consistent with Government direction and guidance. <b>(see 1.9; 2.4; 2.5; 2.6; 5.3; 6.1; 6.2 and 6.3)</b>			Decision	
10.19 To develop and maintain forums for consultation with providers for delivery of adult social care services. <b>(see 5.2 and 7.1)</b>				Director Commissioning and Partnerships
10.20 Arrange and conduct a Joint Strategic Needs Assessment of the local adult population in line with the Guidance.  DH Guidance on Joint Strategic Needs Assessment Dec 2007			Decision	Director Commissioning and Partnerships

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
10.21 To ensure consultation with the public, service users and carers and the provision of information concerning Local Authority priorities for the provision of adult social care services. <b>(see 4.3; 5.1; and 5.2)</b>				Director Commissioning and Partnerships
10.22 To contribute to the approach and prioritisation of application for external funding, including government grants.		Decision		
10.23 To ensure that appropriate arrangements are made to safeguard the Health and Safety of service users and staff in accordance with statutory requirements and Council policy.				All Service Directors
10.24 To determine appropriate programmes for the efficient operation, maintenance and protection of buildings within the service.				All Service Directors
10.25 To receive inspection reports and service responses in respect of housing and neighbourhood services and of provision of residential and nursing care and to ensure appropriate action has been taken in respect of recommendations from these reports.		Decision		
10.26 To receive and consider reports relating to the inspection of Local Authority residential homes.		Decision		
10.27 To authorise the temporary closure or suspension of admissions of local authority residential or day care unit on grounds other than financial viability.			Decision	

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
10.28 To authorise the temporary suspension of admissions to independent sector residential, nursing home or day units on grounds other than financial viability.				Director Health and Wellbeing  Director Commissioning and Partnerships
10.29 To be responsible for receiving and considering reports in connection with complaints and representations activities arising out of the Local Authority Social Services Act 1970, the Local Authority Social Services (Complaints Procedure) Order 1990, Complaints Procedure Directions 1990, Representations Procedure (Children) Regulations 1991 and the Children's (Representations, Placements and Reviews) (Miscellaneous Amendments) Regulations 1991.		Decision		
10.30 To consider representations concerning any aspect of Service provision including appeals against the ability to pay charges.				All Service Directors  Director Commissioning and Partnerships( for Appeals against ability to pay charges)



Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
10.31 To assist in the monitoring of complaints and ensure the policy and procedure for handling complaints is in accordance with the Directorate's complaints procedure. To receive and consider issues arising from complaints. <b>(see 1.7)</b>				All Service Directors
10.32 To consider implications arising out of complaints review procedure.		Decision		
10.33 To delegate to the Cabinet Member powers and duties arising from the agreed terms of reference for the Cabinet Member and the associated Schedule of Delegation of Powers and Duties. <b>(see 2.4; 2.6 and 5.3)</b>	Decision			
10.34 To ensure the provision of appropriate support in respect of services to Rotherham's N.H.S. partners.				All Service Directors
10.35 To ensure in co-operation with other appropriate Committees that arrangements are made for the undertaking of assessments and provision of adaptations.		Decision		
<b>11 Strategy and Policy</b>				
To determine policy and procedures in the following matters:-		Decision		
11.1 The tenancy agreement for tenants of dwellings within the Housing Revenue Account.		Decision		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
11.2 Renovation, Home Repair Assistance, Group Repair and Disabled Facilities Grants.		Decision		
11.3 The role of Housing in regeneration and sustainability		Decision		
11.4 Strategies and policies arising from the estimation of general housing need , special housing need and stock condition within the Borough.		Decision		
11.5 The Housing Investment Programme Strategy and Budget.		Decision		
11.6 Any matter arising from the Councils complaints procedure or any matter recommended by the Ombudsman where the matter is a question of policy.		Decision		
11.7 The approval of supplementary estimates to be funded from balances within any General Fund account under the control of Neighbourhoods and Adult Services.		Decision		
11.8 The tendering strategy for the maintenance of all Council owned properties.		Decision		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
11.9 <ul style="list-style-type: none"> <li>▪ The closure, clearance and improvement of dwellings whether individually or in respect of areas of housing,</li> <li>▪ the making of Compulsory Purchase Orders in relation to housing matters,</li> <li>▪ the authorisation of discretionary home loss and disturbance payments and</li> <li>▪ the payment of vendor's fees prior to the declaration of a compulsory purchase order or clearance area.</li> </ul>		Decision		
11.10 The Council's enabling role and partnerships with other agencies, tenants and tenants groups insofar as it applies to housing.		Decision		
11.11 Tenant and resident consultation and involvement in the formulation and implementation of Council's Housing, Housing Management and Housing Regeneration strategies.		Decision		
11.12 Mortgage advances and improvement loans.		Decision		
11.13 The approval of supplementary estimates to be funded from balances within the Housing Revenue Account.		Decision		
11.14 Any matter relating to the functions of any unit within the Neighbourhood and Adult Services Directorate.		Decision		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
11.15 The role of the Directorate in Local Agenda 21 and Sustainability.		Decision		
<b>12. Enforcement, Operations and Service Matters</b>				
To determine the following matters:		Decision		
12.1 In respect of the Allocation Scheme for Council Housing under the Housing Act 1996, related legislation, and relevant codes of guidance, Transfers of Tenancy and Nominations to Registered Social Landlords		Decision		
12.2 Policy in connection with the allocation and letting of property held within the Housing Revenue Account.		Decision		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>12.3 Save in so far as delegated to the Service Director for Neighbourhood Services, in respect of Renovation Grants and Home Repair Assistance and Disabled facilities Grants under the Housing Grants, Construction and Regeneration Act, 1996 or related legislation secondary legislation or Government Circulars, whether mandatory or discretionary;</p> <ul style="list-style-type: none"> <li>▪ The approval of grant.</li> <li>▪ The payment of grants</li> <li>▪ Interim payments and unforeseen works</li> </ul>		Decision		
<b>13. Miscellaneous</b>				
Determination of the following matters:				
<p>13.1 Matters relating to the submission and acceptance of tenders relating to contracts for the procurement of goods and services in accordance with standing orders and financial regulations.</p>		Decision		
<p>13.2 The fixing of fees and charges for services provided.</p>		Decision		

Reference	Cabinet	Cabinet Member	Strategic Director	Service Director
13.3 Applications in respect of mortgage advances which fall within the Council's approved scheme and loans for house purchase or for the adaptation, improvement, conversion or repair of houses.		Decision		
13.4 Applications for extensions, adaptations grants or awards in the private and public sectors in excess of £25,000, to be submitted for approval.		Decision		
13.5 Disposal of Council owned housing, i.e. acquired property or system built or otherwise defective property by means of sale on the open market or deed of gift or long lease to a registered social landlord, provided local ward members concur and in accordance with the Council's land disposal procedures.		Decision		
13.6 Employee/Trainee awards made within the Directorate and/or Business Units.		Decision		
13.7 Applications for all seminars and conferences to be submitted for approval.			Decision	
13.8 The implementation of National Conditions of Service and Local Joint Agreements in accordance with Corporate policy and procedure.		Decision		
<b>14. Contracting and Best Value</b>				
The determination of the following matters:				

Reference		Cabinet	Cabinet Member	Strategic Director	Service Director
14.1	Policy and procedures and matters arising in connection with the conduct and performance of a contractor, including the Council's own workforce.		Decision		
14.2	Future procurement strategy, contract packaging and market analysis.		Decision		
14.3	Measures necessary to achieve 'best value' in the functions of the programme area and high standards of performance and quality of service delivery.		Decision		
14.4	Policy and procedures to improve service delivery, efficiency and effectiveness.		Decision		
15.	<b>Service Provision</b>				
	<b>General</b>				
15.1	The Strategic Director of Neighbourhoods and Adult Services be delegated the power to determine the content of the preparation programme, changes to the co-ordinating team or minor changes to the partnership arrangements in connection with the South Yorkshire Housing Low Demand Pathfinder.			Decision	

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
A. Service Provision					

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>Complaints and Representations Local Authority Social Services Act 1970 S.7B Local Authority Social Services (Complaints Procedure) Order 1990, Care Standards Act 2000</p>	<p>Every Local Authority must establish a procedure for considering any representations (including complaints) in the relation to the discharge, or any failure to discharge, its social service functions.</p> <p>Local Authorities should attempt to resolve complaints informally. When this is not to the satisfaction of the complainant, they should be informed of the formal procedure. Formal complaints should be heard by a panel of three persons, at least one of whom should be an independent person.</p>				<p>See Schedule of delegation to officers</p> <p>Director Commissioning and Partnerships</p>
<p>National Care Standards Act, 2000</p>	<p>Local Authorities must have arrangements in place that will ensure it complies with regulations and the National Minimum Standards.</p>				<p>Decision</p> <p>Director Commissioning and Partnerships</p> <p>Director Health and Wellbeing</p>



Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Community Care Plans, N.H.S. and Community Care Act 1990, S.46, Community Care Plans Direction 1991, Community Care Plans (Consultation) Directions 1993, Community Care Plans (Independent Sector Non-Residential Care) Direction 1994	Each Authority shall prepare and publish and plan for the provision of community care services in its areas. Consult the relevant N.H.S. partners, voluntary organisations and representatives of provider organisations (who made their wish to be consulted known to Local Authorities) and when carrying out their functions with regard to Community Care Plans, and the Better Care, Higher Standards Charter.				See Schedule of delegation to officers
Data Protection Act 1998 D.P.A. Guidance to Social Services 2000	Generally, individuals have a right to access to information maintained in relation to themselves and to obtain copies and require amendment of any inaccurate information.				Decision All Service Directors

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
A. Adult Services					
1. Community Care:					
Community Care Services N.H.S. and Community Care Act 1990	<p>Community Care Services are defined as:-</p> <p>(a) Part III of the National Assistance Act, 1948</p> <p>(b) Section 45 of Health Services and Public Health Act 1968.</p> <p>(c) Section 21 of and Schedule 8 to the National Health Service Act 1977.</p> <p>(d) Section 117 of the Mental Health Act 1983.</p>				<p>Decision</p> <p>Director Health and Wellbeing</p> <p>Director Health and Wellbeing</p>
Assessment N.H.S. and Community Care Act 1990 S.47	Local Authorities are required to assess people whom they think may require community care services, and decide on the basis of that assessment what, if any, services they should arrange to meet those needs.				See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>When they carry out the assessment they must inform the Housing and Health Authorities if they think there are also health or housing needs, and must invite those Authorities to become involved in the assessment. The services that are likely to be available from those Authorities should be taken into account.</p>				
<p>Fair Access to Care Health Act 1999 S.31  Fair Access to Care Services [LAC(2202)13]  NHS &amp; Community Care Act 1990 S47</p>	<p>Local Authorities are required to make only one eligibility decision with respect to adults seeking social care support. This decision should be made following an assessment of an individual's presenting needs. Based on the outcomes of this assessment, Local Authorities should prioritise individual eligibility of needs according to the risks to their independence in both the short and long-term if help were not provided.</p>				<p>See Schedule of delegation to officers</p> <p>Director Commissioning and Partnerships for strategic decision on level of FACS</p>

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Services for Older People Health Services and Public Health Act 1968 S.45	<p>Local Authorities may arrange services to promote the welfare of older people. Such services include:-</p> <ul style="list-style-type: none"> <li>- meals and recreation</li> <li>- information about services</li> <li>- transport to and from services</li> <li>- social work, visiting and advice</li> <li>- practical assistance with adaptations and provision of extra facilities for greater safety, comfort or convenient warden services</li> <li>- assistance in finding suitable households for boarding</li> </ul>				See Schedule of delegation to officers
Burial Public Health (Control of Disease) Act 1984 Section 46 (2) and (5)	Burial and cremation of persons dying in accommodation provided under Part III of the National Assistance Act 1948 or dying in the community and recovery of expenses from his estate.				See Schedule of delegation to officers
General Services National Health Service Act 1977 Sched. 8 National Assistance Act 1948 Part III	<p>Local Authorities must arrange a home help service on such a scale as is adequate for the needs of people in their area.</p> <p>Local Authorities may arrange laundry services to those households for which home help is to be or could be provided.</p> <p>Local Authorities may arrange care for nursing or expectant mothers.</p>				See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Prevention, Care and After-Care N.H.S. Act 1977 Sched. 8	<p>Local Authorities may provide services to prevent illness, or for people who are ill or who have been ill, including:-</p> <ul style="list-style-type: none"> <li>- day centres</li> <li>- meals on wheels for housebound people</li> <li>- social services to prevent break-up of families due to the ill health of the adults in that family</li> <li>- night sitter services</li> <li>- recuperative holidays</li> <li>- services specifically for people who are dependent on alcohol and drugs</li> <li>- social and recreational activities.</li> </ul>				See Schedule of delegation to officers
Charging for Services National Assistance Act 1948 Health and Social Services and Social Security Adjudications Act 1983 (Section 17)	Local Authorities may charge for most of the above services. In the case of non-residential services the charges must be reasonable and not be more than reasonably practical for the individual user to pay.	Decision			
Fairer Charging Policies for Home Care and Other Non-Residential Social Services S.7, LASS Act 1970 and LAC (2001)32, and Supporting People, Section 93 of the Local Government Act 2000.	Local Authorities have a duty to provide appropriate Welfare Benefits advice at the time of the charge assessment and to undertake financial assessments to arrive at a charge according to statutory guidance. Delivering policy on financial assessment schemes.	Decision			See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Co-operation with Health Authorities N.H.S. Act 1977 S.22 and 28	Local Authorities are required to ensure effective co-operation with Health Authorities. Local Authorities should make the services of Social Services staff available to the Health Authority to enable that Authority to discharge its community care functions, so far as is reasonably necessary and practical.				Decision  All Service Directors
Carers Assessment The Carers (Recognition and Services) Act 1995	Carers may request an assessment of their ability to provide and continue to provide care for an ill or disabled person.				See Schedule of delegation to officers
2. Community Care: Adult Residential Care					
Provision of Residential Care National Assistance Act 1948 Part III Residential Accommodation (Relevant Premises, Ordinary Residence and Exemptions) Regulations 1993	Local Authorities have a duty to make arrangements for residential care for those (over 18) who required care and attention otherwise unavailable to them.  Residential care can be provided directly by the Local Authority or in premises provided by another Authority. Residential care can also be provided by arrangements with the independent sector.  Responsibility for emergency closure and procedures for continued provision.				See Schedule of delegation to officers          See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Choice of Care Home The National Assistance Act 1948 (Choice of Accommodation) Directions 1992 The National Assistance Act 1948 (Choice of Accommodation) (Amendment) Directions 1993	If, after assessing an individual as requiring residential care, a particular care home is preferred by the individual, then they should be placed in their preferred home (subject to certain factors such as suitability and expense). Establishing placement in excess of the Authority's usual price/guide price.				See Schedule of delegation to officers
Ordinary Residence Determination – Section 24(3) D(6), National Assistance Act 1948. Health and Social Care Act 2008 section 148	Local Authorities have a financial responsibility for providing community care services for persons deemed 'ordinary residents in their area'.				See Schedule of delegation to officers
Section 31 Health Act 1999 and N.H.S. Bodies and Local Authorities Partnership Arrangements Regulations, 2000	Entering into Partnership arrangements with N.H.S. partners	Decision			
Health and Social Care Act 2001, Section 49	Requires local authorities to agree local arrangements for the implementation of free N.H.S. nursing care and Continuing Health funding arrangements.				Decision  Director Health and Wellbeing

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>Charges for Residential Care National Assistance Act 1948 The Health and Social Services and Social Security Adjudications Act 1983 S.21, 24 The National Assistance (Assessment of Resources) Regulations 1992 and subsequent amendments National Assistance (Sums for Personal Requirements) Regulations 1995</p>	<p>Local Authorities should charge for the residential care it arranges in accordance with the national regulations.</p>		Decision		
<p>Deferred Payments Section 55 of Health and Social Care Act, 2001</p>	<p>Enter into agreement to defer payment for charges on property until the property is sold.</p>				See Schedule of delegation to officers
<p>Section 50 – 52 of Health and Social Care Act, 2001 and the Preserved Rights (Transfer of Responsibilities to Local Authorities) Regulations 2001 (S.I. No. 2001/3776)</p>	<p>Local Authorities should secure community care services for people who have preserved rights. This includes residential accommodation where appropriate.</p>				See Schedule of delegation to officers



Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	Local Authorities should, therefore, assess the care needs of the residents concerned; legislation placed an obligation on Local Authorities to identify people with preserved rights and to carry out an appropriate care assessment.				
3. Community Care: People with Disabilities					
Assessment Disabled Person (Services, Consultation and Representation) Act 1986 N.H.S. and Community Care Act 1990 S.47 The Local Authority Social Services (Designation of Functioning Order) 1989	Local Authorities are required to assess the needs of people with disabilities for certain welfare services (see below) with or without request. This means people who are “blind, deaf or without speech, or who suffer from mental disorder of any description, or are substantially and permanently disabled by their illness, injury or congenital deformity.”				See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>This assessment can be requested by disabled people themselves or by their carers. The assessment must take into account any carers' ability to continue providing care on a regular basis (S.8).</p>				

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>Section 4</p> <p>Section 5</p> <p>Section 8</p>	<p>Services under Section 2 of the 1970 Act – Duty to consider the needs of Disabled People.</p> <p>Persons leaving Special Education.</p> <p>Duty of the Local Authority to take into account abilities of carers.</p>				
<p>Disabled Young People Leaving Full-Time Education Disabled Person (Services, Consultation and Representation) Act 1986 S.5(5)</p>	<p>Having received notification from an L.E.A. that a disabled young person is shortly to leave full-time education, the Local Authority must carry out an assessment of the young person's need for statutory welfare services.</p>				<p>See Schedule of delegation to officers</p>
<p>Services for Disabled People National Assistance Act 1948 Sections 29, 30, 41, 48 and 49) Chronically Sick &amp; Disabled Persons Act 1970 S1(2)</p>	<p>Local Authorities must arrange certain welfare services for disabled people who have been assessed as needing them. These include:-</p> <ul style="list-style-type: none"> <li>- practical assistance in the home</li> <li>- meals</li> <li>- assistance in carrying out adaptations to disabled people's home</li> <li>- provision of extra facilities in the home for safety, comfort or convenience</li> <li>- provision of (or help in obtaining) telephones (including related special equipment), television, radio, library or similar facilities, holidays, recreation, assistance to allow that person to take advantage of educational facilities, transport to or from services</li> </ul>				<p>See Schedule of delegation to officers</p>

