

CABINET

**Venue: Bailey Suite, Bailey
House, Rawmarsh Road,
Rotherham. S60 1TD**

Date: Wednesday, 20 January 2010

Time: 10.30 a.m.

A G E N D A

1. To consider questions from Members of the Public.
2. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
3. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
4. Minutes of the previous meeting held on 2nd December, 2009 (copy supplied separately)
5. Local Government Reform – The Local Democracy, Economic Development and Construction Act, 2009 (report herewith) (Pages 1 - 17)
 - Chief Executive to report.
6. Legislative Programme 2009/10 (report herewith) (Pages 18 - 24)
 - Chief Executive to report.
7. Year Ahead - mid Year Update (report herewith) (Pages 25 - 31)
 - Chief Executive to report.
8. Lord Laming Response. (report herewith) (Pages 32 - 40)
 - Strategic Director of Children and Young People's Services to report.
9. Children and Young People's Services Improvement Plan (report herewith) (Pages 41 - 51)
 - Strategic Director of Children and Young People's Services to report.
10. Capital Programme Financial Monitoring Report - November, 2009 (report herewith) (Pages 52 - 61)
 - Strategic Director of Finance to report.

11. Update on Herringthorpe Leisure Site Proposals (report herewith) (Pages 62 - 78)
 - Strategic Director of Environment and Development Services to report.
12. Continuation of Legal Authorisations in respect of Illegal Money Lending Activities (report herewith) (Pages 79 - 95)
 - Strategic Director of Neighbourhoods and Adult Services to report.
13. Minutes of a meeting of the Local Development Framework Members' Steering Group held on 11th December, 2009 (herewith) (Pages 96 - 102)
 - Strategic Director of Environment and Development Services to report.
14. ICT Strategy (report herewith) (Pages 103 - 122)
 - Strategic Director of Financial Services to report.
15. Calculation of the Council Tax Base for 2010/11 (report herewith) (Pages 123 - 126)
 - Strategic Director of Finance to report.
16. Housing Rent Increase 2010/11 (report herewith) (Pages 127 - 131)
 - Strategic Director of Finance to report.
17. Care Quality Commission (CQC) Annual Performance Assessment, 2009 (report herewith) (Pages 132 - 171)
 - Strategic Director of Neighbourhoods and Adult Services to report.
18. Waverley Link Road (report herewith) (Pages 172 - 176)
 - Strategic Director of Environment and Development Services to report.
19. Building Schools for the Future (Transforming Rotherham Learning) – Outline Business Case (report herewith) (Pages 177 - 184)
 - Strategic Director of Children and Young People's Services to report.
20. The Masbrough Centre, Devonshire Street, Masbrough and Wheatley Road Clinic, Wheatley Road, Kimberworth Park (report herewith) (Pages 185 - 192)
 - Strategic Director of Environment and Development Services to report.
21. Minutes of a meeting of the Members' Training and Development Panel held on 17th December, 2009 (herewith) (Pages 193 - 197)
 - Chief Executive to report.
22. Exclusion of the Press and Public.
The following items are likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the

Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council)):-

23. Disposal of Garage Site at St. Witholds Avenue, Thurcroft (report herewith) (Pages 198 - 203)
 - Strategic Director of Neighbourhoods and Adult Services to report.

24. Proposals and Heads of Terms for the Disposal of the Vacated Civic Site and Crinoline House, Walker Place Rotherham (report herewith) (Pages 204 - 212)
 - Strategic Director, Environment and Development Services, to report.

25. Grounds Maintenance (report herewith) (Pages 213 - 216)
 - Chief Executive to report.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	6th January, 2010
3.	Title:	Local Government Reform – the Local Democracy, Economic Development and Construction Act 2009
4.	Directorate:	Chief Executive's

5. Summary

The Local Democracy, Economic Development and Construction Act 2009 (c. 20) received Royal Assent on 12th November. Parts one to seven take forward the remaining legislative requirements from the White Paper “Strong and Prosperous Communities; and some of the legislative requirements from the White Paper “Communities in Control”. The Act also includes some provisions that arose in the “Strengthening Local Democracy” consultation paper.

Part eight of the Act provides for amendments to the Housing Grants, Construction and Regeneration Act 1996.

This report relates to the local government reform aspects contained in parts one to seven of the Act together with actions on commencement to be taken forward through the workstreams of the Council's Local Government Reform Implementation Plan.

6. Recommendations

That Cabinet:-

- a) **Note the policy and constitution issues set out in the report and at Appendix A.**
- b) **Require lead officers for the workstreams identified at Appendix A to bring forward policy options papers in relation to the issues identified.**
- c) **Require the Assistant Chief Executive (Legal & Democratic Services) to bring forward amendments to the Council's constitution as and when required.**

7. Proposals and Details

The Local Democracy, Economic Development and Construction Act 2009 (c. 20) takes forward the remaining legislative requirements from the White Paper “Strong and Prosperous Communities; and some of the legislative requirements from the White Paper “Communities in Control” together with amendments to the Housing Grants, Construction and Regeneration Act 1996. The Act also includes some provisions that arose in the “Strengthening Local Democracy” consultation paper.

This report gives a headline overview of those parts of the Act (parts one to seven) that are relevant to the local government reform agenda and associated proposed legislative provision. Commencement details are also included, with dates where these are known.

At **Appendix A** to the report identifies implications for, and actions required by the Council, as part of the Council’s Local Government Reform Implementation Plan.

Overview of parts

Part 1 Duties relating to Promotion of Democracy – Sections 1 - 30

Democratic arrangements

The Council now has a duty to promote understanding of its functions and democratic arrangements including the role of councillors and how to become one. The duty also provides for the participation by people in meetings of the Council, Cabinet and scrutiny.

The Council also has a duty to promote understanding of what are described as authorities which are connected with the Council. These include, but not exclusively:-

- Parish Councils;
- Fire;
- Transport;
- Health;
- School and FE college governors; and
- The Homes and Communities Agency etc.

Further duties require the promotion of understanding of the roles of Monitoring Boards; Court Boards; Youth Offending Teams; and Lay Justices.

These provisions come into effect on a day to be appointed by the Secretary of State. Statutory guidance may be produced, which would be subject to consultation and Orders may be made.

Petitions

A duty to respond to petitions is included in the Act that requires the Council to make a scheme for handling valid petitions. Specific provisions include:-

- Providing a facility for making petitions in electronic form;
- Making and publication of the scheme;
- What constitutes a valid petition;
- Acknowledgement of valid petitions;
- Requirements to take steps including consideration at a meeting; holding an inquiry, holding a public meeting; and commissioning research; and
- The scheme must set out specific periods in which actions will have been taken.

Valid petitions may call for an issue to be debated at a council meeting or for an officer to be called to account. In the later case, the relevant officer would be required to attend scrutiny to answer questions. Petitioners would also be able to request a review of how a petition had been handled. The review function would be undertaken by scrutiny, who would then report and would be able to make recommendations.

The Act also give powers for the Secretary of State to make provisions for the handling of petitions by other bodies including parish councils; transport authorities etc.

These provisions come into effect on a day to be appointed by the Secretary of State. Orders and Guidance may prescribe a scheme for handling petitions and performance of related functions under these duties.

Involvement in functions of public authorities

This is the extension of the duty to involve to other public authorities. The Act provides that a named list of public authorities must take steps to provide information; consult; or involve in other ways where the body considers it appropriate to do so.

These provisions come into effect on a day to be appointed by the Secretary of State. Statutory guidance may be produced, which would be subject to consultation with the public authorities concerned.

Housing

The Act provides that the Secretary of State may establish and provide support to a body that would represent the interests of housing tenants in England. The Act also amends the Housing and Regeneration Act 2008 to provide that the Secretary of State may nominate an organisation to be consulted by the new Social Housing Regulator established by that Act.

These provisions came into force on the day the Act was made.

Local Freedoms and Honorary Titles

The Act amends the Local Government Act 1972 (c. 70) to provide that where the son of a freeman of a city or town may claim to be admitted as a freeman of that place, the daughter of a freeman may likewise claim to be so admitted; and the son

or daughter of a freeman of a city or town shall be admitted as a freeman whether born before or after the admission, as a freeman, of his or her freeman parent and wherever he or she was born.

These provisions come into force on the day two months after the Act was made.

Membership of Local Authorities

The Act makes amendments to the Local Government and Housing Act 1989 (c. 42). The principal effect of the amendments is to remove the salary threshold used in part for determining politically restricted posts. Some other amendments are made in relation to appeals.

These provisions come into force on the day two months after the Act was made.

Part 2 Local Authorities Governance and Audit – Sections 31 - 54

Scrutiny

The Act provides that there will be a statutory officer of the Council responsible for scrutiny. This new statutory officer position will be called “The Scrutiny Officer”. The function includes supporting the role of scrutiny: supporting members, including members of the Cabinet, and officers in relation to the Council’s scrutiny function.

These provisions come into effect on a day to be appointed by the Secretary of State.

The Act makes amendments to the Local Government Act 2000 (c. 22) in relation to joint overview and scrutiny committees. It provides that the functions and reporting of joint overview and scrutiny committees including consideration of reports, partner authorities and exempt matters may be set out in Regulations. In carrying out any joint overview and scrutiny functions, regard will have to be paid to guidance issued by the Secretary of State.

These provisions come into force on the day two months after the Act was made.

Mutual Insurance

The Act provides for a range of “qualifying authorities” to enter into mutual insurance arrangements. In doing so, to form a body corporate to provide insurance in relation to risks of any description to qualifying authorities who are members of the body corporate, and persons prescribed in Regulations.

These provisions come into effect on a day to be appointed by the Secretary of State.

Audit of Entities connected with local authorities

The Local Government and Public Involvement in Health Act 2007 (c. 28) made new provisions for “Entities” controlled by the Council. This Act now makes provisions for the audit of certain entities.

The Act provides that the Audit Commission will appoint the auditor for such entities including eligibility for appointment and terms of appointment. It also provides for:-

- The right of entities to appoint the auditor to conduct the statutory audit;
- Functions of the auditor;
- The production of “Public Interest Reports”;
- Codes of practice;
- Access to information;
- Consideration of reports by both entities and local authorities; and
- Fees.

The Act provides that the qualifying conditions of a “local authority entity” may be set out in Regulations.

These provisions come into effect on a day to be appointed by the Secretary of State.

Part 3 Local Government Boundary and Electoral Change – Sections 55 - 68

The Act establishes the “Local Government Boundary Committee for England, with the transfer of functions from the Electoral Commission.

The functions of the Local Government Boundary Committee will relate to reviews of electoral arrangements of principal local authorities. However, the Committee will be able to recommend a review of arrangements for parish councils when making recommendations for changes at the principal authority.

The Act makes provision for the Local Government Boundary Committee to consider requests for single member wards; review procedures and to make Orders for the implementation of review recommendations.

Requirements for the Electoral Commission to make transfer schemes and for interim provision came into force on the day the Act was made. Other provisions come into force on a day to be appointed by the Secretary of State.

Part 4 Local Authority Economic Assessments – Section 69

This part of the Act requires the Council to undertake local economic assessments. In doing so, there will be a requirement to engage with a list of named partners. It will be a matter for the Council to decide how often to revise the assessment, however, the Secretary of State will have the power to order an assessment to be undertaken. There will be statutory guidance on how assessments are to be undertaken.

Pre-legislation draft guidance has already been published. These provisions come into effect on a day to be appointed by the Secretary of State.

Part 5 Regional Strategy – Sections 70 – 87

There is to be a Regional Strategy for each region except London. This had previously been referred to as the Single Integrated Regional Strategy. It will cover three key components: Sustainable Economic Development; Land Use Development; and Climate Change. It will effectively bring together the current Regional Economic Strategy and the Regional Spatial Strategy.

To take forward the adoption and delivery of the Regional Strategy, there are to be “Responsible Regional Authorities”. These will consist of the Regional Development Agency (Yorkshire Forward) and a Leaders’ Board, previously referred to as the Forum of Leaders’. The Leaders Board will be made up of from “Participating Authorities”, which in Yorkshire and the Humber will involve the County; Districts; Metropolitan; and Unitary Councils; together with the three National Park Authorities that are either wholly or partly in the region. The Participating Authorities will be required to make a scheme for the operation of the Leaders Board, which will require the approval of the Secretary of State.

The Responsible Regional Authorities will be required to keep the strategy under review; make arrangements for community involvement in the review and arrangements for examination in public. Regional Strategies will have to be approved by the Secretary of State, who will also have to consult prior to making a decision.

The Responsible Regional Authorities will also be required to produce and revise from time to time an implementation plan for the Regional Strategy, and produce an annual report on progress against the implementation plan.

The provisions of the Act enable the Secretary of State to provide guidance or give directions in relation to these functions. Further provisions are to be set out in Regulations. Consultation has been undertaken in relation to Regional Strategies and Leaders Boards.

These provisions come into effect on a day to be appointed by the Secretary of State.

Part 6 Economic Prosperity Boards and Combined Authorities – Sections 88 – 120

Part 6 provides for local authorities to propose the establishment, review and dissolution of Economic Prosperity Boards (EPB) and Combined Authorities. In both cases, a proposal can be made by two or more authorities, who would be required to make a scheme demonstrating how the creation of an EPB or Combined Authority would be likely to improve the exercise of statutory functions relating to economic development and regeneration, together with in the case of a Combined Authority, transport.

The Act provides that the Secretary of State may by Order, subject to consultation, establish, amend or dissolve an EPB or Combined Authority, subject to meeting certain conditions, including the area covered; governance including membership, voting, executive arrangements including scrutiny; and funding.

The principal difference between the two is that a Combined Authority would incorporate an “Integrated Transport Authority” as established by the Local Transport Act 2008 (c. 26). For South Yorkshire, this is the South Yorkshire Integrated Transport Authority.

The Secretary of State may issue guidance covering the exercise of these provisions.

These provisions come into effect on a day to be appointed by the Secretary of State.

Part 7 Multi Area Agreements – Sections 121 – 137

This part of the Act provides a statutory basis for Multi Area Agreements (MAAs). The provisions allow two or more local authorities to make proposals for a MAA to the Secretary of State. Such proposals will need to nominate one of the authorities as the “responsible authority”.

Where a proposal is accepted, the Secretary of State will issue a direction for a draft MAA to be submitted. The further process will be similar to that already in place for Local Area Agreements with duties for other named public bodies to co-operate, local improvements targets etc.

The Secretary of State may issue guidance, which would be the subject of consultation.

These provisions come into force on the day two months after the Act was made.

Part 8 Construction Contracts – Sections 138 - 145

This part the Act provides for amendments to the Housing Grants, Construction and Regeneration Act 1996 and is not relevant to the scope of this report.

Part 9 Final – Sections 146 - 150

Provides for commencement, repeals etc.

8. Finance

It is not possible at this stage to identify what resource implications may arise for the Council when all the provisions of the Act come into effect.

The financial effects assessed to arise at the time that the Bill was introduced to Parliament suggested that the costs associated with its implementation will be approximately £35 million per year in England starting in 2010/11. Detail within this includes:-

- Duties to promote democracy will have a net cost of £22.3 million, to be funded through the new burdens principle. The assumption has been made

that for an authority like Rotherham, it would require two extra members of staff and a publicity budget;

- Petitions duty to have a net cost of £3 million;
- Governance (Scrutiny) to have a net cost of £1.2 million;
- Local Authority Economic Assessments are set to cost £7.6 million to be met through the new burdens principle;
- The Regional Strategy to have no new costs; and
- The Government will not fund the set up costs of Economic Prosperity Boards.

Two Regulatory Impact Assessments were produced:-

- Duty to Promote Democracy Impact Assessment: and
- Local Authority Economic Assessment Duty Impact Assessment.

However, further functions have been introduced during the passage of the Bill. Additionally, the “Strengthening Local Democracy” consultation paper introduced proposals that relate to the provisions in the Act. A separate Impact Assessment was produced for the consultation proposals.

Further work will need to be undertaken to identify the resource implications as part of developing the implementation of the new duties.

9. Risks and Uncertainties

Many of the proposed changes are expected to commence in 2010, and the Government is already implementing transitional arrangements in relation to regional working and strategies. However, most of the provisions commence on dates to be appointed by the Secretary of State.

It should also be noted that commencement dates often bring sections of an Act into force for the purposes of laying down Regulations or issuing guidance, and are not necessarily the date when new duties apply.

Many of the new duties will require amendments to the Council’s constitution. It is expected that Regulations will prescribe which of these duties are not to be the responsibility of the executive (Cabinet).

10. Policy and Performance Agenda Implications

The principal policy issues arising in this report relate to the duty to promote democracy and economic development; Regional Strategies, governance and delivery; sub-regional working etc, following the Government’s Review of Sub-national Economic Development and Regeneration (SNR).

The Government’s key policy drivers were set out in the White Papers “Strong and Prosperous Communities” and “Communities in Control”. Additionally, the Government’s policy agenda has evolved with the publication of “Building Britain’s Future” in June, with a strong theme of local democratic renewal.

The Council has taken a consistent approach to policy development in the context of local government modernisation, tracking policy to implementation through the “Local Government Reform Implementation Plan. There are seventeen workstreams in the Implementation Plan that relate to the Act. Of these, nine require policy consideration by the Council and six may require amendments to the Council’s constitution.

It is proposed that lead officers for the workstreams identified now bring forward policy options papers in relations to the issues identified. The workstreams are attached as an appendix to the report.

11. Background Papers and Consultation

Consultation is not required at this stage; however, there may be the need to consult as part of addressing policy options arising from the report. Any consultation will meet with the requirements of the Rotherham CCI framework.

Background papers

Local Democracy, Economic Development & Construction Act 2009 (c. 20)
Strong and Prosperous Communities White Paper
Communities in Control White Paper
Building Britain’s Future Policy Paper
Strengthening Local Democracy Consultation Paper
Duty to Promote Democracy Impact Assessment:
Local Authority Economic Assessment Duty Impact Assessment
Strengthening Local Democracy Impact Assessment

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Appendix A

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
2.2b	Provision about bodies representing the interests of tenants	Sections 25 - 26	In force	National provision.	Dave Richmond	No action required by the Council
2.4b	Extension of duty to involve	Sections 23 - 24	Date to be determined	<p>Named public bodies to be subject to the duty to involve. Provision for the Secretary of State to exempt certain bodies and issue guidance. No direct implications for the Council, however, added value could be gained from a common approach to the duty at the local level through partnership working. The Council should consider its “place shaping” leadership role in the respect</p> <p>Limitations may be placed on the duty by Order. Guidance to be published.</p>	Julie Slatter	<p>Policy consideration required</p> <p>Resource Implications</p>

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
2.4c	Duty to promote Democracy	Section 1 - 9	Date to be determined	<p>The duty applies to promoting the democratic arrangements and public understanding of the Council, of named “connected authorities”, mainly local partners and certain other public bodies.</p> <p>There is to be statutory guidance, which will be subject to consultation. In practice, the Council may wish to explore, through local partnership working, how a common local approach can be taken to implementing the duty. Consideration will also need to be given to the requirements in relation to other named public bodies that are not part of local arrangements and the approach to be taken should a public body not be forthcoming with the information need to comply with the duty.</p> <p>Extent and limitations on the duty may be made by Order. Guidance to be published.</p>	Tim Mumford	<p>Policy consideration required</p> <p>Resource Implications</p>

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
2.9a	Duty for Councils to respond to petitions	Section 10 - 22	Date to be determined	<p>The Council will be required to establish an e-petitioning facility via the web site. The Council will be required to draw up and agree a scheme for the handling of petitions. Guidance to be published may include a “model petition scheme”.</p> <p>Adoption and amendments to the scheme will require full Council decision. There will be an extended role for scrutiny and implications for scrutiny procedure rules. Whilst the qualifying criteria for petitions relate to the Council's functions, there is also provision for petitions in relation to the economic, social or environmental well-being of the area to which partners could contribute.</p> <p>What must or must not be included in a petition scheme may be prescribed by Order.</p> <p>Guidance may be published. Guidance may provide a “model” petition scheme.</p>	Tim Mumford	<p>Policy consideration required</p> <p>Amendments to the Council's constitution required</p> <p>Resource Implications</p>
3.2g	Amendment to Widdicombe rules	Section 30	These provisions come into force on the day two months after the Act was made	<p>Partial amendment to the Widdicombe rules to change arrangements in relation to politically restricted posts.</p> <p>Not an issue for policy consideration.</p>	Tim Mumford	Possible amendments to the Council's constitution required

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
3.7a	Higher visibility of Overview and Scrutiny	Sections 31 - 33	Scrutiny Officer: Date to be determined Joint Scrutiny: after two months	Establishes the statutory post of "Scrutiny Officer". Specific functions designated. Formally establishes arrangements for joint scrutiny functions. Regulations to be published. Policy options should be explored in relation to both regional and sub-regional working. Regulations may be made regarding the functions of joint overview and scrutiny.	Cath Saltis	Policy consideration required Amendments to the Council's constitution required Resource Implications
3.7c	Scrutiny of public officials	Section 16	Date to be determined	Will form part of the scheme and procedures for handling petitions. Appropriate job roles will need to be identified as relevant to be called to scrutiny. Guidance may be published.	Tim Mumford	Policy consideration required Amendments to the Council's constitution required
3.8a	Establish the Boundary Committee for England	Section 55	Date to be determined	Boundary Committee for England separate from the Electoral Commission established. Electoral Commission to make transitional arrangements.	Tim Mumford	No action required by the Council
3.9b	Provisions relating to local government boundary and electoral change	Sections 56 – 68	Date to be determined	Will affect the undertaking of periodic reviews, or where the Council asked for changes in electoral arrangement. The Secretary of State may make consequential provisions by Order. The Boundary Committee will bring in changes following a review by Order.	Tim Mumford	No action required by the Council

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
3.12	Provision about the procedures of local authorities and the audit of entities connected with them	Sections 36 – 54	Date to be determined	<p>It is not possible at this stage to assess the impact of these provisions. Regulations will determine what constitutes a “qualifying English local authority entity”</p> <p>Following this the Audit Commission will appoint auditors for such entities and charge accordingly.</p> <p>Regulations to be made.</p>	Tim Mumford	<p>Resource Implications</p> <p>Possible policy considerations in relation to entities</p>
3.13	Local Freedoms and Honorary Titles	Sections 27 – 29	These provisions come into force on the day two months after the Act was made	<p>New provisions through amendments to the Local Government Act 1972 in relation to freedom of the Borough and honorary titles (Aldermen / Alderwomen etc)</p> <p>Certain provisions in law on Freedom of Entry may be made by the Queen by Order in Council.</p> <p>Impact expected to be minimal.</p>	Tim Mumford	No action required by the Council at present
4.1 (i)	Regional Strategy	Sections 70; 73 – 82; 84 – 87	Date to be determined	<p>Government policy statement produced. Council to be engaged through regional structures. May have some implications for the work of scrutiny.</p> <p>Arrangements expected to be in place for April 2010.</p> <p>Regulations will be made. Guidance may be published</p>	Deborah Fellowes	<p>Possible policy considerations</p> <p>Possible resource implications</p>

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
4.1c (i)	Regional Governance Arrangements	Sections 71 – 72; 83 – 87	Date to be determined	<p>Draft guidance on Leaders Boards published for consultation.</p> <p>Arrangements expected to be in place for April 2010.</p> <p>LGYH already moved to new regional arrangements.</p> <p>Consideration needed over future scrutiny arrangements as part of regional arrangements.</p> <p>Regulations will be made. Directions may be given.</p>	Deborah Fellowes	<p>No action required by the Council at present</p> <p>Possible policy considerations</p> <p>Possible resource implications</p>
4.1d (i)	Local Authority Economic Assessments	Section 69	Date to be determined	<p>Pre-consultation draft Statutory Guidance published.</p> <p>Requirement to engage with partners. Assessment to be undertaken by the Council to feed into development and review of the Regional Strategy. Future assessments to be periodical at the discretion of the Council, but can be directed by the Secretary of State.</p> <p>A detailed report is being prepared to take forward this duty. This will be presented in December / January.</p> <p>Guidance to be published.</p>	Deborah Fellowes	<p>Possible policy considerations</p> <p>Resource implications</p>

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
4.1f	Establishment of statutory city-regions for transport and economic development.	Sections 88 – 120	Date to be determined	<p>Policy Document on Options for Sub Regional Co-operation published Jan 09</p> <p>Both Economic Prosperity Boards and Combined Authorities available as discretionary powers.</p> <p>Would need agreement of participating Councils and the Secretary of State.</p> <p>Would have implications for local governance, both in terms of leadership, accountability and scrutiny. Costs would be met by participating Councils.</p> <p>All provisions subject to making of Orders by the Secretary of State.</p> <p>Guidance may be published.</p>	Deborah Fellowes	<p>Policy consideration required</p> <p>Amendments to the Council's constitution required if proceeded with</p> <p>Resource implications</p>
4.3	Facilitate cross-boundary collaboration on economic development issues Statutory basis for MAAS	Sections 121 – 137	Date to be determined	<p>Puts Multi Area Agreements on a statutory basis. Policy Document on Options for Sub Regional Co-operation published Jan 09 Covers relationship between MAAs and EPBs</p> <p>No need for an EPB to be part of an MAA. Raises leadership, accountability and scrutiny issues</p> <p>Provisions subject to the making of Orders by the Secretary of State. Directions may be given. Guidance may be published.</p>	Deborah Fellowes	<p>Policy consideration required</p> <p>Amendments to the Council's constitution required if proceeded with</p> <p>Resource implications</p>

Ref	Workstream	Source	Timing	Status / Actions / Risks	RMBC lead	Comments
7.11	Provisions to establish mutual insurance arrangements	Sections 34 – 35	Date to be determined	Discretionary provisions to enable mutual insurance arrangements. Regulations may be made. Guidance may be published.	Andrew Bedford	Possible policy consideration No statutory action required by the Council

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	16th January, 2010
3.	Title:	Legislative Programme 2009/10
4.	Directorate:	Chief Executive's

5. Summary

The Government's legislative programme for the 2009/10 parliamentary session was announced as part of the Queen's Speech on the State opening of Parliament on Wednesday 18th November.

This report gives an overview the proposed legislative measures that will impact on or are relevant to the Council.

6. Recommendations

That Cabinet:-

- a) **Note the proposed legislative measures that will impact on or are relevant to the Council.**
- b) **Receive further reports on specific legislative measures as appropriate.**

7. Proposals and Details

The Government announced its legislative programme for the 2009/10 parliamentary session in the Queen's Speech on the state opening of Parliament on Wednesday 18th November.

The programme contains a relatively small number of Bills given the short session up to the next general election. There are fourteen Bills, three of which started in the last session and six draft Bills for pre-legislative scrutiny. The full Government legislative programme is:-

- Animal Health Responsibility and Cost Sharing Draft Bill;
- Bribery Bill;
- Child Poverty Bill;
- Children, Schools and Families Bill;
- Civil Law Reform Draft Bill;
- Cluster Munitions (Prohibitions) Bill;
- Constitutional Reform and Governance Bill
- Crime and Security Bill;
- Digital Economy Bill;
- Draft Antarctic Bill;
- Draft Immigration Simplification Bill;
- Energy Bill;
- Equality Bill;
- Financial Services Bill;
- Fiscal Responsibility Bill;
- Flood and Water Management Bill;
- House of Lords Reform Bill;
- International Development Spending Draft Bill;
- Northern Ireland Assembly Bill; and
- Personal Care at Home Bill.

Private members Bills will also be presented in both houses.

Bills that have a direct relevance to the Council can be summarised as follows:

Child Poverty Bill

The Child Poverty Bill was introduced into the House of Commons in June 2009 and has been subject to a carry-over motion into the new session.

The Bill would enshrine in law the commitment to eradicate child poverty by 2020 and help ensure that sustained action is taken by this and future governments, the devolved administrations and local government to tackle child poverty.

An accountability framework would be established to make sure progress is made towards the 2020 goal. The Government and both Scotland and Northern Ireland would be required to produce child poverty strategies that run through to 2020 and are refreshed every three years. The strategies would set out what action is needed

to meet the targets in the Bill and the Government would be held to account on the effectiveness of these strategies through annual performance reports to Parliament. The main elements of the Bill are:-

- Establishing a national and local accountability framework for delivering this goal. The Government will be required to produce child poverty strategies that run through to 2020 and are refreshed every three years;
- Ensuring that Governments will be held to account on the success of their strategies to end child poverty, through annual reports to Parliament;
- Establishing a Child Poverty Commission, which will provide independent advice to the Government that must be considered when preparing child poverty strategies. To enhance accountability, this advice will also be published;
- Driving local action by placing a duty on all local authorities and their partners to co-operate to tackle child poverty in their area. As part of this, they will be required to conduct a local needs assessment and to produce a joint local child poverty strategy.

The Bill is now awaiting Report stage in the Commons and is yet to be read in the Lords.