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<ul style="list-style-type: none"> <li>- social work, advice and support</li> <li>- facilities for social rehabilitation and adjustment</li> <li>- facilities for occupational, social, cultural and recreational activities, including payments to people for work.</li> </ul> <p>Local Authorities may also contribute to the cost of warden services and provide holiday homes, workshops, free or subsidised transport, help in obtaining accommodation and instruction about methods of overcoming disability.</p>				
Registers and Information National Assistance Act 1948 S.29 and 29A	Local Authorities must compile registers of disabled people.				See Schedule of delegation to officers
Chronically Sick and Disabled Persons Act 1970 S.1 (Sections 1, 2 and 18)	<p>Local Authorities must take steps to establish the number of disabled people living in their areas and the need for welfare services for these people.</p> <p>Information about the services on offer should be published.</p>				See Schedule of delegation to officers
Employment Disabled Persons (Employment) Act 1958	Local Authorities may, with the approval of the Secretary of State for employment, arrange for the provision of facilities for employment and training for registered persons who are seriously disabled.				See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>Direct Payments Community Care (Direct Payments) Act 1996 and Practice Guidance 2000. Community Care, Services for Carers and Children’s Services (Direct Payments) Guidance 2003.</p>	<p>Local Authorities responsible for community care services may make payments to persons in respect of their securing the provision of such services.</p>				<p>See Schedule of delegation to officers  Director Commissioning and Partnerships</p>
<p>4. Mental Health</p>					
<p>Care in Scotland Mental Health (Scotland) Act 1984 Guardianship Orders Mental Health Act 1983 S.7 and 8 Mental Health (Hospital, Guardianship and Consent to Treatment) Regulations 1983  Mental Capacity Act 2005 Deprivation of Liberty Safeguards</p>	<p>Welfare of certain persons whilst in hospital in Scotland.  Local Social Service Authorities may make a guardianship application in respect of a patient of over 16 years suffering from a mental disorder where it is in the interest of the patient’s welfare or for the protection of others that the patient is received into guardianship. The Authority granted a Guardianship Order can require the patient to reside at a specified place, require the patient to attend medical treatment, education, occupation or training and require access to the patient to be given to a Medical Practitioner or Approved Social Worker. Provide arrangements and processes to ensure the proper implementation of the Mental Capacity Act (2005) Code of Practice Deprivation of Liberty Safeguards. Provide Best</p>			<p>Decision</p>	<p>Decision</p>

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	Interest Assessors in conjunction with partners.				
<p>Emergency Admission to Hospital Mental Health Act 1983 S.2, 3 and 4 Mental Health (Hospital, Guardianship and Consent to Treatment) Regulations 1983M</p> <p>Mental Health Act 2007 S114</p>	<p>In any case of urgent necessity, an Approved Mental Health Practitioner may make an emergency application of admission for assessment. A written recommendation from a registered Medical Practitioner is required to support the application. This emergency application will allow compulsory admission to hospital for a period of up to 72 hours. A second medical recommendation must be obtained within those 72 hours if the patient is to be detained for an assessment period of up to 28 days.</p>				See Schedule of delegation to officers
Mental Health Act 1983 S.11	<p>Before or within a reasonable time after an application of admission for assessment is made by an Approved Mental Health Practitioner, that Social Worker shall take any practical action to ensure the nearest relative of the patient is aware of the application and of his or her powers as the nearest relative.</p> <p>It is the duty of an Approved Mental Health Practitioner to make an application for admission to hospital or</p>				See Schedule of delegation to officers

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	for guardianship where he is satisfied that an application ought to be made.				
Social Reports Mental Health Act 1983 S.14	Where a patient is admitted to hospital under an application of admission, the managers of the hospital shall inform the local Social Services Authority who will then interview the patient and provide the managers with a report of his/her social circumstances.				See Schedule of delegation to officers
Approved Social Workers Mental Health Act 1983 S.114  Mental Health Act 2007 S.114	A local Social Services Authority shall appoint sufficient Approved Mental Health Practitioners for the purposes of discharging the mental health functions.				See Schedule of delegation to officers
Inspection Mental Health Act 1983 S.115	An Approved Mental Health Practitioner may enter and inspect any premises within this area in which a mentally disordered person is living if he has reasonable cause to believe the patient is not under proper care.				Decision
Hospital Visits Mental Health Act 1983 S.116	When a young person in the Authority's care or a person subject to the guardianship of the Authority is admitted to a hospital or nursing home, the Authority shall arrange for visits to be made to the patient.				Decision
After Care Mental Health Act 1983 S.117	It shall be the duty of the Health Authority and the Local Authority to				See Schedule of delegation to

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
(see also N.H.S. Act 1997 Sched. 8)	provide, in co-operation with voluntary organisations, after-care for certain categories of discharged mentally disordered patients.				officers
Supervised Discharge Mental Health (Patient in the Community) Act 1995	Extension of duties under S.117 of 1983 Mental Health Act. Formal arrangements for supervision which can require a user to reside in a specified place and to undertake specific medical treatment, occupation, education or training. Includes power to require entry to place of residence and power to convey the patient.				See Schedule of delegation to officers
5. Financial Write-Offs					
	<p>After consulting with the Service Accountant on behalf of the Strategic Director of Finance:-</p> <p>(a) Write off debts due to the Council of up to £500</p> <p>(b) Write off debts £501 to £1000</p> <p>(c) Write off debts £1001 to £5000 after consulting with the Strategic</p>				<p>See Schedule of delegation to officers</p> <p>Decision</p> <p>Director Commissioning and Partnerships</p> <p>See Schedule of delegation to</p>



Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	Director of Finance and the Corporate Management Team.				officers
Housing Operational and Procedural Matters	Disposal of small areas of land to Council tenants for the purposes of garden extensions, car parking or to assist the general care and aspect of the area, provided local ward members concur and in accordance with the Council's land and disposal procedures.				Decision
<b>Independent Living</b>					
Housing Operational and Procedural Matters	<p>Authorisation of mandatory payments in respect of the Secure Tenants of Local Authorities (compensation for improvements) Regulations 1994.</p> <p>Authorisation of mandatory financial compensation in respect of the Secure Tenants of Local Housing Authorities (right to repair) Regulations 1994.</p>				Decision
Statutory Provisions	The discharge of – any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint				Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the following:-</p> <p>Homelessness Act 2002</p>				
Statutory Provisions cont...	<p>That the Council's powers relating to the above acts and any orders, regulations, statutory instruments, statutory Codes of Practice and/or Bylaws made there under and any future modifications, enlargements or amendments thereof be delegated to the Service Director for Independent Living.</p> <p>The powers conferred include:  Instigation of Legal Proceedings  Authorisation of Information and Summonses  Authorisation of Applications for a Warrant to Enter Premises  Service of Statutory Notices  Granting and Refusal of Licences  Authorisation to Carry out Work in Default  Appointment of Inspectors and Officers</p>				Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>Appointment of Chief and Deputy Chief Inspector of Weights and Measures</p> <p>Authorisation of Officers</p> <p>Appointment of Official and Authorised Veterinary Officers, Public Analysts.</p>				
<p>Renovation, Home Repair Assistance and disabled Facilities Grants</p>	<p>Grants where the value of works is assessed by the Service Director for Independent Living as being less than or equal to £30,000 in respect of Disabled Facilities Grants and £7,500 in respect of Renovation Grants and all home repair assistance grants. N.B. there is no delegated power to officers in respect of an application from a private landlord for a discretionary grant.</p> <p>Interim payments in respect of Home Renovation, Renovation and Disabled Facilities Grants up to a maximum of 50% of the value of completed work provided at least 50% of the total anticipated works have been satisfactorily completed. Where the payment involves disbursements to the Utilities Companies and any services provided by the Local Authority, such disbursements shall be included within this power but shall be additional to the percentages applied within this paragraph and may be made at any time after the approval of the grant.</p>				<p>Decision</p>

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>Additional payments for unforeseen works subject to a maximum of £500 in respect of any single grant. All agreed claims for unforeseen works subject to a maximum of £500 in respect of any single grant.</p> <p>All agreed claims for unforeseen and additional works be delegated to the Housing Access Manager.</p> <p>Approval of interim payments up to 90% legislative maximum be delegated to the Housing Access Manager.</p>				
Renovation, Home Repair Assistance and disabled Facilities Grants cont...	<p>Authorisation of extensions of time in respect of grant aided works. In respect of applicants using the agency service, authorisation of the payment of fees to persons or agencies in the preparation of plans, reports or other inspections prior to the award of a grant.</p> <p>In respect of applicants using the agency service, the maintenance of a list of approved contractors.</p> <p>Monies by way of loan, the amount being the difference between the value of approved renovation, disabled facilities or public sector adaptation works and the amount of</p>				Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>grant payable, subject to specific provisions of Council policy.</p> <p>Variation of the grant payable in such instances where the final accounts show reductions to the amount of grant approved, or where, owing to circumstances beyond the control of the applicant, the eligible works cannot be carried out on the basis of the determined expenses or failure to complete by contractor or other appropriate instances.</p> <p>Approval subject to any necessary conditions, where grant applicants wish to vary the standard specification for fixtures and fittings beyond that approved by the Council.</p>				
Housing Operational and Procedural Matters	<p>Delegated to Housing Choices Manager:-</p> <p>Homelessness determinations in accordance with the Housing Act 1985 and the code of guidance</p> <p>Authorisation of mandatory payments in respect of the Secure Tenants of Local Authorities (compensation for improvements) Regulations 1994</p> <p>Determination of such costs as are reasonably rechargeable to tenants in respect of repairs necessitated by</p>				

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>factors other than fair wear and tear on the Council's property and fixtures.</p> <p>Delegated to 2010 Rotherham Ltd:-</p> <p>Service of appropriate notices in respect of unauthorised occupation of land or dwellings.</p> <p>Allocation and letting of vacant dwellings and garages provided they are within the policy of the Council.</p> <p>Approval of successions and assignments meeting the statutory requirements and the policy of the Council. Approval of second successions and commencement of possession proceedings in accordance statutory provision and Council policy.</p>				
Housing Operational and Procedural Matters cont...	<p>Permitting tenants to resume their tenancy if the request is within a reasonable time from receipt of vacant possession.</p> <p>Admitting the right to buy in accordance with the Housing Act 1985. Determining boundaries for dwellings prior to conveyancing upon a right to buy claim.</p> <p>Authority to decant tenants of the Council to alternative accommodation provided the period is not likely to</p>				Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	<p>exceed 12 weeks.</p> <p>Authorise appropriate legal action in respect of breaches of the Council's tenancy agreements and other legal measures against the perpetrators of harassment, crime and anti-social behaviour and racial harassment against tenants and residents. Examples of such legal action is among but not limited to injunctions and anti-social behaviour orders.</p> <p>Authorise appropriate publicity by the Council for the purposes of advising members of the public that anti-social behaviour orders and injunctions have been made and in assisting in the enforcement of anti-social behaviour orders and injunctions, by encouraging the reporting of any breaches.</p> <p>The power to prosecute an offender in respect of –  Offences relating to advertisements displayed in contravention of regulations; and  Removal of placards or posters displayed in contravention of regulations.</p>				Decision
High Hedges  Delegated powers under Part 8 of the					Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Anti-Social Behaviour Act 2003 and any orders, regulations, statutory instruments all statutory codes of practice made there under.					
Introductory Tenancies	Delegation of powers to the Anti-Social Behaviour Review Panel and Senior Officers in Housing Management to review and confirm, confirm with conditions attached and not confirm Notices of Proceedings for possessions on cases of breaches of the Tenancy Agreement.				Decision
Housing and Neighbourhood Services					
Group Repair Scheme	Approval of individual phases provided for within a framework contract. Project Management. Authorisation of payment for unforeseen works and variations provided always that such matters are in accordance with the Council's Standing Orders, Capital project				Decision



Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
	procedures and the terms and conditions of the contract.				
<b>In respect of 2010 Rotherham Ltd.</b>	<p>Authority to represent the Council at any general meeting of 2010 Rotherham Ltd.</p> <p>Discharge responsibilities of the Council's representative as determined in the Management Agreement.</p>				Decision
<p><b>Statutory Provisions</b></p> <p>Abandonment of Animals Act 1960  Administration of Justice Act 1970, As Amended  Agriculture Act 1970  Agricultural (Miscellaneous Provisions) Act 1968  Agriculture Produce (Grading and Marking) Acts 1928 and 1931  Agriculture (Safety, Health and Welfare Provisions) Act 1956  Animal Boarding Establishments Act 1963  Animal Health Act 1981  Animal Health and Welfare Act 1984  Anti-Social Behaviour Act 2003  Breeding of Dogs Act 1973 and 1991  Broadcasting Act 1990  Building Act 1984  Business Names Act 1985  Children and Young Persons Act 1933  Children and Young Persons</p>	<p>The discharge of – any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the Acts in column one.</p> <p>That the Council's powers relating to these acts and any orders, regulations, statutory instruments, statutory Codes of Practice and/or Bylaws made there under and any future modifications, enlargements or amendments thereof be delegated to the Director of Housing and</p>				Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
(Protection from Tobacco) Act 1991 Clean Air Act 1993 Clean Air & Neighbourhood Act 2004 Companies Act 1985 Consumer Arbitration Agreements Act 1988 Consumer Credit Act 1974	Neighbourhood Services.  The powers conferred include: Instigation of Legal Proceedings Authorisation of Informations and Summonses Authorisation of Applications for a Warrant to Enter Premises Service of Statutory Notices Granting and Refusal of Licences Authorisation to Carry out Work in Default				

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<b>Statutory Provisions cont...</b>  Consumer Protection Act 1987 Control of Pollution Act 1974 Copyright, Designs and Patents Act 1988 Cremation Acts 1902 and 1952 Cremations Regulations 1930, 1952, 1965, 1979 Cremations (Amendment) Regulations 1985 Crime & Disorder Act 1998 Criminal Justice Act 1988 Criminal Justice and Public Order Act 1994 Dangerous Dogs Acts 1989 and 1991 Dangerous Wild Animals Act 1976 Development of Tourism Act 1969 Dogs Acts 1871 and 1906 Dogs (Fouling of Land) Act 1996 Education Reform Act 1988 Environment Act 1995 Environmental Protection Act 1990 Estate Agents Act 1979 European Communities Act 1972 Factories Act 1961 Fair Trading Act 1973 Farm and Garden Chemicals Act 1967 Fire Safety and Safety of Places of Sport Act 1987 Food Act 1984 Food and Environmental Protection Act 1985	Appointment of Inspectors and Officers Appointment of Chief and Deputy Chief Inspector of Weights and Measures Authorisation of Officers Appointment of Official and Authorised Veterinary Officers, Public Analysts.				Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Food Safety Act 1990 Forgery and Counterfeiting Act 1981 Fraud Act 2006 Gambling Act 2006 Game Act 1831 Guard Dogs Act 1975 Hallmarking Act 1973 Harris Tweed Act 1993 Health and Safety at Work etc. Act 1974 Highways Act 1980 Hire Purchase Act 1965 House to House Collections Act 1939 Housing Act 1985 Housing Act 1996 Housing Act 2004 Insolvency Act 1986 Insurance Brokers (Registration) Act 1977 Insurance Companies Act 1981 Intoxicating Substances (Supply) Act 1985 Legislative and Regulatory Reform Act 2006 Licensing Act 1964 Licensing Act 2003 Limitation Act 1980 Local Authorities Cemeteries Order 1977 Local Government Act 1972 Local Government Act 1894 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Malicious Communications Act 1988 Medicines Acts 1968 and 1971					Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Minors Contracts Act 1987 Misrepresentations Act 1967 Mock Auctions Act 1961					
Motor Vehicles (Safety Equipment for Children) Act 1991 National Assistance Acts 1948 and 1951 Noise and Statutory Nuisance Act 1993 Performing of Animals (Regulation) Act 1925 Pet Animals Act 1911 and 1951 Poisons Act 1972 Prevention of Damage by Pests Act 1949 Prices Acts 1974 and 1975 Property Misdescriptions Act 1991 Protection of Animals Act 1911 Protection of Children (Tobacco) Act 1986 Public Health Acts 1936 and 1961 Public Health (Control of Diseases) Act 1984 Rag Flock and Other Filling Matter Act 1951 Refuse Disposal (Amenity) Act 1978 Restrictive Trade Practices Act 1976 Riding Establishments Acts 1964 and 1970 Road Traffic Acts 1988 and 1991 Road Traffic (Consequential Provisions) Act 1988					Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Road Traffic (Foreign Vehicles) Act 1972 Road Traffic Offenders Act 1988 Safety of Sports Grounds Act 1975 Sale of Goods Act 1979 Sale and Supply of Goods Act 1994					
Scotch Whisky Act 1980 Scrap Metal Dealers Act 1964 Slaughter of Poultry Act 1967 Solicitors Act 1974 South Yorkshire Act 1980 Sunday Trading Act 1994 Supply of Goods (Implied terms) Act 1973 Supply of Goods and Services Act 1982 Telecommunications Act 1984 Theft Acts 1968 - 1978 Timeshare Act 1992 Torts (Interference with Goods) Act 1977 Town Police Clauses Act 1847 Trade Descriptions Act 1968 Trade Marks Act 1994 Trading Representations (Disabled Persons) Acts 1958 and 1972 Trading Stamps Act 1964, as					Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
amended Transport Act 1985 Unfair Contract Terms Act 1977 Unsolicited Goods and Services Acts 1971 and 1975 Vehicle (Excise) Act 1971 Vehicle (Crime) Act 2001 Vehicle Emissions Testing – Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 Video Recordings Acts 1984 and 1993 Water Act 1945					

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
Water Industry Act 1991 (As amended by the Water Consolidation (Consequential Provisions) Act 1991) Weights and Measures Act 1976 Weights and Measures Act 1985 Wildlife and Countryside Act 1981 Young Persons (Employment) Acts 1938 and 1964 Zoo Licensing Act 1981					Decision
<b>Miscellaneous Statutory Provisions</b>					Decision



Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>The service of Notice and the carrying out of works under Section 29 of the Local Government (Miscellaneous Provisions) Act 1982 (vacant houses).</p> <p>The instigation of proceedings under the Protection from Eviction Act 1977.</p> <p>The service of Repair Notices upon Private Sector Landlords under the provisions of Section 189(1) and Section 190(1) of the 1985 Housing Act.</p> <p>The service of Statutory Notices under the relevant provisions of Section 352, 372, 354 and 358 of the 1985 Housing Act in respect of Houses in Multiple Occupation.</p> <p>The service of a Notice under the provisions of 364 of the Housing Act 1985 requiring occupancy details in respect of a House in Multiple Occupation.</p> <p>The service of Notices under the provisions of Section 194 and 374 of the 1985 Housing Act in respect of entry to premises to carry out works in default.</p>	<p>That the Council's powers relating to the following Acts and any Orders, regulations, statutory instruments, statutory Codes of Practice and/or Bylaws made there under and any future modifications or enlargements thereof be delegated to the Service Director for Housing and Neighbourhood Services and officers empowered by the Service Director for Housing and Neighbourhood Services from time to time:-</p>				