Children, Schools and Families Bill

The main purpose of the bill is to provide guarantees for parents and pupils setting out what they can expect from a 21st century schools system. These are designed equip every child, every family and everyone who works with them to meet the challenges ahead, and so help secure this country's success now and in the future.

The Bill follows on from the White Paper "Your child, your schools, our future: building a 21st century schools system" published by the Government in July.

The main elements of the bill are:-

- Guarantees – through new pupil and parent guarantees the Government is committing for the first time a series of specific entitlements for all and providing a means of redress if expectations are not met;
- Deliver the building blocks for a world class 21st century schooling system that meets the needs of every pupil so they can achieve their full potential. In future schools will work more in partnership and have greater flexibility in how they spend their budgets. The Bill would also allow for the introduction of a new School Report Card;
- Curriculum reforms – learning from wide ranging consultation and international evidence, the Bill would introduce reforms to the school curriculum so children and young people are equipped with the knowledge and skills they, and future employers, want and need. The Bill would reform the Primary curriculum following Sir Jim Rose's review to provide greater flexibility for schools to tailor teaching to the needs and interests of their children while also focusing on the basics of literacy, numeracy and Information Communications Technology (ICT). The Bill would also put Personal, Social and Health Education (PSHE) on a statutory footing and

ensure for the first time that all young people receive at least one year of sex and relationships education;

- Licence to practise – improving teaching underpins every effort to deliver the best possible education for all pupils, and through a new licensing system this Bill would professionalise the workforce and provide teachers the status they deserve. This would create a new learning culture in every school's teaching staff which puts professional development at the forefront and so improve teaching quality across the board. This will also clearly demonstrate to parents that high-quality teaching standards are being maintained;
- Safeguarding the vulnerable – strengthening the powers of local authorities and others with regards to registration, inspection and intervention will mean effective systems are in place to protect those that most need it. The Bill will introduce a new home educators' registration system and take new powers for Secretaries of State to intervene in youth offending teams that are failing and potentially putting young people and their communities at risk; and
- Increasing public confidence in family courts – providing a commitment to review the publication of information relating to family proceedings and report to Parliament.

The Bill received its first reading in the Commons on Thursday 19th November.

Equality Bill

The Equality Bill was introduced into the House of Commons in April 2009 and has been subject to a carry-over motion into the new session.

The main purpose of the Bill is to set out groundbreaking new laws which will help narrow the gap between rich and poor; require business to report on gender pay; outlaw age discrimination; and will significantly strengthen Britain's anti-discrimination legislation.

The main elements of the Bill are:-

- A new public sector duty to narrow the gap between rich and poor;
- Banning age discrimination outside the workplace; when buying or receiving goods and services like healthcare;
- Introducing gender pay reports. Public authorities with more than 150 employees will be required to report on gender pay. Businesses with more than 250 employees will be asked to report on gender pay, however if sufficient progress hasn't been made by 2013, legal powers will be used to require it;
- Putting a new Equality Duty on public bodies to consider the needs of diverse groups in the community, when they design and deliver public services. It will cover race, disability, gender, and extended to cover age, sexual orientation, religion or belief;
- Using £200 billion worth of public procurement to drive equality in the private sector;
- Extending the scope to use positive action;
- Strengthening the powers of employment tribunals;

- Protecting carers from discrimination;
- Protecting pregnant women and new mothers; and
- Banning discrimination in private clubs;
- Strengthening protection from discrimination for disabled people.

The Bill is provisionally set for Report stage in the Commons on Wednesday 2nd December and is yet to be read in the Lords.

Flood and Water Management Bill

The purpose of the Bill is to provide better, more sustainable management of flood risk for people, homes and businesses, help safeguard community groups from unaffordable rises in surface water drainage charges and protect water supplies to the consumer.

The main elements of the Bill are:-

- Responsibilities for managing all flood risks would be clearly defined. Local authorities would have responsibility for surface water flooding – the first time this would be assigned in law;
- Local people would input into shaping local flood risk management strategies;
- Sustainable Drainage Systems would have to be considered for new developments to help prevent surface run-off overloading the sewer system;
- The safety of communities living in close proximity to reservoirs would be improved with modern, risk-based regulation;
- New powers would help water companies better control non-essential domestic uses of water during periods of water shortage;
- The sustainability duty that applies to the Environment Agency would be extended to other bodies managing flood risk. This would mean they would be required to take environmental considerations into account when managing flood risk, in addition to social and economic considerations;
- The interests of water customers would be further protected through a special administration regime, in keeping with other utility sectors;
- Water companies would be able to operate concessionary schemes relating to surface water drainage charges, thereby safeguarding community groups from unaffordable rises in their bills.

The Bill received its first reading in the Commons on Thursday 19th November.

Personal Care at Home Bill

The purpose of the Bill is to help around 400,000 people with care needs with free personal care at home for those with the highest needs, regardless of means; and be the first step towards setting up a new National Care Service.

The Bill follows on from the Green Paper “Shaping the Future of Care Together” published by the Government in July. A White Paper had also been promised.

The main benefits of the Bill are promoted as being:-

- Guarantee free personal care for the 280,000 people – including those with serious dementia or Parkinson’s disease – with the highest needs;
- Protect the savings of the 166,000 people who currently get free care from future charges;
- Help around 130,000 people who need home care for the first time to regain their independence;
- Where home adaptations or technology can increase a person’s independence and reduce care needs, these would be offered;
- Allow £130m to be invested in re-ablement and prevention to help people to maintain their dignity and rebuild their confidence so that they can live at home for longer;
- Put prevention at the heart of the system, improving quality, empowering people, and saving the NHS and social care money.

The Bill would enable regulations to be made requiring personal care to be provided free to persons in their own homes for an indefinite period. It does this by amending the regulation-making power in the 2003 Act to restrict the six-week limitation to personal care provided to people living in certain types of accommodation.”

Other proposals in the “Shaping the Future of Care Together” Green paper are not included in this Bill and are therefore unlikely to come forward in the present parliament.

The Bill received its 1st reading on Wednesday 25th November.

Further reports will be produced covering the implications of the legislative programme at appropriate times.

Progress of Government and private member Bills with local government relevance is detailed in the “Parliament Pages” of the Council’s monthly “Policy Briefing”.

8. Finance

It is not possible at this stage to identify what resource implications may arise for the Council should the provisions of the legislative process come effect.

The proposals that will have the most significant revenue financial implications are those set out in the Personal Care at Home Bill. These will affect both the Councils Adult Social care budgets and the relationship with partner organisations involved in health and social care. Concerns have been raised by the Local Government Association and others following the publication on the Green Paper “Shaping the Future of Care Together”. The debate on this is continuing and is likely to be taken forward with the promise of a White Paper to be published in the near future.

Some of the potential financial issues arising may be covered in the pre-budget report to be made on Wednesday 9th December.

9. Risks and Uncertainties

There can be no certainty that all Bills in the 2009/10 session will be enacted. Those Bills that have not been enacted when Parliament is dissolved for the general election will fall.

10. Policy and Performance Agenda Implications

All of the proposed legislation impacting on local government has been the subject of previous Government papers. The proposals set out in the legislative programme is consistent with earlier policy announcements.

11. Background Papers and Consultation

The proposed legislation and policy implications have been the subject of Government consultations including a "Green Paper".

Background papers

Queen's Speech on the state opening of Parliament, November 2009

Child Poverty Bill

Children, Schools and Families Bill

Equality Bill

Flood and Water Management Bill

Personal Care at Home Bill

White Paper "Your child, your schools, our future: building a 21st century schools system"

Green Paper "Shaping the Future of Care Together"

RMBC Policy Briefing:

<http://www.rotherham.gov.uk/graphics/YourCouncil/Policy+Research+and+Community+Engagement/Policy+Briefings.htm>

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	6th January 2010
3.	Title:	Year Ahead – Mid Year Update
4.	Directorate:	Chief Executive's

3. Summary

This report will provide a mid year update on the 62 commitments outlined in the 2009/2010 year ahead statement "Shaping the Future". The report will focus on the progress of each individual commitment and will also offer an overview of how many commitments have been achieved, how many are on target to be completed by the year end, how many are at risk of not being achieved by year end and finally how many will not be achieved by year end.

4. Recommendations

Cabinet is asked to:

- Note the progress of the year ahead commitments (2009/2010) to date

7. Proposals and Details

The Year Ahead Statement 2009/2010 – Shaping the Future

Cabinet and CMT approved 62 commitments for delivery in 2009/2010. In addition, each commitment was mapped against the vision themes so that it:

- contributed to the corporate plan and vision
- showed the spread of our key activities in 2009/10
- supported cross council working to assist delivery and performance management

Please find below an update on the progress of all 62 commitments to date.

GREEN (A) – 1 Commitment Year ahead commitment has been achieved.	1.6%
GREEN – 43 Commitments Commitment on target to be completed by year end.	69.4%
AMBER – 16 Commitments There is a risk that commitment will not be achieved by year end.	25.8%
RED – 2 Commitments Commitment will not be achieved by year end.	3.2%
<u>TOTAL</u>	100%

The supporting “Mid Year Progress Update – 7th December 2009” highlights that progress to date has been significant and 69.4% of the year ahead commitments are expected to be fully completed by the year end.

One commitment has been **achieved**; this is highlighted in the table below.

Commitment 13	Update Organisation Development Strategy and continue to implement outstanding ‘Our Future’ recommendations
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Two commitments have been given a RAG status of **RED** as they will not be completed by year end.

Commitment 33	Promote/press for RCAT development to start on site (LSC funding to be secured) Commitment categorised as red because the project has been shelved due to loss of funding.
Commitment 52	Submit LDF Core Strategy Commitment categorised as red because previous consultations on the Core Strategy (CS) were undertaken in May-June 2006 (Issues & Options), February-March 2007 (Preferred Options) and May-August 2009 (Revised Options). Due to the amount of public interest / objection during the public consultation period the timescale was extended and due to the level of public interest it is intended to carry out a further round of public consultation mid-2010 prior to formal publication in late 2010, followed by submission to the Secretary of State.

Sixteen commitments have been given an **AMBER** RAG status as there is a risk that they will not be achieved by year end, the specific commitments are highlighted below.

Commitment 3	Achieve good outcome from CAA first yearly assessments
Commitment 4	Deliver in year targets for the LAA and key targets in the Corporate Plan (refreshing targets where necessary in the light of changed national frameworks)
Commitment 5	Enhance comparative benchmarking of key services (amongst similar authorities)
Commitment 6	Review performance management arrangements across the Council
Commitment 10	Seek enhanced performance, value for money and third party trading through RBT
Commitment 17	Update the MTFS
Commitment 18	Carry out major efficiency reviews
Commitment 34	Begin Roll-out of Digital Region network
Commitment 39	Plan and implement actions following the review of CYPS
Commitment 40	Strengthen children's safeguarding and shift focus towards earlier identification, intervention and prevention
Commitment 42	Raise profile and level of intervention in addressing child poverty in Rotherham
Commitment 43	Further strengthen voice and influence for young people, parents and carers.
Commitment 45	Progress joint waste PFI in line with target timeframe
Commitment 55	Work with 2010 Rotherham to effect performance and resourcing improvements
Commitment 57	Review services to residents in sheltered housing provision
Commitment 62	Work with NHS Rotherham on review of community services, from a "whole system" perspective

8. Finance

This process will assist in the continual improvement in aligning investment to achieve our vision.

9. Risks and Uncertainties

There are many risks around non delivery of year ahead commitments including impact on achievement of corporate plan objectives, reputation and service delivery. Risks will be mitigated by Directorate's throughout the year.

10. Policy and Performance Agenda Implications

The year ahead statement focuses on key priorities highlighted in our corporate plan.

11. Background Papers and Consultation

- The Year Ahead Statement 2009/2010 – Shaping the Future
Mid Year Progress Update – 6th January 2010

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The Year Ahead Statement 2009/2010
Shaping the Future

Mid Year Progress Update – 6th January 2010

The Year Ahead Statement 2009/10
Mid Year Progress Update – 7th December 2009

Commitment 1	Complete review of policy statements, simplifying the policy framework	GREEN
Commitment 2	Carry out major policy reviews of potential for localisation, personalisation and integration initiatives across services	GREEN
Commitment 3	Achieve good outcome from CAA first yearly assessments	AMBER
Commitment 4	Deliver in year targets for the LAA and key targets in the Corporate Plan (refreshing targets where necessary in the light of changed national frameworks)	AMBER
Commitment 5	Enhance comparative benchmarking of key services (amongst similar authorities)	AMBER
Commitment 6	Review performance management arrangements across the Council	AMBER
Commitment 7	Develop focussed communications strategy, based on known topics of concern to local residents	GREEN
Commitment 8	Effect web site improvements and review use of other ICT/mobile channels to enhance communications/feedback	GREEN
Commitment 9	Review Rotherham Partnership strengths and improvement opportunities	GREEN
Commitment 10	Seek enhanced performance, value for money and third party trading through RBT	AMBER
Commitment 11	Carry out light touch review of bilateral and multilateral partnerships to highlight development opportunities	GREEN
Commitment 12	Commence work to develop “whole system” view of public spending in Rotherham	GREEN
Commitment 13	Update Organisation Development Strategy and continue to implement outstanding ‘Our Future’ recommendations	GREEN (A)
Commitment 14	Consult on and determine political governance arrangements	GREEN
Commitment 15	Continue implementation of Accommodation Strategy and Worksmart Project	GREEN
Commitment 16	Achieve a rating of 3 for Use of Resources under the CAA Regime	GREEN
Commitment 17	Update the MTFs	AMBER
Commitment 18	Carry out major efficiency reviews	AMBER
Commitment 19	Continue to implement and keep up to date the Credit Crunch/Downturn Action Plan	GREEN
Commitment 20	Bid for Future Jobs Fund resources	GREEN
Commitment 21	Bid for Council Housing new build resources	GREEN
Commitment 22	Participate fully in Sheffield City Region Economic Assessment	GREEN
Commitment 23	Complete action plan for Dearne Valley initiative	GREEN
Commitment 24	Lead bid for a University Centre for the Dearne Valley	GREEN
Commitment 25	Further develop international links, focusing on clear outcomes	GREEN
Commitment 26	Strengthen support for members/officers engaged in external affairs work at all levels	GREEN

Commitment 27	Implement cohesion and prevent strategies and action plans	GREEN
Commitment 28	Identify and secure planning consent for a site for a community stadium	GREEN
Commitment 29	Secure a start on site for the new civic building on The former Guest & Chrimes Site	GREEN
Commitment 30	Secure sites and finalise plans for major redevelopment of the High Street, Rotherham	GREEN
Commitment 31	Finalise plans and start work on the All Saints site, Rotherham	GREEN
Commitment 32	Start work on the My Space Project in the Town Centre.	GREEN
Commitment 33	Promote/press for RCAT development to start on site (LSC funding to be secured)	RED
Commitment 34	Begin Roll-out of Digital Region network	AMBER
Commitment 35	Support SYITA to develop Rotherham Railway Station, starting this year	GREEN
Commitment 36	Open Aston Joint Service Centre	GREEN
Commitment 37	Continue joint work with nominated developers to bring forward key projects in Rotherham Town Centre	GREEN
Commitment 38	Progress discussions with Yorkshire Forward and the HCA on future development plans and funding allocations	GREEN
Commitment 39	Plan and implement actions following the review of CYPS	AMBER
Commitment 40	Strengthen children's safeguarding and shift focus towards earlier identification, intervention and prevention	AMBER
Commitment 41	Progress BSF in line with target timeframe	GREEN
Commitment 42	Raise profile and level of intervention in addressing child poverty in Rotherham	AMBER
Commitment 43	Further strengthen voice and influence for young people, parents and carers.	AMBER
Commitment 44	Establish new contracting arrangements for grounds maintenance (and enhance service standards)	GREEN
Commitment 45	Progress joint waste PFI in line with target timeframe	AMBER
Commitment 46	Complete restoration of Ulley Reservoir	GREEN
Commitment 47	Reconstruct damaged areas of Centenary Way	GREEN
Commitment 48	Complete remaining 16 children's play areas under pathfinder project	GREEN
Commitment 49	Complete restoration of Clifton Park	GREEN
Commitment 50	Submit and gain approval to bid for Boston Park restoration	GREEN
Commitment 51	Determine planning application for Waverley	GREEN
Commitment 52	Submit LDF Core Strategy	RED
Commitment 53	Review capital strategy and programmes	GREEN
Commitment 54	Procure strategic building contractor partners through YORbuild	GREEN

Commitment 55	Work with 2010 Rotherham to effect performance and resourcing improvements	AMBER
Commitment 56	Introduce three further intensive neighbourhood Management projects, with partners and Yorkshire Forward support	GREEN
Commitment 57	Review services to residents in sheltered housing provision	AMBER
Commitment 58	Achieve successful outcomes from social care inspections	GREEN
Commitment 59	Introduce new resource allocation system for adult social care	GREEN
Commitment 60	Continue to implement modernised social care services, agreed by the Council	GREEN
Commitment 61	Evaluate learning from Area Assembly devolved budget process/implementation	GREEN
Commitment 62	Work with NHS Rotherham on review of community services, from a “whole system” perspective	AMBER

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	6th January 2010
3.	Title:	Government's Response to Lord Laming Report; The Next Stage.
4	Directorate:	Rotherham Safeguarding Children Board

5. Summary

On 12th March, 2009, Lord Laming's report, 'The Protection of Children in England: A Progress Report', was published. The Government published an immediate response in which it accepted all of Lord Laming's recommendations.

Rotherham Safeguarding Children Board and Rotherham Metropolitan Borough Council's Children and Young People's Services completed an initial assessment of the borough's position with regard to the recommendations, and a report outlining the findings was presented to Rotherham Borough Council members on 15th July 2009 and the Children and Young People's Board on 16th September 2009. Lead members requested regular updates to track progress across the borough; an update was supplied on 30th October 2009. A report outlining the findings was presented to Rotherham Safeguarding Children Board (RSCB) on 11th September 2009 and 4th December 2009. Members present felt that the focus should be self assessment, with the Safeguarding Children Board remit being that of quality assurance.

RSCB members from Social Care, Health, Police and Neighbourhood and Adult Services met on 27th October 2009 and again on 21st December 2009 to consider the report and update it accordingly. It has been agreed by Rotherham Safeguarding Children Board and Rotherham Metropolitan Borough Council to monitor the action plan until the end of the financial year, at which point any outstanding actions would be highlighted to the appropriate agency or fora to proceed. Members agreed an effective way forward is for partner agencies in Rotherham to undertake a robust Section 11, Children Act 2004 annually. These self assessments will be collated by the Safeguarding Board and utilised to demonstrate compliance with safeguarding children and young people.

The attached action plan focuses on the RAG areas that are amber and/or red and is based on assessment of Rotherham's current position. The RSCB members have also made suggestions as to which group or agency that needs to take forward the remaining issues.

6. Recommendations

That Rotherham Metropolitan Borough Council monitor the Laming Action Plan until the end of the financial year.

That members endorse the plan and support partner agencies with their self assessment of compliance with Section 11, Children Act 2004.

That members support the proposal that the Safeguarding Children Board via the Practice Standards Sub Group quality assure all Section 11 self assessment processes.

7. Proposals and Details

Member agencies of Rotherham Safeguarding Children Board have considered all of Lord Laming's recommendations alongside the government's response. The Action Plan attached follows on from agencies' self assessment and is a composite update of Rotherham's response to Laming Recommendations. On 27th October 2009 and the 21st December 2009, a Task and Finish group consisting of the Safeguarding Children Board Manager, the Safeguarding Children Operational Manager, Police and Neighbourhood and Adult Services, co-ordinated and reviewed progress against each of the actions identified within the Action Plan.

The refreshed Action Plan is attached. In order to focus agencies' workload, all Recommendations that had achieved a Green status have been removed. All Recommendations that are Amber and/or Red have been allocated to a service or agency to progress. It is proposed that RSCB continue to monitor the Action Plan until the end of the financial year, at which point any outstanding issues would be highlighted to the appropriate agency or fora to proceed.

At Rotherham Safeguarding Children Board it was discussed and agreed that Recommendation 11 highlights the need for the Local Authority Chief Executives and Council Leaders to play a critical role. They are tasked to satisfy themselves that agencies are safeguarding and promoting the welfare of children and that clear responsibilities have been assigned within the local authority and among partners for improving services and outcomes. The Task and Finish Group explored the possibility of utilising Section 11, Children Act 2004, which clearly states the expectations on agencies to promote the welfare of children within their area. Therefore the group proposed that Section 11, Children Act 2004, audits are undertaken routinely and that the data supplied is quality assured by RSCB. This proposal was agreed at the December Safeguarding Children Board.

The need for a robust Section 11 audit by agencies is also highlighted in Recommendation 34. This highlights the need for high quality supervision focused on case planning, constructive challenge and professional development. Effective supervision is known to be the cornerstone of good practice and this is an area that has been highlighted in recent serious case reviews as being a deficit. Therefore this recommendation must remain on the RSCB agenda.

The proposed self assessment tool and scoring system provides evidence that agencies have identified areas requiring targeted intervention. It gives agencies the opportunity to demonstrate in a robust manner their intended outcomes to improve safeguarding, and can offer a measure of assurance that agencies in Rotherham have taken their responsibility to children and young people seriously. Progress against their statutory duties can then be monitored and reported to RSCB and Local Strategic Partnership, thus providing evidence to satisfy Chief Executives' and Council Leaders' responsibilities identified in Recommendation 11.

8. Finance

To date, the Government has not released any specific ring-fenced grants or additional budgets for implementation of the Laming recommendations. Capacity for the Safeguarding Children Board with regard to the additional administrative time required is an issue that requires consideration.

If the proposal for a robust annual self assessment of Section 11 is rolled out there is a need to commission a bespoke data base. This will enable statutory agencies' Chief Executives and Council Leaders to access relevant safeguarding data as required by their Inspectorates.

9. Risk and Uncertainties

The Safeguarding Children Board via one of its sub groups will assess and monitor each agency's self assessment. This will provide evidence and assurance that agencies in Rotherham have a robust quality assurance framework. See Appendix 1 and 2 for the self assessment tool. The risks associated with non compliance of Section 11 and evidence to justify the same has the potential to be significant, as failure to address the issues identified are likely to render agency practice unsafe.

10. Policy and Performance Agenda Implications

The introduction of the Comprehensive Area Assessment has introduced new inspection arrangements for Safeguarding. The framework and grade descriptors for these Inspections were published by Ofsted at the end of May 2009.

On 4th and 5th August 2009, CYPS received an unannounced inspection of its Contact, Referral and Assessment (CRA) Service. Ofsted made a number of recommendations for immediate action and these are reflected in relevant Action Plans. Further Ofsted inspections are anticipated for Looked After Children's Services and Safeguarding Services. Failure to address the issues identified within the Action Plan would render the service unsafe and would trigger a full Safeguarding inspection which in turn would impact on the CYPS Comprehensive Area Assessment (CAA), the Council's CAA and could lead to external intervention. Failure to comply with Section 11 will impact significantly upon Safeguarding Children.

11. Background and Consultation

- The Protection of Children in England: Action Plan (May 2009).
- Comprehensive Area Assessment: Annual Rating of Council Children's Services for 2009 (May 2009).
- Ofsted annual unannounced inspection of Contact, Referral and Assessment arrangements within Rotherham Children's Services, dated 12th August 2009.
- Children Act 2004

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The Protection of Children In Rotherham A Multi Agency Action Plan August 2009

**This Composite Action Plan is written following The Protection of Children in England:
A Progress Report, Lord Laming March 2009**

Key to Progress of Actions

GREEN = The task completed and appropriate evidence produced.

AMBER = Plans are progressing to timescale.

RED = Work has yet to be/planned/started/progressed.

History

In November 2008 the Government asked Lord Laming to prepare an urgent independent report of progress on safeguarding arrangements nationally. Lord Laming's report "The Protection of Children in England: A Progress Report", was published on 12th March 2009. The Government welcomed the report and accepted all the recommendations.

Rationale

Lord Laming reported that whilst *Every Child Matters (2004)* and *Working Together to Safeguard Children (2006)* provide a sound framework for professionals to protect children and promote their welfare, it was clear that the need to protect children from significant harm and neglect is even more challenging. He reported the need for a step change in the arrangements to safeguard children from harm; he also felt that it is essential that action is now taken so that as far as humanly possible, children at risk of harm are properly protected. In addition to accepting Lord Laming's recommendations, the Government plan to:

- Set up a cross-Government national safeguarding delivery unit to support and challenge every local authority (LA) and children's trust in the country.
- Strengthen independence and quality of serious case reviews - the unit will monitor implementation to ensure both that lessons are learned and that public executive summaries are full and comprehensive
- Produce legislation to ensure that every LA has a statutory Children Trust Board to improve the outcomes for children and young people
- Compel the Chief Executive and Council Leaders to confirm annually that local arrangements comply with the law.
- Provide a new leadership programme for Directors of Children Services and an accelerated programme for those with the greatest potential to become children's service leaders.

Rotherham Safeguarding Children Board have compiled an Action Plan as the beginning of a process to provide agencies and RSCB Members with a structure to demonstrate their current position, future work and anticipated outcomes. This self assessment tool will provide a base line from which future work can be coordinated. The collation of agencies' responses will provide Cabinet Members with a transparent audit of services for Children and Young People in Rotherham

For additional Information, please go to:-

<http://www.publications.parliament.uk/pa/cm200809/cmhansrd/cm090312/debtext/90312-0007.htm#09031256000005>

<http://www.official-documents.gov.uk/document/hc0809/hc03/0330/0330.asp>

<http://www.official-documents.gov.uk/document/hc0809/hc03/0330/0330.pdf>

Government's Response to Laming Action Plan				
Recommendation 12:				
<p>The wider public also has an important role to play, as keeping children safe is everyone's responsibility. It is right that Children's Trust Boards should actively seek the views of the local community and consult children, young people and their families when drawing up Children and Young People's Plans. We believe Local Safeguarding Children Boards' arrangements should be opened up to wider public scrutiny through the appointment of two lay members drawn from the local community to the LSCB and have brought forward an amendment to the Apprenticeships, Skills, Children and Learning Bill to require this. This will support stronger public engagement in, and understanding of, children's safety issues. The voice and experiences of young people should also strongly inform the LSCB's work.</p>				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>Safeguarding Board Manager, Chair of LSCB and Director of Children's Services to develop a position statement.</p> <p>Serious Case Reviews in the area now consider the voice of the family during the review process.</p> <p>The voice and experience of children and young people is heard through a variety of means including their attendance and contribution to the E safety Sub Group.</p> <p>Consideration is being given to the appointment of 2 lay members. The Interim Safeguarding Children Board Manager has been in discussion with the Safeguarding Children Government Officer Adviser to discuss Rotherham's position with regard to the 2 lay members. To date, no LSCB in Yorkshire and Humber have instigated this piece of work.</p> <p>RSCB, December 2009, it was agreed that the Strategic Director for Children and Young People services and the independent Chair RSCB to consider the appointment of 2 Lay members.</p>	<p>Strategic Director, Children and Young People's Services</p> <p>Safeguarding Board Manager</p>	14.8.09 Amber	27.10.09 Amber	22.12.09 Amber
Recommendation 16:				
<p>The Children's Workforce Development Council will shortly be issuing updated guidance on the Common Assessment Framework and has developed a range of web-based material to help local authorities and their Children's Trust partners to implement CAF as part of the development of integrated working locally.</p>				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>The Director, CYPS Community Services will oversee the development of CAF working with a seconded multi-agency management team. The work will be concluded in January 2010. Locality Manager agency lead to progress.</p>	<p>Director, CYPS Community Services</p>	14.8.09 Amber	27.10.09 Amber	
Recommendation 17:				
<p>The Police plan an important part in child safety. Working with the Association of Chief Police Officers, the Association of Police Authorities and the National Police</p>				

Government's Response to Laming Action Plan				
Improvement Agency, the Home Office will be developing a new Strategic Framework for delivering Protective Services that will, for the first time, provide a clear structure for driving the delivery of all protective services – those services which are not so visible to the public but are crucial to ensuring that local communities are protected from a wide range of potential threats, such as organised crime or major crime. Child Protection will be one of the first priorities for implementation of the new Framework, making clear that, nationally, the Police Service, including every Police force, must ensure that they have the right arrangements and the right levels of resource in place locally to protect children and young people from abuse.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
Awaiting further guidance from the National Police Improvement Agency. Police given the lead. The latest stance from ACPO is that further work is ongoing with CWDC with a view to identifying certain roles within the police service who will engage with the CAF process, the likelihood being that officers working within specialist roles, e.g. schools officers, Missing from Home officers, domestic violence coordinators etc will be trained in CAF in a limited way. As yet no definitive guidance has been published.	Peter Horner	14.8.09 Amber	27.10.09 Amber	21.12.09 Amber
Recommendation 21: The Task Force will report fully to the Government in October and we are committed to bringing forward a comprehensive programme of reform for the profession at that time. Lord Laming's report, however, painted a picture of the pressures in the system which reinforces the need for immediate action. The Government is, therefore, announcing today measures we will take to reform the Integrated Children's System and a new Social Work Transformation Fund, which will support immediate improvements and support.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information. Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement. A backlog of un-associated documents was identified and work is underway to clear this; target mid January A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, and Scrutiny etc. A lead practitioner has been identified to take forward this area.	Director, Safeguarding and Corporate Parenting Director, Resources, Planning and Performance	27.8.09 Red	27.10.09 Amber	22-12-09 Amber
Recommendation 22: The Social Work Task Force says that effective record-keeping is an essential part of good social work; that in the 21st century this requires an effective IT approach; and that the ICS undoubtedly has the potential to deliver this. However, the Task Force also highlights a number of current problems with the local implementation of ICS				

Government's Response to Laming Action Plan				
systems and says these have been exacerbated by overly prescriptive national requirements. The intense frustration with ICS that the Task Force has found among many frontline workers is, it explains, the unfortunate result.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information.</p> <p>Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc.</p>	<p>Director, Safeguarding and Corporate Parenting</p> <p>Director, Resources, Planning and Performance</p>	27.8.09 Red	27.10.09 Amber	<p>22-12-09</p> <p>Amber</p>
Recommendation 23:				
The Task Force makes a series of recommendations which, it believes, will rapidly have a positive impact on how frontline workers experience ICS. The Task Force says its proposed changes will enhance the positive elements of the system by making it more flexible and by supporting its record-keeping capacity, while stripping out other, unnecessary features.				
Comment to include evidence as appropriate	Lead Person	RAG Rating		
<p>ICS programme of implementation since September 2008 is proving very challenging of social work time. Social workers are experiencing competing priorities in gathering and inputting electronic information.</p> <p>Additional administrators have successfully assisted the pressures within the social work service. Records have been updated and inputting information electronically has been improved. Additional resources will need to continue in order to sustain this improvement.</p> <p>The major work in ICS recently has concerned the modifications proposed in respect of the Core Assessment form. One of the central problems of ICS was the duplication of similar information needed to be captured for separate purposes. This was most commonly seen in respect of the Core Assessment. The same information was required to populate the Initial Child Protection Conference Report form (ICPC) form and the social workers report for LAC reviews. The ICS working group has produce a new form that can be used for Initial Child Protection Conferences, first LAC reviews and Children in Need planning meetings. We believe that these changes will produce major benefits to social workers and to the organisation generally. The changes proposed have involved accessing the Core Assessment templates of approximately 6 Local Authorities and extracting what we believe to be the best aspects of their forms plus innovations of our own. We are now</p>	<p>Director, Safeguarding and Corporate Parenting</p> <p>Director, Resources, Planning and Performance</p>	27.8.09 Red	27.10.09 Amber	<p>22-12-09</p> <p>Amber</p>

<p>Government's Response to Laming Action Plan</p>				
<p>moving on to reviewing all our ICS exemplars.</p> <p>Secondly we have produced new Business Process Maps for all our children's processes and these will be ready early January. This work has been driven by Lynn Turner (Business Process Analyst) and linked with a group chaired by Tim Littlewood from the Chief Executive's Office who has brought together people from Neighbourhood and Adult Services and RBT in order that we can develop best practice in children's services.</p>				
<p>Recommendation 34: The Department for Children, Schools and Families should revise Working Together to Safeguard Children to set out the elements of high quality supervision focused on case planning, constructive challenge and professional development.</p>				
<p>Comment to include evidence as appropriate</p>	<p>Lead Person</p>	<p>RAG Rating</p>		
<p>A robust joint casework supervision policy was introduced from April 2009. The review of the policy has identified inconsistencies across front line services. Additional audit work in this area has been commissioned and led by the Director, Resources, Planning and Performance. Working Together re-write is anticipated in early 2010.</p> <p>A Section 11 audit offers the opportunity to monitor compliance with this crucial practice across all agencies.</p> <p>A Children and Young People's Services Improvement Panel has been set up to address this area of concern. Members of the Panel include Children's Services Advisor for Government Office, Chief Executive's Office, CYPS, NAS, Scrutiny etc.</p> <p>Working Together has been delayed nationally until Jan 2010.</p> <p>CYPS Learning and Development Manager has recently undertaken an audit of supervision across the borough.</p>	<p>Locality Managers Director, Safeguarding and Corporate Parenting</p>	<p>20.8.09 Amber</p>	<p>27.10.09 Amber</p>	<p>21.12.09 Amber</p>

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	6th January, 2010
3.	Title:	Improvement Plan Update
4.	Programme Area:	Children and Young People's Services

5. Summary:

This is the progress report that was discussed at the 14th December Improvement Panel. It will be revised to incorporate the additional areas identified in the DCSF Notice to Improve and also to follow the Every Child Matters Outcomes.

6. Recommendations:

- **That the progress report be noted.**
- **That regular updates be brought to Cabinet for monitoring.**

7. Proposals and Details:

This is the progress report that was discussed at the 14th December Improvement Panel. It will be revised to incorporate the additional areas identified in the DCSF Notice to Improve and also to follow the Every Child Matters Outcomes. We have attached at Appendix One the latest version of the Improvement Plan as at 10th December, 2009. At Appendix Two is the DCSF Notice to Improve.

8. Finance:

The DCSF have indicated they will provide an additional £100k maximum to support the work to the Improvement Panel. Additional resource will be sought from the Yorkshire and Humber RIEP funding.

9. Risks and Uncertainties:

If we do not meet the targets set in the Notice to Improve we will remain in intervention for a longer period. It is important we not only come out of intervention but also increase the profile of inspected services which are good or better. Currently this stands at 55.4% and needs to be at 65% or more.

10. Policy and Performance Agenda Implications:

Improving the Children and Young People's Services rating is critical for children, young people and families across the borough. It is also crucial in improving the overall CAA rating for the borough.

11. Background Papers and Consultation:

Report to Cabinet Member 18th November, 2009 and 16th December, 2009.

Contact Name : Joyce Thacker,
Strategic Director,
Children and Young People's Services.
Tel. 82 2677
Email: joyce.thacker@rotherham.gov.uk

Objective	Key Actions	Priority	Measures		Lead	Current performance	Update	Status	RAG	Impact
			Baseline	Targets						
1. Key Performance Outcomes										
Significantly improve key indicators in line with Statistical Neighbours and top band performers to evidence outcomes in relation to social care	NI 59 - Increase the % of initial assessments for children's social care carried out within 7 working days of referral from the 2008/09 baseline in line with current statistical neighbour average/top band performance (high is good performance)	1	77.8% (2008/09) (1767/2270)	80% March 2010 85% October 2010 87% March 2011	Lyn Burns	73.96% (1045/1413) (9.12.09)	All performance indicators are subject to data cleansing and quality assurance processes to ensure that the currency and accuracy of underlying data is improved. These are being challenged on a weekly basis and audits are being undertaken to identify opportunities to remove ineffective processes and to improve performance.	Not on target		High
	NI 60 - Increase the % of core assessments for children's social care carried out within 35 working days of their commencement from the 2008/09 baseline in line with the current statistical neighbour average/top band performance (high is good performance)	1	84.9% (2008/09) (276/325)	80% March 2010 84% October 2010 87% March 2011	Lyn Burns	73.02% (157/215) (9.12.09)		Not on target		High
	NI 68 - Increase the % of referrals of children in need to children's social care going onto initial assessment in line with the current statistical neighbour average/top band performance (mid range is good performance)	1	57.6% (2008/09) (2270/3940)	65% March 2010 68% October 2010 70% March 2011	Lyn Burns	57.91% (1413/2440) (9.12.09)		Not on target but improved from baseline		High
	NI 65 - Reduce the number of children becoming the subject of a Child Protection Plan for a second or subsequent time to ensure performance is not in the bottom quartile/top band performance (low is good performance)	1	10.56% (2008/09) (34/322)	7% (Good performance 10-15%)	Lyn Burns	10.96% (24/219) (9.12.09)		Not on target but within good performance range.		High

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact
				Baseline	Targets					
2. Social Work Process and Practice										
Review the process for referrals to children's social care in line with best practice, so that all partner agencies, including schools are clear when they need to refer and the process for doing so whilst ensuring the targets for initial and core assessments are met and quality is high	Conduct Business Process re-engineering exercise on current practices in relation to Assessments and Referrals in line with best practice to enhance performance	1	December 2009	Work not commenced	Target to be determined	John Dunn, RBT	Discussed ownership with JW, LB and Lyn Turner to agree approach and involvement, workshops w/c 14/12. A practice audit is being undertaken on contact and referral handling and timelines. This has started in the Maltby locality and will be undertaken in each locality to ensure a comprehensive view of current practice and the application of key thresholds is obtained. Any identified process improvements will be implemented as soon as they are identified.	P		High
	Ensure quality assurance of the recording of work to ensure that all assessments are of a consistently high standard and in compliance with current policy	2	Ongoing	Each Team Manager audits 3 files per month as per guidance. Locality Managers to audit 3 files per month and 5 NFA Audits	100% compliance with the policy	Lyn Burns	Current monitoring system not adequate, new system put in place. Which will result in weekly monitoring and reporting on a locality by locality basis.	P		High
	Conduct a review on all NFA cases to quality assure the high level of 'no further action' decisions being taken	1	November 2009	NFA Contacts and Referrals 1.4.2009 to 9.12.2009 Total Contacts = 9892 of which 3282 NFA = 3282/9892 = 33.18% Total Referrals = 2411 of which 268 NFA = 268/2411 = 11.12% Note that of the 9892 contacts 436 have no outcome recorded = 436/9892 = 4.41%. As a result cannot quantify whether they are NFA or otherwise.	Target to be determined	Lyn Burns	Review completed and report discussed at SCPTM: to feed into review of fieldwork	Y		High
CAF - Implement recommendations of the position statement presented to DLT in August 2009. Re-establish CAF training and explore delivery of Ecaf, establish CAF Panels in all Localities, develop robust performance management systems to monitor implementation, compliance and review of CAF	1	January 2010	The Common Assessment Framework (CAF) went live in Rotherham on 03.09.07. At that time there were 22 CAF trainers who delivered training to 1135 practitioners and completed 540 briefing sessions. The last Practitioner training was on 29/11/08 and last briefing session 26/02/08. The Training Group disbanded on 07/11/07 and Steering Group disbanded on 11/06/08. Between January 2006 and July 2009 there have been 976 CAF's completed in Rotherham.		Simon Perry	Training needs to be examined by new post established by Lyn Burns. Future training delivery to be incorporated in TRL development activity within Learning Communities	N		High	
Update Multi Agency Safe & Well Protocol and Practice Guidance and implement high profile re-launch to ensure consistency in Thresholds for intervention across all agencies.	1	December 2009	Original Safe and Well Protocol launched in 2006.	Revised and to be relaunched in February 2010 to address inconsistencies in application of thresholds.	Lyn Burns/ Simon Perry	Currently being updated. Draft update endorsed by RSCB Policy and Procedure Group on 13th November 2009. Continuum of Need Chart ratified by CYPB on 9th December and issued to all staff/partner agencies.	P		High	

Timescale of implementation needed and schedule of numbers to be trained

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact
				Baseline	Targets					

3. Leadership and Management / Capacity Building / Support										
Build capacity and capability to deliver and sustain improvement	Obtain external funding from Regional Improvement Efficiency Programme/DCSF including sector led expertise as required	1	December 2009	No funding agreed	Funding obtained and apportioned	Matthew Gladstone	E400K agreed in principle for Yorkshire and Humber work. Needs to be allocated to priority improvement actions.	Y		Medium
	Permanent Safeguarding Manager to be in post	3	February 2010	1 individual working 2 days a week conducting safeguarding manager duties	Safeguarding Manager in post	Joyce Thacker	Post going out to advert w/c 14.12.09.	N		Medium
	Director of Children's Services holds monthly 1:1 challenge meetings with each Service Director covering all aspects of performance	1	December 2009	Monthly supervisions currently in place	12 challenge meetings per year per director	Joyce Thacker	Monthly supervisions and PDRs use Transformational Skills competencies. Audit of files and report presented 19.11.09 to DLT.	Y		Medium
	Ensure all staff in CYPS have intensive induction particularly around roles, responsibilities and expectations commensurate with their post.	1	December 2009	Induction process for CYPS inadequate	Induction process for CYPS adequate	Lyn Burns/ Warren Carratt	Performance management training around NI is being authored by Deb Johnson/Tim Littlewood. WC in talks with finance and HR about budget management and PDR/supervision training being piloted and then adapted as induction programme, along with aforementioned performance mgt training. Supervision guidance being launched for whole of CYPS.	N		Medium

When do we get it and what actions will it be focused on

When is guidance to be launched?

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact
				Baseline	Targets					
4. Performance Management										
Strengthen Performance Management arrangements in line with Corporate Strategy	All case notes to be inputted onto the system within 7 days	1	December 2009	Baseline required	100% of case notes to be inputted within 7 days	Lyn Burns	Clear message to all staff; backlog being addressed with additional admin			High
	Ensure that accountabilities for each individual are being reinforced through consistently applied PDR's. All staff - satisfactory Performance Plan. All staff - satisfactory Development Plan. Directors - Satisfactory Performance Plan. Directors - satisfactory Development Plan	1	December 2009	62%	90%	Julie Westwood/ Warren Carratt	Supervision and PDR audits completed to date. Report on findings due 14.12.09 to Improvement Panel.	Y		High
				82%	90%					
				100%	100%					
				40%	100%					
	Conduct robust quality assurance checks on information systems to ensure that contacts, referrals and the status of investigations, assessments and plans are up to date	1	November 2009	Baseline to be determined	% of monthly supervision checks conducted - 100% Number and % of adequate data quality checks conducted - 100%	Lyn Burns	A single QA/Audit Framework is being implemented which will cover all aspects of this action. The first report on the QA outcomes will be presented to the next improvement panel.	P		High
	Conduct a minimum of 2 mock unannounced inspections, in line with the Ofsted criteria per quarter	2	Ongoing	0	Minimum of 2 mock inspections per quarter to have been conducted	Westwood/Lyn Burns	To commence in January 2010.	N		High
Improve Annual Children's Service Scores Profile to Performing well by 2011 through implementation of all outstanding recommendations and improvement of inspection scores to good or better	Assess the current position in relation to all outstanding external inspection recommendations including all those listed in CAA Blocks A and B	1	November 2009	Number of outstanding recommendations from all inspections not yet determined this work is currently being undertaken	90% of recommendations met in original timescale 12 reports per year	Julie Westwood	Recommendations from key high risk inspections being input. Visits undertaken to Early Years and SES to examine recording systems already deployed. These have been found to be satisfactory. There will be on site visits to validate the implementation of recommendations and the state of readiness in terms of achieving a positive outcome in the next inspection.	Y		High
	Introduce robust monthly monitoring arrangements to ensure implementation of all outstanding inspection recommendations from all inspections in original timescales	1	December 2009	A number of inspection recommendations from key inspections are being monitored	90% of recommendations met in original timescale 12 reports per year	Julie Westwood	All inspection recommendations (with the exception of schools and childminders) are being entered into the database. Investigating use of one database on Sharepoint.	P		High
	Improve CYP Performance Profile rating for Block A by increasing % of providers rated "good or better"	1	June 2010	Performing Poorly (bottom band for both PRU and Children's Homes) 54.9%	Performing well (65% 79% categorised as outstanding or good)	Julie Westwood	Discussed with SES regarding harder test on schools. This is of concern and a report will present the issues and suggested solutions. 55.4% profile as at 3.12.09 Report due 14th December 2009.	N		High
	Improve CYP Performance Profile rating for Block B by: Ensuring majority of inspected scores are rated "good or better"	2	May 2010	Fostering - Satisfactory SCR's 2/4 judged inadequate	Fostering - Good All future SCR rated adequate or better	Julie Westwood	Fostering satisfactory. Safeguarding self-assessment workshop held 6.11.09 and document in production with gap analysis.	P		High
	Ensure that all actions from recommendations from SCR's are implemented and that evidence is provided to ensure robust audit trail.	1	January 2010	Baseline 37 Actions	Number of recommendations in red status = 0.	Joyce Thacker Catherine Hall Phil Morris	QA discussed with GOYH 5.11.09. P&Q Panel established to review completion of recommendations and audit evidence. Additional audit resource offered from NHSR.	N		High
	Ensure implementation of Unannounced inspection recommendations	1	December 2009	3 priority actions.	100% implemented	Lyn Burns	Terms of ref for fieldwork review agreed. First meeting set up. Other two areas completed.	P		High

Current % of case notes inputted in 7 days
Current % completion needed

How many of the 37 have been completed?

	Ensure quarterly reporting on the Children's Services Performance Profile on their release clearly outlining areas of risk and potential impact	2	Ongoing	Report on Quarter 2 profile prepared	4 reports per year and improvement in each service block	Julie Westwood	Risks will be incorporated in more detail from Q3. Ofsted still not published Q3 performance profile.	P		High	There is an opportunity to cover the risk issues in the monthly performance book reports / inspection and recommendations reports to show earlier progress.
Implement all the recommendations arising from the Children's First review undertaken using the DCSF Improvement Framework	Introduce robust monthly monitoring arrangements to ensure implementation of all outstanding review recommendations in original timescales	1	December 2009	Baseline to be determined	100% of recommendations implemented	Julie Westwood	All inspection recommendations (with the exception of schools and childminders) are being entered into the database. Investigating use of one database on Sharepoint.	P		High	
Ensure that the Panel, chaired by the Chief Executive, provides effective challenge, and drives swift and sustainable progress through overseeing a robust action plan	Appoint the Director of Children and Learners at GOYH as a member of the Improvement Panel	2	January 2009?	N/A	Director of Children and learners at GOYH to attend panel meetings from January 2009 onwards	Joyce Thacker		N		High	

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact	
				Baseline	Targets						
5. Safeguarding											
Achieve a minimum score of "good" for any forthcoming Safeguarding Inspection	Conduct a self assessment using the Safeguarding Inspection Criteria to identify any areas for development prior to inspection	1	November 2009	Initial work started	Assessment completed and approved	Lyn Burns / All Managers / Performance and Quality	Draft Assessment completed which will be validated and approved and updated on a monthly basis.	P		High	Has this been progressed?
	Improve quality of serious case reviews to ensure all judged adequate or better	1	Ongoing	Two of Four judged inadequate	All future SCR's to be rated good or better	Lyn Burns	Ongoing. Meeting with GOYH safeguarding Adviser held	P		High	
	Ensure that the regulatory requirements for children's homes are met to reduce number of inadequate judgments	1	December 2009	1 - St Edmunds	No inadequate children's homes	Lyn Burns	1 home is currently inadequate an improvement plan is in place which is being closely monitored.. Met with Ofsted 26-11-2009.	N		High	What was the outcome of the meeting?
	Introduce monthly safeguarding report card to CYP Directorate Leadership Team, Corporate Management Team, Safeguarding Board and Children and Young People's Board.	1	November 2009	Not in place	12 reports per year	Julie Westwood	Safeguarding report card was reported to September Panel meeting. This will be presented to the 14th December Panel.	Y		High	What was the outcome of the meeting?

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact	
				Baseline	Targets						
6. Finance											
Strengthen financial management arrangements to ensure they are fit for purpose and financial targets 09/10 are met	Tackle the existing overspend in Directorate (particularly Social Care)	1	March 2010	£4.5m overspend	Corporate Variance on target 2% +/-	Joyce Thacker	Savings identified to bring underspend under £4M. Report presented to Cabinet/CMT 8.12.09.	N		High	What was the outcome of the meeting?
	Address the underfunding issues in Social Care and School Effectiveness Service	2	March 2010	In 2008/09 the gap was £8.3m. In 2008/09 had narrowed to £6.8m.	Close the gap against statistical neighbours average spend in Social Care	Joyce Thacker	Schools Forum agreed to £400K from April 2010 for School Effectiveness. VFM Panel considering Social Care underfunding. Recommendation went to Cabinet/CMT 8th December, 2009.	P		High	What was the outcome of the meeting?

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact	
				Baseline	Targets						
7. Recruitment and Retention											
Increase the capacity of social carers to ensure effective services to safeguard vulnerable children	Reduce the vacancy rate of qualified social workers from the 2008/09 baseline to meet the improvement notice target	2	March 2010	31%	<ul style="list-style-type: none"> Reduce social worker vacancies [percentage reductions to be confirmed] Reduce social worker turnover [percentage reductions to be confirmed] 	Lyn Burns	37.2% (30.7/82.5) Fieldworkers and Children's Disability	N		High	
	Increase the number of foster carers by 30	1	December 2009	126 (January 2009)	156	Lyn Burns	Projected net gain of 15 by 31-3-10 (36 new and 21 leavers)	N		High	Need current position
	Reduce the over reliance on agency staff	2	March 2010	2009/10 spend to date = £494,737.55 (6 months)	Target to be determined	Lyn Burns	Use of agency staff report to Cabinet/CMT on 8.12.09.	P		High	Targets to be set for reduction of?
	Increase the number of additional administrative resources within the Directorate to free up time of social workers and assess impact to inform future budgets	1	December 2009	7.5 fte additional admin staff transferred into the Directorate to provide support. 7 admin from agency.	Impact Assessment completed	Julie Westwood	7 additional admin from Agency. 4 EDS, 3 CX, 4 CYPs - Not all FTE additional but 6/12ths up in January 2010. Impact on budget contained in business case for VFM.	Y		High	
	Reduce the vacancy rate of team managers from the 2008/09 baseline to meet the improvement notice target	2	March 2010	43% (6/14)	Reduce social work team leader vacancies [percentage reductions to be confirmed]	Lyn Burns	Vacancy level has reduced to 33% (5/15) Locality and Children's Disability	N		High	

Objective	Key Actions	Priority	Target Date	Measures		Lead	Update	Status	RAG	Impact
				Baseline	Targets					
8. ICT Improve information systems to enable social workers/managers to process and access assessments and plans and transfer of case information on vulnerable children in a timely, accurate manner.	Increase email 'in box' capacity for managers	1	November 2009	Inspectors recommendation	Resolve Issues raised	Julie Westwood	Capacity was affected by large size of performance reports. Reports are now placed on ePortal for managers to access. Inbox capacity is therefore adequate.	Y		High
	Investigate approach to agile working: ratio of equipment/use of tablets/laptops/home work	1	December 2009	Social work teams not in a position to work agilely	106 Laptops and VPN tokens to be issued	RBT	106 individuals identified, 47 have been issued with laptops and VPN tokens as at 07/12. The ICT workstream and Locality Managers are working together to ensure the remaining 59 individuals are issued with laptops and VPN tokens.	P		Medium

Need target date for completion of issuing laptops and VPN tokens



Rt Hon Dawn Primarolo MP

Minister of State for Children, Young People and Families.

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tel: 0870 0012345 dcsf.ministers@dcsf.gsi.gov.uk

Councillor Roger Stone
Leader of the Council
Rotherham Metropolitan Borough Council
The Town Hall
Moorgate Street
Rotherham
S60 2TH

16 December 2009

Dear Roger,

Subsequent to our meeting on 26 November, I advised you in my letter of 2 December that I was minded to issue Rotherham with an Improvement Notice.

A draft was subsequently shared with your officers and I am grateful for the co-operation afforded to my officials to agree the content. I now enclose the final signed Improvement Notice. As is standard practice, this will be published on the Department for Communities and Local Government's website.

My officials at the DCSF and Government Office for Yorkshire and the Humber will closely monitor progress against actions contained in the Improvement Notice and report directly to me at set intervals. They will write to the Council shortly on this matter. I will consider whether any further intervention action is required at those points. As you know the use of statutory powers of direction remain an option but I know that you and your officers are concentrating your efforts on making necessary improvements and I look forward to hearing of your progress.

I have also considered and agreed to your request for extra support to secure rapid improvements and have asked my officials to work with you on ensuring this support is put in place.

I am copying this letter to those who attended the meeting – Councillor Shaun Wright (Lead Member for Children's Services), Martin Kimber (Chief Executive), Matt Gladstone (Assistant Chief Executive) and Joyce Thacker (Director of Children's Services). I am also copying to the Members of Parliament for the area.

*Yours ever,
Dawn*

DAWN PRIMAROLO



department for
children, schools and families

Improvement Notice

To:

Name ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Address The Town Hall, The Crofts, Moorgate Street, Rotherham, South Yorkshire
S60 2TH

This Improvement Notice is being issued due to poor performance/decline in:

Children's services

on the basis of evidence provided by/contained in:

Ofsted's annual assessment 2009, which judged Rotherham's children's services to be "performing poorly".

The following measure(s) are needed for you to comply with this Improvement Notice:

The Council must:

- By March 2010, demonstrate that the necessary structures, processes and corporate support are in place to deliver on the requirements outlined below

Demonstrate clear evidence of improvement in outcomes, evidenced by:

- improvements in the following performance indicators:
 - NI 68 – increase the percentage of referrals to children's social care that go on to initial assessment to 65% by end of March 2010, to 68% by end of October 2010 and to 70% by end of March 2011
 - NI 59 - increase the percentage of initial assessments for children's social care carried out within 7 working days of referral to 80% by end of March 2010, to 85% by end of October 2010 and to 87% by end of March 2011.
 - NI 60 - increase the percentage of core assessments for children's social care carried out within 35 working days of their commencement to 80% by end of March 2010, to 84% by end of October 2010 and to 87% by end of March 2011
- Reduce social worker vacancies from 37.2% (as at 3.12.09) to 20% by October 2010, 10% by March 2011.

- Reduce social work team leader vacancies from 33% (as at 3.12.09) to 16% by October 2010, 8% by March 2011.
- The council is expected to demonstrate overall improvements in LAA indicators relating to children's services and statutory attainment targets through the period of this Improvement Notice
- By the end of January 2010 the council should submit a plan to the DCSF which addresses performance across primary schools with a particular focus on addressing the performance of schools below the floor. The council is expected to implement this plan, as agreed with DCSF and National Strategies, to bring about demonstrable and sustained improvement in primary school standards throughout the term of the Improvement Notice.
- We expect the council to provide independent evidence at the review stages in March 2010 and March 2011 and on an ongoing basis to GOYH that in meeting the timescales for initial and core assessments, the quality of assessments is being monitored closely and is improving consistently. This will include quality assuring the recording of the work to ensure that assessments are of a consistently high standard.
- Robust evidence of both quantitative outcomes and qualitative processes should be provided to GOYH on a monthly basis to report on progress. In addition the council should engage in monthly performance review meetings with DCSF and GOYH

Build capacity and capability to deliver and sustain improvements by:

Ensuring robust leadership and implementation of an effective change programme covering all staff and elected members with a clear focus on improving outcomes for children, particularly in relation to safeguarding:

- Appoint the Director of Children and Learners at GOYH as a member of the Improvement Panel and ensure that the Panel, chaired by the Chief Executive, provides effective challenge, and drives swift and sustainable progress through overseeing a robust action plan
- Rigorously monitor a robust action plan for delivering improvements across children and young people's services, looking in particular at areas of weaknesses highlighted in Ofsted inspections, the Children First review and the 2009 Comprehensive Area Assessment.
- Monitor improvement in children's social care, by establishing a rigorous performance management system which delivers regular monitoring, scrutiny and quality assurance of social care performance
- Increase capacity at all levels within children's social care, in particular by ensuring that there is an effective Senior Management Team responsible for social care and by reducing social worker vacancy rates at all levels.

- Review social workers' responsibilities to ensure that responsibilities are clearly and tightly defined so that no staff carry too wide a range of work. This will need to involve consideration of whether a restructure of children's social care services is necessary
- Develop a comprehensive programme of training, mentoring and continuous professional development for all social care staff so that they have the skills to complete high quality and timely assessments

Developing services and front-line practice:

- Establish and implement an effective policy on the auditing of assessment and referrals so as to ensure managerial involvement in quality assurance.
- Ensure information systems are up to date and accurate and that staff have the capacity and administrative support necessary to input data in a timely fashion
- Implement the council's supervision policy so that all social workers receive supervision in line with the council's policy.
- Embed use of the CAF in practice across children's services so that it is effectively used to inform early intervention.
- Demonstrate improvements in staff satisfaction and in the satisfaction of children and families with the services they receive through the term of the Improvement Notice.

Working with others:

- Establish clear and agreed processes with partners in the Children's Trust and LSCB for contact and referral so that contacts and referrals go to the appropriate team and are dealt with quickly
- Continue to work with National Strategies and National Challenge to improve attainment in all schools and across all Key Stages

Improvement against the above measures will be assessed as follows:

An interim review in March 2010, further review in October 2010, final review March 2011.

by:

The Department for Children, Schools, and Families, who will, on the basis of measurable progress towards the targets outlined above, advise Ministers on any necessary follow-up action.