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>The service of a Notice under the provisions of Section 335 of the 1985 Housing Act requiring the occupier to provide a statement of numbers, ages, sexes of persons sleeping in the dwelling.</p> <p>The service of a Notice under the provisions of Section 338 of the 1985 Housing Act in respect of the abatement of overcrowding.</p> <p>The service of a Statutory Notice under the provisions of Section 80 of the 1990 Environmental Protection Act in respect of statutory nuisance.</p> <p>The service of Statutory Notice under the provisions of Section 76 of the Building Act 1984 in respect of statutory nuisance.</p> <p>The service of Statutory Notice under the provisions of Section 59 of the Building Act 1984 in respect of drainage.</p> <p>The service of Statutory Notice under the provisions of Section 79 of the Building Act in respect of ruinous and dilapidated buildings.</p> <p>The service of Notice under the provisions of Section 84 of the Building Act 1984 in respect of defective yard paving.</p>					Decision

Schedule of Powers Act	Summary Description of Powers	Cabinet	Cabinet Member	Strategic Director	Service Director
<p>The service of Notice under the provisions of Section 4 of the Prevention of Damage by Pests Act 1949 in respect of accumulations liable to provide harbourage for rodents.</p> <p>The service of Notice under the provisions of Section 16 of the Local Government (Miscellaneous Provisions) Act 1976 requiring ownership details in respect of a premise.</p> <p>The service of Notice under the provisions of Section 45 of the Public Health Act 1936 in respect of repairs to W.Cs.</p> <p>The service of Notice under the provisions of Section 83 and 84 of the 1936 Public Health Act in respect of verminous premises, articles and persons.</p> <p>The service of Notice under the provisions of Section 287 of the 1938 Public Health Act, power to enter premises in respect of investigation of statutory nuisances.</p>					Decision
Empowerment of qualified					Decision

<b>Schedule of Powers Act</b>	<b>Summary Description of Powers</b>	<b>Cabinet</b>	<b>Cabinet Member</b>	<b>Strategic Director</b>	<b>Service Director</b>
<p>Environmental Health Officers to serve the above notices for and on behalf of the Service Director for Neighbourhood Services, designated as Proper Officer of the Council in relation to any notice, demand or other written document.</p>					

Schedule of Powers Act	Summary Description of Powers	Cabinet	Director	Cabinet Member	Head of Function
<p><b>Standards in private sector housing</b></p> <p>Delegated powers under Parts 1, 2, 3, 4 and 7 of the Housing Act 2004 and any orders, regulations, statutory instruments or statutory codes of practice made there under.</p> <p>Provision of Sheltered Housing Wardens Service</p>				<p>Decision</p> <p>Decision</p>	<p>Decision</p> <p>Decision</p>

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**

NEIGHBOURHOODS AND ADULT SERVICES DIRECTORATE

**The Statutory Role of the Director of Adult Social Services**

**Schedule B**

**Appendix D**

<b>Responsibilities</b>	<b>Cabinet</b>	<b>Strategic Director</b>
1. <b>ACCOUNTABILITY</b>		
1.1 To be responsible for assessing, planning and commissioning adult social care and well-being services to meet the needs of all adults with social care needs in the authority’s area (including the specific needs of carers, people from ethnic minority backgrounds and people living in rural communities)		Responsible
1.2 To be responsible for the efficiency, effectiveness and value for money of the adult social care services provided or commissioned by the local authority. Those responsibilities extend to residents receiving services out of the council area.		Responsible
1.3 To ensure there are robust arrangements for supervising contracts, where services have been outsourced, and in monitoring those services in respect of quality standards and timely delivery.		Responsible

<b>Responsibilities</b>	<b>Cabinet</b>	<b>Strategic Director</b>
1.4 To ensure that all people with social care needs are assessed by the local authority, that all people who meet eligibility criteria are provided with suitable services and that there is appropriate provision of low-level and preventative services.		Responsible
1.5 To ensure that targeted case-finding takes place to identify people at risk from social exclusion.		Responsible
1.6 To support the health and adult social care scrutiny functions of elected members.		Responsible
1.7 To ensure that procedures for handling complaints from users of social care, their families and carers are working effectively.		Responsible
1.8 To ensure arrangements for assessing and meeting the needs of people with a range of long-term conditions and disabilities in the local authority's area are in place which ensure individuals do not fall between services, including, having a named manager responsible for assessing and meeting the needs of such individuals.		Responsible
1.9 To ensure his or her staff work with neighbouring local authorities and relevant specialist national service providers to meet specialist, low-incidence need.		Responsible

<b>Responsibilities</b>	<b>Cabinet</b>	<b>Strategic Director</b>
1.10 To monitor the effectiveness and efficiency of the service where commissioned from another agency, to require improvements to be made where the service falls short of the performance standards, quality or efficiency specified and to be provided with such monitoring and improvement information as he or she may require.		Responsible
<b>2. PROFESSIONAL LEADERSHIP</b>		
2.1 To provide leadership, creating conditions for others to perform and to innovate, to be responsible for creating the framework for the effective delivery of adult social services.		Responsible
2.2 To be responsible for the management, welfare and professional development of all local authority staff involved in planning, commissioning and/or providing social services.		Responsible
2.3 To ensure relevant professional and occupational standards and standards of conduct are maintained across adult social care services provided by or commissioned.		Responsible



<b>Responsibilities</b>	<b>Cabinet</b>	<b>Strategic Director</b>
2.4 To be responsible for undertaking a strategic needs assessment for adults and families with actual or potential social care needs across the local authority area, in partnership with the Strategic Director of Children and Young People's Services, the Director of Public Health and other statutory agencies/or organisations, and in consultation with the wider community.		Responsible
2.5 To be responsible for strategic workforce planning (in relation to the local authority's social services functions) for the adult social care workforce. To include working in partnership with the Strategic Director of Children and Young People's Services to jointly plan the social care workforce needed to meet the needs of families and the community.		Responsible
2.6 To develop, in conjunction with the PCT, a strategic workforce development plan forming an integral part of local delivery plans, giving consideration to the quality and competencies of the social care workforce as a whole.		Responsible
2.7 To be responsible for the delivering services to relevant national and local standards, including monitoring the resource levels for adult social services needed to maintain standards.		Responsible

Responsibilities	Cabinet	Strategic Director
3. <b>LEADING THE IMPLEMENTATION OF STANDARDS</b>		
3.1 To implement national and local standards in respect of corporate governance, probity, workforce and all aspects of the business of adult social services.		Responsible
3.2 To ensure services are regularly monitored and remedial action taken.		Responsible
3.3 To ensure high quality information about adult social services and progress against targets is provided to Government and regulatory bodies as and when required.		Responsible
3.4 To be responsible for supporting the performance assessment process run by the Care Quality Commission and for taking forward the commission's findings/recommendations.		Responsible
3.5 To ensure there is a clear organisational and operational focus on safeguarding vulnerable adults in vulnerable situations, ensuring clear protocols are in place for dealing with adults identified as being at risk in line with the 'No Secrets' Modernising Social Services 1998, Safeguarding Adults 2005 guidance.		Responsible
3.6 To ensure that the local Safeguarding Board or similar arrangements are working effectively and that POVA		Responsible

Responsibilities	Cabinet	Strategic Director
requirements are met.		
3.7 To ensure staff providing care services exercise a duty of care and that the personal dignity of service users is upheld.		Responsible
<b>4. MANAGING CULTURAL CHANGE</b>		
4.1 To be responsible for managing a process of cultural change to ensure the scope for personal choice is maximised with services moving towards a model that promotes the well-being of individuals, is person centred, and supports independent living and social inclusion.		Responsible
4.2 To ensure an appropriate balance between low-level and preventative services and services designed to meet the needs of people that are higher.		Responsible
4.3 To ensure the cultural needs of communities are taken into account in strategic planning and commissioning.		Responsible
<b>5. PROMOTING LOCAL ACCESS AND OWNERSHIP AND DRIVING PARTNERSHIP WORKING</b>		
5.1 To be responsible for effectively communicating information about services available in the local authority area, eligibility criteria and charging policies to service		Responsible

Responsibilities	Cabinet	Strategic Director
users.		
5.2 To be responsible for ensuring appropriate involvement of, and consultation with service users, their families and carers and the wider community in planning, design and provision of adult social care services, and for considering how accessible services are.		Responsible
5.3 To be responsible for maintaining clear and effective arrangements to support the joint planning, monitoring and delivery of local authority social services with the NHS, housing authorities, Supporting People programme and other statutory agencies.		Responsible
<b>6. DELIVERING AN INTEGRATED WHOLE SYSTEMS APPROACH TO SUPPORTING COMMUNITIES</b>		
6.1 To ensure adequate partnership working arrangements are in place between the Strategic Directors of Neighbourhoods and Adult Services and Children and Young People's Services to enable a whole systems approach to social care to be taken.	Responsible	

<b>Responsibilities</b>	<b>Cabinet</b>	<b>Strategic Director</b>
6.2 To ensure arrangements are in place to ensure that the contribution of all local authority services to meeting the needs of adults with social care needs is maximised.	Responsible	
6.3 To ensure the Strategic Directors of Neighbourhoods and Adult Services and Children and Young People's Services have adequate arrangements in place to ensure that all young people with long-term social care needs have been assessed and where eligible, receive a service which meets their needs throughout their transition to becoming adults.	Responsible	
6.4 To ensure all services falling within the remit of the Strategic Director of Neighbourhoods and Adult Services remain focused appropriately on safeguarding both adults and children.	Responsible	
<b>7. PROMOTING SOCIAL INCLUSION AND WELLBEING</b>		
7.1 To ensure arrangements are in place to promote social inclusion and wellbeing, including consideration of the needs of families and carers in the planning and delivery of the full range of services provided by the local authority.		Responsible
7.2 To champion the needs of adults beyond the organisational boundaries of adult social care.		Responsible

<b>Responsibilities</b>	<b>Cabinet</b>	<b>Strategic Director</b>
7.3 To promote equality of opportunity and eliminating discrimination in respect of adult social care services.		Responsible

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**

NEIGHBOURHOODS AND ADULT SERVICES DIRECTORATE

**Appendix E**

**Adult Services – Commissioning and Partnerships Service - Delegations of Powers to Officers - Schedule C**

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<b>1. Service</b>				
1.1 Policies, procedures and process associated with Receivership under Court of Protection.	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Business Manager	
1.2 Authorisation of applications for Receivership under Court of Protection.	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships		
1.3 RBT Revenues and Payments Service Transfer – Undertaking service monitoring and performance management function. Agreeing policies, procedure and resolutions to performance variations.	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Business Manager (provided through a SLA with RBT)	
1.4 Completion and authorisation of annual statutory information collections for adult social care and housing	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Service Information Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.5 Content of Better Care, Higher Standards Charter insofar as it relates to an accurate record of Adult Services, service activity and strategic intentions.</p> <p>Community Care Plans Direction 1991 Community Care Plans (Consultation) Directions 1993 Community Care Plans (Independent Sector Non-Residential Care) Directions 1994 NHS and Community Care Act, 1990, Section 46</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategy and Planning Manager Service Quality Manager Strategic Commissioning Manager Service Performance Manager Innovations Manager	
<p>1.6 Consultation over the strategic intentions contained within the Better Care, Higher Standards Charter.</p> <p>NHS and Community Care Act, 1990, Section 46</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Service Quality Manager	
<p>1.7 Review of the Better Care, Higher Standards Charter.</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Strategy and Planning Manager	
<p>1.8 Requirement to work with partners to ensure services become more personalised in line with Putting People First</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	
<p>1.9 Production of Service Plans.</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Strategy and Planning Manager Service Quality Manager Strategic Commissioning Manager Service Performance Manager Innovations Manager	



Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.10 Coordination of the provision of information relating to the social service function as required by the secretary of State for Health, the Care Quality Commission and local scrutiny arrangements.	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Service Quality Manager	
1.11 Requirement to agree local protocols and procedures with Care Quality Commission and Rotherham Primary Care Trust for information sharing.  Care Standards Act 2000	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Service Quality Manager	
1.12 Requirement to make arrangements for the investigation of complaints and representations.  Local Authority Social Services Act 1970, Section 7b Local Authority Social Services (Complaints Procedure) Order 1990	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Service Quality Manger	
1.13 Commissioning independent complaints investigators	Strategic Director of Neighbourhoods and Adult Services	Director of Commissioning and Partnerships	Service Quality Manager	
1.14 Requirement to agree a local protocol and procedure with the Care Quality Commission and Rotherham Primary Care Trust for the investigation of complaints.  Care Standards Act 2000	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Service Quality Manger	
1.15 Compensation from Complaints – up to £500 without the prior consent of the Cabinet Member.  People and Service First	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Service Quality Manger	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.16 Maintain procedures over access to personal files (Adult Clients).</p> <p>Access to Personal Files Act 1987 Access to Personal Files (Social Services) Regulations 1989 Freedom of Information Act 2000</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Through Innovation Manager to:- Systems Development Officer	
<p>1.17 Arrange services to promote the welfare of older people.</p> <p>Health Services and Public Health Act 1968, Section 45</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	
<p>1.18 Make arrangements for residential care for adults who require care and attention otherwise unavailable to them; having regard to the individual's preferred choice.</p> <p>National Assistance Act 1948, Part III Residential Accommodation (Relevant Premises, Ordinary Residence and Exemptions) Regulations 1993 National Assistance Act 1948 (Choice of Accommodation) Directions 1992 National Assistance Act 1948 (Choice of Accommodation) Directions 1993 Health and Social Care Act, 2001 The Preserved Rights (Transfer of Responsibilities to Local Authority) Regulations, 2001</p>	Strategic Director of Neighbourhoods and Adult Services	Director of Commissioning and Partnerships	Strategic Commissioning Manager	
<p>1.19 Arrange and conduct a Joint Strategic Needs Assessment of the Local adult population in line with The DH Guidance.</p> <p>DH Guidance on Joint Strategic Needs Assessment Dec 2007</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	

**General**

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.20 Blue Car Badges.	Director Commissioning and Partnerships		Service Quality Manager	
1.21 Provide services in accordance with the purchasing contract to promote the welfare of older people.  Health Service and Public Health Act, 1968 Section 45	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Managers	
1.22 Provide residential care for adults who require care and attention otherwise unavailable to them, in accordance with the purchasing contract.  National Assistance Act, 1948, Part III	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	
1.23 Provide services for disabled adults who have been assessed as requiring such services, in accordance with the purchasing contract.  National Assistance Act 1948, s.29 Chronically Sick and Disabled Persons Act, s.2	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	
1.24 Provide services for carers who have been assessed as requiring such services in accordance with the purchasing contract	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.25 Provide joint commissioning strategy for people with dementia and their carers incorporating improved access to flexible and reliable services  Living Well with Dementia : A National Dementia Strategy	Strategic Director Of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	
1.26 Requirement to arrange local protocols for the Joint Commissioning of services.	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Strategic Commissioning Manager	
1.27 Requirement to ensure that all structures, policies and practices used to ensure the confidentiality and security of records relating to delivery of services are carried out in accordance to the National Information Governance Board for Health and Social Care  Health and Social Care Act 2008	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Service Quality Manager	
<b>2. Human Resource Management</b>				
2.1 Designation of politically restricted posts.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.2 Establishment of posts/changes to establishment/restructuring/ transfer of posts between sections and units.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.3 Approval to fill vacant posts within approved establishment including posts externally funded.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.4 Agreement to job share arrangements	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.5 Paragraph 35 - Acting-up arrangements, and approval of honoraria/ex gratia payments in appropriate circumstances.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.6 Appointment to posts below Service Director, within approved establishment.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.7 Requests for re-employment from persons having previously taken early release from the Council's employment.	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships		
2.8 Transfer of staff internally to equivalently graded posts.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.9 Approval to recruit additional temporary staff for maternity leave cover.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.10 Approval to recruit additional temporary staff to meet work demands/seasonal fluctuations.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.11 Decisions to extend or terminate Probationary Service.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager	
2.12 Granting of special unpaid leave and special leave <b>with</b> pay including T.U. time-off.	Director Commissioning, and Partnerships			
2.13 Grievances.	Director Commissioning, and Partnerships		Prior to Member Stage: Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.14 Agree appropriate starting salaries.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager	
2.15 Use of re-location scheme for new appointments.	Director Commissioning, and Partnerships			

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.16 Staff progression.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.17 Authorisation of gifts/legacies and hospitality offered to staff.	Director Commissioning, and Partnerships			
2.18 Authorisation of requests from staff to undertake additional employment.	Director Commissioning, and Partnerships			
2.19 Authorisation of overtime within approved budget limits.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.20 Approval of telephone for appropriate posts.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.21 Approval of excess travel expenses (Where Council Policy is not appropriate).	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager	
2.22 Health and Safety at Work.  Health and Safety (Offences) Act 2008	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	<b>All Line Managers</b>	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.23 Disciplinary Procedures.	Director Commissioning, and Partnerships		<p><b>Authorisation to:- give verbal and written warnings:-</b>  Strategy Planning Manager  Innovation Manager  Service Performance Manager  Strategic Commissioning Manager  Service Quality Manager</p> <p><b>Authorisation to give warnings up to and including final written warnings:-</b>  Strategy Planning Manager  Innovation Manager  Service Performance Manager  Strategic Commissioning Manager  Service Quality Manager</p> <p><b>Authorisation to give final written warnings, demotion, and dismissal:-</b>  Director Commissioning, and Partnerships</p>	
2.24 Approval of attendance on full time training courses, conferences, etc. or to give lectures (not exceeding one week duration).	Director Commissioning, and Partnerships		<p>Training and Development Manager</p> <p>All M3 Managers</p>	
2.25 Agree Work Experience Placements for students <b>not</b> employed by the Council.	Director Commissioning, and Partnerships		<p>Strategy and Planning Manager  Service Performance Manager  Service Quality Manager  Innovations Manager  Strategic Commissioning Manager</p>	
2.26 Grading of new posts/changes to existing posts.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager.	



Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.27 Consider personal applications for re-grading.	Director Commissioning, and Partnerships		Directorate Human Resource Manager reports on the application and makes a recommendation to the Strategic Director/Service Director Commissioning and Partnerships.	
2.28 Monitoring of Absence Management in accordance with Council Policy.	Director Commissioning, and Partnerships		<b>All Line Managers</b>	
2.29 Consider applications to extend the period of paid sickness absence.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager.	
2.30 Ill Health Terminations.	Director Commissioning, and Partnerships		Strategy and Planning Manager Service Performance Manager Service Quality Manager Innovations Manager Strategic Commissioning Manager	
2.31 Early release of pension benefits - Ill-health retirement.	Director Commissioning, and Partnerships		In consultation with the Strategic Director and the Cabinet Member for Adult Services	
2.32 Issue of compulsory redundancy notices.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager.	
2.33 Payment of "buy-out" compensation.	Director Commissioning, and Partnerships		In consultation with Directorate Human Resources Manager.	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<b>3. Finance</b>				
<p>3.1 Delivering policy on Residential and Non Residential Financial Assessment Schemes.</p> <p>Residential Care – The National Assistance (Assessment of Resources) Regulations 1992. - Health and Social Care Act 2008 – changes to the National Assistance Act 1948.</p> <p>Fairer Charging Policy for Home Care and other non-residential social services, Section 7, LASS Act, 1970 and LAC (2001)32.</p>	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning, and Partnerships	Business Manager	
<p>3.2 Home Care and other non-residential charges – write-offs.</p>	<p>Director Commissioning and Partnerships</p> <p>Strategic Commissioning Manager</p>		<p>After consulting with the Service Accountant (Adult Services) on behalf of the Strategic Director of Finance:-</p> <p>(a) Up to £500 – Service Manager  (b) £501 - £1,000 – Service Director  (c) write-off debts due to the Council of £1,1001 to £5000 – Strategic Director of Neighbourhood and Adult Services  (d) write-off debts due to the Council of £5000.01 or more – Strategic Director of Finance, after consulting the Corporate Management Team.</p>	-

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
3.3 Residential accommodation charges write-offs.	Director Commissioning and Partnerships  Strategic Commissioning Manager		After consulting with the Service Accountant (Adult Services) on behalf of the Strategic Director of Finance:-  (a) Up to £500 – Service Manager (b) £501 - £1,000 – Service Director (c) write-off debts due to the Council of £1,1001 to £5000 – Strategic Director of Neighbourhoods and Adult Services (d) write-off debts due to the Council of £5000.01 or more – Strategic Director of Finance, after consulting the Corporate Management Team.	
3.4 Requirement to utilise the Social Care Reform Grant to make significant steps toward service redesign and reshaping the delivery of Adult Social Care Services in an integrated approach with the NHS	Strategic Director of Neighbourhoods and Adult Services	Director Commissioning and Partnerships	Business Manager Strategic Commissioning Manager	

**Health and Wellbeing - Delegation of Powers to Officers - Schedule C**

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<b>1. Service</b>				
<p>1.1 Content of Better Care, Higher Standards Charter insofar as it relates to an accurate record of Adult Services, service activity and strategic intentions. Response to Putting People First.</p> <p>Community Care Plans Direction 1991 Community Care Plans (Consultation) Directions 1993 Community Care Plans (Independent Sector Non-Residential Care) Directions 1994 NHS and Community Care Act, 1990, Section 46</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Assistant Director, Mental Health (RDASH) Head of Learning Disability Service Enabling Care Manager Quality Care Manager Service Manager (Community) Service Manager (Hospital &amp; Intake) Service Manager (Specialist Services)</p>	
<p>1.2 Consultation over the strategic intentions contained within the Better Care, Higher Standards Charter.</p> <p>NHS and Community Care Act, 1990, Section 46</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being (SM)	<p>Assistant Director, Mental Health (RDASH) Head of Learning Disability Service Enabling Care Manager Quality Care Manager Service Manager (Community) Service Manager (Hospital &amp; Intake) Service Manager (Specialist Services)</p>	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.3 Arrange and conduct an assessment of need for those who may require a Community Care Service.</p> <p>N.H.S. and Community Care Act 1990, Section 47</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability</p> <p>Through Service Manager to Team Managers (Older People &amp; PDSI) Through Service Managers (Access, Community and Specialist)</p>	
<p>1.4 Arrange and conduct an assessment of carers' needs.</p> <p>The Carers (Recognition and Services) Act 1995 Carers and Disabled Children's Act, 2000</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability</p> <p>Through Service Manager to Team Managers (Older People &amp; PDSI) Through Service Manager to Team Managers</p>	
<p>1.5 Arrange services to promote the welfare of older people.</p> <p>Health Services and Public Health Act 1968, Section 45</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability</p> <p>Through Service Manager to Team Managers (Older People &amp; PDSI) Through Service Manager to Team Managers</p>	
<p>1.6 Provide arrangements and processes to ensure the proper implementation of the Mental Capacity Act (2005)Code of Practice Deprivation of Liberty Safeguards.</p> <p>Mental Capacity Act (2005) Code of Practice Deprivation of Liberty safeguards – Code of Practice</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Wellbeing	Safeguarding Managers	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.7 Arrangements for burial or cremation of those dying in accommodation provided under Part III of the National Assistance Act 1948 or dying in the community.</p> <p>Public Health (Control of Diseases) Act 1984, Section 46(2) and (5)</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Wellbeing	Through Service Manager to Team Managers:	
<p>1.8 Arrangements for the provision of Home Care consistent with Council Policy.</p> <p>National Health Services Act 1977, Sch. 8 National Assistance Act 1948, Part III</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability Through Service Manager to Team Managers (Older People &amp; PDSI) Through Service Managers to Team Managers</p>	
<p>1.9 Arrangements for the provision of services to prevent illness or for people who are ill or who have been ill.</p> <p>National Health Service Act 1977, Sch. 8</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability Through Service Manager to Team Managers (Older People &amp; PDSI) Through Service Managers to Team Managers</p>	
<p>1.10 Maintain procedures over access to personal files (Adult Clients).</p> <p>Access to Personal Files Act 1987 Access to Personal Files (Social Services) Regulations 1989 Freedom of Information Act 2000</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Through Service Managers to Team Managers</p>	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.11 The protection of vulnerable adults from abuse in line with "No Secrets" Modernising Social Services 1998. Safeguarding Adults 2005	Strategic Director of Neighbourhoods and Adult Services	Director Health and Wellbeing  Safeguarding Adults Board	Through Assistant Director - Mental Health (RDASH) – CMHT Managers  Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Through Service Managers Through Safeguarding Manager to Safeguarding Investigation Team Manager and Safeguarding Co-ordinator.	
1.12 Requirements to agree a local protocol and procedures with the Care Quality Commission on the referral of information about abuse or suspected abuse.  Care Standards Act, 2000	Strategic Director of Neighbourhoods and Adult Services	Director Health and Wellbeing	Safeguarding Manager	
1.13 Make arrangements for residential care for adults who require care and attention otherwise unavailable to them; having regard to the individual's preferred choice.  Ensure compliance with Mental Capacity Act and DOLS legislation.  National Assistance Act 1948, Part III Residential Accommodation (Relevant Premises, Ordinary Residence and Exemptions) Regulations 1993 National Assistance Act 1948 (Choice of Accommodation) Directions 1992 National Assistance Act 1948 (Choice of Accommodation) Directions 1993 Health and Social Care Act, 2001 The Preserved Rights (Transfer of Responsibilities to Local Authority) Regulations, 2001	Strategic Director of Neighbourhoods and Adult Services  Strategic Director	Director Health and Well-Being  Director of Health & Wellbeing	Through Assistant Director - Mental Health (RDASH) – CMHT Managers  Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability Through Service Managers to Team Managers  Assistant Director Mental Health Head of Learning Disability Service	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.14 Ordinary Residence. Determination for provision of residential care for patients for whom NHS accommodation is provided shall be deemed to be ordinarily resident in the area, if any, in which the patient was resident before the NHS accommodation was provided whether or not they continue to be ordinarily resident in that area.</p> <p>National Assistance Act, 1948, Section 24 (3) D (6). Health and Social Care Act 2008 section 148</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Assistant Director - Mental Health (RDASH) – CMHT Managers</p> <p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability Through Service Managers to Team Managers</p>	
<p>1.15 Make arrangements to assess the needs of adults with disabilities; including the carers' ability to continue providing care on a regular basis.</p> <p>Disabled Persons (Services, Consultation and Representation) Act 1986 N.H.S. and Community Care Act 1990, Section 47 The Local Authority Social Services (Designation of Functioning Order) 1989 Carers (Recognition and Services) Act 1995</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	<p>Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Team Managers Learning Disability Through Service Managers to Team Managers</p>	



Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.16 Make arrangements to assess the needs of disabled young people leaving full-time education in liaison with Children and <b>Young People's Services</b> on receipt of information provided by Children and <b>Young People's Services</b>.</p> <p>Disabled Persons (Services, Consultation and Representation) Act 1986, Section 5(5)</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to:- Team Managers Learning Disability Service Manager to Team Managers Specialist Services (Physical Disability & Sensory Impairment)	
<p>1.17 Make arrangements to provide services for disabled adults who have been assessed as eligible for requiring such services.</p> <p>National Assistance Act 1948 Section 20, 30, 41 and 49</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to:- Team Managers Learning Disability Service Manager (Specialist Services) to Team Manager (Physical Disability & Sensory Impairment)	
<p>1.18 Maintain a register of adult disabled people, establish information on the numbers of disabled adults and the services required, publish information on the services available.</p> <p>National Assistance Act 1948, Sections 29 and 29A Chronically Sick and Disabled Persons Act 1970, Sections 1, 2, 18 Record of Deaf Blind People LAC (2001) 8 Section 7, Social Services Act, 1970</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to:- Team Managers Learning Disability Specialist Service and PDSI Team Managers	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.19 Make arrangements for the provision of facilities for employment and training for registered persons who are severely disabled.  Disabled Persons (Employment) Act 1958	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to:- Team Managers Learning Disability Specialist Service Manager and PDSI Team Managers Through to Service Managers to Team Managers	
1.20 Appointment and re-approval of Approved Mental Health Practitioners (AHMP's) under the 1983 Mental Health Act.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being, subject to an Annual Report to the Strategic Director of Neighbourhoods and Adult Services on activity and approvals		
1.21 Acceptance of Guardianship Applications under Section 7 of the 1983 Mental Health Act.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being  Assistant Director, Mental Health (RDASH)		
1.22 Imposition of requirements of residence, attendance and access on patients subject to supervised discharge under Section 25D of the 1983 Mental Health Act.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Assistant Director, Mental Health (RDASH): C.M.H.T. Managers	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.23 The power to take and convey a patient to any of the places referred to in Care Plans devised under Section 25D. This power is contained in Sub-section 25D (4).	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Assistant Director, Mental Health (RDASH): C.M.H.T. Managers	
1.24 The authorisation and provision of documentation to supervisors confirming their power to fulfil the requirements of Section 25 of the Mental Health Act, with reference to named patients, under Sub-section 25D(5).	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director, Mental Health (RDASH)	
1.25 The duty to review After Care Services and requirements under Section 25E of the Mental Health Act and to exercise all duties and responsibilities of the Authority as a responsible After Care Body.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director, Mental Health (RDASH)	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.26 The power to name a supervisor in an application under Section 25B (11).	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director, Mental Health (RSAH): C.M.H.T Managers	
<b>General</b>				
1.27 Blue Car Badges.	Director Health and Wellbeing		Through Service Managers to: Team Managers	
1.28 Provision of telephones.  Chronically Sick and Disabled Persons Act 1970	Director Health and Wellbeing	-	Through Service Manager to Team Managers:  Access Community Specialist (BD)	
1.29 Protection of moveable property.  National Assistance Act 1948, Section 48	Director Health and Well-Being	-	Through Assistant Director - Mental Health (RDASH) – CMHT Managers  Through Head of Learning Disability Service to:- Group Managers Learning Disability Service to :- Head of Learning Disability Service Enabling Care Manager Quality Care Manager Service Manager (Community) Service Manager (Hospital & Intake) Service Manager (Specialist Services)	-

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.30 Arrangements for and recovery of expenses in connection with funerals.  Public Health (Control of Diseases) Act 1984, Section 46	Director Health and Wellbeing	-	Through Service Manager to Team Managers:  Access Community Specialist (BD)	
1.31 Provision of Equipment.  Chronically Sick and Disabled Persons Act 1970	Director Health and Wellbeing	-	Service Manager Specialist Services	
1.32 Provide services in accordance with the purchasing contract to promote the welfare of older people.  Health Service and Public Health Act, 1968 Section 45	Strategic Director of Neighbourhoods and Adult Services	Director Health and Wellbeing	Service Managers	
1.33 Provide Home Care in accordance with the purchasing contract and consistent with Council Policy.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Through Enabling Care Manager to: Locality Managers Domiciliary Care	
1.34 Provide residential care for adults who require care and attention otherwise unavailable to them, in accordance with the purchasing contract.  National Assistance Act, 1948, Part III	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director Mental Health (RDASH)  Head of Learning Disability Service Quality Care Manager Service Managers	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>1.35 Provide services for disabled adults who have been assessed as requiring such services, in accordance with the purchasing contract.</p> <p>National Assistance Act 1948, s.29 Chronically Sick and Disabled Persons Act, s.2</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Head of Learning Disability Service Service Manager (Specialist Services)	
<p>1.36 Provision of facilities for employment and training for registered persons who are severely disabled, in accordance with the purchasing contract.</p> <p>Disabled Persons (Employment) Act 1958</p>	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Head of Learning Disability Service Service Manager (Specialist Services)	
<b>2. Human Resource Management</b>				
2.1 Designation of politically restricted posts.	Director Health and Well-Being		Assistant Director of Mental Health Services	
2.2 Establishment of posts/changes to establishment/restructuring /transfer of posts between sections and units.	Director Health and Well-Being		(in consultation with Directorate Human Resources Manager) Head Of Learning Disability Service	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.3 Approval to fill vacant posts within approved establishment including posts externally funded.	Director Health and Well-Being		Assistant Director, Mental Health (RDASH) Head of Learning Disability Service Service Managers Learning Disability Service Business Manager Learning Disability Service Service Managers <b>Business Manager</b> <b>Manager Supporting People</b> <b>Assessment and Care Management Senior Management Team for Older People and Physical Disability Services</b>	
2.4 Agreement to job share arrangements	Director Health and Well-Being		Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Business Manager Learning Disability Service Service Managers <b>Business Manager</b>	
2.5 Paragraph 35 - Acting-up arrangements, and approval of honoraria/ex gratia payments in appropriate circumstances.	Director Health and Well-Being		Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Business Manager Learning Disability Service Service Managers Business Manager	
2.6 Appointment to posts below <b>Service Director</b> within approved establishment.	Director Health and Well-Being		<b>To be confirmed. Further advice, re. establishment control to be sought from R.B.T.</b>	
2.7 Requests for re-employment from persons having previously taken early release from the Council's employment.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being		

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.8 Transfer of staff internally to equivalently graded posts.	Director Health and Well-Being		Operations Manager Domiciliary Care and Support Services  Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers Business Manager	
2.9 Approval to recruit additional temporary staff for maternity leave cover.	Service Director Health and Well-Being		Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers Business Manager	
2.10 Approval to recruit additional temporary staff to meet work demands/seasonal fluctuations.	Director Health and Well-Being		Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers Business Manager	
2.11 Decisions to extend or terminate Probationary Service.	Director Health and Well-Being		Head Of Learning Disability Service	
2.12 Granting of special unpaid leave, and special leave <u>with</u> pay including T.U. time-off.	Director Health and Well-Being		Head Of Learning Disability Service	



Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.13 Grievances.	Director Health and Well-Being		Prior to Member Stage Assistant Director, Mental Health Services (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers	
2.14 Agree appropriate starting salaries.	Director Health and Well-Being		(in consultation with Directorate Human Resources Manager) Head Of Learning Disability Service	
2.15 Use of re-location scheme for new appointments.	Director Health and Well-Being			
2.16 Staff progression.	Director Health and Well-Being		Social Workers: Panel of Service Managers and Team Managers Head Of Learning Disability Service	
2.17 Authorisation of gifts/legacies and hospitality offered to staff.	Director Health and Well-Being		Head Of Learning Disability Service	
2.18 Authorisation of requests from staff to undertake additional employment.	Director Health and Well-Being			
2.19 Authorisation of overtime Payments to staff paid beyond SCP 28.	Director Health and Well-Being		Assistant Director, Mental Health Services (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers Business Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.20 Approval of telephone for appropriate posts.	Director Health and Well-Being		Assistant Director, Mental Health Services (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers Business Manager	
2.21 Approval of excess travel expenses (Where Council Policy is not appropriate).	Director Health and Well-Being		Head Of Learning Disability Service	
2.22 Health and Safety at Work.  Health and Safety (Offences) Act 2008	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	All Managers	
2.23 Disciplinary Procedures.	Director Health and Well-Being			
			<p><b>Authorisation to give verbal and written warnings:-</b> Team Managers, Managers, Residential and Day Care Establishments</p> <p><b>Authorisation to give warnings up to and including final written warnings:-</b> Group Manager Learning Disability Service Business Manager Learning Disability Service Enabling Care Manager, Quality Care Manager</p> <p><b>Authorisation to give final written warnings, demotion and dismissal:-</b> Service Managers Head of Learning Disability Service Modernisation Manager</p>	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.24 Approval of attendance on full time training courses, conferences, etc. or to give lectures (not exceeding one week duration).	Director Health and Well-Being		Adults Training and Development Group Programme Area Directorate Workforce Development Panel	
2.25 Agree Work Experience Placements for students NOT employed by the Council.	Director Health and Well-Being		Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Group Manager Learning Disability Service Business Manager Learning Disability Service Service Managers	
2.26 Grading of new posts/changes to existing posts.	Director Health and Well-Being		In consultation with Directorate H.R. Manager.  Head Of Learning Disability Service	
2.27 Consider personal applications for re-grading.	Director Health and Well-Being		Directorate Human Resource Manager reports on the application and makes a recommendation to the Strategic Director/Service Director. Head Of Learning Disability Service	
2.28 Monitoring of Absence Management in accordance with Council Policy	Director Health and Well-Being		<b>All Line Managers</b>	
2.29 Consider applications to extend the period of paid sickness absence.	Director Health and Well-Being		Head Of Learning Disability Service	
2.30 Ill Health Terminations.	Director Health and Well-Being		Assistant Director of Mental Health Services (RDASH) Head Of Learning Disability Service Service Managers, Learning Disability Service Managers Enabling Care Manager, Quality Care Manager Business Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.31 Early release of pension benefits - Ill-health retirement.	Director Health and Well-Being		In consultation with the Strategic Director and the Cabinet Member for Neighbourhoods and Adult Services. Approval of Deputy Leaders. Head Of Learning Disability Service	
2.32 Issue of compulsory redundancy notices.	Director Health and Well-Being		In consultation with Strategic Human Resources.	
2.33 Payment of "buy-out" compensation.	Director Health and Well-Being		In consultation with Strategic Human Resources.	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<b>3. Finance</b>				
3.1 Home Care and other non-residential charges – write-offs.	Director Health and Well-Being		After consulting with the Service Accountant (Adult Services) on behalf of the Strategic Director of Finance:-  (a) Up to £500 – Service Manager (b) £501 - £1,000 – Service Director, Head Of Learning Disability Service (c) write-off debts due to the Council of £1,1001 to £5000 – Strategic Director of Neighbourhood and Adult Services (d) write-off debts due to the Council of £5000.01 or more – Strategic Director of Finance, after consulting the Corporate Management Team.	-
3.2 Residential accommodation charges write-offs.	Director Health and Well-Being (CK)		After consulting with the Service Accountant (Adult Services) on behalf of the Strategic Director of Finance:-  (a) Up to £500 – Service Manager (b) £501 - £1,000 – Service Director, Head Of Learning Disability Service (c) write-off debts due to the Council of £1,1001 to £5000 – Strategic Director of Neighbourhoods and Adult Services (d) write-off debts due to the Council of £5000.01 or more – Strategic Director of Finance, after consulting the Corporate Management Team.	
3.3 Waiver Charges up to 50% Non-residential services	Director Health and Well-Being			-
3.4 Authorisation of development of schemes and letting of contracts up to a value of £50,000 in accordance with Standing Orders.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Head Of Learning Disability Service	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
3.5 Variations to residential care guide prices which result from meeting the specific needs of individuals.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director, Mental Health (RDASH) Service Managers Learning Disability Service Group Manager Learning Disability Service	
3.5.1 Up to 2.5%.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Though Service Managers Learning Disability/ Assistant Director, Mental Health (RDASH) to:  Group Managers, Mental Health Group Managers, Learning Disability	
Up to £100.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Services Service Managers	
Over £100.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being		
3.6 Application of the 50% disregard of occupational pensions to service users in residential care with unmarried partners.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being	Assistant Director, Mental Health (RDASH) Head Of Learning Disability Service Service Managers Learning Disability Services Service Managers	
3.7 Enter into agreement to defer payment for changes on property until the property is sold.  Section 55 of Health and Social Care Act, 2001.	Strategic Director of Neighbourhoods and Adult Services	Director Health and Well-Being  Enabling Care Manager – Intermediate Care (lead provider) Head of Joint Learning Disability Service (lead commissioner)	Through Assistant Director, Mental Health (RDASH) to: CMHT Managers Head Of Learning Disability Service Service Managers Learning Disability Services Service Managers to Team Managers	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
3.8 Manage pooled budgets in conjunction with partner agencies as lead commissioner or lead providers.		Director of Health and Wellbeing		

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**

NEIGHBOURHOODS AND ADULT SERVICES DIRECTORATE

**Appendix G**

**Independent Living - Delegation of Powers to Officers - Schedule C**

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<b>1. Service</b>				
1.30 Provision of Equipment, adaptations and associated grants  Chronically Sick and Disabled Persons Act 1970	Strategic Director of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	-
1.37 Provision of Wardens Service and Rothercare	Strategic Director of Neighbourhoods and Adult Services	Director of Independent Living	Older People's Housing Services Manager	
1.38 Provision of Rothercare.	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Older People's Housing Services Manager	
1.39 Discharge of homelessness, allocation policy and advice functions	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Choices Manager	
1.40 Provision of furnished tenancy scheme	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Choices Manager	



Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
1.41 Discharge of asylum and immigration functions	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Asylum Team Manager	
1.42 Discharge of Right to Buy Functions	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Choices Manager	
<b>2. Human Resource Management</b>				
2.1 Designation of politically restricted posts.	Director Independent Living			
2.2 Establishment of posts/changes to establishment/restructuring /transfer of posts between sections and units.	Director Independent Living		(in consultation with Directorate Human Resources Manager)	
2.3 Approval to fill vacant posts within approved establishment including posts externally funded.	Director Independent Living		<b>Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager</b>	
2.4 Agreement to job share arrangements	Director Independent Living		<b>Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager</b>	
2.5 Paragraph 35 - Acting-up arrangements, and approval of honoraria/ex gratia payments in appropriate circumstances.	Director Independent Living		<b>Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager</b>	
2.6 Appointment to posts below Service Director within approved establishment	Director Independent Living			

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.7 Requests for re-employment from persons having previously taken early release from the Council's employment.	Strategic Director of Neighbourhoods and Adult Services	Director Independent Living		
2.8 Transfer of staff internally to equivalently graded posts.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.9 Approval to recruit additional temporary staff for maternity leave cover.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.10 Approval to recruit additional temporary staff to meet work demands/seasonal fluctuations.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.11 Decisions to extend or terminate Probationary Service.	Director Independent Living			
2.12 Granting of special unpaid leave, and special leave with pay including T.U. time-off.	Director Independent Living			
2.13 Grievances.	Director Independent Living		Prior to Member stage Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.14 Agree appropriate starting salaries.	Director Independent Living		(in consultation with Directorate Human Resources Manager)	
2.15 Use of re-location scheme for new appointments.	Director Independent Living			

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.16 Staff progression.	Director Independent Living			
2.17 Authorisation of gifts/legacies and hospitality offered to staff.	Director Independent Living			
2.18 Authorisation of requests from staff to undertake additional employment.	Director Independent Living			
2.19 Authorisation of overtime Payments to staff paid beyond SCP 28.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.20 Approval of telephone for appropriate posts.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.21 Approval of excess travel expenses (Where Council Policy is not appropriate).	Director Independent Living			
2.22 Health and Safety at Work.  Health and Safety (Offences) Act 2008	Strategic Director of Neighbourhoods and Adult Services	Director Independent Living	All Managers	
2.23 Disciplinary Procedures.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.24 Approval of attendance on full time training courses, conferences, etc. or to give lectures (not exceeding one week duration).	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.25 Agree Work Experience Placements for students NOT employed by the Council.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.26 Grading of new posts/changes to existing posts.	Director Independent Living		In consultation with Directorate H.R. Manager.	
2.27 Consider personal applications for re-grading.	Director Independent Living		Directorate Human Resource Manager reports on the application and makes a recommendation to the Strategic Director/Service Director.	
2.28 Monitoring of Absence Management in accordance with Council Policy	Director Independent Living		All Line Managers	
2.29 Consider applications to extend the period of paid sickness absence.	Director Independent Living			
2.30 Ill Health Terminations.	Director Independent Living		Housing Choices Manager Housing Access Manager Older People's Housing Services Manager Asylum Team Manager	
2.31 Early release of pension benefits - Ill-health retirement.	Director Independent Living		In consultation with the Strategic Director and the Cabinet Member for Neighbourhoods and Adult Services. Approval of Deputy Leaders.	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
2.32 Issue of compulsory redundancy notices.	Director Independent Living		In consultation with Strategic Human Resources.	
2.33 Payment of "buy-out" compensation.	Director Independent Living		In consultation with Strategic Human Resources.	
<b>3. Finance</b>				
3.1 Authorisation of mandatory payments in respect of the Secure Tenants of Local Authorities (compensation for improvements) Regulations 1994.	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing choices Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
3.2 Authorisation of mandatory financial compensation in respect of the Secure Tenants of Local Housing Authorities (right to repair) Regulations 1994.	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Choices Manager	
3.3 Disabled Facilities Grants where the value of works is less than or equal to £30,000	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	No delegation to officers in respect of an application from a private landlord for a discretionary grant.	
3.4 Renovation Grants and all home repair assistance grants where the value of works is less than or equal to £7,500	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	No delegation to officers in respect of an application from a private landlord for a discretionary grant.	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
<p>3.5 Interim payments in respect of Home Renovation and Disabled Facilities Grants up to a maximum of 50% of the value of completed work provided at least 50% of the total anticipated works have been satisfactorily completed.</p> <p>Where the payment to the Utilities Companies and any services provided by the Local Authority, such disbursements shall be included within this power but shall be additional to the percentages applied within this paragraph and may be made at any time after the approval of the grant.</p>	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.6 Additional payments for unforeseen works subject to a maximum of £500 in respect of any single grant	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.7 Approval of interim payments up to 90% legislative maximum	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.8 Authorisations of extensions of time in respect of grant aided works. In respect of applicants using the agency service, authorisation of the payment of fees to persons or agencies in the preparation of plans, reports or other inspections prior to the award of a grant.	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	

Subject	Delegated To	Director's Powers held on his behalf by (Relevant Service Director)	Proposed Officer(s) accountable to Service Director for Functions Associated with Delegated Powers	Director's Approval/Date
			Post(s)	
3.9 In respect of applicants using the agency service, the maintenance of a list of approved contractors.	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.10 Monies by way of loan, the amount being the difference between the value of approved renovation, disabled facilities or public sector adaptation works and the amount of grant payable, subject to specific provisions of Council policy	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.11 Variation of the grant payable in such instances where the final accounts show reductions to the amount of grant approved, or where, owing to circumstances beyond the control of the applicant, the eligible works cannot be carried out on the basis of the determined expenses or failure to complete by contractor or other appropriate instances.	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.12 Approval subject to any necessary conditions, where grant applicants wish to vary the standard specification for fixtures and fittings beyond that approved by the Council	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Access Manager	
3.13 Collection of charges for Furnished tenancy service	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Housing Choices Manager	
3.14 Financial management of National Asylum Seeker Contract	Strategic Director Of Neighbourhoods and Adult Services	Director of Independent Living	Asylum Team Manager	



# ROTHERHAM METROPOLITAN BOROUGH COUNCIL

## NEIGHBOURHOOD AND ADULT SERVICES DIRECTORATE

## Appendix H

### Housing and Neighbourhood Services – Delegations of Powers to Officers – Schedule C

	<b>Subject</b>	<b>Summary Description of Powers</b>	<b>Decision</b>	<b>Proposed Officer(s) accountable to Director or Service Director for Functions Associated with Delegated Powers</b>
1.	<b>In respect of financial matters</b>	1.1 Authorisation to spend within approved budgets subject to the policy, standing orders and financial regulations of the Council	Director of Housing and Neighbourhood Services	All budget holders
		1.2 Authorisation for the virement of revenue budgets in accordance with Financial Regulations	Director of Housing and Neighbourhood Services	All budget holders
		1.3 Financial management of the Housing Investment Programme	Director of Housing and Neighbourhood Services	All budget holders
2.	<b>In respect of Departmental Assets</b>	2.1 The purchase of replacement vehicles, plant or equipment, including computer hardware and software for which financial provision has been made in accordance with the Financial Regulations and Standing Orders of the Council	Director of Housing and Neighbourhood Services	All budget holders

		2.2	Declaring obsolete furniture and equipment, and other materials surplus to requirements provided that the estimated value of any one item or group of items shall not exceed £1,000	Director of Housing and Neighbourhood Services	
<b>3.</b>	<b>In respect of Procurement Contract Administration and Best Value</b>	3.1	In accordance with Standing Orders and Financial Regulations, matters relating to the specification for goods and services, the seeking of estimates, quotations and tenders, the evaluation of the same and acceptance of tenders relating to contracts for works, other supplies, services, goods and equipment in accordance with approved budgets or supplementary estimates	Director of Housing and Neighbourhood Services	All budget holders
		3.2	In respect of DSO's the authorisation of individual variations	Director of Housing and Neighbourhood Services	
<b>4.</b>	<b>In respect of Human Resource Management</b>	4.1	Establishment of posts/changes to establishment/restructuring/transfer of posts between sections and units	Director of Housing and Neighbourhood Services	In consultation with Directorate HR Manager
		4.2	Approval to fill vacant posts within approved establishment including posts externally funded	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> </ul>

				<ul style="list-style-type: none"> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.3 Appointment to posts below Service Director, within approved establishment	In respect of M3 posts Director of Housing and Neighbourhood Services	Posts below M3 <ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.4 Use of re-location scheme for new appointments	Director of Housing and Neighbourhood Services	
		4.5 Transfer of staff internally to equivalently graded posts	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>

		4.6 Paragraph 35 – Acting Up Arrangements, and approval of honoraria/ex gratia payments in appropriate circumstances	Director of Housing and Neighbourhood Services	
		4.7 Requests for re-employment from persons having previously taken early release from the Council’s employment	Delegated to Director of Housing and Neighbourhood Services	
		4.8 Approval to recruit additional temporary staff for maternity leave cover	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.9 Approval to recruit additional temporary staff to meet work demands/seasonal fluctuation	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>

		4.10 Decisions to extend or terminate Probationary Service	Director of Housing and Neighbourhood Services	In consultation with Directorate HR Manager
		4.11 Granting of special unpaid leave and special leave <b>with</b> pay including T.U. time-off	Director of Housing and Neighbourhood Services	
		4.12 Grievances	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.13 Agree appropriate starting salaries	Director of Housing and Neighbourhood Services	In consultation with Directorate HR Manager
		4.14 Staff progression	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership</li> </ul>

				Managers • Neighbourhood Transformation Manager
		4.15	Authorisation of gifts/legacies and hospitality offered to staff	Director of Housing and Neighbourhood Services
		4.16	Authorisation of requests from staff to undertake additional employment	Director of Housing and Neighbourhood Services
		4.17	Authorisation of overtime within approved budget limits	Director of Housing and Neighbourhood Services • Neighbourhood Investment Manager • Safer Neighbourhood Manager • Business Regulation Manager • Neighbourhood Partnership Managers • Neighbourhood Transformation Manager
		4.18	Approval of telephone for appropriate posts	Director of Housing and Neighbourhood Services • Neighbourhood Investment Manager • Safer Neighbourhood Manager • Business Regulation Manager • Neighbourhood Partnership Managers

				<ul style="list-style-type: none"> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.19 Approval of excess travel expenses (Where Council Policy is not appropriate)	Director of Housing and Neighbourhood Services	In consultation with Directorate HR Manager
		4.20 Health and Safety at Work	Delegated to Director of Housing and Neighbourhood Services	All line managers
		4.21 Disciplinary Procedures	Delegated to Director of Housing and Neighbourhood Services	<p><b>Authorisation to: give verbal and written warnings:</b></p> <p><b>Line managers/M2s</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul> <p><b>Authorisation to give warnings up to and including final written warnings:</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> </ul>

				<ul style="list-style-type: none"> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul> <p><b>Authorisation to give final written warnings, demotion, and dismissal:</b> Director of Housing and Neighbourhood Services</p>
		4.22 Designation of politically restricted posts	Director of Housing and Neighbourhood Services	<ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.23 Approval of attendance on full time training courses, conferences, etc. or to give lectures (not exceeding one week duration)	Director of Housing and Neighbourhood Services	<p>Training and Development Manager</p> <p>All M3 Manager</p>
		4.24 Agree Work Experience Placements for students <b>not</b> employed by the Council	Director of Housing and	<ul style="list-style-type: none"> <li>• Neighbourhood Investment</li> </ul>



			Neighbourhood Services	<p>Manager</p> <ul style="list-style-type: none"> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>
		4.25	Grading of new posts/changes to existing posts	<p>Director of Housing and Neighbourhood Services</p> <p>In consultation with Directorate HR Manager</p>
		4.26	Consider personal applications for re-grading	<p>Director of Housing and Neighbourhood Services</p> <p>Directorate HR Manager reports on the application and makes a recommendation to the Strategic Director/Service Director of Housing and Neighbourhood Services</p>
		4.27	Monitoring of Absence Management in accordance with Council policy	<p>Director of Housing and Neighbourhood Services</p> <p>All Line Managers</p>
		4.28	Consider applications to extend the period of paid sickness absence	<p>Director of Housing and Neighbourhood Services</p> <p>In consultation with Directorate HR Manager</p>
		4.29	Ill Health Terminations	<p>Director of Housing and Neighbourhood Services</p> <ul style="list-style-type: none"> <li>• Neighbourhood Investment Manager</li> <li>• Safer Neighbourhood Manager</li> </ul>

				<ul style="list-style-type: none"> <li>• Business Regulation Manager</li> <li>• Neighbourhood Partnership Managers</li> <li>• Neighbourhood Transformation Manager</li> </ul>	
		4.30	Early release of pension benefits – ill-health retirement	Director of Housing and Neighbourhood Services	In consultation with the Strategic Director and Cabinet Member for Neighbourhoods
		4.31	Issue of compulsory redundancy notices	Director of Housing and Neighbourhood Services	In consultation with Directorate HR Manager
		4.32	Payment of “buy-out” compensation	Director of Housing and Neighbourhood Services	In consultation with Directorate HR Manager
5.	<b>2010 Rotherham Ltd</b>	5.1	Authority to represent the Council at any general meeting of 2010 Rotherham Ltd	Director of Housing and Neighbourhood Services	
6.	<b>Housing Operational and Procedural Matters</b>	6.1	Disposal of small areas of land to Council tenants for the purposes of garden extensions, car parking or to assist the general care and aspect of the area, provided local ward members concur and in accordance with the Council’s land disposal procedures	Director of Housing and Neighbourhood Services	
		6.2	Authorisation of mandatory payments in respect of the Secure Tenants of Local	Director of Housing and	

		Authorities (Compensation for Improvements) Regulations 1994	Neighbourhood Services	
		6.3 Authorisation of mandatory financial compensation in respect of the Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994	Director of Housing and Neighbourhood Services	
		7.4 Authorise appropriate legal action in respect of breaches of the Council's tenancy agreements and other legal measures against the perpetrators of harassment, crime and anti-social behaviour and racial harassment against tenants and residents. Examples of such legal action is among, but not limited to, injunctions and anti-social behaviour orders	Director of Housing and Neighbourhood Services	
		6.4 Authorise appropriate publicity by the Council for the purposes of advising members of the public that anti-social behaviour orders and injunctions have been made and in assisting in the enforcement of anti-social behaviour orders and injunctions, by encouraging the reporting of any breaches	Director of Housing and Neighbourhood Services	
		6.5 The power to prosecute and offender in respect of: <ul style="list-style-type: none"> <li>• Offences relating to advertisements</li> </ul>	Director of Housing and Neighbourhood Services	

		<p>displayed in contravention of regulations; and the</p> <ul style="list-style-type: none"> <li>• Removal of placards or posters displayed in contravention of regulations</li> </ul>		
<b>7.</b>	<p><b>Statutory Provisions</b></p> <p>Abandonment of Animals Act 1960 Administration of Justice Act 1970, As Amended Agriculture Act 1970 Agricultural (Miscellaneous Provisions) Act 1968 Agriculture Produce (Grading and Marking) Act 1928 and 1931 Agriculture (Safety, Health and Welfare Provisions) Act 1956 Animal Boarding Establishments Act 1963 Animal Health Act 1981 Animal Health and Welfare Act 1984 Anti-Social Behaviour Act 2003 Breeding of Dogs Act 1973 and 1991 Broadcasting Act 1990 Building Act 1984 Business Names Act 1985 Children and Young Persons Act 1933 Children and Young Persons (Protection from Tobacco) Act 1991</p>	<p>That the Council's Powers relating to these acts and any orders, regulations, statutory instruments, statutory Codes of Practice and/or Bylaws made there under and any future modifications, enlargements or amendments thereof be delegated to the Director of Housing and Neighbourhood Services</p> <p>The powers conferred include:</p> <ul style="list-style-type: none"> <li>▪ Instigation of Legal Proceedings</li> <li>▪ Authorisation of Informations and Summonses</li> <li>▪ Authorisation of Applications for a Warrant to Enter Premises</li> <li>▪ Service of Statutory Notices</li> <li>▪ Granting and Refusal of Licences</li> <li>▪ Authorisation to Carry out Work in Default</li> <li>▪ Appointment of Inspectors and Officers</li> <li>▪ Appointment of Chief and Deputy Chief Inspector of Weights and Measures</li> <li>▪ Authorisation of Officers</li> <li>▪ Appointment of Official and Authorised Veterinary Officers, Public Analysts</li> </ul>	<p>Delegated to the Director of Housing and Neighbourhood Services</p> <p>Director of Housing and Neighbourhood Services</p>	<p>Via Written Authorisation to approve on behalf of Director of Housing and Neighbourhood Services:</p> <ul style="list-style-type: none"> <li>• Safer Neighbourhood Manager</li> <li>• Business Regulation Manager</li> </ul>