Failure to comply with this Improvement Notice by the assessment date may lead to:

The Secretary of State for Children, Schools and Families using statutory powers of intervention (s497A Education Act 1996) to direct the Council to enter into an appropriate arrangement to secure the necessary and rapid improvements required in children's services.

Signed: Dawn Andrews Date: 16/12/09

ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET
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1	Meeting:	Cabinet
2	Date:	6th January, 2010
3	Title:	Capital Programme Financial Monitoring Report - November 2009
4	Directorate:	Financial Services

5 Summary

This report provides details of the profiled expenditure for the Capital Programme for the financial years 2009/10 to 2011/12 for all currently approved schemes and seeks Cabinet approval for the revised forecast programme for 2009/10.

The report also highlights the impact of the current disposals programme. The approved programme assumes receipts will be delivered over the three year period, and where this is not achieved revisions to the capital programme will be required.

Members will recall that it has been agreed that following a review of the terms of reference and membership of the Capital Strategy and Asset Review team the capital programme governance and prioritisation arrangements are now being actively reviewed. The outcomes from this work will be reflected in future monitoring reports and in the formulation of future years' programmes to ensure that finite Council capital investment resources (unsupported, prudential borrowing and available capital receipts) are attributed to priority schemes in line with the Council's investment ambitions and medium term financial plans.

6 Recommendations

CABINET IS ASKED TO RECOMMEND APPROVAL OF THE REVISED PROGRAMME FOR 2009/10 BY CABINET.

7. Proposals and Details

7.1 Background - The Capital Programme

The 2009/10 capital programme was approved by the Council on 25th February 2009. Since then the Programme has been updated to reflect additional approved schemes, revised expenditure profiles and new and revised funding streams. This ensures that the Council's capital investment plans are reflected in the Council's Medium Term Financial Strategy (MTFS) and Treasury Management and Investment Strategy.

7.2 The revised expenditure plans and profiles are reflected in the Directorate summary forecast capital spend table presented below. The table indicates a £15.074m (9.83%) increase in planned spend by the year end. The reasons for material variations from the originally approved programme are outlined in section 7.3 of this report. The programme will be continuously reviewed and updated as new schemes are agreed or significant changes in the profiling of forecast spend become evident.

	2009/10 Original Est	2009/10 Revised Est.	Variance	2010/11 Est.	2011/12 Est.
Directorate	£m	£m	£m	£m	£m
Children and Young People's Service	23.399	22.983	-0.416	13.141	7.000
Environment and Development Services	47.295	61.260	+13.965	22.873	50.624
Neighbourhoods and Adult Services	78.231	78.921	+0.690	37.037	20.939
Financial Services	4.368	5.203	+0.835	3.943	0.622
TOTAL	153.293	168.367	+15.074	76.994	79.185

7.3 Capital Programme 2009/10

As outlined above, the projected expenditure for this financial year is now estimated to be £168.367m. Details of Directorate progress within the programme are outlined below:

Children and Young People's Services

The Council is committed to the ongoing improvement of education facilities across the Borough as part of the continuing drive to improve educational attainment and standards. To help deliver this ambition, the Council is investing £22.983m in new and refurbished facilities in the coming financial year.

Whilst the programme remains broadly in line with the original programme there are number of individual variances that make up the variance of -£0.416m from the figure of £23.399m.

- The most significant adjustment is the re-profiling of spend (£2.180m) on the provision of a new primary school at Swinton into 2010/11.
- Additionally, two new schemes to provide additional facilities at both Rawmarsh and Winterhill City Learning Centres have been added into the programme for 2009/10 with a profiled forecast expenditure of £1.967m. This expenditure is funded using resources provided by the Government.
- The balance of the variance is made up of numerous minor revisions that can be contained within available funding levels.

Environment and Development Services (EDS) including Culture and Leisure.

The Directorate is now forecast to spend £61.260m during 2009/10, a variance of £13.965m from the last reported figure of £47.295m. The Directorate Programme has been significantly revised to include a number of recently approved new schemes and adjustments to existing schemes. Material details of these schemes are outlined below.

- **Highways Renewal and Improvement Works**

Profiled expenditure is expected to increase by £7.859m from £6.564m to £14.423m. This is mostly due to additional grant support of £4.3m being provided for Centenary Way - this work is now well under way, and is expected to be near completion by Christmas. The Council has also received an allocation of additional Department of Transport grant which has been used to meet residual costs for completing the West Bawtry Road scheme and to fund proposed bridge strengthening and enhancement works across the Borough (£1.5m).

- **Waste Management Initiatives**

Profiled expenditure is forecast to decrease by £78k from £835k to £757k. The major reasons for this change have arisen due to the reprioritisation of expenditure originally proposed to fund the acquisition of containers for alternate weekly waste collection to meet additional works at Carr Hill and Warren Vale Household Waste Recycling Centres totalling £633k. Work at the Warren Vale site (budget £263k) has now been completed with an outturn cost of £222k. The remaining budget will be carried over to future refurbishment projects at such Centres. Work has started at the Carr Hill site, and is expected to be completed by the financial year end within the allocated budget of £370k.

A small amount of funding remains available in 2009/10 (£47k) to deal with ongoing work at Whiston Brook and at Catcliffe following the floods of 2007 and 2009. The work has been agreed with the Environment Agency.

- **Improving Rotherham's Gateways**

The Parkgate/Rawmarsh gateway has recently been completed and work is due to commence at Knollbeck Lane, Brampton Bierlow with an expected completion date of March 2010. Plans are at design stage and are being progressed for the Tickhill Road, Maltby area and it is expected this scheme will also be delivered by financial year end. The projected spend for delivering these improvements is £963k enabling £3.5m of the overall Gateway programme to be reprofiled into future years.

- **Asset Management and Infrastructure**

This aspect of the programme reports expenditure incurred in acquiring and improving assets that enable the Council to deliver services to the public. It has increased in profiled expenditure by £7.398m from £14.688m to £22.086m largely as a result of firming up the programme of works for the new Customer Service Centre at Aston (£2.123m), which is open in the Spring, 2010; and the purchase of the new depot at Hellaby (£4.586m) which is expected to be operational by the Summer, 2010.

A recent report on Rawmarsh Customer Centre has confirmed the build will commence on the Barbers Avenue site, with an anticipated date of March 2010, expecting completion by the end of 2010.

- **Minor Strategic & Planned Maintenance Investment**

These programme blocks have seen a decrease in the level of forecast spend as a result of sustained management action to ensure that the investment was only related to essential works largely due to the pressure on Council capital receipts as a funding source. The projected spend is now £1.694m a reduction of approximately £1.500m from that previously reported.

- **Borough Regeneration**

The following four expenditure blocks are linked insofar as they are redevelopment related.

- **Town Centre Renaissance**

This programme has decreased in profiled expenditure by £3.112m from £3.462m to £350k. It is proposed that following discussion with Yorkshire Forward, £3.313m of expenditure will be re-profiled into the 2010/11 financial year. It is still expected that the budgets allocated for the design

and feasibility costs for Renaissance Rotherham will spend to budget during 2009/10.

- **Masterplan**

The forecasted spend on the Masterplan programme is now profiled to be £1.6m which includes Public Realm works around the Minster and associated floodlighting (£500k), landscaping at Brookfield Park (£61k), finalising the programme of works for High street and facilitating the development of Rotherham Central Station through the acquisition of land (£100k). Overall the programme of townscape heritage initiatives has been scaled back in 2009/10 by £1.083m and reprofiled into 2010/11.

- **Corporation Street Enabling**

This budget has been re-profiled and remains under close review as negotiations with property owners on the Corporation Street site continue. Due to the current climate, and the reduced interest in investment in the town centre there is likely to be a delay in the final programme. It is anticipated that Yorkshire Forward will be in a position to approve the programmed funding to be used within the geographic profile, allowing spend on other projects while confirming that available funding can be re-profiled into 2010/11. The programme is therefore currently forecasting a reduced profile of spend from £3.025m to £784k.

- **Westgate Demonstrator Project**

This programme has increased in profiled expenditure by £960k from £500k to £1.460m. Work on the Weirside Project has commenced at a budget of £560k to improve the quality of the public realm in this area. RMBC and Iliad continue to negotiate the level of investment around the Westgate Demonstrator Project work, as a consequence of the current economic climate, whilst the Council continues to consult with Yorkshire Forward to ascertain the nature of work that can commence in this location. Additional schemes to the value of £440k have been included in the programme in respect of the recent demolition of the All Saints building and for public realm works at Main Street/Ship Hill.

- **Flood Alleviation**

This is a new programme that has a budget allocation of £563k, split over three schemes:

- Don Bridge (also known as Old Grafton Bridge) where work is due to complete March 2010;
- Riverside Wetland where work is now complete; and
- Chantry Bridge where work is expected to be well under way during this financial year and be delivered within the budget.

- **Magna and Dinnington Business Incubation Centres**

Both sites are now fully operational. Originally, it was estimated that there would be no expenditure in the 2009/10 financial year however there is a residual amount of landscaping work (£64k) to be completed, which will be delivered within the available funding.

- **Other Economic Regeneration schemes**

This programme expenditure is aimed specifically at economic regeneration within the Borough, as opposed to redevelopment. This programme has increased in profiled expenditure by £2.611m from £1.722m to £4.333m mostly due to the reprofiling of the Bellows Road scheme into 2009/10 from the previous year. To date, there has only been limited spend against the various projects in this block, which include Bellows Road and the Parkway Iconic Bridge. The latter is being discussed with Yorkshire Forward to determine the viable options for taking forward this proposed development.

- **Culture and Leisure**

Schemes relating to the improving the culture and leisure provision within the Borough have been brought forward into the programme from that originally reported. In particular the forecast spend on the following schemes has been approved:

- Enhancing the library provision at Mowbray Gardens, Thorpe Hesley and Woodsetts (£1.168m);
- Clifton Park restoration (£1.495m);
- Boston Park (£1.069m);
- Restoration of Ulley dam (£864k); and
- the library review at Thorpe Hesley/Woodsetts (£692k).

In addition the Council is utilising 'play pathfinder' funding in 2009/10 to deliver improvements in the play area within Clifton Park (£800k).

Overall the profiled expenditure is expected to increase by £5.33m from £6.066m to £11.396m.

Neighbourhoods and Adult Services

The proposed programme, which is split between Neighbourhood Services and Adult Services, has allocated £78.921m to this Directorate, which is a minor upward revision of £690k from the figure last reported.

Neighbourhood Services

This part of the capital programme has increased in profiled expenditure by £121k from £77.292m to £77.413m.

- The majority of expenditure is for the Housing Investment Programme (HIP) (£76.950m), which primarily includes delivery of the Decent Homes standard for Council houses across the Borough. All schemes within the HIP are currently forecasting a spend to budget although there is a potential risk of an under-spend on Decent Homes Phase 2 as a result of 2010 Rotherham Ltd indicating a delay in the later than expected award of contracts associated with this work.
- In addition, 2010 Rotherham Ltd have provided assurances to the Council that works included in the Decent Homes Void Programme (£1.500m) are progressing in line with expectations even though the Council has yet to receive charges for these works.
- The Disability Discrimination Act Works has a budget allocation of £0.300m which will only be used to fund essential health and safety works, pending a decision by Cabinet Member.
- The Non-Housing Investment Programme is expected to under-spend by approximately £0.919m which predominately relates to delays in undertaking the planned restoration of capped landfill sites. The delays relate to the ongoing difficulty in obtaining appropriate, specialist input given the complex nature of the investigatory works required and also adverse weather conditions.
- In addition, there are ongoing matters in resolving the proposed land acquisition to enable the Greasborough Cemetery Development Scheme to progress further which has a budget of £184k.

Adult Services

- This programme of works has increased in profiled expenditure by £569k from £939k to £1.508m. The major investment in raising standards of care by means of the Modernisation Strategy should be completed in the current financial year. The addition of expenditure of £231k for the Modernisation Strategy since the last report is due to outstanding fees.
- Previous delays in work on assistive technology to help older people to remain in their own homes have resulted in £344k of work being re-profiled into 2009/10 which has been added into the programme.

Financial Services

- The Directorate's capital programme primarily consists of schemes relating to the ongoing implementation of the Council's approved ICT and Customer Access strategies. This planned spend has increased by £835k from £4.368m to £5.203m. This change is primarily due to bringing forward priority ICT schemes included in the strategy (£1.501m) and a reprofiling of expenditure of £826k in respect of the Digital Region infrastructure into the 2010/11 financial year.

7.4 The table shown below outlines the affordable funding strategy associated with the schemes profiled above.

Funding	2009/10	2010/11	2011/12
	£m	£m	£m
Grants & Contributions	58.581	31.250	27.483
Supported Borrowing	56.327	11.842	7.375
Unsupported Borrowing	32.619	17.848	30.768
Usable Capital Receipts	5.332	0.350	0.350
Major Repairs Allowance	13.346	13.174	13.209
Revenue Contributions	2.162	2.530	0
Total	168.367	76.994	79.185

Funding Sources:

Grants and Contributions - The Council is expecting to receive significant levels of external cash funding over the three years covered by the period of the programme. These funding sources are received from Government Departments and other Government agencies. This money is predominantly given to be spent at the Council's discretion in areas such as Education, Housing and Transport. However in some cases this money is given to be spent on specific schemes that will be supported by a business case and an application for funding to the relevant grant awarding body.

Supported Borrowing

In addition to Central Government grants, the Government also gives the Council authority to borrow money to finance the capital programme. The borrowing is "supported" because the Government builds an amount of money into the annual Revenue Support Grant settlement to cover the costs of interest and providing for the eventual repayment of the principal borrowed that would otherwise fall on the Council taxpayer.

Unsupported (Prudential) Borrowing

By implication "unsupported" borrowing is that which the Council receives no central Government support for in respect of the capital

financing costs. The revenue implications of this borrowing are included within the Council's annual financial plan and have been built into the financial planning assumptions used in updating the medium term financial strategy.

Capital receipts - the Council's capital investment plans are also supported by capital receipts generated by the sale of surplus land and buildings.

- **General Fund** - Currently the strategic property team have a minimum target of delivering £3.5m of General Fund Receipts per annum. This is in addition to the resources already realised at the close of the last financial year which accounts for the total proposed usage of £5.332m worth of receipts. These are intended to fund minor strategic investment projects, planned maintenance schemes and urgent, unexpected works. The level of receipts that the Council can expect to generate has recently come under significant pressure. The current global financial crisis has helped to create unprecedented volatility in the property market, which makes it difficult to predict with any great certainty the likely value of future planned disposals. Further work on the impact of the economic downturn on anticipated capital receipts is currently underway and it is anticipated that the projections will be revisited when the outcomes of this work are known.
- **Housing Revenue Account** - In terms of the Housing Revenue Account the outlook is the same as for the General Fund. As in previous years, the HIP is supported by Right to Buy Receipts, of which the Council has no direct control, but monitors the level closely. Work is currently being undertaken to identify opportunities for ensuring spend is matched with expected funding levels.

Major Repairs Allowance (MRA) – This is a Housing specific grant. The MRA is part of authorities' overall housing resources, together with other elements of housing subsidy and capital allocations/Single Capital Pot. MRA resources can be used for any capital expenditure on HRA assets, but authorities are expected to use the MRA resources in line with the priorities set out in their HRA business plans and in a way consistent with the purposes for which the MRA is provided

Revenue Contributions - Where a Directorate service area has a revenue budget allocation available it may use it to fund the acquisition or enhancement of a capital project.

8. Capital Budget Setting Process 2010/11 to 2014/15

On March 9th and 21st May 2009 CMT considered reports on the Council's approach to capital programming. The outcome of this was to mandate the Capital Strategy and Asset Review Team (CSART) to undertake a review of the Council's approach to capital programming. Consequently, Financial Services are working closely with Asset Management to review the approach to, and timetabling of, the capital programme for the forthcoming and subsequent financial years. A new prioritisation process has been formulated to ensure that new schemes are assessed for viability by reference to a business case, together with an assessment of whether they are a priority when judged against other schemes. It is anticipated that this process will be utilised in formulating the programme that will be agreed by Council in March 2010.

9 Finance

These are contained within the body of this report

10. Risks & Uncertainties

The Capital Programme is funded through a number of sources; borrowing, both supported and unsupported (i.e. prudential borrowing), capital grants/contributions, major repairs allowance, revenue contributions and capital receipts. Any uncertainty over the funding of the programme rests on confirmation that grants/contributions and capital receipts continue to be available in coming years. As indicated above, the current economic climate means that there is great uncertainty in the property market at present. Where funding sources are volatile in nature the risks will be managed by reviewing and where necessary amending the programme.

11. Policy and Performance Agenda Implications

The preparation of the Medium Term Financial Strategy incorporating a profiled Capital Programme and the associated revenue consequences, together with regular monitoring, highlights the Council's commitment to sound financial management which forms a key component of the 'Use of Resources' element of the Comprehensive Performance Assessment framework.

12. Background Papers and Consultation

- Monitoring returns from Directorates for the period to the end of November 2009.
- Report to Cabinet 25th February 2009
- Report to CMT 7th December 2009

Contact Name: Andy Sidney, Central Finance, ext. 22025

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1. Meeting:	Cabinet
2. Date:	6th January, 2010
3. Title:	Update on Herringthorpe Leisure Site Proposals
4. Directorate:	Environment and Development Services

5. Summary

This report provides an update on progress made in relation to the development proposal for the Herringthorpe Leisure site and seeks a decision on the way forward.

6. Recommendations

- 1. That the proposal to improve the Herringthorpe Leisure site should be pursued.**
- 2. That the potential capital receipt from the two identified development sites (Herringthorpe nursery/depot and Herringthorpe Leisure Centre/all weather pitch), is used to support the proposed improvements at the Herringthorpe Leisure site.**
- 3. That the Director of Asset Management develops a strategy to maximise the potential capital receipt for the two development sites, including a determination of the type and scale of development, and consideration of when to take the sites to the market.**
- 4. That the Director of Asset Management report back to members once a strategy to market the development sites has been drafted.**
- 5. That the Director of Culture and Leisure produces an information letter which can be used to inform interested parties of the steps that are being taken to move the proposal forward.**

7. Proposals and Details

Following a previous report to Cabinet on 3rd September 2008 (a summary of the report is provided in **Appendix A**), which presented the feedback from a public information process relating to proposals for the Herringthorpe Leisure Site, officers were requested by Members to carry out further detailed work.

Members will be aware that the proposal to improve the quality and range of sport and physical activity opportunities at the Herringthorpe Leisure site include:

- Upgrade of all grass pitch areas via new drainage, levelling and turf management.
- The introduction of a full size, floodlit, all weather pitch, suitable for hockey, football, etc.
- The introduction of dedicated all weather floodlit 5-a-side areas.
- A multi use games area and children's play area.
- A new grandstand for the athletics stadium

Further work has now been carried out in the following areas:

- More detailed indicative costings and potential capital receipts have been determined.
- Example designs for a 1000 seat grandstand have been produced.
- Meetings have been held with several interested sports groups and organisations
- The old leisure centre has been demolished.

Attached to this report (**Appendix C**) are the example designs and plans, which outline the potential cost of the proposed developments. Also included (**Appendix D**) are indicative figures, produced by colleagues in the Valuation Team, Department of Asset Management, which might be achieved by way of potential capital receipt from the sale of the former Herringthorpe nursery/depot and Leisure Centre/all weather pitch.

It should be noted that at this stage the designs, plans and indicative figures are only provided as examples and should not be seen as representing any final position.

Receipt of a Petition

It is important to note that a 6,500 name petition objecting to elements of the proposal was received by the Cabinet on 28th July 2008 and a report responding to the petition was taken to Cabinet Member for Regeneration and Development Services on 1st September 2008 (a summary of the report is provided in **Appendix B**). The petition was opposed to the element of the proposal that identifies the sale of land for development. A recommendation of that report was that the Cabinet member notes the issues raised and that the objections need to be taken account of as part of the decision making process for the future development of the Herringthorpe Leisure Site. This is now noted as part of this report.

In summary the issues raised in the petition related to the use of the proposed development sites; giving Herringthorpe Playing Fields Town or Village Green Status and the future use of the Herringthorpe Leisure Centre.

With regard to these three issues:

Use of the proposed development sites - this report is seeking a decision on the use of the proposed development sites and as such there is currently no decision

Town and Village Green Status - colleagues in Asset Management have advised that the Council could, but would not be advised to, seek to register this land as a Town or Village Green. The Council is duty bound to protect its interest both as landowner and estates manager. Town and Village Green status would not protect the future use of this site for sports use – indeed it would have the opposite effect. If the land was to be registered as a Town and Village Green the Council would have no control over its future use or users and could not, for example, guarantee pre-booked access or charge for football league games etc. Accordingly, there would be no income from the land to contribute to the management costs of providing sports facilities at the site.

Herringthorpe Leisure Centre - the Council has already taken the decision to demolish the leisure centre and this work has been completed

The Way Forward

In light of the original feedback from the public information process and the more detailed costings and potential income presented in this report, and taking account of the issues raised in the 'Finance' and 'Risks and Uncertainties' sections below, Members are asked to consider the following:

1. That the proposal to improve the Herringthorpe Leisure site should be pursued.
2. That the potential capital receipt from the two identified development sites (Herringthorpe nursery/depot and Herringthorpe Leisure Centre/all weather pitch), is used to support the proposed improvements at the Herringthorpe Leisure site.
3. That officers develop a strategy to maximise the potential capital receipt for the two development sites, including a determination of the type and scale of development, and consideration of when to take the sites to the market.
4. That officers produce an information letter which can be used to inform interested parties of the steps that are being taken to move the proposal forward.

It is important to note that the Leader and the former Chief Executive have both communicated to members of the public, at a number of different meetings, that the potential capital receipt from the two development sites will only be used to support the proposed improvements to the Herringthorpe Leisure site. Whilst it is recognised

that ring fencing of capital receipts is not in line with Council policy an exemption is being sought in this case due to the unique nature of this project.

8. Finance

Finance is critical to any decision to take this proposal forward for the following reasons:

1) Taking the next steps - developing project delivery options

In order to progress the proposal to a point at which Members can make an informed decision about a preferred project and procurement route, significant costs would have to be incurred for which there is no budget. Colleagues in the Rotherham Construction Partnership have provided the following cost information:

RIBA Stage B - £60,000

Preparation of a statement of user requirements, relevant site information (inc. desktop surveys) and funding regime sufficient to establish the feasibility and financial viability of the proposed project. Preparation of Procurement Strategy. Prepare Outline Cost Plan

RIBA Stage C – an additional £115,000

Undertake further enquiries relating to user requirements, technical matters, planning implications and costs etc. as necessary to enable concept design principles to be established and decisions made. Complete all statutory enquiries and carry out all intrusive surveys. Review Health & Safety requirements. Update Outline Cost Plan

RIBA Stage D - an additional £185,000

Complete development of the Project Brief.
Develop architectural concept design and integrate engineering designs. Review Health & Safety requirements.
Prepare Elemental Cost Plan. Submit plans for Development Control approvals.

It is recognised that in the current circumstances it is unlikely that any internal funding can be identified to meet these costs.

One possible option is to pursue the sale of the two development sites. This will generate a capital receipt that can then be used to support some the costs identified above. However the costs to take the project to RIBA Stage B (£60,000) are not attributable capital costs and therefore a revenue budget will need to be identified to cover these costs.

Progressing in this way would mean that the proposal cannot proceed until the receipt from the two development sites is realised.

2) Delivery of an agreed project

- Delivery of any agreed project will not be possible without the support of the potential capital receipt from the proposed development sites.

- The delivery and ongoing running costs of any agreed project will be contained as part of the procurement process and the project business plan. Any agreed project will not seek further capital or revenue support from the Council. The capital receipt from the two development sites will be used to access the match funding necessary to bridge any capital funding gap. Project sustainability and associated ongoing revenue costs will come from existing revenue budgets and the new income / partnership arrangements that will be developed as part of the yet to be determined procurement route.

Colleagues in Finance, Valuation and Asset Management have seen and commented on this report.

9. Risks and Uncertainties

If a decision is taken to move the proposal forward:

- The proposed development sites are a critical part of the proposal and the uncertainty created by the current economic climate means that a clear and effective strategy will be required in order to decide how and when to seek a capital receipt and to ensure alignment with the strategies and timescales of major external funders.
- In terms of the procurement and delivery options it is difficult to determine what level of interest there will be from potential partners in the public, private and voluntary sectors. It will therefore be necessary to carry out market testing as part of an options appraisal that will be undertaken at a later stage.
- A key funding partner that has indicated their interest in supporting the project has expressed that time is a critical factor. As a result of early discussions they have provisionally identified Rotherham's funding needs in their current funding allocation. However they do not know what their future funding resources will be and therefore cannot offer any indication of whether or not they will be able to support this project should an application for funding be submitted after 2010.

If a decision is taken not to move the proposal forward:

- The playing fields do not have adequate ancillary facilities and therefore an alternative proposal will need to be developed to deliver the required changing facilities.
- In order for the athletics stadium and the resident voluntary athletics club to develop and expand there is a need for better ancillary facilities and therefore an alternative proposal will need to be developed.

10. Policy and Performance Agenda Implications

This project will assist in improving performance against both the Alive and Achieving agenda of the Council.

11. Background Papers and Consultation

None

Contact Name : Steve Hallsworth, Leisure Services Manager, Culture and Leisure Services, EDS

Appendix A

Summary of report to Cabinet - 3rd September 2008

Due to the Leisure Facility redevelopment programme and the related closure of Herringthorpe Leisure Centre, along with the general need to improve facilities based on feedback already received, officers produced a draft proposal for the Herringthorpe Leisure Site, which includes the Leisure Centre, Athletics Stadium, playing fields, the former nursery site and the grounds maintenance depot. Members requested that officers provide residents with information on the draft proposal in order to establish whether or not more detailed planning should be undertaken.

A summary of the feedback is identified below.

Feedback which asked questions or identified concerns mainly related to:

- the detail of the proposal (e.g. size and location of facilities, type and size of development, and transport/access/parking issues)
- why was the leisure centre closing
- concerns about proposals, which at some time in the future, might suggest further development on the site
- alternative ways of delivering the improvements that did not mean using adjacent land for development
- community use of Herringthorpe Leisure Centre once the Council no longer needs it to deliver leisure services

Feedback which expressed support for the proposal focused on:

- Meeting a need for improved sport and facilities
- Improving the site for wider recreation purposes and contribution this will make to general health and fitness
- Ensuring a wide range of provision to cater for different age, gender and interest.
- Particular benefit to athletics and football
- Cost of use
- Ensuring facilities are protected against misuse and vandalism

Appendix B

Summary of report to Cabinet Member for Regeneration and Development Services - 1st September 2008

The petition is opposed to the element of the draft proposals that identifies the sale of land for development. The letters on which people's names have been submitted contain the title and statements identified below:

Title: Protest Petition: The proposed selling off of land on Rotherham Herringthorpe playing fields: 'Rotherham Borough Council.....this letter asks you'

- Do not lose the brown field sites on Herringthorpe fields
- Give Rotherham Herringthorpe Playing Fields Town Green Status
- Preserve it for future generations of Rotherham
- Don't sell the land on Herringthorpe playing fields
- Rotherham needs a communal multi use hall for community groups
- Rotherham needs a renovated health & fitness sports facility without having to sell off this land
- This would be an essential amenity for Rotherham South

The draft proposal for the site has been the subject of an information providing process that included many groups and individuals with an interest in the site and which was concluded at the end of May 2008. The outcome of the process will be reported to a meeting of the Council's Cabinet on 3rd September 2008. Reference to this petition is to be made in the report to Cabinet. Until the outcome of the Cabinet report is known, it is not possible to determine if the proposal will be taken forward and if so what the next steps will be. However with regard to the proposal and the specific points raised in the petition the situation is as follows:

Point 1, 3 & 4 – The proposal does suggest the sale of two parcels of land and identifies this as being necessary to provide match funding for improvements to the rest of the Herringthorpe site and other playing pitch sites in the Borough

Point 2 – Town Green Status is something the Council has yet to take a position on and would require further investigation

Point 5, 6 & 7 – The Leisure Centre building will be placed in the Council's 'property bank', once Culture and Leisure Services declare it surplus to requirements. Decisions about its future use will be taken once this happens.

The Leisure facility will close as planned as part of the Council's Leisure Facility redevelopment strategy. The future of the building will be determined either by the Asset Management Service as part of the Council's normal procedures once it is declared surplus to requirements or by the outcome of a decision by the Cabinet on whether or not to take the draft proposal for the Herringthorpe Leisure site forward. Either process will need to take account of the points raised in the petition in determining the future of the Leisure Centre building and the areas of land proposed for development.