<p>Clean Air Act 1993  Clean Air &amp; Neighbourhood Act 2004  Companies Act 1985  Consumer Arbitration Agreements Act 1988  Consumer Credit Act 1974  Consumer Protection Act 1987  Control of Pollution Act 1974  Copyright, Designs and Patents Act 1988  Cremation Acts 1902 and 1952  Cremations Regulations 1930, 1952, 1965 and 1979  Cremations (Amendment) Regulations 1985  Crime &amp; Disorder Act 1998  Criminal Justice Act 1988  Criminal Justice and Public Order Act 1994  Dangerous Dogs Acts 1989 and 1991  Dangerous Wild Animals Act 1976  Development of Tourism Act 1969  Dogs Acts 1871 and 1906  Dogs (Fouling of Land) Act 1996  Education Reform Act 1988  Environment Act 1995  Environmental Protection Act 1990  Estate Agents Act 1979  European Communities Act 1972  Factories Act 1961</p>			
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<p> Fair Trading Act 1973  Farm and Garden Chemicals Act 1967  Fire Safety and Safety of Places of Sport Act 1987  Food Act 1984  Food and Environmental Protection Act 1985  Food Safety Act 1990  Forgery and Counterfeiting Act 1981  Gambling Act 2006  Game Act 1831  Guard Dogs Act 1975  Hallmarking Act 1973  Harris Tweed Act 1993  Health and Safety at Work etc. Act 1974  Highways Act 1980  Hire Purchase Act 1965  House to House Collections Act 1939  Housing Act 1985  Housing Act 1996  Housing Act 2004  Insolvency Act 1986  Insurance Brokers (Registration) Act 1977  Insurance Companies Act 1981  Intoxicating Substances (Supply) Act 1985  Licensing Act 1964 </p>			
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<p>Licensing Act 2003  Limitation Act 1980  Local Authorities Cemeteries Order 1977  Local Government Act 1972  Local Government Act 1894  Local Government (Miscellaneous Provisions) Acts 1987 and 1982  Malicious Communications Act 1988  Medicines Acts 1968 and 1971  Minors Contracts Act 1987  Misrepresentations Act 1967  Mock Auctions Act 1961  Motor Vehicles (Safety Equipment for Children) Act 1991  National Assistance Acts 1948 and 1951  Noise and Statutory Nuisance Act 1992  Performing of Animals (Regulation) Act 1925  Pet Animals Act 1911 and 1951  Poisons Act 1972  Prevention of Damage by Pests Act 1949  Prices Acts 1974 and 1975  Property Misdescriptions Act 1991  Protection of Animals Act 1911  Protection of Children (Tobacco) Act 1986  Public Health Acts 1936 and 1961</p>			
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<p>Public Health (Control of Diseases) Act 1984  Rag Flock and Other Filling Matter Act 1951  Refuse Disposal (Amenity) Act 1978  Restrictive Trade Practices Act 1987  Riding Establishments Acts 1964 and 1970  Road Traffic Acts 1988 and 1991  Road Traffic (Consequential Provisions) Act 1988  Road Traffic (Foreign Vehicles) Act 1972  Road Traffic Offenders Act 1988  Safety of Sports Grounds Act 1975  Sale of Goods Act 1979  Sale and Supply of Goods Act 1994  Scotch Whisky Act 1980  Scrap Metal Dealers Act 1964  Slaughter of Poultry Act 1967  Solicitors Act 1974  South Yorkshire Act 1980  Sunday Trading Act 1994  Supply of Goods (Implied Terms) Act 1973  Supply of Goods and Services Act 1982  Telecommunications Act 1984  Theft Acts 1968-1978</p>			
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<p> Timeshare Act 1992  Torts (Interference with Goods) Act 1977  Town Police Clauses Act 1847  Trade Descriptions Act 1968  Trade Marks Act 1994  Trading Representations (Disabled Persons) Acts 1958 and 1972  Trading Stamps Act 1964, as amended  Transport Act 1985  Unfair Contract Terms Act 1977  Unsolicited Goods and Services Acts 1971 and 1975  Vehicle (Excise) Act 1971  Vehicle (Crime) Act 2001  Vehicle Emissions Testing – Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002  Video Recordings Acts 1984 and 1993  Water Act 1945  Water Industry Act 1991 (As amended by the Water Consolidation (Consequential Provisions) Act 1991)  Weights and Measures Act 1976  Weights and Measures Act 1985  Wildlife and Countryside Act 1981  Young Persons (Employment) Acts 1938 and 1964 </p>			
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Zoo Licensing Act 1981			
<p>Miscellaneous Statutory Provisions</p> <p>The Service of Notice and the carrying out of works under Section 29 of the Local Government (Miscellaneous Provisions) Act 1982 (vacant houses)</p> <p>The instigation of proceedings under the Protection from Eviction Act 1977</p> <p>The service of Repair Notices upon Private Sector Landlords under the provisions of Section 189(1) and Section 190(1) of the 1985 Housing Act</p> <p>The service of Statutory Notices under the relevant provisions of Section 352, 372, 354 and 358 of the 1985 Housing Act in respect of Houses in Multiple Occupation</p> <p>The service of a Notice under the provisions of 364 of the Housing Act 1985 requiring occupancy details in respect of a House in Multiple Occupation</p>	<p>That the Council's powers relating to the following Acts and any Orders, regulations, statutory instruments, statutory Codes of Practice and/or Bylaws made there under and any future modifications or enlargements thereof be delegated to the Service Director for Housing and Neighbourhood Services and officers empowered by the Service Director for Housing and Neighbourhood Services from time to time:-</p>		<p>Via Written Authorisation to approve on behalf of Director of Housing and Neighbourhood Services:</p> <ul style="list-style-type: none"> <li>• Safer Neighbourhood Manager</li> </ul>

<p>The service of Notices under the provisions of Section 194 and 374 of the 1985 Housing Act in respect of entry to premises to carry out works in default</p> <p>The service of a Notice under the provisions of Section 335 of the 1985 Housing Act requiring the occupier to provide a statement of numbers, ages, sexes of persons sleeping in the dwelling</p> <p>The service of a Notice under the provisions of Section 338 of the 1985 Housing Act in respect of the abatement of overcrowding</p> <p>The service of a Statutory Notice under the provisions of Section 80 of the 1990 Environmental Protection Act in respect of statutory nuisance</p> <p>The service of Statutory Notice under the provisions of Section 76 of the Building Act 1984 in respect of statutory nuisance</p> <p>The service of Statutory Notice under the provisions of Section 59 of the Building Act 1984 in respect</p>			
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<p>of drainage</p> <p>The service of Statutory Notice under the provisions of Section 79 of the Building Act 1984 in respect of ruinous and dilapidated buildings</p> <p>The service of Notice under the provisions of Section 84 of the Building Act 1984 in respect of defective yard paving</p> <p>The service of Notice under the provisions of Section 4 of the Prevention of Damage by Pests Act 1949 in respect of accumulations liable to provide harbourage for rodents</p> <p>The service of Notice under the provisions of Section 16 of the Local Government (Miscellaneous Provisions) Act 1976 requiring ownership details in respect of a premise</p> <p>The service of Notice under the provisions of Section 45 of the Public Health Act 1936 in respect of repairs to WCs</p>			
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	<p>The service of Notice under the provisions of Section 83 and 84 of the Public Health Act 1936 in respect of verminous premises, articles and persons</p> <p>The service of Notice under the provisions of Section 287 of the Public Health Act 1936, power to enter premises in respect of investigation of statutory nuisances</p> <p>Empowerment of qualified Environmental Health Officers to serve the above notices for and on behalf of the Service Director for Housing and Neighbourhood Services, designated as Proper Officer of the Council in relation to any notice, demand or other written document</p>			
8.	<p><b>Renovation, Home Repair Assistance and Disabled Facilities Grants</b></p>	8.1 Grants where the value of works is assessed by the Director of Housing and Neighbourhood Services as being less than or equal to £6,000 in respect of Disabled Facilities Grants and £7,500 in respect of Renovation Grants and all home repair assistance grants. NB, there is no delegated power to officers in respect of an application from a private landlord for a discretionary grant.		

		8.2 Interim payments in respect of Home Renovation, Renovation and Disabled Facilities Grants up to a maximum of 50% of the value of completed work provided at least 50% of the total anticipated works have been satisfactorily completed. Where the payment involves disbursements to the Utilities Companies and any services provided by the Local Authority, such disbursements shall be included within this power but shall be additional to the percentages applied within this paragraph and may be made at any time after the approval of the grant.		
		8.3 Additional payments for unforeseen works subject to a maximum of £500 in respect of any single grant		
		8.4 Authorisation of extensions of time in respect of grant aided works. In respect of applicants using the agency service, authorisation of the payment of fees to persons or agencies in the preparation of plans, reports or other inspections prior to the award of a grant.		
		8.5 In respect of applicants using the agency service, the maintenance of a list of approved contractors		

		8.6	Monies by way of loan, the amount being the difference between the value of approved renovation, disabled facilities or public sector adaptation works and the amount of grant payable, subject to specific provisions of Council policy		
		8.7	Variation of the grant payable in such instances where the final accounts show reductions to the amount of grant approved, or where, owing to circumstances beyond the control of the applicant, the eligible works cannot be carried out on the basis of the determined expenses or failure to complete by contractor or other appropriate instances.		
		8.8	Approval subject to any necessary conditions, where grant applications wish to vary the standard specification		
		8.9	For fixtures and fittings beyond that approved by the Council		
<b>9.</b>	<b>Adaptations</b>	9.1	Applications for adaptation grants or awards in the private and public sectors in excess of £25,000 (with the exception of extension adaptations)		
		9.2	All agreed claims for unforeseen and additional works be delegated to the		

		Principal Grants Officer		
		9.3 Approval of interim payments up to 90% legislative maximum be delegated to the Principal Grants Officer		
		<p>Homelessness determinations ...</p> <p>Authorisation of mandatory payments in respect of Secure Tenants ...</p> <p>Determination of such costs – other than fair wear and tear on Council’s property and fixtures</p> <p>Service of appropriate notices in respect of unauthorised occupation of land or dwellings</p> <p>Allocation and letting of vacant dwellings and garages ...</p> <p>Approval of successions and assignments meeting the statutory requirements ...</p> <p>Permitting tenants to resume their tenancy if the request is within a reasonable time from receipt of vacant possession</p> <p>Admitting the right to buy ... Authority to decant tenants of the Council to alternative accommodation ...</p>		



10.	<b>Introductory Tenancies</b>	Delegation of powers to the Anti-Social Behaviour Review Panel and Senior Officers in Housing Management to review and confirm, confirm with conditions attached and not confirm Notices of Proceedings for possessions on cases of breaches of the Tenancy Agreement		
11.	<b>High Hedges</b>  Delegated powers under Part 8 of the Anti Social Behaviour Act 2003 and any orders, regulations, statutory instruments all statutory codes of practice made there under		Director of Housing and Neighbourhood Services	
12.	<b>Standards in private sector housing</b>  Delegated powers under Parts 1, 2, 3, 4 and 7 of the Housing Act 2004 and any orders, regulations, statutory instruments or statutory codes of practice made there under		Director of Housing and Neighbourhood Services	

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Housing and Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>19th October 2009</b>
<b>3.</b>	<b>Title:</b>	<b>Area Assemblies Devolved Budget proposals</b>
<b>4.</b>	<b>Directorate:</b>	<b>Neighbourhoods and Adult Services</b>

### **5. Summary**

The 2007 Scrutiny Review of Area Assemblies included a recommendation that, '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'

This report provides an update on the development of project proposals funded through either LABGI (Local Authority Business Growth Incentive) or identified budgets within Neighbourhood and Adult Services within the 09/10 financial year (Appendix A).

The proposals to be funded from LABGI if approved by the Cabinet Member for Housing and Neighbourhoods will be submitted for recommendation to Cabinet on 21st October 2009.

These proposals support the corporate objective of devolved decision-making in the Borough through Area Assemblies and the delivery of local projects and actions which meet Corporate Objectives and community priorities as identified in the Area Plans of the Area Assemblies.

### **6. Recommendations**

#### **That the Cabinet Member**

- i. Approves the project proposals to be funded from Area Assemblies Devolved Budgets**

## 7. Proposals and Details

### Delivery Criteria

Following the approval by Cabinet of LABGI funding in July 2008 and the commitment of NAS to match fund the proposal, a delivery criteria for the fair and transparent commissioning of projects was developed and used throughout 2009 to ensure that all projects funded from the Area Assemblies Devolved Budget are based on priorities identified by the community, partners and agencies and;

- **Contribute to Corporate objectives** - Through priorities identified in the Annual Area Planning Consultation exercise, projects will clearly link to the wider priorities and objectives of the Rotherham Partnerships Community Strategy, the Local Area Agreement and the Neighbourhood Renewal Strategy, particularly linking in to the Safe and Proud themes
- **Meet external funding requirements**
- **Deliver against commitments held with the local area master-plans**

The latest projects submitted for ratification by the Cabinet Member for Housing and Neighbourhoods are from the Housing Improvement Programme (HIP); Housing Market Renewal Funding (HMR) and NAS General Funding and LABGI and include project proposals from Rother Valley West, Rother Valley South, Rotherham North, Rotherham South and Wentworth South (detailed as Appendix A).

The projects to be funded from LABGI (from Wentworth South and Rotherham North) if approved by the Cabinet Member for Housing and Neighbourhoods will be submitted to Cabinet for further ratification.

Projects from the 2009 funding streams have been commencing incrementally from June 2009 onwards. An assessment of the impact of these Devolved Budget projects across all Neighbourhoods is currently being undertaken and a further report will be available in early December. However every project has clearly met either a corporate objective or an Area Plan priority - feedback from partners, elected members and local communities is positive. The evaluation of the Area Assemblies Devolved Budget will also highlight the impact on Crime and Anti Social Behaviour through the provision of positive and diversionary activities for children and young people and be evidenced through improvements in data from the Criminal Intelligence Unit (CIU) to the Neighbourhood Action Group (NAG) as well as improved perception of the area they live in by local people (part of the Area Plan consultation).

A DVD is almost ready for circulation highlighting the benefits and impact from the point of view of the Elected Members, the Local Community and Partners.

A Scrutiny Review of the Area Assemblies Devolved Budget will also be commencing in November 2009.

The current funding available is detailed below - HMR funding can be carried forward into 2010 although project proposals are currently being sought to ensure that the funding is spent within the current financial year, however the LABGI funding will need to be spent by 31st March 2010.

<b>Area Assembly</b>	<b>LABGI</b>	<b>HMR</b>	<b>NAS</b>	<b>HIP</b>
<b>Rother Valley West</b>	£2382	£19325	0	0
<b>Rother Valley South</b>	£1288	£1022	757	0
<b>Wentworth Valley</b>	0	£4708	0	0
<b>Wentworth North</b>	£249.10	£1119	0	0
<b>Wentworth South</b>	£8.00	£11657	0	0
<b>Rotherham North</b>	£50.00	£2200	0	0
<b>Rotherham South</b>	£7106	£15491	0	0
<b>Total</b>	<b>£11,083</b>	<b>55,522</b>	<b>757</b>	<b>0</b>

## **8. Finance**

Proposed funding sources for the period 2008/11 include;

Local Authority Business Growth Incentive (LABGI) was awarded over two years 2008/09 and 2009/10. Each Area Assembly was allocated £100,000 to be spent approximately £35,000 in 2008/09 and £65,000 in 2009/10.

Neighbourhoods and Adult Services (NAS) The Neighbourhoods and Adult Services Directorate agreed match funding for 35k per area in 2008/09, 65k per area in 2009/10, primarily from the NAS general fund, Neighbourhood Pathfinder and Regional Housing and Housing Investment programmes to fund a 3-year devolved budget. A further 50k from Housing Market Renewal is available per area in 2010/11

The Devolved Budget is almost at the end of the second year. Currently only funding from Housing Market renewal of 50k per Area assembly is available for 2011.

## **9. Risks and Uncertainties**

There is a risk that the ongoing sustainability of funding Area Assemblies devolved budgets will be unstable after LABGI ends in 2010 and HMR funding ceases in 2011. This may result in a lack of confidence from the community and partners.

There are additional risks around the delivery of projects which will need to be managed. Systems for monitoring progress will be put in place as part of the governance arrangements to mitigate risks of non delivery.

## 10. Policy and Performance Agenda Implications

The development of devolved budgets for Area Assemblies has clear linkages with the key Corporate Strategic Themes and contributes towards the aims of Strategic Objective 1 of the NAS Service Plan 2008-11

To **provide integrated local services** so that;

- People can exercise choice, retain their independence, be offered protection and have equality of access.
- Communities are active and shape local services to meet their characteristics and needs.
- Neighborhoods are safe, free from crime and places to be proud of.

The development of devolved budgets for Area Assemblies is a key driver in meeting element three of the Outcomes Framework - **Making a Positive Contribution** by engaging residents and community groups in discussing and identifying community/area/spending priorities and participating in the proposals for the development of projects.

## 11. Background Papers and Consultation

The Community Empowerment White Paper: Communities in Control: Real People, Real Power: July 08

Local Government White Paper: Strong and Prosperous Communities 2006

Local Government and Public Involvement in Health Act 2007

**Contact Name:** Jan Leyland, Neighbourhood Partnership Team Manager Ext 3103

<b>Wentworth South NAS HIP Funding 09 - 10 JXC582 WS</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
The project aims to restore the World War 2 Memorial Garden, High Street, Rawmarsh	Rawmarsh	£183		Safe Proud	Improve Standards of roads and pavements	Oct 09 - Feb 10	Improved landscaping within the Garden.
<b>NAS HIP Funding BFWD</b>		£183					
<b>NAS HIP Funding Allocated</b>		£183					
<b>Unallocated</b>		£0					
<b>Wentworth South NAS Revenue (General) Funding 09 - 10 22170</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Kilnhurst Resource Centre</b> - The funding would be used to pay for the general running costs of the centre, which include utility bill, insurance, resources, equipment and marketing and publicity.	Silverwood	£190		Safe Proud Achieving Sustainable	Community Facilities	March 2010	Improved and continued community facilities and access
<b>NAS General Funding BFWD</b>		£190					
<b>Total NAS General Funding Allocated</b>		£190					
<b>Unallocated</b>		0					

Wentworth South NAS HMR/Regional Housing Funding 09 - 10							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
<b>RLC Changing Unit, Barbers Avenue -</b> Provide a protective skirt around the new changing units to increase the security of the unit and to minimise damage to the facility and services.	Rawmarsh	£1,421		Safe Proud Achieving Sustainable	Community Facilities	Sept 09-Jan 10	The project will increase the security of the building
<b>Snickett between Green Lane and Hallam Place, Rawmarsh -</b> To remove old timber fence and concrete posts and supply and fix 68 metres of 1.2m high r/n steel green palisade fence.	Rawmarsh	£4,847		Safe Proud Sustainable	Cleaner Streets	Sept 09-Nov 09	Reduce the fear of crime. Improve the appearance and access to the estate.

<b>Wentworth South NAS HMR/Regional Housing Funding 09 - 10</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Park Lane Pingles Access</b> - To remove hedge, thinning of hedge adjacent to footpath, clean and dispose of foliage. Supply and fit bow top palisade fencing	Valley	£6,724		Safe Proud Alive	Cleaner Streets	Nov 09-Dec 09	Reduce incidents of anti-social behaviour, reduce fear of crime, improve access to local amenities and services
<b>Wentworth South Garage Site</b> - To supply and fit anti-vandal paint and signage to garages within the Wentworth South area to reduce incidents of youth nuisance.	Valley	£5,000		Safe Proud Sustainable	Community Safety	Sept 09-Mar 10	Reduction in anti-social behaviour and criminal damage to garage roofs.
<b>WWII Memorial</b> - The project aims to restore the World War 2 Memorial Garden, High Street, Rawmarsh	Rawmarsh	£6,732		Safe Proud	Improve Standards of roads and pavements	Oct 09 - Feb 10	Improved landscaping within the Garden.
<b>NAS HMR Funding BFWD</b>		£36,381					
<b>NAS HMR Allocated</b>		£24,724					
<b>Unallocated</b>		£11,657					



<b>Wentworth South LABGI Funding 09 -10 P22171 7911</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Kilnhurst Resource Centre</b> - The funding would be used to pay for the general running costs of the centre, which include utility bill, insurance, resources, equipment and marketing and publicity.	Silverwood	£12,950		Learning Proud Achieving Sustainable	Improvement of community facilities and activities	Nov 09 - Marh 10	Continued use of the Resource centre. A 6 to 12 month Plan. An increase in use and bookings of the centre.
<b>Wentworth South Garage Site</b> - To supply and fit anti-vandal paint and signage to garages within the Wentworth South area to reduce incidents of youth nuisance.	Silverwood	£1,300		Safe Proud Sustainable	Community Safety	Sept 09-Mar 10	Reduction in anti-social behaviour and criminal damage to garage roofs.

<b>Wentworth South LABGI Funding 09 -10 P22171 7911</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Refurbish-ment of Community Centre -</b> Removal of worn out community centre floor coverings. Disposal of waste material (carpet), making good where affixed. Fitting of new floor covering in community centre (carpet)	Valley	£1,200		Safe Proud Alive	Improvement of community facilities and activities	Oct 09 - Dec 09	The outcome would be to improve community facilities for local residents and their families. Leading to increased sustainability and encouragement of social inclusion.
<b>LABGI Funding BFWD</b>		£15,442					
<b>Total LABGI Funding Allocated for 09 - 10</b>		£15,450					
<b>Unallocated</b>		-£8					

<b>Rother Valley West NAS HMR/Regional Housing Funding 09 -10</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Bottle Watch Scheme - RVW NAG</b>	Rother Vale	£ 1,000.00		Safe	Community Priority 1 Anti-social behaviour/5 Fear of Crime	Mar-10	Deter sales and purchase of alcohol to under-age young people. Increase prosecution rates. Increase community confidence in agencies tackling under-age drinking. Reduce fear of crime. Improved relationships with retailers.
<b>Thurcroft Safe Access Routes - Street Pride - To install 4 sets of dropped kerbs which will allow safer and easier access to the shopping centre for people using mobility scooters and pushchairs</b>	Rother Vale	£ 8,000.00		Safe	Community Priority 2 Improved Roads and Pavements	March 10	People with mobility problems, mobility scooter users, wheel chair users, push chair users, will have easier access to local facilities including the local shopping centre, medical centre and pharmacy.
<b>NAS HMR Funding BFWD</b>		28,325.00					
<b>NAS HMR Funding Allocated</b>		£ 9,000.00					
<b>Unallocated</b>		19,325.00					

<b>Rother Valley South NAS Revenue(General) Funding 09 -10 P22170</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Half term Diversionary Activities - Jade</b> Programme of activities during the lead up to Halloween	All	£4,993.00		Safe	2 4 5	October 09	To reduce crime and ASB and offer positive activity
<b>Bin it Win it - RVS AA -</b> reward individuals that dispose of their rubbish in a responsible manner	All	£4,250.00		Proud	1 10	March 2010	The responsible disposal of rubbish by the community
<b>NAS General Funding BFWD</b>		£ 10,000.00					
<b>Total NAS General Funding Allocated</b>		£9,243.00					
<b>Unallocated</b>		£ 757.00					
<b>Rother Valley South NAS HMR/Regional Housing Funding 09 -10</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Flooring for pre school activity club - Dinnington</b> Resource centre	All	£978.00	978	Proud Achieving	3 8	Dec 09	Improved facilities and access for children
<b>NAS HMR Funding BFWD</b>		£ 2,000.00					
<b>Total NAS HMR Funding Allocated</b>		£ 978.00					
<b>Unallocated</b>		£ 1,022.00					

<b>Rotherham North NAS HIP Funding 09 - 10 JXC582 RN</b>							
<b>Project and Project Sponsor</b>	<b>Ward</b>	<b>Cost</b>	<b>Match Funding</b>	<b>Strategic Link</b>	<b>Link to Area Plan</b>	<b>Timescale</b>	<b>Impact</b>
<b>Operation Staysafe -</b> police/wardens/youth and social worker intervention to take young people to a place of safety	All	£ 5,000.00	N/A	Safe	Community Priority 2 - reduce the level and fear of crime and increase community safety	March 2010	Reduction in antisocial behaviour; protection of vulnerable young people, improved intelligence gathering; promote responsible parenting; reassure local community.
<b>NAS HIP Funding BFWD</b>		£ 5,000.00					
<b>Total NAS HIP Funding Available</b>		£ 5,000.00					
<b>NAS HIP Funding Allocated</b>		£ 5,000.00					
<b>Unallocated</b>		£ -					

Rotherham South NAS HMR/Regional Housing Funding 09 - 10							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
<b>Sea Cadets maintenance</b> - work to make safe and improve the roof of Sea Cadets building at Masborough	Rotherham West	£ 5,000.00	N/A	Safe, Alive, Achieving, Proud, Learning	Community Priority 1 - Increase facilities and activities for young people; Community Priority 2 - reduce the level and fear of crime and increase community safety; Community Priority 4 - Increase community facilities and activities	March 2010	Extending the life of the building to continue training without the danger of the roof falling in. Creating a secure environment for the unit operate in for all members.

Rotherham South NAS HMR/Regional Housing Funding 09 - 10							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
Muga Lighting ( Barkers Park)	Keppell	£18,000	N/A	Safe, Alive	Community Priority 1 - Increase facilities and activities for young people; Community Priority 2 - reduce the level and fear of crime and increase community safety; Community Priority 4 - Increase community facilities and activities		Lighting the MUGA would increase legitimate use of the area (particularly in winter) and stop it attracting antisocial behaviour.
NAS HMR Funding BFWD		£25,200					
NAS HMR Funding Available		£25,200					
NAS HMR Funding Allocated		£23,000					
Unallocated		£ 2,200.00					

Rotherham North LABGI Funding 09 -10 P22171 7911 RN							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
<b>PS3 Games Room -</b> Support the provision of a venue and equipment (Play Stations and games) for an after school club	All	£6,000	N/A	Safe	Community Priority 1 - Increase facilities and activities for young people; Community Priority 2 - reduce the level and fear of crime and increase community safety; Community Priority 4 - Increase community facilities and activities	July 2009	The project would be one of a number of activities in our NAG priority areas and would contribute (with other tactics) towards a reduction in crime and anti-social behaviour



Rotherham North LABGI Funding 09 -10 P22171 7911 RN							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
<b>Community Sports Coach</b> - provide a multi age and varied range of sports activities across Rotherham North	All	£12,000	£12,000 from Sport England	Achieving, Alive, Safe, Proud	Community Priority 1 - Increase facilities and activities for young people; Community Priority 2 - reduce the level and fear of crime and increase community safety; Community Priority 4 - Increase community facilities and activities		This will offer continuation of the community sports coach post for an additional year. The coach will provide positive diversionary activities for children and young people out of school hours. This fits in with the tackling obesity agenda.

Rotherham North LABGI Funding 09 -10 P22171 7911 RN							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
Operation Staysafe - police/wardens/youth and social worker intervention to take young people to a place of safety	All	£250	N/A		Community Priority 2 - reduce the level and fear of crime and increase community safety	March 2010	Reduction in antisocial behaviour; protection of vulnerable young people, improved intelligence gathering; promote responsible parenting; reassure local community.
Rotherham BMX - provide equipment/trophies and attendance at BMX event	All	£8,402	N/A	Safe; Alive; Proud	Community Priority 1 - Increase facilities and activities for young people; Community Priority 2 - reduce the level and fear of crime and increase community safety; Community Priority 4 - Increase		The funding for the start equipment will allow us to sustain a well establish voluntary BMX Club, so that we are able to deliver coaching to local young people allowing them to advance their skills to compete and maybe even go on to represent Great Britain.

Rotherham North LABGI Funding 09 -10 P22171 7911 RN							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
Football Kits for Thornhill Youth Centre	Rotherham West	£1,000	N/A	Alive, Proud	Community Priority 1 - Increase facilities and activities for young people; Community Priority 4 - Increase community facilities and activities	Mar-10	Enable Thornhill Youth Centre to provide football kits for their members.
<b>LABGI Funding BFWD</b>		27,702					
<b>LABGI Funding Available</b>		27,702					
<b>Total LABGI Funding Allocated</b>		£27,652					
<b>Unallocated</b>		50					

Rotherham South NAS HMR/Regional Housing Funding 09 - 10 PXB005							
Project and Project Sponsor	Ward	Cost	Match Funding	Strategic Link	Link to Area Plan	Timescale	Impact
Streetpride Devolved Budget	All	£12,000	£17,000	Safe, Proud		Oct 09 - Mar 10	Community Priority 3 - Clean Streets: Involve community in allocation of Streetpride Devolved Budget (SDB) to fund projects which improve the appearance of area.
Eldon Road playing field barrier	Rotherham East	£ 4,000.00		Safe		Oct 09 - Mar 10	Community Priority 3 - Clean Streets: Involve community in allocation of Streetpride Devolved Budget (SDB) to fund projects which improve the appearance of area.
NAS HMR Funding BFWD		£ 31,491.00					
NAS HMR Funding Available		£ 31,491.00					
Total NAS HMR Funding Allocated		£ 16,000.00					
Unallocated		£ 15,491.00					

1.	<b>Meeting</b>	<b>Cabinet Member for Housing and Neighbourhoods</b>
2.	<b>Date</b>	<b>21<sup>st</sup> September 2009</b>
3.	<b>Title</b>	<b>2010 Rotherham Ltd Improvement Plan</b>
4.	<b>Directorate</b>	<b>Neighbourhoods and Adult Services</b>

### 5. Summary

On 29<sup>th</sup> April 2009, Cabinet agreed that a 2010 Rotherham Ltd improvement plan must be established, and in order to secure a future management agreement beyond March 2011, the ALMO must deliver these improvements over the following 18 months. A report was provided to Cabinet Member in June 2009, setting out the process for developing the plan, and a draft of the plan produced by 2010 Rotherham Ltd was reported on 27<sup>th</sup> July 2009. The plan did not clearly state actions, targets or success criteria and it was agreed that RMBC would work with 2010 to develop a more robust plan. This report presents the latest version, which was approved by 2010 Rotherham Ltd's Board on 7<sup>th</sup> October 2009. The report also proposes that the current management agreement is extended to 30<sup>th</sup> June 2011, three months later than previously recommended.

### 6. Recommendations

- **APPROVE THE CONTENT OF THE IMPROVEMENT PLAN, ATTACHED AS APPENDIX 1.**
- **AGREE TO RECEIVE QUARTERLY PROGRESS REPORTS, THE FIRST TO BE PRODUCED IN JANUARY 2010.**
- **AGREE TO EXTEND THE EXISTING MANAGEMENT AGREEMENT TO 30<sup>TH</sup> JUNE 2011.**

## **7. Proposals and details**

On 29<sup>th</sup> April 2009, two reports were presented to Cabinet: Conclusions from the Council Housing Directions project, and outcomes of consultation with tenants and leaseholders. The recommendations were approved for each report and it was agreed that a 2010 Rotherham Ltd improvement plan would be developed over the next 18 months. The current management agreement would be extended to 2011, and in order for Members to be confident about agreeing to a new contract beyond this date, 2010 Rotherham Ltd must deliver significant improvements.

A report was provided to Cabinet Member in June 2009, setting out the key areas to be covered by the improvement plan, and requesting approval of the process to develop the plan. Consultation with tenants and leaseholders was carried out at the end of June 2009, and 2010 Rotherham Ltd produced a draft plan which was reported to Cabinet Member on 27<sup>th</sup> July 2009. This did not clearly set out actions, targets and success criteria and it was resolved that more work would be required.

Meetings took place between RMBC and 2010 Rotherham Ltd to establish clear targets, and the final draft is attached as appendix 1. This was approved by the ALMO Board on 7<sup>th</sup> October 2009.

It is proposed that quarterly monitoring meetings will be held between key managers in RMBC and 2010, following which reports (by exception) will be provided to Cabinet Member. Quarterly reports will be provided to Cabinet Member as follows:

- January 2010 – progress report
- April 2010 – review of 2009/10 delivery and confirmation of final decision-making process
- July 2010 – progress report
- September 2010 – final report

RMBC and 2010 Rotherham Ltd will ensure customers are involved in carrying out reality checks and monitoring progress against the plan. Progress reports will include an analysis of risks.

It is also proposed that the current management agreement is extended to 30<sup>th</sup> June 2011. This three month extension (the previous report recommended an extension to 31<sup>st</sup> March 2011) recognises the additional time taken to agree the plan, and recent changes to the ALMO's senior management team.

## **8. Financial implications**

As agreed by Cabinet on 29/04/09, a detailed financial appraisal of housing options will be completed that will take account of the reform of the HRA subsidy system. This will be reported separately to Cabinet Member.

## **9. Risks and uncertainties**

Risks will be monitored and reported in all future progress reports.

## 10. Policy and performance agenda implications

2010 Rotherham Ltd's improvement plan sets out how the organisation will make a unique contribution to Rotherham's top-line priorities. 2010 Rotherham Ltd contributes to the following themes within the Local Area Agreement:

- Safer and stronger communities
- Increased service user engagement
- Citizen satisfaction rates increased
- Tackle equalities and cohesion objectives
- Improve quality of life for people in disadvantaged neighbourhoods - meet decent homes including environmental works

2010 Rotherham Ltd is responsible for NI 158 relating to delivery of the Government's Decent homes target, which contributes to Rotherham's overall Comprehensive Area Assessment.

## 11. Background papers and consultation

Appendix 1 – 2010 Rotherham Ltd final draft improvement plan, 2009-11

### Background papers:

- Report to Cabinet 29/04/09: Council Housing Directions project – final report
- Report to Cabinet 29/04/09: Test of opinion survey report
- Report to Cabinet Member 15/06/09: Development of 2010 Rotherham Ltd Improvement Plan
- Report to Cabinet Member 27/07/09: Draft Improvement Plan

### Consultation:

During the development of the improvement plan, presentations were delivered to RotherFed (9<sup>th</sup> June) and to key members of staff in RMBC and 2010 Rotherham Ltd (via a stakeholder seminar on 24<sup>th</sup> June). Tenants and leaseholders were consulted on theme 1 of the plan via focus groups on 30<sup>th</sup> June. Once the improvement plan has been confirmed by Cabinet Member, 2010 Rotherham Ltd will carry out further consultation / communication with staff and customers.

### **Contact name**

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## 2010 Rotherham Ltd Improvement Plan: 2009/11 (V11 08/10/09)

### Theme 1: Address tenants' and leaseholders' priorities for improvement

Tenants' priorities have been identified through the STATUS and test of opinion surveys and feedback from tenant's events. The STATUS survey is biannual and was undertaken in October 2008 and therefore is not due to be repeated until October 2010 so we have requested it is done earlier. Leaseholders have monthly meetings at which their priorities and proposals to address them have been discussed.

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
<b>1.1 Tenants are highly satisfied with repairs and maintenance services</b>	a) Publicise the repairs categories, cyclical and programmed works and revisit all service standards with tenants	Dec 09	Property Services	a) Clear service standards, cyclical and repairs programmes in place, available on website and published in leaflets and "Round Your Place" and monitored by the Service Improvement Group.	A
	b) Benchmark performance and learn from the good practice of high performing ALMOs	April 10 Ongoing	Business Support	<b>b) Satisfaction levels maintained in top quartile of STATUS survey.</b>	A
<b>1.2 Tenants are satisfied that 2010 deals effectively with reports of antisocial neighbours</b>	a) Publish information for residents on ASB and tenancy management, service standards etc	Quarterly	Operations	a) Clear information produced, agreed with colleagues in RMBC, and published on the website and in "Round Your Place".	A
	b) Assess services against the RESPECT Standard and ensure continuous improvement	Quarterly	Operations	<b>b) Improved satisfaction levels for management and outcomes from 53% in 2008/09 to 78% in 2009/10</b>	A
	c) Respond to and learn from complaints related to the handling of low level of ASB cases	Ongoing	Operations	c) Reduced complaints relating to 2010's handling of reported low level ASB	A
<b>1.3 Leaseholders are satisfied with 2010 Rotherham Ltd's service delivery</b>	a) Review and agree service standards with leaseholders	Nov 09	Operations	a) Service standards in place and published on website and monitored by Leaseholder Forum.	A
	b) Undertake baseline satisfaction survey; followed up 12 months later	Dec 09	Business Support	<b>b) Satisfaction rate increased</b>	R
	c) Work with RMBC to revise the lease agreements with all leaseholders	Oct 10	Operations	c) Revised lease developed	A



Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
<b>1.4 Tenants and leaseholders know how to contact 2010 and find it easy to access services</b>	a) Publicise the 0300-100-2010 number for all customer non-repairs calls	Oct 09  Oct 10 (STATUS)	CEO	a) When asked, 80% of customers think contacting 2010 is easy (compared to 68% in the STATUS survey 2008)	<b>A</b>

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## Theme 2: Achieve the standards expected of top-performing organisations

2010 Rotherham Ltd was inspected by the Audit Commission in 2006 and 2008 and therefore is not subject to further planned inspection so it is impossible to formally verify the organisation has achieved 3-star status. The actions and measures given in the table utilise external awards and benchmarking to assess the standards achieved. 2010 Rotherham Ltd is a member of the HouseMark benchmarking club which has agreed 22 core indicators, their definitions and reporting methodology, to compare performance more accurately. As this takes effect from the current financial year, 2009/10, it is difficult to compare indicators with previous years' performance where the definition and/or methodology has changed.