FEASIBILITY STAGE COST PLAN - including example designs / plans

APPENDIX C

HERRINGTHORPE LEISURE SITE

1000 SEATER GRANDSTAND PLAN

FEASIBILITY			OPTION A	OPTION B
£				
Capital Costs				
Fees				
Feasibility				
Project Management	say	5,000		
Landscape Master Plan	RMBC	3,454		
	PSD	6,500		Includes Soil Sampling and trial pits (£4750)
Stadium Design		0		
Surveys				
Topographical		1,800		
Drainage		2,000		
Soil Investigation Stadium)		2,500	21,254	21,254
Planning Applications				
Grandstand		6,700		
Residential Development		28,000		
Building Control				
Grandstand		3,655		
Professional Fees				
Planning Consultants inc Impact Assessments				
Sustainability/Environmental/Traffic, etc		40,000		
Sale of Land Fees		15,000	93,355	93,355
Implementation				
Project management	2%	95,498		
Landscape Designers	10%	237,775		
Grandstand Designers	15%	336,542	669,814	669,814
Fees Sub-Total			784,423	784,423
Construction Costs				
Demolition of Leisure Centre		153,525		Based on CMT Report dated 26/01/09
Stadium				
1000 seater Grandstand		2,243,611		
Pitch		200,000		
Playing Fields		2,215,750		
All Weather Pitches		900,000		Cost based on £400,00 for a full size pitch and £250,000 each for 2 half size pitches
Additional Car parking		250,000		
Play Areas		92,000		
MUGA		70,000	6,124,886	6,124,886
Implementation Sub-Total			6,124,886	6,124,886
TOTAL CAPITAL COSTS			6,909,309	6,909,309
FUNDING				
Sale of Development Land			Minimum	Maximum
Leisure Centre			2,300,000	3,000,000
Former Depot			1,900,000	2,500,000
FUNDING LEVELS			4,200,000	5,500,000
UNDER FUNDING			-2,709,309	-1,409,309

Excludes

Consultations
 Planning Conditions, e.g. Highways and Drainage

FUNDING		OPTION A	OPTION B
Nett Capital Receipt Calculation		Minimum	Maximum
Value of land		4,200,000	5,500,000
Cost of Sale of Land			
Planning	28,000		
Planning Consultant inc Impact Assessme	40,000		
Sale of land	15,000	83,000	83,000
Nett Capital receipt		4,117,000	5,417,000
CAPITAL COSTS			
Development Capital Costs			
Feasibility Fees and Surveys	21,254		
Planning	10,355		
Implementation Fees	669,814	701,423	701,423
Construction			
Demolition of Leisure Centre	153,525		Based on CMT Report dated 26/01/09
Stadium			
1000 seater Grandstand	2,243,611		
Pitch	200,000		
Playing Fields	2,215,750		
All Weather Pitches	900,000		Cost based on £400,00 for a full size pitch and £250,000 each for 2 half size pitches
Additional Car parking	250,000		
Play Areas	92,000		
MUGA	70,000	6,124,886	6,124,886
Total Development Costs		6,826,309	6,826,309
UNDERFUNDING		-2,709,309	-1,409,309

ASSET MANAGEMENT**Valuation Report****Land at Herringthorpe Leisure Centre & Land at Boswell Street**

Client: Steve Hallsworth

Purpose of Valuation: To determine the open market value of the above sites.

Date of Valuation: The date of the valuation is 21 July 2009, being the date of this report, and becomes invalid after three months from this date.

Basis of Valuation: Market value is defined as: The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arms length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

Assumptions

- a) That each site has good freehold title with no onerous covenants, unusual rights, or encumbrances that may affect value.
- b) That each site is not subject to any leases or tenancies to third parties.
- c) That there are no matters that would be revealed by a local search, replies to usual enquiries or any statutory notices that may affect value.
- d) That there are no deleterious or hazardous substances or unsuitable materials present.
- e) The presence of contamination has not been investigated, and is assumed not to be present.
- f) It is assumed that there are no adverse planning conditions or unlawful uses of each site.
- g) A mining report has not been sought and it is assumed that the site is stable and not subject to subsidence or heave.
- h) The cost of demolition of any existing buildings or any abnormal costs, such as the provision of an adoptable road onto the site, have not been taken into account.

- i) All valuations are valid for a period of 3 months due to the current economic climate and downward turn of the property market.
- j) The valuations aim to provide an estimate only of open market value, and should not be used for any other purpose.

Tenure: It is assumed that each site is freehold and would be disposed of with vacant possession.

Planning: Both sites are zoned for Community Use within the Rotherham Unitary Development Plan and as such consideration would need to be given to changing that use to accommodate a residential development. Also, certain parts of each site are zoned as open space and as such these areas were excluded from the valuation.

Opinion of Value: On the basis of the aforementioned assumptions, I consider that if each site were to be marketed for residential purposes the value of the land would be;

Land at Herringthorpe Leisure Centre (6.025 acres)	£2.30m - £3.00m
Land at Boswell Street (3.308 acres)	£1.90m - £2.50m

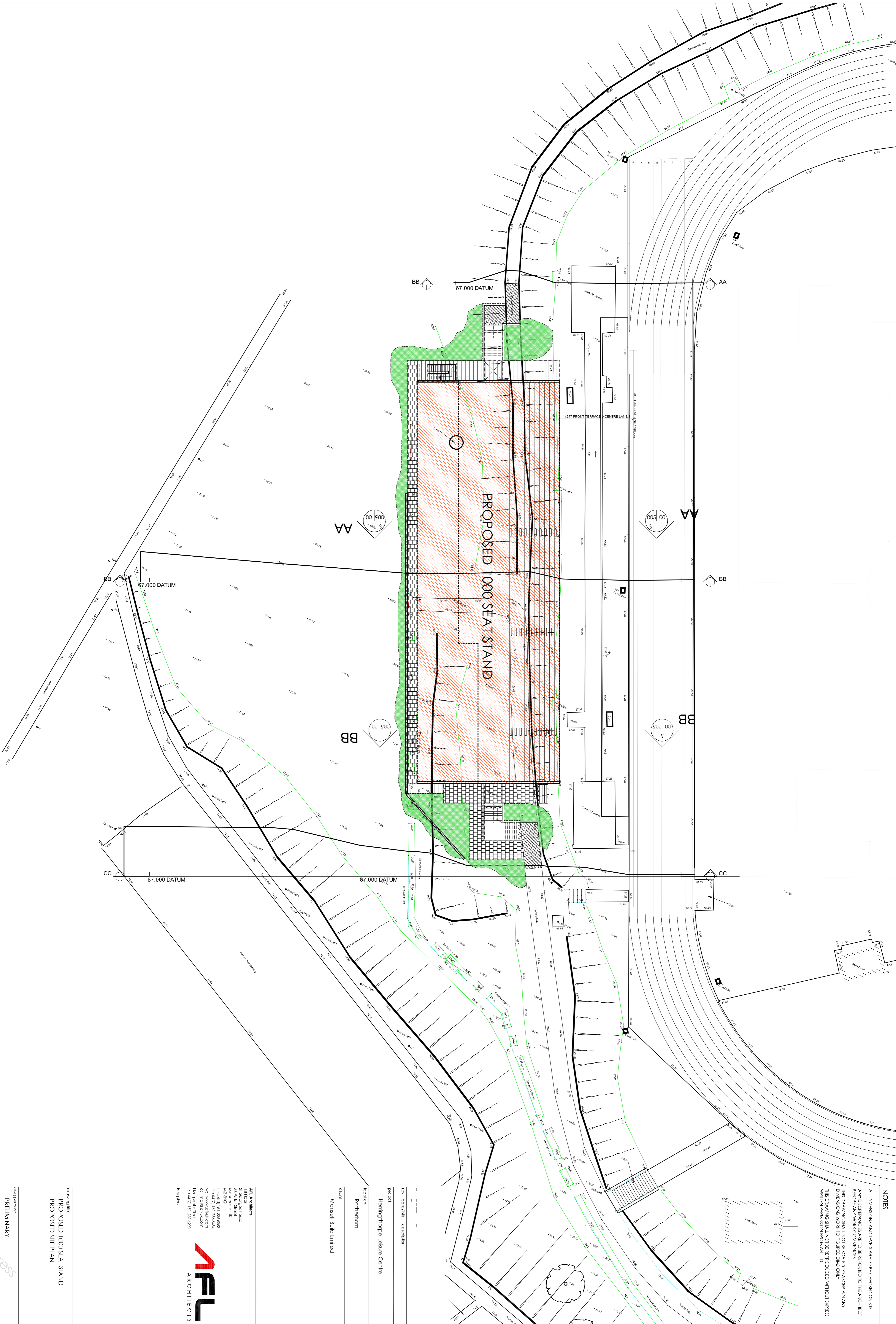
Taxation: No allowance has been made for any taxation liability. Presuming current Central Government policies regarding Stamp Duty Land Tax remain the same the eventual purchaser will have to pay 4% of the purchase price; however, this comes as an after cost to the purchaser and is not of significant concern to the Vendor. No enquiries have been made with the Councils finance department as to whether these sites will be subject to a VAT charge, however, the majority of land sales previously dealt with have not been subject to such a charge.

Addition Information

- a) This report is confidential to the client and excludes responsibility to third parties.
- b) The valuation has been made in accordance with the Practice Statements in the RICS Appraisal and Valuation Statements.
- c) The valuation has been carried out by a valuer, who conforms to the requirements of the above-mentioned Practice Statements.
- d) Publication or any published reference to this valuation is prohibited.

Valuers: James Dibaj, Senior Valuer
Chris Holland, Senior Valuer

Date of Report: 21 July 2009



NOTES

ALL DIMENSIONS AND LEVELS ARE TO BE CHECKED ON SITE
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 DIMENSIONS WORK TO FIGURED DIMS ONLY
 THIS DRAWING SHALL NOT BE REPRODUCED WITHOUT EXPRESS
 WRITTEN PERMISSION FROM A/E/L/D.

client
 Mansell Build Limited
 location
 Rotherham

Project
 Herringthorpe Leisure Centre
 RCV COL/2/18/03/00000
 Project
 Herringthorpe Leisure Centre
 RCV COL/2/18/03/00000



AEL Architects
 51 Gosport House
 56 Rye Street
 Rotherham
 S66 7EJ
 Tel: +44(0)114 238 6583
 Fax: +44(0)114 238 6584
 www.ael.co.uk
 info@ael.co.uk
 18/12/08

CONTRACT NO
 S-C00-006
 18/12/08

CONTRACT NO
 S-C00-006
 18/12/08

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 18/12/08

CONTRACT NO
 S-C00-006
 18/12/08

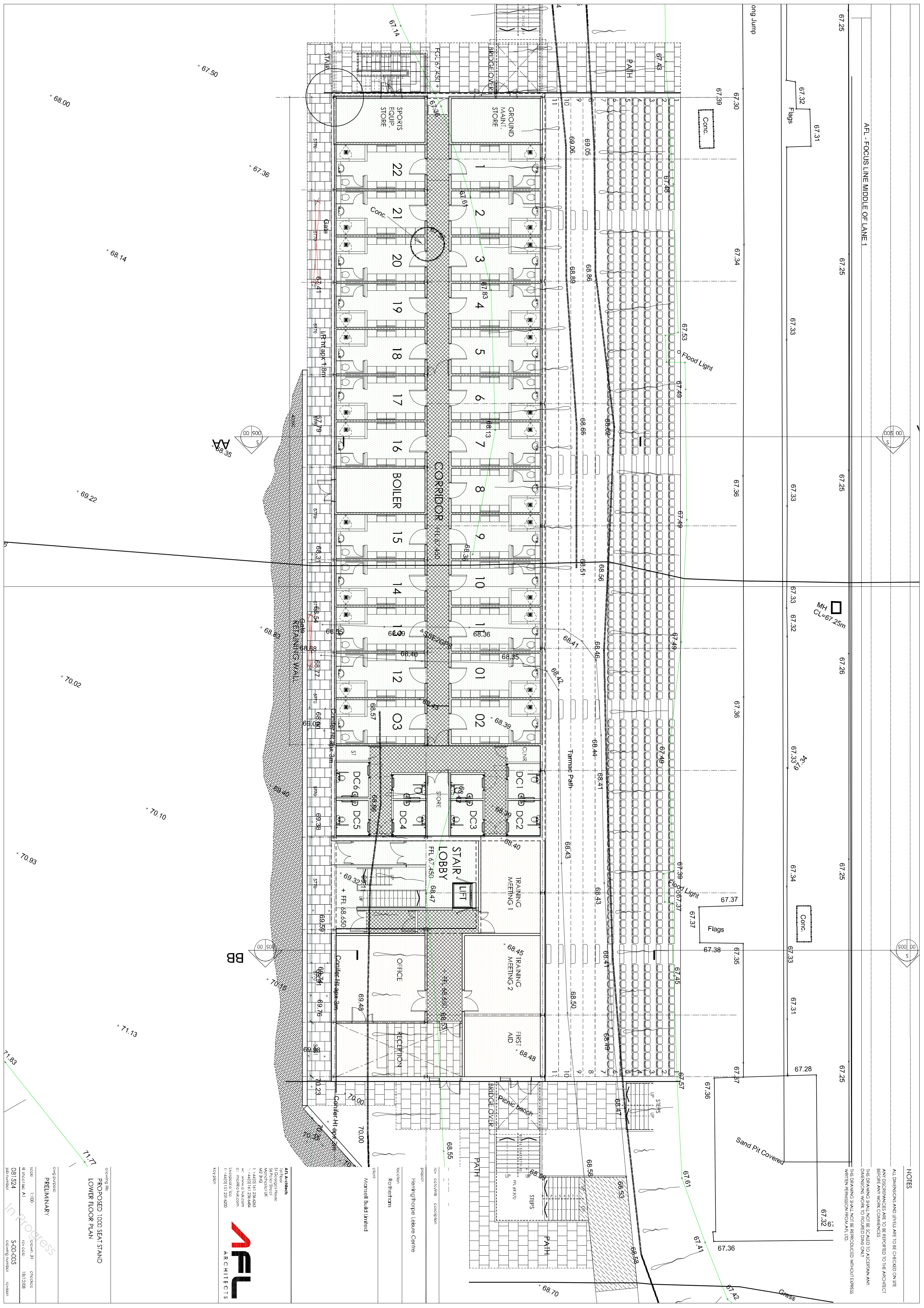
CONTRACT NO
 S-C00-006
 18/12/08

CONTRACT NO
 S-C00-006
 18/12/08

AFL - FOCUS LINE MIDDLE OF LANE 1

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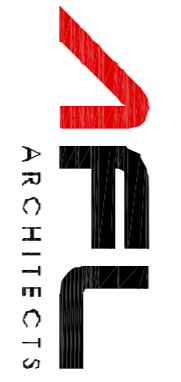


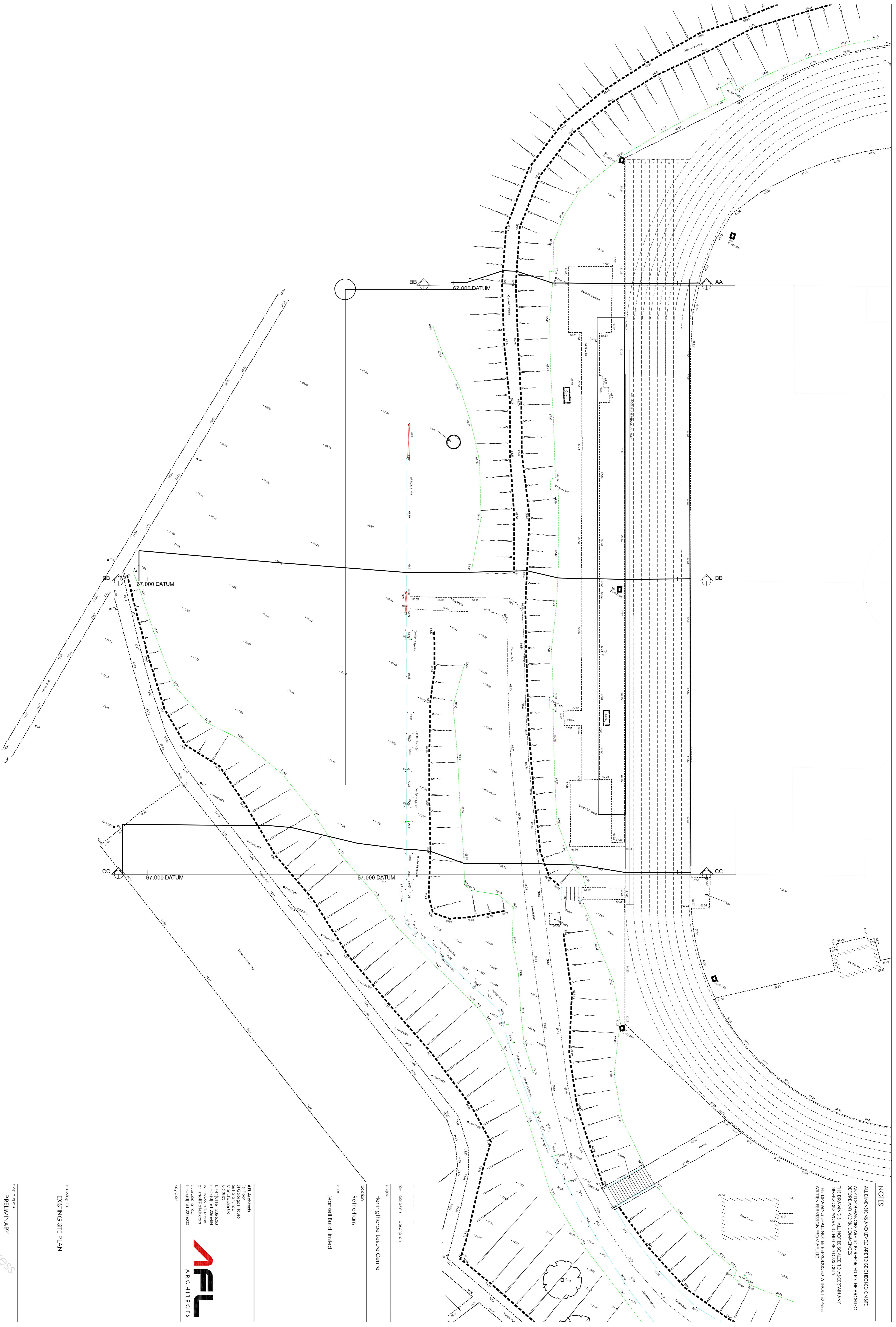
Drawing Title:
**PROPOSED 1000 SEAT STAND
 LOWER FLOOR PLAN**

Drawing Number: 081524
 Rev: 18/12/08
 Scale: 1:100
 Date: 18/12/08

Client: Mansell Build Limited
 Location: Rothham
 Project: Herringthorpe Leisure Centre

Architect: AFL Architects
 58 Rye Lane
 Brighton BN1 1AA
 Tel: +44(0)1323 424242
 Fax: +44(0)1323 424243
 Email: info@aflarchitects.com
 Website: www.aflarchitects.com





NOTES

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THE DRAWING SHALL NOT BE REPRODUCED WITHOUT EXPRESS WRITTEN PERMISSION FROM A/E/L/D.

client
Mansell Build Limited

location
Rotherham

project
Herringtonhope Leisure Centre

drawn
GEOFFREY

checked
GEOFFREY

date
05/12/08

scale
1:250

drawing number
S-00-004

revision
05/12/08

revision
05/12/08

revision
05/12/08

A/E/L Architects

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0114 236 6983
0114 236 6984

AEL
ARCHITECTS

EXISTING SITE PLAN

PRELIMINARY

081524

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
--

1.	Meeting:-	Cabinet
2.	Date:-	6th January 2010
3.	Title:-	Continuation of Legal Authorisations in respect of Illegal Money Lending Activities
4.	Directorate:-	Neighbourhoods and Adult Services

5. Summary

In November 2007 a report was prepared and approved by Cabinet to delegate certain functions of the Council under the Consumer Credit Act 1974 to the Executive of Birmingham City Council in order to take advantage of expertise and funding located with the Illegal Money Lending team based in Birmingham City Council. At the time, this authorisation was only based on the period for which central Government funding was available which was until the end of March 2009. Since that time, the funding has been extended up until the end of March 2011. This report is to address the issue of delegation beyond March 2009 and ensure that the work already carried out in the Rotherham area is continued while funding is available.

It is proposed that a new protocol is signed along the lines of the original one with an open ended term. The current protocol already contains a clause which allows Rotherham MBC to withdraw, provided there are reasonable grounds for doing so.

The proposal was approved by the Cabinet Member for Neighbourhoods on 20th April 2009.

Following discussions with Birmingham City Council, the protocol has been amended slightly to the extent that the delegation is made to Birmingham City Council rather than to the Executive of Birmingham City Council. This amendment has been approved by RMBC Legal Services.

6. Recommendations

- 1. That certain functions of the Council under the Consumer Credit Act 1974 be delegated to Birmingham City Council in the following terms:**

“without prejudice to Rotherham Borough Council’s duty in its capacity as an enforcement authority to enforce the provisions of the Consumer Credit Act 1974, the functions conferred upon Rotherham Borough Council under Parts iii (licensing of credit and hire business) and Part xii (enforcement of act) of the 1974 Act be delegated to Birmingham City Council for the period commencing on 1st April 2009

and continuing for the life of the Birmingham Illegal Money Lending Team or until Rotherham Borough Council withdraws.”

- 2. That the ‘protocol for illegal money lending team investigations’ (attached as Appendix 2 to this report) be approved and the Director of Housing and Neighbourhood Services be authorised to sign it.**

7. Proposals and Details

The background to the set up and funding for the illegal money lending team in Birmingham is laid out in the Measures to tackle Illegal money lending – Legal Authorisations Report laid before Cabinet on the 14th November 2007, a copy of which is attached for information as Appendix 1.

At that time, the term of the agreement was set to end on the 31st March 2009 which followed the terms of the funding provided by central Government for the team based in Birmingham. This funding has been extended until the 31st March 2011 and looks as though it will be extended further.

The team works on intelligence gathered from local communities, as well as providing funding for Financial Inclusion Officers, ensuring that once the enforcement work is completed, communities and individuals are supported. These officers work closely with the Local Authority and other organisations to provide a co-ordinated approach to financial problems from providing lifestyle support to debt advice to legitimate forms of available credit.

Rotherham had its own launch in June 2008 with John Healey MP attending along with the Mayor, Cllr Ann Russell, The Mayoress, Cllr Patricia Russell, and Cllr Jahangir Akhtar. This led to good publicity, with at least three radio stations picking up the story along with local newspapers.

Over the past twelve months, the benefits of authorising the Illegal Money Lending Team have spread and now all the Yorkshire and Humber Authorities have signed up to protocols with Birmingham City Council. On the 23rd January, 2009, with all four South Yorkshire authorities signed up, a South Yorkshire Launch was held with Rosie Winterton MP, Minister for Yorkshire and Humber, attending to show the Government support for this scheme.

A “stop loan sharks” brand has now been established for the project nationally as well as a national website. The launch of the brand and website is likely to be mid February 2009 by a Government Minister. The 0300 555 2222 number is now the Illegal Money Lending Team project national contact number.

It is important that the protocol is continued without a break in order to allow the Illegal Money Lending Team to continue the good work they are carrying out in the Rotherham area without a break in continuity. Tables are attached showing the level of work carried out in the Yorkshire and Humber Region and the number of victims supported and the type of support received. Unfortunately, more precise information on the impact of the team on a more local level is not available. This is due to the way in which the intelligence and data is currently being gathered and recorded by the team. However assurances have been given that this will be amended in the near future to enable more accurate reporting of the team’s activities on a sub-regional and local basis.

8. Finance

No new financial considerations for the Council arise from this report. The costs associated with the work of the team will be met by Birmingham City Council who will reclaim these from HM Treasury via the Department for Business Enterprise and Regulatory Reform.

Being involved with the Illegal Money Lending project also opens up an access route for financial benefits, e.g. supporting credit unions and debt advice.

9. Risks and Uncertainties

In order to ensure that all investigations, prosecutions and associated costs are properly authorised and accounted for, it is essential that authority is given to the Illegal Money lending Team in accordance with this report and attached protocol. Failure to do this will limit the opportunity to prevent, deter and detect illegal money lending in Rotherham.

10. Policy and Performance Agenda Implications

Providing authority to the team impacts on the following RMBC priority themes:

Rotherham Achieving – Illegal moneylenders invariably target low-income households and the most vulnerable members of society. This can mean that their activities have disproportionate implications for the more deprived areas.

Rotherham Alive – There is evidence of associated violence with illegal money lending. This can lead to health implications through stress and worry.

Rotherham Proud – Although illegal money lending is not something which is visible outside the community, it can have a negative impact on strong sustainable and cohesive communities. Action taken against them supports the policy priorities associated with crime and disorder and protecting the more vulnerable members of the community.

Rotherham Learning – Rotherham's residents will benefit by raising awareness of illegal money lending, the implications for individuals and who to contact for assistance.

Rotherham Safe - As detailed above, the activity of illegal money lending is quite often linked to other types of crime being carried out by the money lenders. It can also lead to petty theft by people desperate to pay the lenders.

Rotherham Sustainable Development – Illegal money lending has a negative effect on economic growth, siphoning off money from the legitimate economy and affecting local businesses. Marginalising rogue traders will assist in supporting legitimate credit providers

The project also impacts on the Social Care Outcomes Framework as follows:

Improved Quality of Life - by reducing the impact of Loansharks on the local community and wiping out the illegal debt which has built up

Exercise of Choice and Control - by providing lifestyle and financial advice and assistance to vulnerable members of the community

Economic Well-Being - by ensuring that money remains within the community and supports local trade and the local economy.

11. Background Papers and Consultation

- Appendix 1 – Copy of Report: Measures to tackle Illegal money lending – Legal Authorisations Report laid before Cabinet on the 14th November, 2007
- Appendix 2 - Updated Protocol for Illegal Money Lending Team Investigations – OFT / Birmingham City Council
- Appendix 3 – Tables detailing statistical levels of intelligence and victim support provided

Contact Name:- Alan Pogorzelec, Business Regulation Manager
Extn 3104 alan.pogorzelec@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	The Cabinet
2.	Date:	14 November 2007
3.	Title:	Measures to tackle Illegal money lending – Legal Authorisations
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

The Department of Trade and Industry (DTI), as an extension to various other strands of work enhancing consumer protection and promoting affordable credit and working to minimise over-indebtedness, has moved to addressing illegal money lending. One measure has been the introduction of two pilot enforcement projects in Birmingham and Glasgow. Following success in the pilots, the scheme has been enhanced using central funding. Officers from the Birmingham team have been working in Sheffield, and wish to extend this work into Rotherham. The team is managed by Birmingham City Trading Standards management utilising powers under the Consumer Credit Act 1974. The enforcement responsibilities under this legislation within Rotherham, rest with the Council.

This report seeks approval to authorise Birmingham City Council to investigate and institute proceedings against illegal money lenders operating within areas of Rotherham.

6. Recommendations

It is recommended that –

- Certain functions of the Council under the Consumer Credit Act 1974 be delegated to the Executive of Birmingham City Council in the following terms:-**

“Without prejudice to Rotherham Borough Council’s duty in its capacity as an enforcement authority to enforce the provisions of the Consumer Credit Act 1974, the functions conferred upon Rotherham Borough Council under Parts III (Licensing of Credit and Hire Business) and Part XII (Enforcement of Act) of the 1974 Act be delegated to the Executive of Birmingham City Council for the period commencing on 1st November, 2007 and ending on 31st March, 2009.”

- The *protocol for illegal money lending team investigations* appended as the appendix to this report be approved and the Director of Housing and Neighbourhood Services be authorised to sign it.**
- The illegal money lending loan shark project be launched in Rotherham as a high-profile, “hard launch”.**

7. Proposals and Details

If a business offers credit or lends money to consumers, or allows customers time to pay for goods and services, it must be licensed with the Consumer Credit Licensing Bureau of the Office of Fair Trading (OFT) under the Consumer Credit Act 1974. The OFT must be satisfied that an applicant for a Licence is a fit and proper person. Enforcement of this legislation is the responsibility of the OFT and Local Authority Trading Standards Services.

To operate a consumer credit business without being licensed is a criminal offence and carries a maximum penalty of £5,000 and/or up to two years imprisonment. Additionally the OFT can revoke licences, issue warnings and add conditions where necessary.

The issue of money lending can cover a range of illegal activities including:

- persons that are actually licensed but are acting unlawfully (for example by canvassing off trade premises)
- persons offering cash loans without being licensed at all (Loan Sharks)

In light of the serious nature of illegal money lending and the negative impact it can have on the well-being of vulnerable sections of the community the DTI set up a pilot project through Birmingham City Council Trading Standards Services. A team was established to investigate illegal money lending activity, investigate if a problem existed, and bring to justice those persons responsible.

Initially the team covered a geographical area including the West Midlands, Warwickshire, Shropshire, Herefordshire, Worcestershire, Stoke, Staffordshire and Telford. The team consisted of seven investigators and a team manager.

Following the pilot, research commissioned by the Department for Business, Enterprise and Regulatory Reform (DBERR) (formerly the DTI) identified the extent of the problem and the reasons why people use illegal money lenders. Subsequently HM Treasury announced an extension to the funding for the scheme up to March 2008. This continuation demonstrates Government's support for the scheme. Additionally Government announced that the project would extend its geographical area to cover Leeds, Bradford, Liverpool and Sheffield.

Since the launch in Sheffield, some information on possible illegal money lending in Rotherham has been passed to the Birmingham team. In order to expand the work of the team into the Rotherham Area, team members require authority to carry out investigations and instigate legal proceedings within the Borough under the Consumer Credit Act 1974. The attached protocol at Appendix 1 contains all the required conditions and consents to enable these officers to undertake the necessary investigations and legal procedures.

Should the illegal money lending team take on any investigations within the Rotherham area, all costs and risks associated with the case will be borne by Birmingham City Council.

At the beginning of the project, there will be a launch. This can be of a soft or hard nature, although the hard launch is preferable as it highlights the campaign in the area and helps publicise the loan shark team to vulnerable members of the community. This

would include advertising on buses, posters and radio campaigns. All literature will be Rotherhamised, with the RMBC logo and the loan shark team using a local number which would be switched through to a 24 hour helpline in Birmingham. All this would be funded through the illegal money lending project. An example of the poster, designed for Sheffield, is attached as Appendix 2

Apart from the funding, the Illegal Money Lending Team would bring a wealth of experience to Rotherham citizens, eg. being able to organise such things as witness protection which would not be easy to provide at a local level.

8. Finance

No new financial considerations for the Council arise from this report. The costs associated with the work of the team will be met by Birmingham City Council who will reclaim these from HM Treasury via the DBERR.

Being involved with the Illegal Money Lending project will also open up an access route for financial benefits, e.g. supporting credit unions and debt advice.

9. Risks and Uncertainties

In order to ensure that all investigations, prosecutions and associated costs are properly authorised and accounted for, it is essential that authority is given to the Illegal Money lending Team in accordance with this report and attached protocol. Failure to do this will limit the opportunity to prevent, deter and detect illegal money lending in Rotherham.

10. Policy and Performance Agenda Implications

Providing authority to the team impacts on the following priority themes

Rotherham Achieving – Illegal moneylenders invariably target low-income households and the most vulnerable members of society. This can mean that their activities have disproportionate implications for the more deprived areas

Rotherham Alive – There is evidence of associated violence with illegal money lending. This can lead to health implications through stress and worry.

Rotherham Proud – Although illegal money lending is not something which is visible outside the community, it can have a negative impact on strong sustainable and cohesive communities. Action taken against them supports the policy priorities associated with crime and disorder and protecting the more vulnerable members of the community.

Rotherham Learning – Rotherham's residents will benefit by raising awareness of illegal money lending, the implications for individuals and who to contact for assistance.

Rotherham Safe - As detailed above, the activity of illegal money lending is quite often linked to other types of crime being carried out by the money lenders. It can also lead to petty theft by people desperate to pay the lenders.

Rotherham Sustainable Development – Illegal money lending has a negative effect on economic growth, siphoning off money from the legitimate economy and affecting

local businesses. Marginalising rogue traders will assist in supporting legitimate credit providers

11. Background Papers and Consultation

- **Appendix 1** - Protocol for Illegal Money Lending Team Investigations – OFT / Birmingham City Council
- **Appendix 2** - Copy of Loan Shark poster

Contact Name : Margaret Statham, Principal Trading Standards Officer
Extn 4522 Margaret.statham@rotherham.gov.uk

DEPARTMENT OF TRADE AND INDUSTRY
ILLEGAL MONEY LENDING PROJECT

PROTOCOL FOR ILLEGAL MONEY LENDING TEAM INVESTIGATIONS

Interpretation

For the purposes of this Protocol –

- “Birmingham Trading Standards” - means the regulatory services of BCC
- “BCC” - means Birmingham City Council
- “Commencement Date” - means 1st April 2009
- “Delegated Power” - means the delegation of the discharge of the functions under Part III (licensing of credit and hire business) and Part XII (enforcement of Act) of the Consumer Credit Act 1974 to BCC by RBC in pursuance of section 13, section 19 (1) (b) of the Local Government Act 2000 and regulation 7 of the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2000 and any other legislation enabling the delegation of those functions
- “IMLT” - means the Illegal Money Lending Team
- “RBC” - means Rotherham Borough Council
- “RBC Trading Standards” - means the Trading Standards Service unit of RBC
- “Term” - means from 1st April, 2009 for the life of the scheme or until RBC withdraw.

1. Application

- 1.1. This Protocol applies to the BERR (formerly DTI)/HM Treasury funded *Illegal Money Lending Project* and covers –
- the conduct of investigations and associated working practices for IMLT officers when conducting investigations or operating in RBC's area;
 - the mechanisms whereby RBC Trading Standards is updated on the progress of the project and any significant issue relating thereto;
 - the exchange of intelligence and information between the IMLT and RBC; and
 - the institution of legal proceedings.

2. Protocol

- 2.1. The purpose of this Protocol is to facilitate the delegation of powers to officers employed within BCC's IMLT to enforce the provisions of Parts III and XII of the Consumer Credit Act 1974 in RBC's area. The Protocol encourages the exchange of information and a working partnership approach between BCC and RBC in relation to offences committed under Part III of the Consumer Credit Act 1974.
- 2.2. This Protocol will come into force on the Commencement Date and terminate at the expiry of the Term.
- 2.3. Notwithstanding the terms and conditions of this Protocol, this Protocol does not prohibit RBC from withdrawing the Delegated Power at any time during the Term. However, RBC agrees and undertakes not to withdraw the Delegated Power unless it has reasonable grounds for so doing.

3. The IMLT

- 3.1. The Delegated Power confers upon BCC authority to conduct investigations and prosecutions in relation to offences committed under Part III of the Consumer Credit Act 1974 in RBC's area under the auspices of the *Illegal Money Lending Project*.
- 3.2. The IMLT comprises a team manager and up to 29 staff directly employed by BCC. The IMLT team manager will be responsible for the day-to-day operation and supervision of the IMLT.
- 3.3. The IMLT team manager will report directly to the Director of Regulatory Services or the Head of Trading Standards and Licensing of BCC, as appropriate.
- 3.4. Thirteen weeks after the Commencement Date and quarterly thereafter, the IMLT team manager of BCC will provide to the Trading Standards and Business Regulation Manager of RBC Trading Standards and CENTSA a progress report on investigations being conducted by the IMLT in RBC's area. The report shall contain details of all investigations undertaken by

the IMLT during the preceding quarter unless, in the opinion of the Director of Regulatory Services or the Head of Trading Standards of BCC, there is a significant risk that disclosure in a particular case may jeopardise an investigation, prosecutions being pursued or concluded, and developments concerning or affecting the *Illegal Money Lending Project*.

- 3.5. RBC agrees and acknowledges that the Delegated Power confers upon BCC the right to instigate investigations, make decisions to prosecute and lay charges and/or informations in relation to offences under Part III of the Consumer Credit Act 1974 committed in RBC's area. BCC agrees and undertakes to conduct investigations and prosecutions in accordance with the relevant Code for Crown Prosecutors, BCC's Enforcement Policy and in accordance with the policies and procedures approved and adopted by Birmingham Trading Standards.

4. Working Arrangements in RBC's area

- 4.1. RBC will designate and appoint a RBC Contact Officer ("the RCO"), and a deputy RCO ("the deputy RCO") to liaise with the IMLT team manager on matters relating to and in connection with the *Illegal Money Lending Project*.
- 4.2. The IMLT team manager will consult with the RCO (or the deputy RCO in the RCO's absence) before any charges and/or informations are preferred or laid in relation to offences alleged to have been committed in RBC's area, unless it would be impracticable to do so. In those circumstances, the IMLT team manager will consult with the RCO (or the deputy RCO) at the earliest reasonable opportunity on the charges and/or informations being or about to be pursued.
- 4.3. The IMLT team manager will on the first working day of each month (and at any other time that he/she considers it to be necessary or prudent), or at the request of the RCO (or deputy RCO), brief the RCO (or deputy RCO) on any intelligence gathered, any progress made on investigations and/or prosecutions pending or otherwise, relating to or affecting RBC and/or its residents and/or RBC Trading Standards.
- 4.4. Notwithstanding clause 4.3 above, all reasonable steps will be taken by the IMLT team manager to keep the RCO (or deputy RCO) updated on the progress of investigations and inquiries being carried out in RBC's area and any changes made or introduced by BERR concerning the *Illegal Money Lending Project*. The IMLT team manager shall maintain regular communications with the RCO (or deputy RCO).
- 4.5. The IMLT will have regular contact with South Yorkshire Police and other government agencies. The IMLT team manager will consult the RCO, (or deputy RCO) to identify any local arrangements, investigations and protocols before any investigation is commenced in pursuance of the *Illegal Money Lending Project*. Wherever possible, the IMLT team manager will actively involve the RCO (or deputy RCO) and seek to develop close links between those agencies and RBC Trading Standards.

- 4.6. The IMLT team manager will as soon as reasonably practicably inform the RCO (or deputy RCO) of the outcome of any concluded prosecution proceedings in relation to offences committed in RBC's area.
- 4.7. BCC will consult with RBC and RBC's press and public relations officer in good time before issuing any press release concerning any prosecution pursued by BCC pursuant to this Protocol.
- 4.8. Any contact with other local authorities, public bodies, other police forces, credit unions or similar organisations that may be locally funded or may involve local sensitivities will be agreed with the RCO (or deputy RCO) in advance. Upon being notified of an intention to contact such an authority or body, RBC Trading Standards may arrange for one of their own officers to accompany the IMLT's officer on any visit or undertake to conduct the visit itself and pass any results back to the IMLT.
- 4.9. Where the IMLT team manager and the RBC Trading Standards and Business Partnership Manager agree that an officer or officers of RBC Trading Standards will be actively involved in an investigation, that officer will remain an employee of RBC but, for the purposes of the investigation, will come under the control and supervision of the IMLT team manager.
- 4.10. The IMLT team manager may give his agreement subject to any terms or conditions that the IMLT team manager and the RBC Trading Standards and Business Partnership Manager consider necessary and/or appropriate, and subject also to the IMLT team manager being satisfied that the participating RBC officer or officers will not compromise any investigation or endanger any member of the IMLT or supporting staff or witnesses, and that the participating officer or officers have the appropriate training and experience to participate in the investigation.
- 4.11. Unless there is prior agreement with the IMLT team manager for assistance in an investigation, which is accompanied by an official purchase order from BCC, no reimbursement will be made for time spent on activities supporting the *Illegal Money Lending Project* or expenditure incurred by any RBC officer.
- 4.12. In the absence of the IMLT team manager, the role, duties, and responsibilities of the IMLT team manager shall be discharged and carried out by the Senior Assistant Director of Regulatory Services or Head of Trading Standards and Licensing of BCC.

5. Referral of Information and Intelligence to the IMLT

- 5.1. It is recognised that the IMLT will rely on receiving information about illegal money lending activities.
- 5.2. Having regard to any statutory limitations or restrictions, the time likely to be expended, resources available and costs likely to be incurred by RBC, RBC will endeavour to provide to the IMLT as much relevant information and intelligence as it could reasonably and practicably be expected to provide concerning any investigation being carried out in RBC's area.

- 5.3. Information and intelligence will be provided by the RCO (or deputy RCO) to the IMLT team manager or a person designated by him/her.
- 5.4. The IMLT will not, as a matter of routine, investigate individual complaints received concerning alleged illegal money lending activities. However, these complaints may be used by the IMLT as a source of intelligence.
- 5.5. BCC, the IMLT and RBC agree to process personal data only in accordance with the requirements of the Data Protection Act 1998 and to disclose information only in accordance with the requirements of the Enterprise Act 2002.

6. Conduct and Control of Investigations

- 6.1. The conduct and control of all investigations and prosecutions undertaken by the IMLT in RBC's area will be the responsibility of BCC. Investigations and prosecutions will be undertaken in accordance with the relevant Code for Crown Prosecutors, BCC's published Enforcement Policy and in accordance with the policies and procedures approved and adopted by Birmingham Trading Standards.
- 6.2. BCC will be responsible for all aspects of the investigations and responsibilities under the Criminal Procedure and Investigations Act 1996, Regulation of Investigatory Powers Act 2000, the Data Protection Act 1998, the Freedom of Information Act 2000 and the Enterprise Act 2002.
- 6.3. BCC will be solely responsible for the health and safety of IMLT officers and any other officer or person under the control or supervision of the IMLT, who is providing support and assistance in any investigation undertaken by the IMLT.
- 6.4. When the IMLT team manager recommends a prosecution under Part III of the Consumer Credit Act 1974, RBC will be provided with a copy of the relevant prosecution file.
- 6.5. The prosecution file will consist of a detailed case summary, schedule of issues, aggravating and mitigating factors, reasons justifying prosecution and any other material facts that should be brought to RBC's attention.
- 6.6. RBC may make representations about a proposed prosecution to the Director of Regulatory Services of BCC (the informant for BCC) , who shall give due consideration to any such representations when making his/her decision on whether or not to prosecute in a particular case.

7. Responsibilities and Actions of the Parties

- 7.1. BCC shall be liable for the actions and competence of the persons employed within the IMLT and shall ensure that the IMLT complies with all legislative requirements and takes all reasonable steps to ensure any actions taken by members of the IMLT are lawful and within the spirit of this Protocol.

- 7.2. RBC shall be liable for the actions and competence of RBC Trading Standards officers and shall take all reasonable and practicable steps to ensure that they are competent to carry out their duties and that they comply with legislative requirements and the spirit of this Protocol.
- 7.3. Information/intelligence provided between BCC and RBC shall only be used for the purpose in which it was provided and shall not be divulged to third parties unless required by law or in pursuance of an investigation/inquiry under this Protocol.
- 7.4. BCC and RBC endorse a joined up working approach to the enforcement of Part III of the Consumer Credit Act 1974. They will attempt to promote consistency in enforcement. However, this Protocol does not attempt to restrict the powers of authorised officers of the IMLT or RBC from discharging their duties, as appropriate.

Dated: _____

Signed: _____

Trading Standards and Business Partnership Manager
Rotherham Borough Council Trading Standards Service

Signed: _____

Director of Regulatory Services
Birmingham City Council

Summary of performance statistics - enforcement

	Current month	To date
Information / intelligence		
No. of contacts providing actionable intelligence		
No. of illegal lenders identified	1	36
<i>Enforcement</i>		
No. of new investigations commenced	1	
No. of proceedings instituted (In Scotland, cases reported to Procurator Fiscal)		5
of which prosecutions		5
of which other enforcement actions (cautions /letters of warning - please specify)		
No. of witness statements obtained		
No. of defendants		
No. of prosecutions in the pipeline		
No. of other enforcement actions in the pipeline		
No. of prosecutions resulting in custodial sentences		
No. of proceedings resulting in non-custodial sentences		
Total length of prison sentences		37
Total value of fines		
Total value of illegal lenders' loan books (estimated if necessary)		

	Current month	Year to date
<i>Victim support</i>		
No. of victims whose details have been passed to sources of financial support:	1	7
CAB		2
LA debt/money advice		2
National debtline		
Credit union/CDFI		3
Other	1	2
No. of victims whose details have been passed to other sources of advice (e.g. lifestyle counselling)		
No. of victims applying for credit from credit unions		
No. of victims obtaining credit from credit unions		
No. of victims not wishing to seek new credit immediately		
No. of victims requiring other support (protection, re-housing)	1	1

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	CABINET
2.	Date:	6th JANUARY 2010
3.	Title:	MINUTES OF A MEETING OF THE LOCAL DEVELOPMENT FRAMEWORK (LDF) MEMBERS' STEERING GROUP HELD ON 11TH DECEMBER, 2009
4.	Programme Area:	ENVIRONMENT AND DEVELOPMENT SERVICES

5. Summary

In accordance with Minute No. B29 of the meeting of the Cabinet held on 11th August, 2004, minutes of the Local Development Framework Members' Steering Group are to be submitted to the Cabinet.

A copy of the minutes of the LDF Members' Steering Group held on 11TH December, 2009 is therefore attached.

6. Recommendations:-

That progress to date and the emerging issues be noted, and the minutes be received.

7. Proposals and Details

The Council is required to review the Unitary Development Plan and to produce a Local Development Framework (LDF) under the Planning and Compulsory Purchase Act 2004.

8. Finance

The resource and funding implications as the LDF work progresses should be noted.

Changes to funding will occur following consultation on the Housing and Planning Delivery Grant. It should be noted that the new regime would focus on plan making and delivery of new housing rather than development control performance.

9. Risks and Uncertainties

Failure to comply with the Regulations.

10. Policy and Performance Agenda Implications

There are local, sub-region and regional implications. The Local Development Scheme will form the spatial dimension of the Council's Community Strategy.

11. Background Papers and Consultation

Minutes of, and reports to, the Local Development Framework Members' Steering Group.

Attachments:-

- A copy of the minutes of the meeting held on 11th December, 2009.

**Contact Name : Karl Battersby, Strategic Director,
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**1ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
11/12/09**

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP
Friday, 11th December, 2009**

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

Together with:-

Phil Turnidge	Local Development Framework Manager
Helen Sleigh	Senior Planner
Ryan Shepherd	Senior Planner
David Edwards	Area & Environmental Planning Team Leader
Andy Duncan	Strategic Policy Team Leader
Neil Rainsforth	Research & Spatial Development Officer
Ken MacDonald	Solicitor
Gordon Smith	Quality & Design Co-ordinator

1. INTRODUCTIONS/APOLOGIES

The Chairman welcomed everyone to the meeting.

Apologies for absence were received from the following:-

Councillor Boyes	
Councillor Dodson	
Councillor Jack	
Councillor A. Russell	
Councillor R. S. Russell	
Councillor Sharman	
Councillor Whelbourn	
Neil Finney	Technical Assistant

2. MINUTES OF THE PREVIOUS MEETING HELD ON 16TH OCTOBER, 2009

Consideration was given to the minutes of the previous meeting held on 16th October, 2009.

Resolved:- That the minutes be approved as a correct record.

3. MATTERS ARISING

Joint Strategic Waste Development Plan Document – update

Phil Turnidge, Local Development Framework Manager, reported on slippage in the production of this document. The various reasons for this were outlined. Reference was made to the PFI process and involvement

of Barnsley, Doncaster and Rotherham. It was reported that it was anticipated that there would be no moving forward with the DPD until a decision was known from Doncaster Council which was expected mid January 2010.

The programme had been amended to reflect this.

4. LDF NEXT STEPS

Andy Duncan, Strategic Policy Team Leader, reported on the interim feedback on the public consultation on the Local Development Framework (LDF) Core Strategy which had taken place over the summer 2009 (detailed in Appendix 1).

A summary of the consultation response was set out in the submitted report.

An outline of a proposed consultation strategy and timetable for future public engagement in the LDF process was also reported.

Reference was made to:-

- potential urban extensions (Appendix 3) and housing targets:- noting that there would be insufficient land to meet the target on brownfield land
- consultation – Summer 2009:- responses received: noting the vast majority being objections
- proposed further work to refine the Core Strategy:- work streams including Sustainability Appraisal; Employment Land Review; Landscape Assessment etc
- revised LDF consultation strategy (detailed in Appendix 4)
- the formation of ‘action’ groups in areas and it was suggested that the Planning Team make early contact
- impact of local and general elections in 2010
- how to engage with the public and with elected members in the next round of consultation
- timeline: detailed in Appendix 5

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

5. CORE STRATEGY REVISED OPTIONS - INTERIM FEEDBACK REPORT

Helen Sleight, Senior Planner, explained that as an interim measure it was proposed to publish the notes of all workshops/focus groups, public meetings and drop-in sessions held during this summer’s consultation on the Core Strategy.

The interim report contained a summary of all the responses received which would be updated once all the information had been input to the

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
11/12/09**

database. The report included a list of how the Service had consulted with people together with an assessment of that consultation against the Adopted Statement of Community Involvement (June 2006).

It was proposed to make the report available on the Council's web site on, or around, 6th January, 2010, and hard copies would be made available in selected libraries. Consideration would also be given to providing a copy to each of the Customer Service Centres.

The Interim Feedback Report had been circulated electronically (noting that the contents page in this version was bookmarked) and a hard copy had been placed in the Members' Room prior to this meeting.

Other methods to publicise the interim report would include posters, a briefing note and article in Rotherham News (either January or February edition).

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

(2) That the Interim Feedback Report be approved for publication.

6. LANDSCAPE ASSESSMENT STUDY

David Edwards, Area & Environmental Planning Team Leader, presented a draft report relating to the commissioning of an assessment of landscape character of the Borough, which would become part of the evidence base for the Local Development Framework.

The submitted report detailed the purpose of the Landscape Assessment. It was pointed out that this Assessment was not a full landscape Character Assessment due to budget constraints.

Reference was made to the interim findings which had identified 11 broad landscape character areas, such as Wentworth Parklands and East Rotherham Limestone Plateau, the river valleys etc. The full list was set out in the submitted report.

Reference was also made to PPS7 against which a recommendation would be made whether there was sufficient justification to retain the Borough's existing "Areas of High Landscape Value" as defined in UDP Policy ENV1.1.

It was suggested that a further workshop may be held to ensure the information within the study was shared.

Resolved:- That the progress in preparing the Landscape Assessment to inform on-going preparation of Rotherham's Local Development Framework be noted.

7. EMPLOYMENT LAND REVIEW - PROGRESS REPORT

Ryan Shepherd, Senior Planner, reported that the last review of the suitability of sites for employment use in the future was carried out in 2007.

It was therefore now necessary to update this information to take account of the latest data, and to recognise changes in the national and local economy. Current vacant sites would be re-examined together with expressions of interest for other uses.

Continuing site survey work should be complete by the end of December 2009, although further discussions needed to take place with RiDO, the SYPT, Yorkshire Forward, Barnsley and Rotherham Chamber and the Local Strategic Partnership.

The draft report would be brought to the Steering Group prior to going out to consultation in March or April 2010.

8. TOWN AND COUNTRY PLANNING ASSOCIATION SURVEY ON LDFS

Andy Duncan, Strategic Policy Team Leader, spoke to the submitted report which detailed the results of a survey of planners' views of the Local Development Framework system which had been carried out by the TCPA.

It was noted that the findings reflected many of the comments that had been made previously by both officers and elected members about the system, in particular:-

- Meaningful involvement of the public
- Lack of progress
- Lack of resources
- Changing Government policy and guidance
- Complexity and confusing range of documents
- Consultation fatigue

Reference was made to possible, further changes should there be a change of Government in 2010.

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

9. ANNUAL MONITORING REPORT

Phil Turnidge, Local Development Framework Manager, reported that this was the 5th Annual Monitoring Report for the Local Development Framework which covered the period 1st April 2008 to 31st March 2009. Copies of the draft 2009 AMR had been circulated electronically to Members of the Steering Group prior to this meeting and copies had been made available in the Members' Room.

**5ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP -
11/12/09**

It was explained that the report covered progress in achieving the programme of LDF documents published in the LDS together with the monitoring of performance in implementing policies supporting Rotherham's spatial strategy for spatial development as well as the findings of Sustainability Appraisal

It was pointed out that this was becoming an important Corporate document and would include monitoring of e.g. Community Infrastructure Levy; progress towards evidence gathering; delivery of housing target etc.

Neil Rainsforth, Research and Spatial Development Officer, added that there were 46 indicators to monitor the overall progress of the LDF and that the AMR was a statutory requirement and part of the Regional Spatial Strategy.

Currently 50% were on target; 35% showing no significant change; 15% declining (environment and economy in particular).

Resolved:- That the 2009 Annual Monitoring Report, be approved for submission to Government.

10. ANY OTHER BUSINESS

Constitution and Composition of this Steering Group

Members and officers discussed the present constitution and composition of the Group.

It was stressed that the value of the group lay in the debate which could take place within the forum of a Steering Group between officers and Elected Members which assisted the shaping of the LDF work.

The role of this Steering Group had been recognised by the Planning Advisory Services and quoted as a prerequisite for a successful LDF.

Resolved:- That this Steering Group wish to continue with its present arrangements until reviewed at an appropriate stage in the future.

11. DATE, TIME AND VENUE OF NEXT MEETING

Resolved:- That the next meeting of the Steering Group be held on FRIDAY, 22ND JANUARY, 2010 at 10.00 a.m. in BAILEY HOUSE.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	20th January, 2010
3.	Title:	ICT Strategy Implementation Update
4.	Directorate:	Financial Services

5. Summary

In September 2008 the Council updated its ICT Strategy to cover the period 2008 – 2011. This report sets out the progress currently being made against the implementation plan.

6. Recommendations

Cabinet is asked to:-

- **Note progress on implementation of the ICT Strategy.**
- **Refer the update report to the Performance and Scrutiny Overview Committee for information.**

7. Proposals and Details

In September 2008, the refreshed ICT Strategy 2008 – 2011 was approved by Cabinet. The Strategy has been built around seven strategic themes. The purpose of each of the themes is described below. Each theme is supported by a large number of individual projects – the progress of these projects is shown in Appendix A.

<p>Theme 1 – Information Management</p> <ul style="list-style-type: none"> • Improve our responsiveness to residents' and businesses' requests for information and services. • Consolidate and improve our customer knowledge so that we learn from and focus our efforts on the things that matter most to our customers. • Create a 'single view' of our customers across the Council's many ICT systems. • Provide secure and resilient access to information for authenticated users, be they staff (Council and Partners), businesses or citizens, in order to facilitate the delivery of individually-tailored services. • Implement an Electronic Document Records Management System (EDRMS) to more effectively manage the Council's information (both paper and digital). • Ensure that all our electronic information and systems meet the standards of the Disability Discrimination Act and are accessible.
<p>Theme 2 – Customer Focus</p> <ul style="list-style-type: none"> • Provide a choice of methods by which our customers can obtain information about and transact with the Council, at a time and place that suits them. • Strengthen and improve consultation, involvement and engagement mechanisms with voluntary and community sectors and vulnerable and minority groups, to ensure the Council delivers responsive services and empowers communities. • Create a 'single view' of our customers across the Council's many ICT systems. • Provide simple, reliable, and accessible services that enhance citizen and community well-being. • Provide technology to support all our citizens to learn and develop new skills at a time and a place that is most convenient for them. • Use existing information within the Council better to ensure services meet the needs of different communities.
<p>Theme 3 – Member Focus</p> <ul style="list-style-type: none"> • Enable elected Members to gain access to, and use, modern technology in support of their role as Community Leaders. • Create skilled, technology confident elected Members through investing in learning, development and training opportunities. • Through the strategic use of technology, provide elected Members with information relating to their ward at a time appropriate to their needs. • Enhance the Council's ability to enable citizens to take part in the democratic process; using the Customer Access Strategy as the basis of this widening of choice.

<p>Theme 4 – Staff Focus</p> <ul style="list-style-type: none"> • Through the strategic deployment of technology, enable our staff to work in an effective, efficient and creative way to consistently deliver excellent service to our customers. • Use technology to underpin the Council's WorkSmart Strategy; providing flexibility of working options for all our staff, and supporting the Council to become the employer of choice. • Provide every member of staff with the data they need to do their job, at the time that they need it.
<p>Theme 5 – Partnership Focus</p> <ul style="list-style-type: none"> • Deliver seamless services and efficiencies by working in partnership with other organisations. • Use technology to help us co-locate with our partners and work more closely together. • Investigate the potential for technology to open up opportunities for the Council to create, where appropriate, 'shared services' with partners.
<p>Theme 6 – Business Continuity</p> <ul style="list-style-type: none"> • Support the Council to fulfil its role as Emergency Plan Co-ordinator and Community Leader. • Minimise the economic effects of emergencies by contributing to the enabling of uninterrupted business via Internet and telephone channels across the Borough. • Provide the Council with the ability to continue its own business in times of disaster or emergency. • Use the technology available to the Council to support local communities in times of greatest need.
<p>Theme 7 – Learning, Development and Training</p> <ul style="list-style-type: none"> • Create a skilled, technology-confident workforce through investing in learning, development and training opportunities for our own staff. • Provide access to e-learning facilities for all staff. • Develop creative and engaging e-learning packages for use by our staff and all learners across the Borough.

This report provides an update on progress of the implementation of the ICT Strategy. The actions and timescales are detailed in the action plan in Appendix A. Also included is a RAG (Red, Amber and Green) status against each action and a commentary outlining progress to date. Ongoing progress against the implementation plan is monitored through the e-Government Board and reported to CMT, Cabinet and PSOC as appropriate.

8. Finance

The Capital Programme to support the ICT Strategy was approved by Cabinet at the same time as the Strategy in June 2008. The total approved budget to support the ICT Strategy over the period 2006 – 2011 was **£18,717,631**.