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
<b>2.1 2010 can demonstrate excellence against national standards</b>	a) Develop and demonstrate strong customer focus throughout service delivery	June 09	Business Support	a) 2010 achieves Customer Service Excellence award	<b>G</b>
	b) Implement actions in plan agreed with Y&H Assessment Ltd	Dec 09	Business Support	b) 2010 regains full status recognition for Investor in People award	<b>A</b>
	c) Undertake periodic self assessment against Audit Commission/TSA standards for social housing management	Jan - Sep 10	Business Support	<b>c) At least 2 of the 4 service areas judged by the Audit Commission inspection 2008 to have a balance of strengths and weaknesses to be assessed by external peers as having strengths outweigh weaknesses; and the number of service areas judged as "strengths significantly outweigh weaknesses" to be increased from 2 to 3, again assessed by external peers</b>	<b>R</b>
	d) Complete actions to address previous Audit Commission Recommendations (2006)			d) Board agree completion	
<b>2.2 Improving levels of performance across all areas</b>	a) Monitor performance against the suite of 22 core indicators agreed by HouseMark	Mar 10	Business Support	<b>a) 70% of key benchmarked performance indicators show improvement on 2008/09</b>	<b>A</b>
	b) Put in place clear action plans to deal with poor performance and report these to Board and RMBC	Ongoing	Business Support	b) Narrative given in performance reports includes remedial action plans and progress is monitored closely	<b>A</b>

### Theme 3: Make a unique contribution to Rotherham’s priorities, particularly the Safe and Proud themes

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
3.1 2010 has a strong presence in the borough	a) 2010 is represented on the LSP Board, relevant Theme Boards and key meetings	Ongoing	CEO	a) 2010 Rotherham Ltd is represented at key meetings as follows:  LSP Board – 100% Safe Theme Board – 75% Proud Theme Board – 75% Area Assemblies – 100% Area Housing Panels – 100% Strategic Housing Partnership – 75%	A
	b) Continue to play appropriate parts in safer estates work, domestic violence, ASB, safeguarding adults, Place-shaping etc	Ongoing	All	b) Evidence of 2010’s contribution to priorities	A

## Theme 4: Ensure all services are well-governed and well-managed

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
4.1 Strong governance arrangements are in place	a) Implement Board Development Plan	Ongoing	Business Support Business Support	a) Development plan embedded	A
	b) Annual review of governance included within Internal Audit Plan	Sep 10		<b>b) Governance is considered “adequate” within the governance audit report</b>	R
4.2 2010 has a clear focus on its purpose and vision	a) Business plan has clear objectives and alignment of resources agreed by the Board	Feb 10	CEO	a) Agreed by Board	A
	b) Delivery of Business Plan objectives	As in Business Plan	All	<b>b) Delivery of Business Plan objectives by due dates</b>	
4.3 Risk management is effective and internal control systems are sound	a) Maintain risk registers and review on quarterly basis.	Oct 09 & ongoing	Finance	<b>a) Risk registers reviewed quarterly and reported to Audit Committee</b> <b>b) A risk assessment is completed on all new initiatives prior to implementation and included within board reports.</b> <b>c) Control environment is considered adequate within yearly Audit Plan and the statement of Internal control.</b> <b>d) Financial controls are considered appropriate by external auditors and company accounts signed off</b>	G
	b) All new initiatives are risk assessed prior to implementation.	As required	Finance		G
	c) Yearly audit plan reviewing key business areas to assess effectiveness of key systems and compliance with internal controls.	Annually in April	Finance		G
	d) Annual audit of financial accounts by external auditors.	Annually in July	Finance		G
4.4 Managers are competent to discharge their responsibilities	a) Agree managerial competencies required at different levels of responsibility	April 10	Business Support Business Support	<b>a) 95% senior managers have competency based PDRs and clear development plans</b> b) Bespoke accredited programme developed and delivered to 80% senior managers; improved performance when assessed against competencies	A
	b) Commission and deliver a management leadership development programme	Start Nov 09			A
4.5 2010 communicates effectively with its customers and other key stakeholders	a) Round Your Place sent to all customers	Ongoing	CEO	a) Four issues per year <b>b) Bulletins issued at least monthly to 80% ward councillors from October 09</b> c) Customer Monitoring Group confirms website meets customers' needs.	G
	b) Communications to Ward Councillors (either independently or using existing mechanisms of partners)	Ongoing	Operations		A
	c) Website includes all relevant information for customers	Ongoing	CEO		A

## Theme 5: Ensure strong financial management processes are in place

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
<b>5.1 2010 plans its finances effectively to deliver its priorities</b>	a) Budgets are set to deliver the Business Plan	Mar 10	Finance	a) Able to demonstrate appropriate spend on service priorities	<b>R</b>
	b) Sensitivity analysis is built into business planning process allowing the effects of changing priorities to be modelled.	Oct 09	Finance		<b>A</b>
	c) Growth bid process embedded into budget setting and budget monitoring processes.	Nov 09	Finance		<b>A</b>
<b>5.2 2010 manages relevant spend within resources available from the management and capital management fees</b>	a) Robust monitoring is in place to ensure that high spending areas are identified at an early stage and effectively addressed.	Monthly	Finance	2010 manages relevant spend within resources available from the Management and Capital Management Fee together with the Repairs Managed Budget	<b>G</b>
	b) Appropriate forecasting is incorporated into the budget monitoring process to identify indicative under or over spend to facilitate redirection of resources and / or development and delivery of recovery strategy.	Oct 09	Finance		<b>A</b>
	c) Flexible monitoring regimes allow quarterly, monthly or weekly cost analysis and projections to identify cost over runs and monitor recovery strategies.	Dec 09	Finance		<b>A</b>
	d) Establishment of cross cutting company working group to assess impact of financial decisions on service delivery.	Oct 09	Finance		<b>A</b>
<b>5.3 2010 values and develops financial skills at officer and Board levels</b>	a) Financial training plan developed for Board Members.	Oct 09 & ongoing	Finance	a) All new Board members receive training in understanding financial reports; refreshed annually	<b>A</b>
	b) Training developed for budget holders.	Sep 09 & ongoing	Finance	b) 80% all budget holders receive training	<b>A</b>

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
<b>5.4 Financial reporting is timely and reliable and clear, and is used effectively to monitor and manage performance</b>	a) Reports to each scheduled Board meeting identifying spend to date together with forecast to year end.	Aug 09 & ongoing	Finance	a) <b>Report submitted to each scheduled Board Meeting identifying spend to date, together with forecast to year end.</b>	G
	b) Financial reports identify and monitor variances to budget with clear explanations and mitigation.	As above	Finance	b) Board informed of financial pressure points	G
	c) Recovery strategies are clear and identify any impact upon service delivery.	Nov 09	Finance	c) Board is better informed to make decisions regarding options for recovery strategies	A

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## Theme 6: Deliver value for money, making excellent use of resources

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
6.1 2010 has a robust understanding of the costs of service delivery and how costs link to performance, and uses this information to drive improvement and efficiency	a) Budget to be realigned to accurately reflect service delivery areas.	Mar 10	Finance	a) <b>A wide range of clear and accurate information on overall service costs is available and is utilised to drive the value for money efficiency agenda.</b>	R
	b) Devolved budgets to be rolled out across company; budget holders will be involved in budget setting and monitoring processes and will therefore be much clearer on service costs.	Mar 10	Finance	b) Budget holders understand the cost of delivering services	R
	c) Benchmarking information will be utilised to compare cost and performance with other providers.	Nov 09	Business Support	c) Board Members and staff all use clear and regular information on costs and the quality of services to challenge how they compare to other providers.	A
	d) Value for money training will be rolled out to staff.	Start Nov 09	Business Support	d) Managers and key staff trained	A
6.2 2010 involves local people, staff and partners in commissioning, procurement and service development	a) Develop timetable for key procurement and contract review.	Mar 10	Finance	a) Timetable in place	R
	b) Establish appropriate review groups to include local people, staff and partners as part of service reviews and procurement exercises.	Mar 10	Business Support	b) 2010 is able to demonstrate membership of local people, staff and partners on review and procurement assessment groups and can identify how these representatives have influenced decision making.	R
6.3 2010 reviews the competitiveness of services, evaluates options for service delivery and achieves value for money	a) Complete market testing of IHSP	Oct 10	Property Services	<b>a) IHSP contracts determined and implemented from 01/04/2011</b>	A
	b) Develop a timetable for service reviews driven by cost and performance benchmarked with other providers	Dec 09	Finance	<b>b) 2010 is able to demonstrate service improvement and value for money efficiencies.</b>	R
	c) Undertake priority service reviews	Sep 10	All	c) Service reviews demonstrate best value within resources and contextual environment	R

Outcome	Key actions to achieve outcome	Key dates	Lead Director	Success criteria	Status
	d) Engage with 3-star service providers with a view to incorporating best practice within resources available.	Ongoing	Business Support	d) Best practice adopted where possible.	A
<b>6.4 Workforce planning and development is effective and 2010 has a productive and skilled workforce</b>	a) Establishment lists reconciled with RBT and maintained to reflect changes	Oct 09 & ongoing	Business Support	a) Reliable workforce information readily available	A
	b) Workforce strategy agreed to allocate appropriate staffing levels to operations	Dec 09	Business Support	b) 2010 has aligned the workforce to deliver the Business Plan	R
<b>6.5 Policies support diversity and good people management</b>	a) Undertake an equal pay review	Mar 2010	Business Support	a) confirmation 2010 is meeting the gender equality duty	A
	b) Assess organisation against the Equality Framework and take actions to ensure compliance	Dec 2010	Business Support	<b>b) 2010 satisfies requirements of "achieving" level of new Equality Framework</b>	A
<b>6.6 2010 makes effective use of natural resources and manages performance to minimise its impact on the environment</b>	a) Raise tenants' awareness of energy performance issues relating to their homes	Mar 2010	Operations	<b>a) 2010 will deliver Energy Performance Certificates to 100% of new tenancies</b>	A
	b) Complete Decent Homes programme	Dec 2010	Operations	b) The average SAP rating will improve from 69 to 70	A
<b>6.7 Tenants believe rent represents value for money</b>	a) Provide reports to tenants with clear information about expenditure and performance	Annually	CEO	a) Tenants and leaseholders informed	G
	b) Retain question regarding whether tenants believe their rent represents value for money in next STATUS survey, due October 2010	Oct 10	Business Support	<b>b) Top quartile response to VFM question in STATUS survey (next due in 2010)</b>	R



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Housing and Neighbourhoods</b>
<b>2.</b>	<b>Date:</b>	<b>19<sup>th</sup> October, 2009</b>
<b>3.</b>	<b>Title:</b>	<b>Housing and Neighbourhoods 1st Quarter (April to June) Performance Report, 2009/10</b>  <b>All Wards Affected</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Neighbourhoods and Adult Services</b>

**5. Summary**

5.1 This report outlines the 2009/10 key performance indicator 1st quarter results for the Housing and Neighbourhoods elements of the Directorate.

**6. Recommendations**

6.1 That Cabinet Member is asked to note the results and the remedial actions in place to improve performance.

## 7. Proposals and Details

- 7.1 At the end of the quarter, 12 (86%) key performance indicators are currently on track to achieve their year end targets, this compares to 75% at the end of last year. There are 2 indicators that are rated 'off' target, and are shown as a red triangle alert in Appendix A.
- 7.2 Of the indicators solely owned by Housing and Neighbourhoods, 100% are on target which compares to 100% at the end of last year. For 2010 Rotherham Ltd, 7 (78%) key performance indicators are on track to achieve their year end targets, which compares to 50% at the end of last year.
- 7.3 The indicators off target at the end of the 1<sup>st</sup> Quarter are:

### **BV 211a Programmed / Responsive repairs (ALMO).**

Current level of performance is 43% for planned repairs against the year end target of 49%. This compare to a year end outturn in 2008/09 of 47%.

The current percentage is slightly below the target for planned due to delays in the start of some planned and cyclical work. Work is currently ongoing to ensure planned works are completed within the financial year and at this stage 2010 envisage that it will out turn in line with the year end target.

### **LPI 185 Repairs appointments made and kept**

Performance at the end of June was reported at 85.64% which compares to 98.37% at the end of last year. 2010 have indicated that a "new" reporting process for this indicator and the year end target will not be achieved. A Personal Digital Assistant (PDA) system failure over a 2 week period in April 2009 had a detrimental effect on the indicator, with jobs not being closed correctly, this has since been resolved.

## 8. Finance

- 8.1 2010 Rotherham is identifying rent lost for 2009/10 as a result of voids at the end of June of £288k.

## 9. Risks and Uncertainties

- 9.1 The main risk is associated with the accuracy of our data which underpins each performance indicator. NAS Performance Team are currently undertaking data quality audits on the decent homes programme and void management.

9.2 5 indicators are not available for reporting at this time, the progress of these is:

- NI 190 Achievement in meeting standards for the control system for animal health. This indicator is based on the performance of the authority against the DEFRA Animal Health Framework. We are currently at Level 1, and aim to be at Level 2 by March 2010. Work has been continuing on developing the necessary procedures and protocols that are necessary for Level 2 standard (these were identified in the self assessment carried out in February 2009). A further self assessment against the framework will be carried out in October 2009 to assess current progress.
- NI 182 Satisfaction of businesses with local authority regulatory services (Alan Pogorzelec). The indicator is informed by a survey which has been revised to meet the full requirements of the NI definition. There are currently problems with FLARE which has prevented the Food Team inputting information into the system to enable electronic mailouts. Service Quality Team are assisting in sending out questionnaires with reporting available in September.
- NI 183 Impact of local authority regulatory services on the fair trading environment. This indicator is reportable at year end due to inaccurate mechanisms of capturing information from the Government's Consumer Direct database, which is used to inform the data for this indicator.
- NI 184 Food establishments in the area which are broadly compliant with food hygiene law. There are currently problems with the Business Regulations internal computer system (FLARE) which has prevented the Food Team inputting inspection information into the system. A backlog of inspections since April, need to be inputted by officers into system following the upgrade to the system. There are delays in carrying out the upgrade to the system with an anticipated timescale for the upgrade towards the end of August.
- NI 187a % of people receiving income based benefits living in homes with a low energy efficiency. This indicator is informed by an annual random survey carried out from October 2009 therefore the result will not be available until February 2010. The indicator measures the percentage of people in the borough in fuel poverty.

## **10. Policy and Performance Agenda Implications**

10.1 The national performance indicators contribute to Rotherham Partnerships Comprehensive Area Assessment (CAA) and the Councils Organisational Assessment judgements which are undertaken by the Audit Commission.





- 10.2 A Key Line of Enquiry (KLoE) consultation document has been received from the Audit Commission. The service is reviewing itself against the KLoE to ensure that we retain our '4 out of 4' housing rating and we develop an action plan to keep pace with the very best. There are emerging indications that we need to raise our performance levels. For example, the mismatch behind the supply and demand of affordable housing and the waiting list for Council housing. Further reports will be presented to Cabinet Member.

## **11. Background Papers and Consultation**

- 11.1 The report has been discussed with Neighbourhoods and Adult Services Directorate Management Team and 2010 Rotherham. The performance results for Housing and Neighbourhoods are attached (Appendix A). The indicators rated 'on target' are shown as a green star and those that are rated off target are shown as a red triangle alert.

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## Key to symbols

	indicator rated 'off target'
	indicator rated 'on target'
	indicator has improved
	indicator has deteriorated

## Housing and Neighbourhoods (David Richmond)

Line no	Current Performance	Measure	Good Performance	2008/09 Baseline	Jun '09 Result	This time last year	D.o.T. from same time last year	2009/10 Target	Responsible Manager	Outcome Framework
1.	★	NI 158 % non decent council housing	Lower is better	18.60%	16.31%	35.87%	↑✓	6.31%	2010 Rotherham Ltd	6
2.	★	NAS 22 (BV 64) Private sector homes demolished / made fit	Higher is better	124	21	26	↑✓	135	Paul Benson	6
3.	★	PSA 7 Number of Vulnerable households no longer living in decent accommodation in the private sector	Higher is better	422	124	183	↓✗	510	Paul Benson	6
4.	★	NAS 30 (HMR 2) % Spend of the HMR pathfinder programme	Higher is better	107.9%	27.9%	24.29%	↑✓	100%	Joel Gouget	9
5.	★	NI 155 Number of affordable homes delivered	Higher is better	171	115	2	↑✓	166	Tracie Seals	6
6.	★	NAS 17 (BV 212) Average relet time from termination to start	Lower is better	39.45	24.2	56.92	↑✓	23	2010 Rotherham Ltd	2
7.	★	LPI 66a % Rent Collected	Higher is Better	99.85%	93.52%	95.30%	↓✗	98.60%	2010 Rotherham Ltd	2
8.	★	LPI 66b % of tenants with more than 36 days rent arrears	Lower is better	3.33%	2.93%	2.80%	↓✗	3.40%	2010 Rotherham Ltd	2
9.	★	LPI 66c % of tenants in arrears who have had NSP served	Lower is better	11.03%	2.09%	3.10%	↑✓	10.50%	2010 Rotherham Ltd	2
10.	★	LPI 66d % of tenants evicted as a result of rent arrears	Lower is better	0.25%	0.05%	0.06%	↓✗	0.26%	2010 Rotherham Ltd	2
11.	▲	LPI 185 Repairs appointments made and kept	Higher is better	98.37%	85.64%	NA	NA	99.50%	2010 Rotherham Ltd	2
12.	★	LPI 73 Average time to complete non-urgent repairs	Lower is better	6.10	6.21	NA	NA	9	2010 Rotherham Ltd	2
13.	▲	LPI 211a Programmed / Responsive expenditure on repairs	Higher is better	47%	43%	NA	NA	49	2010 Rotherham Ltd	2
14.	?	NI 182 Satisfaction of business with local authority regulation services	Higher is better	78.06%	Available in September			80%	Alan Porgozelec	2
15.	?	NI 183 Impact of local authority regulatory services on the fair trading environment	Lower is better	2.71%	Available in September			2.44	Alan Porgozelec	6
16.	?	NI 184 Food establishments in the area which are broadly compliant with food hygiene law	Higher is better	80%	Available in September			80%	Janice Manning	1
17.	?	NI 187a Tackling fuel poverty - % of people receiving income related benefits living in homes with a low energy efficiency rating	Lower is better	2.74	Annual Measure Available in February			2.5	Paul Maplethorpe	6

## Independent Living (Kirsty Evertson)

Line no	Current Performance	Measure	Good Performance	2008/09 Baseline	Jun '09 Result	This time last year	D.o.T. from same time last year	2009/10 Target	Responsible Manager	Outcome Framework
18.	★	NI 156 Number of households living in Temporary Accommodation	Lower is better	47	39	47	↑✓	31	Martin Humphries	6

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