At the mid-point of the 2008 to 2011 strategy it is estimated that there will be a net under spend of £21,754 by March 31st 2011. Table 1 shows the projected spend against the ICT Strategy Capital Budget.

Table 1: Forecast Spend of ICT Capital

Funding sources 2006 - 2011	
ICT Capital	£14,370,000
Minor Strategic Capital Program	£370,000
External Funding Sources	£3,977,631
Total Funding Available	£18,717,631
Original Projected Expenditure	£18,716,631
Revised Projected Expenditure	£18,695,877
Balance	£21,754

Appendix B lists the projects covered by the five year life of the ICT Strategy capital budget.

9. Risks and Uncertainties

Delivery of the ICT Strategy is a critical element in ensuring the Council transforms its services for the benefit of customers, businesses, Members and staff in order to improve information management, business continuity and the customer experience.

10. Policy and Performance Agenda Implications

The ICT Strategy underpins the Customer Access Strategy which will deliver key efficiency and value for money improvements and will contribute to the Council's 'Use of Resources' assessment.

The new Comprehensive Area Assessment (CAA) places a strong emphasis on both customer engagement and responding to customer needs.

The development of the ICT Strategy is aligned to the national transformational government agenda, set out in Sir David Varney's Service Transformation Report (December 2006).

11. Background Papers and Consultation

- ICT Strategy 2008-2011
- Customer Access Strategy 2008-2011

Contact Name:

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richard.copley@rotherham.gov.uk

Mark Gannon, Transformation and Strategic Partnerships Manager, Ext: 54526
mark.gannon@rotherham.gov.uk

Appendix A: ICT Strategy Implementation Plan

The progress of the projects which make up the 2008 – 2011 ICT Strategy is shown here. The projects are grouped in to 4 categories:

- Information Management
- Customer Access and Partnership Working
- ICT to Support Members, Staff and Agile Working
- Business Continuity and Disaster Recovery

Some of the projects are delivered through more than one sub-project. These are listed in Appendix B. The ICT Strategy Themes that the project supports are also listed.

The following key is used for the RAG Status of each project:

COMPLETE	Action complete.
GREEN	Action on target for delivery.
AMBER	Further work required to ensure action is delivered to target.
RED	Action at risk of not being delivered.

Information Management			
Project Title and Description	Project Progress	Target Date	Project Status
<p>Master Data Management (systems integration and creating a single view of the customer)</p> <p>This project will integrate the Council's major systems which hold customer-related data. It will ensure that we have a single, accurate, view of the customer and allow us to understand their preferences and activities whilst bringing internal efficiencies around single notification of changes in customer data, such</p>	<p>A new infrastructure has been deployed and two of our major systems (Benefits and Siebel CRM) have already been integrated.</p> <p>The integration of further systems is being approached on a business case by business case basis. Work has already started on establishing a business case to integrate the Council Tax and Streetpride eForms with the new architecture. This is an important step towards a</p>	Dec 2010	GREEN

<p>as address.</p> <p>Supporting Projects (Appendix B): 9 – New Website, 22 – Web redesign, 37 – Master Data Management.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5 and 6.</p>	<p>transactional website and citizen self-service. The services with the highest number of customer transactions are being tackled first.</p>		
<p>Implement New HR Technology</p> <p>By upgrading our HR technologies we can better capture staff training requirements and give staff information, through ‘Yourself’, on all the training that is available. The upgrade will allow us to understand what training has been taken and produce reports which, amongst other things, support our Investors In People status.</p> <p>Supporting Projects (Appendix B): 10 – e-Induction System, 17 – PSE Implementation, 19 – HR System Upgrade.</p> <p>Supports ICT Strategy Themes 1, 4 and 7.</p>	<p>The RMBC eInduction system has been live for several years.</p> <p>The HR system (PSE) has been successfully upgraded and improvements have been made to the way that training is booked and recorded through the Yourself self service facility.</p> <p>More HR projects are planned including a new PDR module and a SY Pensions interface.</p>	<p>Nov 2010</p>	<p>GREEN</p>
<p>Recruitment Management System</p> <p>We will implement an online Recruitment Management System (RMS) which will allow us to drastically reduce our dependency on recruitment advertising and offer a much improved job application experience to the customer.</p> <p>Supporting Projects (Appendix B): 39 – Recruitment Management System.</p>	<p>The recruitment management system is live and feedback from applicants has been overwhelmingly positive. Applicant’s details are stored within the RMS meaning that they can apply for many jobs but only have to supply their details once.</p>	<p>March 2009</p>	<p>COMPLETE</p>

<p>Supports ICT Strategy Themes 1, 2 and 4.</p>			
<p>Electronic Social Care Records (ESCR) and mobile Social Work</p> <p>We will implement an Electronic Document Management System (EDRMS) for Social Care Records.</p> <p>Supporting Projects (Appendix B): 2 – Electronic Social Care Records, 4 – Workstyle/Agile Working, 42 – CYPS mobile working pilot, 43 – Mobile Social Work Grant.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4 and 7.</p>	<p>All case files are now available electronically and have been integrated with Swift. This means that Social Workers can access care records from wherever they are working which is in line with our WorkSmart and Accommodation Strategies.</p>	<p>Oct 2008</p>	<p>COMPLETE</p>
<p>New Elections Management System</p> <p>A replacement Elections Management System which administers elections as well as maintains the electoral roll.</p> <p>Supporting Projects (Appendix B): 48 – Replacement Elections Management System.</p> <p>Supports ICT Strategy Themes 1, 2 and 3.</p>	<p>The new EMS went live in August 2009. This project was necessitated by a failure of the incumbent supplier/system and was not included in the original project list.</p>	<p>Aug 2008</p>	<p>COMPLETE</p>

Customer Access and Partnership Working

Project Title and Description	Project Progress	Target Date	Project Status
<p>Website Redesign</p> <p>Review our website and update its look and feel, provide more transactional services over this channel, including British Sign Language and other initiatives to increase accessibility and make the site more interactive through the use of multimedia.</p> <p>Supporting Projects (Appendix B): 9 – New Website, 22 – Web redesign.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5 and 6.</p>	<ul style="list-style-type: none"> • Web Site Manager appointed. • Externally hosted content management system in place. • Training completed. • Content migration underway. • New website goes live in December 2009. 	Dec 2009	GREEN
<p>CRM Enhancement</p> <p>We will deploy our CRM to more teams and use it for complaints handling and web self service.</p> <p>Supporting Projects (Appendix B): 9 – New Website, 12 – Complaints System, 37 – Master Data Management, 51 – CRM for Town Centre Team.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5 and 6.</p>	<p>All our complaints are now handled through our CRM system.</p> <p>A project is underway to extend the Siebel CRM in to the Town Centre and Streetpride Teams to help them manage their contacts. eForms are being developed to allow citizens to log jobs directly in to the CRM and to allow the citizen to check on the status of their calls and key accounts.</p>	March 2010	GREEN
<p>ILM (Identity Lifecycle Management) Creating a Single View of Our Staff</p> <p>Through the integration of our internal systems which hold information about staff, we will reduce</p>	<p>All of our key staff databases have now been integrated:</p> <ul style="list-style-type: none"> • HR • Help Desk 	Feb 2010	GREEN

<p>duplication of effort and improve security.</p> <p>Supporting Projects (Appendix B): 24 – Identity Lifecycle Management</p> <p>Supports ICT Strategy Themes 1, 3, 4, 5 and 6.</p>	<ul style="list-style-type: none"> • ID Badges • Active Directory • Telephone Directory <p>These systems now exchange data and this means that, for example, when staff leave their network accounts are automatically deleted. These processes are running on a development environment at the moment and will go live early in 2010.</p>		
<p>Government Connect (secure data sharing infrastructure)</p> <p>By joining the Government Connect secure infrastructure we will be able to send and receive data to/from our partners in a secure manner.</p> <p>Supporting Projects (Appendix B): 26 – Government Connect and Security Upgrades.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>RMBC has been sharing data over the Government Connect network since April 2009. The following services are now available to RMBC staff over the Government Connect Secure Extranet:</p> <ul style="list-style-type: none"> • Data Transfer • Customer Information Service • Secure email 	Sept 2009	COMPLETE
<p>Implement ICT to Support the WorkSmart and Accommodation strategies</p> <p>Agile workers (including home workers) will be provided with technology solutions in a cost-effective way, and appropriately supported to enable them to carry out their role from wherever they choose.</p> <p>Supporting Projects (Appendix B): 4 – Workstyle, 34 – EDRMS, 40 – Resource Booking System, 41 –</p>	<p>WorkSmart is proving very successful with many of our staff now able to work in an agile manner. As well as VOIP, EDRMS and desktop refresh WorkSmart is supported by several smaller projects, all of which are progressing well and are on schedule:</p> <ul style="list-style-type: none"> • Resource Booking System • Smartcards • Building Security 	March 2011	GREEN

<p>Smartcards, 50 – VOIP.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<ul style="list-style-type: none"> • Follow Me Printing • VPN/Thin Client • Collaborative Tools 		
<p>Customer Profiling</p> <p>We will use small area data and statistics to better understand the aspirations and concerns of the citizens that the Members represent.</p> <p>Supporting Projects (Appendix B): 28 – Area Based Profiling Developments, 46 – Regional Small Area Information System.</p> <p>Supports ICT Strategy Themes 1, 2, 3 and 5.</p>	<p>The Acorn online application is complete and is under test. This will allow Members to better understand the demographic make up of their wards.</p>	<p>March 2010</p>	<p>GREEN</p>
<p>Develop e-Consultation and e-Involvement</p> <p>We will make it easier for our citizens to go online to become involved in our decision making processes.</p> <p>Supporting Projects (Appendix B): 16 – e@sy Connects and DigiTV.</p> <p>Supports ICT Strategy Themes 2, 3 and 5.</p>	<p>We have developed eConsult – an online database which allows citizens to search for past, present and future RMBC consultation exercises. Through e-Consult it is possible to take part in consultation exercises and register to receive notifications about consultation on topics that interest the citizen.</p> <p>Through our involvement in the e@sy connects consortium we have acquired an online ePetitioning system which is ready to be deployed when RMBC elects to begin using e-Petitions.</p>	<p>May 2009</p>	<p>COMPLETE</p>
<p>Technology Refresh Review and Implementation</p> <p>It is essential that all staff have modern computers and software in order to do their job in the most efficient manner. The refresh project will ensure that</p>	<p>The computer refresh programme continues throughout the life of the ICT Strategy.</p> <p>The rate of refresh varies according to requirements with an annual target of 1200 per annum. We are currently</p>	<p>Ongoing</p>	<p>GREEN</p>

<p>we are always running up-to-date software and that all computers are fit-for-purpose.</p> <p>Supporting Projects: The Refresh Programme is a separate project managed outside of the ICT Capital Budget.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>deploying new laptops at an average rate of 62 per week in response to the accommodation changes necessitated by the Crinoline House closure.</p>		
<p>Develop Strategic ICT Investment Plan with Partners</p> <p>Supporting Projects (Appendix B): 16 – e@sy Connects and DigiTV.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>Links have been made with Rotherham NHS and potential opportunities are being explored. Good links have been made with colleagues in other BT Joint Ventures and a list of potential joint ICT investments is currently being developed.</p>	<p>Ongoing</p>	<p>GREEN</p>
<p>Develop a SMS (Text Messaging) Platform</p> <p>To help us communicate with our customers by whatever mechanism they prefer.</p> <p>Supporting Projects (Appendix B): 9 – New Website, 22 – Web redesign, 37 – Master Data Management.</p>	<p>Several teams are now using text messaging to communicate with their customers.</p> <p>Work has started on configuring our CRM so that customers are texted to inform them when jobs have been completed.</p>	<p>June 2010</p>	<p>GREEN</p>
<p>Customer/Joint Service Centres ICT</p> <p>We are building a variety of new customer access points around the Borough. These centres will be underpinned by a technology infrastructure that will allow the same high level of customer service, regardless of location. The centres are planned for:</p>	<p>Maltby CSC opened successfully with positive feedback being received from customers. Footfall is expected to increase following completion of the Maltby swimming pool.</p> <p>Aston CSC on target for April 2010 opening. ICT and internal fit out is now underway.</p>	<p>Dec 2010</p>	<p>GREEN</p>

<ul style="list-style-type: none"> • Maltby • Aston • Rawmarsh <p>Supporting Projects (Appendix B): 23 – Maltby JSC, 49 – Aston JSC.</p> <p>Supports ICT Strategy Themes 1, 2, 4, 5 and 6.</p>	<p>Initial plans for Rawmarsh have been completed. It is expected to open by Winter 2010.</p>		
<p>Rotherham Learning Portal (RLP)</p> <p>The Rotherham Learning Portal is a Sharepoint Extranet which provides pupils, parents and teachers with a variety of learning resources and a collaborative working environment.</p> <p>Supporting Projects (Appendix B): 47 – Learning Portal.</p> <p>Supports ICT Strategy Themes 1, 2, 4, 5, 6 and 7.</p>	<p>The Rotherham Learning Portal is now live and in use by CYPS, pupils, teachers and parents.</p>	<p>Oct 2008</p>	<p>COMPLETE</p>
<p>People's Network Refresh</p> <p>We will ensure that the 180 public access computers in our Libraries are fit for purpose and reliable.</p> <p>Supporting Projects (Appendix B): 15 – People's Network.</p> <p>Supports ICT Strategy Themes 2 and 6.</p>	<p>All People's Network computers are being replaced by new or re-conditioned machines.</p>	<p>Ongoing</p>	<p>GREEN</p>

<p>Children's Centres</p> <p>Rotherham will have a total of 23 Children's Centres with a new IT infrastructure.</p> <p>Supporting Projects (Appendix B): 20 – Children Centres IT and e-Nurseries.</p> <p>Supports ICT Strategy Themes 2, 4, 5, 6 and 7.</p>	<p>Rotherham is currently on track with these developments with only two centres remaining to be completed. All centres have a touch screen information kiosk as well as the E-Start information management system to record customer registrations / activity.</p>	<p>Nov 2010</p>	<p>GREEN</p>
<p>Mobile Technology for Housing Repairs Teams</p> <p>All of 2010's field staff are to be given mobile devices which will handle job allocation and tracking. The workforce will be made more responsive to customer contacts and will be more productive through a reduced requirement to return to base.</p> <p>Supporting Projects (Appendix B): 44 – Handheld Working for 2010.</p> <p>Supports ICT Strategy Themes 1, 2, 4, 5 and 6.</p>	<p>Housing Repairs teams are now using mobile devices to receive and update jobs.</p>	<p>Jan 2009</p>	<p>COMPLETE</p>
<p>Upgrade Corporate Finance Systems</p> <p>We will ensure that our core financial systems are fit for purpose and offer value for money.</p> <p>Supporting Projects (Appendix B): 18 – Financial Software Upgrades, 25 – External Funding Management System, 27 – CEDAR Upgrade, 31 – Cash Receipting System Upgrade, 45 – IRAS Debt Billing System.</p>	<p>The External Funding Management System went live in 2008.</p> <p>The new system Fixed Assets system went live in March 2009 allowing the non-HRA accounts to be closed down on the new system. The HRA assets are currently being transferred on to the system in preparation for the 2009/10 financial statements.</p> <p>A new Sundry Accounts system went live in August 2009.</p>	<p>Mar 2011</p>	<p>GREEN</p>

<p>Supports ICT Strategy Themes 1, 2, 3, 4, 5 and 6.</p>	<p>Final testing and switch on of the full automated recovery processes is to be completed by end of November 2009. The new system provides significant improvements through automated workflows, enabling resources to be better focussed on collection and recovery.</p> <p>The new Income Management System, hosted by Civica will go live in March 2010.</p> <p>A Cedar options review report is being finalised that will present options on the future direction of the Cedar system.</p>		
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ICT to Support Members, Staff and Agile Working

Project Title and Description	Project Progress	Target Date	Project Status
<p>Member's IT</p> <p>To give Members high speed Internet access and the hardware, software and training that they need to do their job.</p> <p>Supporting Projects (Appendix B): 14 – Surgery Connect, 21 – Member's IT.</p> <p>Supports ICT Strategy Themes 1, 2, 3 and 7.</p>	<p>All Members who wanted them have been provided with laptops and dedicated business class broadband.</p> <p>Eric Manns and the Town Hall are currently undergoing an extensive refurbishment which will include the latest audio visual technologies, VOIP and wireless networks.</p> <p>A new tool for managing Member casework (eCasework) is now live and available to all Members and those officers responsible for administering Member casework.</p>	Ongoing	GREEN
<p>Electronic Document Management System (EDRMS)</p> <p>EDRMS will manage all the Council's paper and electronic records and put that data at the fingertips of the people who need it. The EDRMS will also ensure that records are retained or destroyed as and when appropriate.</p> <p>Supporting Projects (Appendix B): 34 – EDRMS.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>The successful pilot of EDRMS has been completed in NAS and CYPs.</p> <p>An audit of all the electronic and paper documents that the Council holds has been completed and this has allowed us to create a file plan (a structure which describes how we will store data).</p> <p>A project initiation document for corporate roll-out has been approved by CMT. The business case is to be reviewed by CMT in December 2009. Deployment is scheduled to begin early in 2010.</p>	Ongoing	GREEN

<p>Establish Annual Technology Review Process with Members</p> <p>We will ensure that all our Members have access to the technology they need and the skills they need to exploit the technology.</p> <p>Supporting Projects (Appendix B): 11 – e-Learning, 21 – Member’s IT.</p> <p>Supports ICT Strategy Themes 1, 2, 3 and 7.</p>	<p>All Members have access to the ‘Modern Member’ eLearning package.</p> <p>Through the Member Training panel we have instigated innovations such as eCasework and supporting training.</p> <p>In collaboration with Member Support we are creating a ‘New Member Induction Pack’ which will give new Members immediate access to all the technology and skills they need to fulfil their roles.</p>	<p>Ongoing</p>	<p>GREEN</p>
<p>Network Enhancements, Including VOIP and Wireless</p> <p>We will replace our telephony infrastructure and switch to voice over internet protocol (VOIP) to meet our future telephony needs for staff, citizens and the Council as a whole.</p> <p>We will design and deploy an intelligent network which allows our partners to easily access their systems from RMBC premises using wired or wireless connections.</p> <p>Through Digital Region we will create a super-fast next generation broadband network across South Yorkshire for the benefit of citizens, business and the public sector. By adopting the Digital Region network RMBC will massively increase the resilience of its data links.</p> <p>Supporting Projects (Appendix B): 4 – Workstyle/Agile</p>	<p>We have already deployed VOIP to the following buildings:</p> <ul style="list-style-type: none"> • Maltby JSC • Town Hall • Doncaster Gate • Norfolk House <p>The new system VOIP has been very well received and is a key enabler for WorkSmart.</p> <p>The intelligent network is live (wired and wireless) in several buildings and has proved to be an important contributor to closer partnership working.</p> <p>The first Digital Region street cabinets have been deployed and the first RMBC service over Digital Region is expected to go-live in February 2010.</p>	<p>Ongoing</p>	<p>GREEN</p>

<p>Working, 50 – VOIP.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>			
<p>Identify Skills and Training Needs of Staff in Line with Strategy Roll Out Plan</p> <p>We will ensure that all our staff and Members have the skills they need to use the new technologies which are being delivered through this ICT Strategy (to be addressed annually via PDRs.)</p> <p>By upgrading our e-learning systems we can increase the range and quality of the online learning that we offer to our staff and, potentially, our citizens.</p> <p>By replacing the computers at Millside with laptops and installing a wireless network we can create a much more responsive learning environment and free up some space for hot desking.</p> <p>Supporting Projects (Appendix B): 11 – eLearning, 19 – HR systems upgrade.</p> <p>Supports ICT Strategy Themes 3, 4 and 7.</p>	<p>ICT skills gaps and training needs are identified via annual PDRs. The HR system has been upgraded to make it easier for staff to book courses and for managers to track which courses their staff have completed.</p> <p>Each deployment of new technology has been preceded by the creation of online and/or classroom learning to ensure that all our staff and Members can get the most form the new technology and feel confident in its use.</p> <p>Dozens of ICT eLearning modules are now available to staff. Take up is being reported to the e-Government Board to ensure that all staff take advantage of this excellent resource.</p> <p>Many of the computers at Millside have been replaced and a wireless network will go-live early in 2010.</p>	<p>Ongoing</p>	<p>GREEN</p>

Business Continuity and Disaster Recovery

Project Title and Description	Project Progress	Target Date	Project Status
<p>Server Virtualisation</p> <p>We will run as many applications as possible on shared infrastructure to reduce costs and energy consumption.</p> <p>Supporting Projects: The Server Virtualisation project is being conducted as a separate project and is not funded from the ICT Capital Budget.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>We are working with RBT to establish individual business cases for moving applications to virtual servers.</p> <p>All new applications are hosted on a virtual server (unless a valid business case can be established for a physical server).</p> <p>We intend to have migrated the majority of our physical servers to virtual servers before moving to the new data centre.</p>	Ongoing	GREEN
<p>Produce Disaster Recovery/Business Continuity Plan</p> <p>Supporting Projects (Appendix B): 32 – Business Continuity Planning.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>We have supported the Emergency Planning Team to review the Council's Business Continuity requirements and to understand which services and information are the priorities to maintain. A Business Impact Assessment will be carried out for each of our services.</p>	March 2010	GREEN
<p>Implement Disaster Recovery/Business Continuity Plan</p> <p>We are implementing technology to ensure our data and systems are resilient. Using technology for the benefit of emergency planning and emergency response, both for the Council and its partners, will add immeasurable value to the initial investment.</p>	<p>The Council has adopted the BS25999 standard for BCP. As part of the adoption process we are conducting a Business Impact Assessment against all our services to determine which are the most important and what ICT provision they need during an emergency.</p> <p>By enabling staff to work from home and having applications hosted remotely we have reduced the impact</p>	Ongoing	GREEN

<p>Supporting Projects (Appendix B): 4 – Workstyle/ Agile Working, 32 – Business Continuity Planning, 38 – New Building ICT Fit Out Contingency.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>of localised emergencies. We have commissioned the design of a resilient data centre for our new building and we plan to locate a backup facility in the new Ancillary Services Building.</p> <p>By adopting Cloud Computing we are having more applications hosted online that are immune to local emergencies. By migrating our WAN (Wide Area Network) to Digital Region we will increase significantly the resilience of our network.</p>		
<p>Data Security Review</p> <p>The Council will review how all of its electronic data is stored and transmitted to try and ensure that sensitive data is never lost or used in an inappropriate way.</p> <p>Supporting Projects (Appendix B): 26 – Government Connect.</p> <p>Supports ICT Strategy Themes 1, 2, 3, 4, 5, 6 and 7.</p>	<p>Two new secure data transfer mechanisms have been deployed (Government Connect and a RMBC Data Transfer Portal).</p> <p>A policy for the classification and storage of data has been agreed to ensure that sensitive data is never transmitted in an inappropriate way.</p> <p>In achieving accreditation to Government Connect we have implemented a range of security improvements to comply with the 100 security stipulations in the Government Connect Code of Connection. These include firewall and anti-virus upgrades and a programme of laptop hard drive encryption (for certain users) will begin in Jan 2010.</p>	Nov 2009	COMPLETE

Appendix B: ICT Strategy Projects

Ref	Description
1	Rotherham Connect Affordability
2	ESCR (Electronic Social Care Records)
3	ICS and CYPS Integration Agenda
4	Workstyle/Agile Working
5	Licences/Group Membership
6	ODPM Outcomes
7	ODPM Support
8	Museums Catalogue System
9	Web Design
10	E-Induction
11	E-Training
12	Complaints System
13	ICT Salaries and BPR Staff
14	Surgery Connect
15	People's Network
16	Easy Connects and DiTV
17	PSE Implementation
18	Financial Software Upgrades
19	HR Systems Upgrade
20	Children's Centres IT (Phase 2) and e-Nurseries
21	Member's IT
22	Web re-design - Minor Strategic Capital Programme (07/08)
23	Maltby JSC fit out – Minor Strategic Capital Programme
24	Identity Lifecycle Management (MIIS/ILM) Project
25	External Funding Management System
26	Government Connect and Security Upgrades
27	CEDAR Upgrade
28	Area-based profiling capabilities development
29	EMS.net Upgrade
30	IDEA Audit Interrogation tool
31	CIVICA ICON Cash Receipting Upgrade
32	Business Continuity Planning
33	Electronic Audit Case Management
34	Electronic Document Records Management System (EDRMS)
35	Iken Upgrade
36	Making IT Personal
37	Master Data Management
38	New Building ICT Fit Out Contingency Fund
39	Recruitment Management System
40	Resource Booking System
41	Smartcards
42	CYPS Mobile Working Pilot
43	Mobile Social Work\Information Management Grant
44	Handheld Working for 2010
45	IRAS Debt Billing System
46	Regional Small Area Information System
47	Rotherham Learning Portal
48	Replacement Elections Management System
49	Aston JSC Fit-out
50	VOIP Telephony Replacement
51	CRM for Town Centre Team

ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET
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1)	Meeting:	Cabinet
2)	Date:	20th January, 2010
3)	Title:	Calculation of the Council Tax Base for 2010/11
4)	Directorate:	Financial Services

5. Summary

This report provides details of the calculation of the Authority's proposed Council Tax base for the 2010/11 financial year. In accordance with the regulations governing its calculation it is determined that the tax base for the financial year 2010/11 is **75,071.21** Band D Equivalent Properties.

6 Recommendations**That Cabinet**

- **approve this report; and**
- **resolve that the amount calculated by Rotherham Metropolitan Borough Council as its Council Tax Base and those of the Parish Councils shown at Appendix A for 2010/11 shall be a total of 75,071.21 Band D equivalent properties.**

7 Proposals and Details

- 7.1 Regulations under the Local Government Finance Act 1992 require the Council to calculate its annual Council Tax Base before 31 January in the preceding financial year. This is a precursor to the determination of the Council Tax level within the Budget setting process. Although this duty was in the past reserved for full Council, since 2003 it has been possible for Cabinet to determine the Tax Base by resolution, however the deadline of 31 January remains unchanged.
- 7.2 The regulations set out the formula for the calculation and the estimated tax base is shown in Appendix A. The Council Tax Base is derived from the total number of properties within the Council’s area as at the 15th September 2009, which, in the opinion of the Listing Officer were subject to Council Tax, properties.
- 7.3 The Council Tax Base however must reflect several changes and adjustments both prior to April 2010 and during the forthcoming 2010/11 financial year such as:
- Changes in banding as a result of adjustments and appeals;
 - The completion of new properties;
 - Discounts, exemptions and reliefs (for example single person discounts -25%, the empty property discount of 50% and reductions in liabilities for disabled persons).
- 7.4 After allowing for the additions, discounts and reliefs the estimated property base is converted into Band D Equivalent properties, giving a total of **77,393.00** Band D Equivalents. Appendix A provides details of the total for both parished and non-parished areas.
- 7.5 It is recommended that an adjustment of 3% should be made to the tax base in respect of non-collection, giving a total of **75,071.21** Band D equivalents. The result of applying the 97% collection rate to the Band D Equivalents for each of the parishes within the Borough and for the Borough as a whole is shown in the final column of Appendix A attached. The Tax Base for the Council as a whole (both parished and unparished areas) is made up as follows:

<u>Tax Band</u>	<u>Band D Equivalent Properties</u>
Band A	34,510.18
Band B	14,487.14
Band C	11,095.83
Band D	7,413.42
Band E	4,553.08
Band F	2,107.81
Band G	846.52
Band H	57.23
TOTAL	<u>75,071.21</u>

7.6 The tax base has increased by just under 297 properties or 0.4% compared to 2009/10, most of this increase, 202.34 properties relates to the unparished areas of the borough (the rise in parished areas was 0.27% or 94.50 Band D equivalent properties) and reflects new building in the town centre and Moorgate areas following regeneration work.

8 Finance

There are no direct costs arising from this report – however determining the Council Tax Base is a fundamental part of the determining the level of Council Tax set, which is a significant element of the Council's resources for the coming financial year.

9 Risks and Uncertainties

As the Council Tax base must be set by the 31 January 2010, it contains projections in respect of the additions, adjustments, discounts and reliefs to be granted before the 31 March 2010 and during 2010/11.

10. Policy and Performance Agenda Implications

The setting of the Council Tax Base is essential in underpinning all parts of the Council's activities.

11. Background Papers and Consultation

- Local Government Finance Act 1992.
- Local Authorities (Calculation of Council Tax Base) Regulations (Statutory Instruments 1992 no.612 and 1999 no.3123.
- Local Authorities (Calculation of Council Tax Base/Supply of Information) Regulations 1992 (Statutory Instrument 2904.
- Section 84 of the Local Government Act 2003

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Parish Taxbase 2010-2011

	A	B	C	D	E	F	G	H	TOTAL	LESS 3%	BASE
Aston	1,472.70	1,340.70	668.20	551.80	473.00	116.60	21.70	1.00	4,645.70	139.37	4,506.33
Brampton Bierlow	699.80	151.50	112.90	258.50	148.20	9.70	10.00	2.00	1,392.60	41.78	1,350.82
Brinsworth	840.50	1,256.50	302.70	112.00	12.80	1.40	0.80	0.00	2,526.70	75.80	2,450.90
Catcliffe	362.30	118.00	86.00	23.50	0.00	0.70	0.00	0.00	590.50	17.71	572.79
Orgreave	25.50	174.80	22.00	1.00	0.00	1.40	0.00	0.00	224.70	6.74	217.96
Treeton	464.30	173.70	33.30	122.00	86.70	15.20	0.00	1.00	896.20	26.89	869.31
Ulley	11.50	7.80	13.30	10.30	11.60	9.40	5.00	0.00	68.90	2.07	66.83
Wentworth	44.70	111.20	104.20	91.30	92.30	53.40	32.90	2.00	532.00	15.96	516.04
Whiston	451.10	398.20	353.60	132.80	207.50	95.30	49.20	4.00	1,691.70	50.75	1,640.95
Anston	552.40	1,164.90	423.60	402.30	368.20	171.20	36.70	7.00	3,126.30	93.79	3,032.51
Dinnington	1,345.20	364.20	350.80	459.80	94.10	36.50	11.70	2.00	2,664.30	79.93	2,584.37
Firbeck	7.40	20.40	15.50	12.80	30.60	32.50	22.10	0.00	141.30	4.24	137.06
Gildingwells	2.50	1.60	0.90	9.50	10.70	16.60	1.70	0.00	43.50	1.30	42.20
Harthill	174.70	82.10	106.20	108.80	89.80	82.70	39.20	0.00	683.50	20.50	663.00
Letwell	2.50	1.90	0.00	6.00	18.00	20.90	11.70	0.00	61.00	1.83	59.17
Thorpe Salvin	11.60	9.30	14.70	31.80	41.20	55.60	41.30	2.00	207.50	6.22	201.28
Todwick	37.60	72.10	83.80	257.30	125.60	52.70	40.80	0.00	669.90	20.10	649.80
Wales	941.20	400.40	388.00	263.50	114.80	57.70	20.00	0.00	2,185.60	65.57	2,120.03
Woodsetts	78.40	195.60	138.40	95.00	59.30	41.50	24.60	8.00	640.80	19.22	621.58
Bramley	747.00	597.60	699.40	405.80	176.30	8.70	5.80	1.00	2,641.60	79.25	2,562.35
Dalton	1,511.70	407.90	646.90	220.80	271.90	55.60	10.40	1.00	3,126.20	93.79	3,032.41
Hooton Levitt	5.00	8.00	1.80	4.00	17.10	13.30	5.00	1.00	55.20	1.66	53.54
Hooton Roberts	7.70	1.60	9.10	14.60	27.20	17.00	6.70	0.00	83.90	2.52	81.38
Laughton	112.40	56.40	39.30	113.30	70.60	43.00	25.00	0.00	460.00	13.80	446.20
Ravenfield	120.20	113.40	286.40	248.50	209.00	100.00	12.10	0.00	1,089.60	32.69	1,056.91
Thrybergh	872.00	47.40	51.10	54.00	38.20	39.40	13.30	0.00	1,115.40	33.46	1,081.94
Thurcroft	1,188.60	263.50	247.60	168.00	79.10	40.40	22.90	0.00	2,010.10	60.30	1,949.80
Wickersley	239.50	759.50	570.60	306.50	300.00	349.50	197.10	1.00	2,723.70	81.71	2,641.99
Maltby	2,734.80	698.30	690.50	562.50	95.90	30.70	34.60	2.00	4,849.30	145.48	4,703.82
TOTAL PARISHED	15,064.80	8,998.50	6,460.80	5,048.00	3,269.70	1,568.60	702.30	35.00	41,147.70	1,234.43	39,913.27
TOTAL UNPARISHED	20,512.70	5,936.70	4,978.20	2,594.70	1,424.20	604.40	170.40	24.00	36,245.30	1,087.36	35,157.94
TOTALS	35,577.50	14,935.20	11,439.00	7,642.70	4,693.90	2,173.00	872.70	59.00	77,393.00	2,321.79	75,071.21
97% collection by band	34,510.18	14,487.14	11,095.83	7,413.42	4,553.08	2,107.81	846.52	57.23	75,071.21		

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	20th January, 2010
3.	Title:	Housing Rent Increase 2010/11
4.	Directorate:	Neighbourhoods and Adult Social Services

5. Summary

The purpose of this report is to seek approval from Members for the proposed housing rent, garage rent and heating charge increases for 2010/11.

6. Recommendations

MEMBERS ARE ASKED TO NOTE THE CONTENT OF THIS REPORT AND APPROVE:

- **AN AVERAGE RENT INCREASE OF 2.91% BASED ON THE DCLG SUBSIDY AND RENT PROPOSALS WHICH RESULTS IN AN AVERAGE WEEKLY INCREASE OF £1.66**
- **AN INCREASE OF 2.91% TO GARAGE RENTS IN 2010/11**
- **THE VARIOUS PROPOSED INCREASES TO HEATING CHARGES INCLUDED IN THIS REPORT**

7. Proposals and Details

Council Rent Setting

- 7.1 From 2002/03 onwards DCLG required all authorities to use a prescribed Formula to calculate each tenants rent and to apply annual increases to actual rents to achieve the Formula Rent (Formula Rent is the rent set under rent restructuring). This formula for 2010/11 produces an average rent increase for RMBC tenants of 2.91%.
- 7.2 For 2010/11, DCLG have set a national guideline rent increase of 3.1%
- 7.3 The average rent for 2009/10 was £56.88 collected over 48 weeks, the proposed 2010/11 average weekly rent collected over 48 weeks would rise to £58.54, an increase of £1.66 per week.
- 7.4 Total housing rent income generated through the proposed revised weekly rents is estimated to be £58.423m (allowing for a 2% income loss from empty properties and an estimated sale of 17 Council Houses in the year).

From February 2006 to March 2010 the Council spend on the refurbishment of Council dwellings (Decent Homes Programme) amounts to an estimated £251.5m, including £50m in 2009/10, and the Council has plans to spend a further £8.5m in 2010-11, amounting to total decent homes expenditure of £260m.

Housing Subsidy & Revised Determination

- 7.5 The Draft HRA Subsidy & Rent Determination for 2010/11 was released by the DCLG on 9th December 2009; this document is being consulted on up to the 25th January 2010.
- 7.6 The final determination will not be issued until late February 2010 at the earliest, therefore decisions on next years rent must be made on the basis of the draft in order to achieve Council rent setting timetables. We are not expecting any significant changes in relation to rents.

Garage Rents

- 7.7 The garage site improvement programme received £100k investment in 2009/10 and substantial works were carried out in 2008/09. It is therefore proposed to increase the rents by 2.91%, in line with the rent increase. Garage rents were previously increased by 4.5% in 2009/10.

District Heating

- 7.8 In line with the recommendation approved by Cabinet Member in 2007/08 the strategy is to have a phased increase over three years to achieve full recovery of district heating costs, thereby avoiding any shortfall being effectively funded by all council house tenants.
- 7.9 The proposed charges for pooled schemes (960 properties) in 2010/11 are:-

7.10

Pooled district heating charges

	10/11	% diff	09/10	% diff	08/09	% diff	07/08
Unit Cost	0.0593	12.95%	0.0525	5.63%	0.0497	47.92%	0.0336
Pre-payments							
Bedsit	11.54	12.04%	10.30	0.00%	10.30	10.52%	9.32
1 Bed	13.44	12.00%	12.00	0.00%	12.00	10.50%	10.86
2 Bed	15.42	15.00%	13.41	0.00%	13.41	10.46%	12.14
3/4 Bed	17.84	5.00%	16.99	0.00%	16.99	10.40%	15.39

7.11 The unit cost in the table above is an amount that tenants pay for each kWh of gas consumed. This is measured by individual dwelling meters fitted on the district heating system. The pre-payment amount is the weekly charge that is raised through the rents system to pay for the heating charges. Tenants will then receive a credit or debit on their rent account depending on how much gas they have used.

7.12 It is proposed to increase the unit rate charged from 5.25 pence per kWh to 5.93 pence per kWh (an increase of 12.95%) in order to recover the costs of the District Heating Service.

7.13 It is proposed to increase pre-payments in 2010/11 from between 5% for 3 bed properties to 15% for 2 bed properties. This is due to the unit rate increase of 12.95% and the increases have been adjusted depending on the levels of credits or debits residents have had in the previous year.

7.14 Pre-payment amounts were not increased in 2009/10 due to the fact that residents were receiving large enough credits to absorb the increased unit cost from 4.97 pence per kWh to 5.25 pence per kWh.

7.15 The amount charged and the levels of increase to residents as a pre-payment vary depending on previous year's consumption. On average the majority of residents should be in credit by the year end and therefore receive a refund from the scheme, a procedure which has been particularly well received by elderly residents who previously have struggled to pay year end charges.

7.16 There are two district heating systems that are not part of the pooled, metered district heating schemes. These are Beeverleigh and Tickhill Road. It is proposed that they are increased as per the 3 year plan previously approved by Cabinet on the 17th September 2007. The proposed charges are as listed below:-

7.17 <u>Beeverleigh</u>	Proposed charge	increase
One bedroom flat	£15.36	31.06%
Two bedroom flat	£17.29	30.98%
<u>Tickhill Road</u>		
One bedroom flat	£19.42	23.30%
Three bedroom (leasehold)	£28.16*	0%
Three bedroom (tenanted)	£22.27*	0%

- 7.18 It is proposed to keep the 3 bedroom charges in Tickhill Road at the same level as 2009/10 pending a review of the 2 properties.
- 7.19 We have a third category of district heating and this is the dwellings charged by installation of "switch 2" card meters. These are St Ann's (73 properties) and Swinton (238 properties). It is proposed that the charges are increased from 3.02 pence per kWh to 3.4 pence per kWh. This amounts to an increase of 12.58% which is roughly in line with the pooled increase. The basis of this increase is again, to recover the costs relating to the dwellings.

Warden Service and Communal Facilities

- 7.20 The Wardens Service is currently subject to a full service review with member support with any potential new charges likely to be implemented in or around June 2010. Current rates will continue until the outcomes of the review are confirmed.

8 Finance

As set out in the report.

9. Risks and Uncertainties

The greatest risk and uncertainty surrounds the level of rent income received into the HRA. This is dependent upon the number of properties available to generate income. The level of properties is directly affected by the level of sales and demolitions which may vary to those used in the budget assumptions. Due to the current economic climate it is unlikely that RMBC will see any significant sales.

It is possible that rent income may fall and arrears may rise, this would affect the amount of income received and therefore be reflected in housing revenue account balances.

All budgets carry a certain level of risk in that unforeseen circumstances may arise, causing additional pressures on the level of resources applied.

10. Policy and Performance Agenda Implications

The proposals contained within this report are in line with Council priorities and policies, as established and set out in key planning documents. The aim is to deliver effective, value-for-money services for people within Rotherham.

11. Background Papers and Consultation

The Housing Rent & Subsidy Settlement of 9th December 2009.

Contact Names:

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	20th January, 2010
3.	Title:	Care Quality Commission (CQC) Annual Performance Assessment, 2009
4.	Directorate:	Neighbourhoods and Adult Services All Wards Affected

5. Summary

This report summarises the result and findings of the 2008 social care Annual Performance Assessment (APA) (**Appendix 1**) process for Rotherham conducted by CQC (Care Quality Commission) which was published on the 3rd December 2009.

CQC have assessed the quality of services as a Grade 4: 'Performing excellently', where **'people who use services find that services deliver well above minimum requirements'** and that this is 'a service that overall delivers well above minimum requirements for people, **is highly cost-effective and fully contributes to the achievement of wider outcomes for the community'**.

This result recognises the outstanding step change improvements made within adult social care over the last 3 years.

6. Recommendations

Cabinet notes the outcome of the assessment.

Cabinet notes the 'Sustaining Excellence Plan' (Appendix 2**) put in place to improve the areas for development identified within the report.**

Cabinet notes that this report will be shared with the Council's external auditors (KPMG), which is also a requirement of CQC.

7. Proposals and Details

The Annual Performance Assessment (APA) process undertaken by the Care Quality Commission (CQC) on adult social care services is based upon a comprehensive analysis of performance and financial data which is based upon 16 statutory information collections, a Self Assessment process, 3 Routine Business Meetings and culminating in an Annual Review Meeting which took place on the 12th August 2009.

The 2009 adult social care Annual Performance Assessment (APA) identifies that Rotherham is '**Grade 4: Performing excellently**' Authority which, based upon a slightly different and now a harder test assessment methodology, is an improvement on the score achieved in 2008. The judgements are made on a sliding scale of 'performing poorly', 'performing adequately', 'performing well' and 'performing excellently'.

The following outcomes are just some of the reasons why CQC have rated the adult social care service as 'performing excellently' this year. Progress made includes:-

- Investigating an additional 275 safeguarding referrals during the year and training 2,000 staff to make people safer and feel safer,
- Social workers undertaking an additional 1,297 pieces of activity compared to the previous year meaning that we are able to change care packages as and when people's lives change,
- We have reduced the average length of stay in 'intermediate care' services from 55 days to 35 days meaning that people are going home quicker and staying at home which is where the vast majority of people want to be,
- 837 vulnerable people were given help through assistive technology such as bogus caller alarms targeting the elderly,
- The Consultation Cafe involved over 250 users of Meals on Wheels in a direct consultation - 97 % satisfaction rating from our customers.
- An additional 1,168 disabled people were provide with minor equipment this year to help them to continue to live independently,
- Waiting times for Occupational Therapy assessments has improved from 20 months to 7 weeks,
- The Council is helping 132 more people to live at home and carried out 219 more assessments on carers than last year,
- High levels of customer satisfaction for services,
- There have been significant improvements in waiting times for new social care assessments and care packages, and
- There was a reduction of 54 older people admitted to permanent residential and nursing care last year as they were able to remain at home.

Adult social care services are assessed under the methodology of the Social Care Outcomes Framework. The CQC report sets out high level messages

about areas of strength and areas for development for the next 12 months. The judgements are made under the following outcome areas;

- Improved health and emotional well being,
- Improved quality of life,
- Making a positive contribution,
- Exercise choice and control,
- Freedom from discrimination and harassment,
- Economic well being,
- Maintaining dignity and respect, and a separate and now unscored judgement relating to;
- Leadership, and
- Commissioning and Use of Resources.

Of the 7 areas that CQC have scored, 4 of these are rated as 'performing excellently and 3 areas are rated 'performing well'. The CQC report shows evidence of improvement across every outcome area and this continues our improvement trajectory shown in the table below.

Areas for judgment	Grade awarded 2007	Grade awarded 2008	Grade awarded 2009
Performance Rating	Performing Well	Performing Well	Performing Excellently
Improved health and emotional well-being	Well	Excellently	Excellently
Improved quality of life	Adequately	Well	Well
Making a positive contribution	Excellently	Excellently	Excellently
Increased choice and control	Adequately	Well	Well
Freedom from discrimination and harassment	Well	Excellently	Excellently
Economic well-being	Well	Well	Excellently
Maintaining personal dignity and respect	Adequately	Well	Well

The key areas of strength affecting people using our services noted within the CQC report are:-

- Working with partners the council can demonstrate improvement in the differences in how healthy people are.
- The council has a range of information on healthy living and the activities to promote health.
- The council can demonstrate positive end results for people who use intermediate care and reablement services.
- Provision of assistive technology to promote the safety and well-being of people in their own homes.

- The council's work with other organisations in reducing crime and making people feel safer.
- The council's approach to customer services and the way they listen to customers.
- The council's approach to working with carers and setting up systems that support direct payments for carers
- The development of a single point of contact through Assessment Direct
- The high number of direct payments for carers
- The attainment of the Cabinet Office Customer Service Excellence and compliance with level 5 of the Local Government Equality Scheme.
- Implementing the neighbourhood 'no calling zones'.
- Improving access for older people from BME communities.
- The council's systems and processes to support and advise the people of Rotherham and carers in accessing employment and managing their finances.
- The council has raised the profile of adults safeguarding and made good progress in raising awareness.
- The council can demonstrate that it manages incidents of institutional abuse and poor standards of care.
- The council can demonstrate that it is fulfilling its duties as a supervisory body in relation to the deprivation of liberty standards.

The key areas for development identified within the report are contained within our 'sustaining excellence plan'. 9 out of the 13 areas are 'continue to' recommendations which acknowledge the progress we have made and that CQC will be ensuring that they keep a close eye upon over the next 12 months. Our areas for development are:

- The council should continue to work with NHS Rotherham in sustaining improvements in the differences in how healthy people are and to ensure that the pace of improvement is in line with national comparators.
- Continue to review and implement the findings from the review of the use and availability of adaptations and equipment and the timeliness of care packages.
- Continue to work on developing the market management strategy in order to identify gaps in the market and further support work on its services that are tailored to meet people's own individual needs agenda.
- Continue to implement the recommendations from the CQC's Service Inspection in July 2009.
- To increase the number of assessments completed within 4 weeks and the numbers of first contact assessments to ensure people receive packages of care in a timely manner.
- To ensure that people with a physical disability and/or sensory impairment can access and use an individual budget.
- To continue the council's work with the Young Adult Transitions team within the physical disability service, to ensure young adults from the age 14 years onwards receive the care in a safe and timely manner.
- Continue to implement the finding from the Service Inspection for the development of advocacy services for all groups of people.
- Continue to invest in technology to support people feeling safe at home.
- Continue its activities to get more people with a mental health problem into employment.
- To increase employment for people in vulnerable groups.

- To address all of the recommendations from the Service Inspection relating to safeguarding arrangements.
- To continue work to ensure the council fulfils its duties as a supervisory body in relation to the deprivation of liberty standards.

8. Finance

The report shows the progress we are making in relation to commissioning and financial management. The grading that we have achieved is based upon the delivery of highly cost-effective services which fully contributes to the achievement of wider outcomes for the community’.

9. Risks and Uncertainties

The main risk is that the Council does not continue to improve services and this may lead to a deterioration in service quality and in our annual assessment ratings. We have held a business meeting with CQC on the 20th November 2009 and they expect us to continually strive to deliver excellent services within the resources available.

The Directorate’s Service Plan and Sustaining Excellence Plan shows how this risk will be mitigated and we have a strategic objective to improve the performance of services which we believe are not yet achieving the standards of the very best. Progress against these actions are monitored and reported monthly to the Directorate Management Team and through updates to the Chief Executive as part of our Year Ahead Commitments.

The Directorate will also be approaching this year’s budget setting process with a focus on delivering savings for the Council but ensuring that we sustain our ‘performing excellently’ rating and achieving an improvement in one outcome area which is currently rated as ‘performing well’.

10. Policy and Performance Agenda Implications

The Annual Performance Assessment (APA) methodology changed in 2009. The main change was the removal of the star rating. The judgements on the ‘leadership’ and ‘commissioning and use of resources’ elements of the old scoring system are also no longer scored individually but are instead used to inform the borough’s Comprehensive Area Assessment (CAA) rating in 2009.

11. Background Papers and Consultation

Service users, carers, staff and partner organisations were involved in providing evidence to the Care Quality Commission as part of this year’s assessment process.

The Cabinet Member and Chief Executives of Rotherham MBC and NHS Rotherham were required to ‘sign off’ our self assessment and this was reported to the Cabinet Member for Health and Social Care on the 28th September 2009.

A copy of the Performance Summary Report is available on the website for the public.

Appendix 1: Annual Performance Assessment Report 2008/2009

Appendix 2: Sustaining Excellence Plan

Contact Name: Tom Cray, Strategic Director for Neighbourhoods and Adult Services
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Adult Social Care Services

Council Name: Rotherham

This report is a summary of the performance of how the council promotes adult social care outcomes for people in the council area.

The overall grade for performance is combined from the grades given for the individual outcomes. There is a brief description below – see Grading for Adult Social Care Outcomes 2008/09 in the Performance Assessment Guide web address below, for more detail.

Poorly performing – not delivering the minimum requirements for people

Performing adequately – only delivering the minimum requirements for people

Performing well – consistently delivering above the minimum requirements for people

Performing excellently- overall delivering well above the minimum requirements for people

We also make a written assessment about

Leadership and

Commissioning and use of resources

Information on these additional areas can be found in the outcomes framework

To see the outcomes framework please go to our web site: [Outcomes framework](#)

You will also find an explanation of terms used in the report in the glossary on the web site.

Delivering Outcomes Assessment

Overall Rotherham MBC council is performing:

Excellently

Outcome 1:

[Improved health and well-being](#)

The council is performing:

Excellently

Outcome 2:

[Improved quality of life](#)

The council is performing:

Well

Outcome 3:

[Making a positive contribution](#)

The council is performing:

Excellently

Outcome 4:

[Increased choice and control](#)

The council is performing:

Well

Outcome 5:

[Freedom from discrimination and harassment](#)

The council is performing:

Excellently

Outcome 6:

[Economic well-being](#)

The council is performing:

Excellent

Outcome 7:

[Maintaining personal dignity and respect](#)

The council is performing:

Well*Click on titles above to view a text summary of the outcome.***Assessment of Leadership and Commissioning and use of resources****Leadership**

People from all communities engage with councillors and senior managers. The council has a clear vision for adult social care services and there is evidence of strong leadership from senior managers across the council. The council recognises that transformation can only be achieved by effective joint working and the council's corporate plan and Local Area Agreement reflect this vision. This is also reflected in the council's commissioning strategies and services that are tailored to meet the needs of the individual (personalisation) plan.

The implementation of personalisation in Rotherham has been inclusive with a high priority being given to ensuring that people from all communities are provided with an opportunity to contribute to the redesigning of services. The council has retained the Government Customer Service Excellent Standard acknowledging the efforts to deliver professional services. The council can demonstrate that working together with other organisations, changes have delivered improvements. It has developed its working relationships with the Community and Voluntary Sector, and the Local Involvement Network (LiNK), and has involved organisations in decisions that are designed to lead to the re-commissioning of services. A Central Needs study was undertaken, led by NHS Rotherham and Rotherham Council, to see how the social, economic, physical and well being of communities in the most deprived areas of the borough can be improved. The council is also engaging with NHS Rotherham to jointly review services and develop a five-year Strategic Commissioning Plan and Implementation Plan as part of the local delivery of 'Transforming Communities Services'.

The council's recruitment and retention rates have improved throughout 2008/09 and vacancy levels remain comparatively low in Rotherham. Working days lost to sickness absence has increased during 2008/09. The council employs a workforce development officer who has responsibility to ensure that the workforce is trained to meet the personalisation agenda. The council provides a comprehensive learning and development syllabus to its staff, and feedback from staff about the quality of training they can access is positive. The council has an innovations team, which leads on the process of restructuring services to meet the personalisation agenda. Thereafter calculated risks have been embedded into the council's key service plans, and are monitored through the risk management register.

Commissioning and use of resources

The council's commissioning plans are shaped by the awareness of the diverse range of needs of the local communities. The Joint Strategic Needs Assessment (JSNA) is aligned to and supports the priorities of the Local Area Agreement. The council effectively manages its budget, and costs are regularly reported on and appropriately controlled. There is also a focus on Medium Term Financial Planning and on securing improved value for money. Efficiency savings have been reinvested in priorities such as increasing the pace of its modernisation programme.

This includes £2.1m savings to continue its 'shifting the balance programme' from a 65% independent sector provision to 70%, agreed as part of the budget setting process.

In 2008/09 the council made an additional investment in services for older people with mental health needs to implement the new community-based service model. The proposal is to extend the community mental health team, develop a new Memory Clinic, a new Mental Health Liaison Service, a carers support service delivered by Crossroads, a dementia benefits service and a new-build inpatient unit at the hospital, all in line with the new national Dementia Strategy.

Investments have been made in the voluntary sector to provide increased personalised services and a number of value for money reviews were undertaken on existing partnerships and voluntary sector contracts resulting in savings of £140,000.

The council has achieved efficiency savings for adult social care through a number of ways such as making better use of human resources. A review of staffing structures across adult services resulted in recurrent cash savings and it has made better use of its assets, with the final part year saving due to one residential care home closing during 2006/07 and the completion of the modernisation programme for improving the provision of residential care for older people.

Brokerage and contract compliance is developing with investment in the recruitment of more contract compliance officers. The council had recently made financial investment into the training grant for partner organisations. Most partner organisations reported to the service inspection team that the quality and range of training provided by the council was excellent.

Summary of Performance

Improved health and well-being

Reducing the differences in how healthy people are in Rotherham remains a key challenge. However, the council has a detailed understanding of how healthy people are within the borough and has made progress in reducing death rates from heart disease and strokes and has improved performance of its stop smoking service. The council's stop smoking support service has helped more than 4,000 people stop smoking, making it amongst the highest performing services in the country with a quit rate of over 50%. Further progress is necessary around childhood obesity, under 18 pregnancy rates and breastfeeding rates.

People can get information and advice on a wider range of related issues, such as housing and money management as well as information on improving health. The Assessment Direct Team provides a single point of contact for people and it reports a 96% satisfaction rates with Assessment Direct. The council continues to work with partners to improve the availability of health information and advice. There is a variety of health literature that is well published and easily accessed. Individual advice and support is available for most groups and projects are in place to target difficult to engage communities. Information seen was appropriately available in a range of formats. The council has a number of projects to reduce health and wellbeing inequalities such as: three new leisure centres opened in Rotherham throughout 2008/09 with around 130,000 visits in that time. 'Active in Age' project has been successful across several sheltered housing neighbourhood centres in the borough. This is a project that trains staff and volunteers (including older adults) to deliver gentle and safe activity sessions within their own settings. Feedback has reported improvements in mobility and an increased social interaction and improved overall well-being.

Intermediate care in Rotherham remains integral to the reablement and personalisation agenda. Eighty per cent of people using the intermediate care services returned to live at home during 2008/09, although performance to prevent hospital admission for people in non-residential settings is falling. The council has improved its performance on the number of delayed transfers of care from the hospital. These have been reduced due to investment of resources and the appointment of delayed discharge facilitator by Rotherham Foundation Trust. Data demonstrates that the quality of care in nursing and residential homes is improving and twice as many providers rated domiciliary care in Rotherham as excellent.

Staff have been trained on three new policies relating to nutrition, hydration and dignity. These are: the MUST tool (Malnutrition Universal Screening Tool), the Dignity in Care paper and the Water for Healthy Ageing projects. The MUST tool is now used and ensures that people who use its residential services are screened to assess their medical status and identifying any risk of malnutrition. The council monitors the implementation of these policies and tools.

The council continues to support Jamie Oliver's Ministry of Food project for another year. Monies have been secured to continue the educational and healthy eating work. The number of people taking meals on wheels reduced in 2008/09 following a significant price increase. Through the council's 'Consultation Café' it has moved this provision of meals to a number of external companies resulting in a broader range of meals at a reduced cost.

There is a social services officer in the Rotherham Hospice which is a dedicated post to support adults at the end of life and ensures that patient preferences are taken into account including those set out in Advance Care Plans. Care can be received in a person's own home, hospice, care home, or acute care if appropriate. Two hundred and ten people were identified for end of life care in 2008/09, with most people having a choice over how they wish to receive this care.

Improved quality of life

The council continues to progress its services to prevent ill health and helping people to live at home. Data indicates that the number of older people helped to live at home has remained stable for the last 2 years. Overall intensive home care is in line with comparators and has increased in the year. In 2008/09 more households receive 5 hours or more home care. The average length of time waiting for minor and major adaptations from the time of assessment to work beginning had increased and longer than other comparators. The council with NHS Rotherham has reviewed its joint agreement governing the shared budget for community equipment to place a stronger focus on improving the assessment, delivery and installation process as experienced by customers. It is reported that 1,168 more people in Rotherham benefited from this service in year. The council is reviewing the way in which they provide adaptations and equipment in 2009/10.

Overall the councils performance on the provision and spend on telecare has improved and performance was above that of comparators. Assistive technology is provided by the Rothercare services and operates 24 hours every day. Equipment that is provided includes smoke alarms, bogus caller alarms and key safes. The service is available to anyone who lives in Rotherham in either private, rented or owner-occupier accommodation. People can self-refer to the service and do not require a formal assessment. The council is working with NHS Rotherham to support them in developing and providing telehealth equipment to people in their own homes. The council has modernised its extra care housing provision resulting in more resources being targeted at its enablement service. For people with physical and sensory disabilities there was a need for the council to reduce housing waiting lists and provide more appropriate housing options for people with physical disabilities and/or sensory impairments. This is work in progress and will be monitored during the year.

The Joint Strategic Needs Assessment (JSNA) identified those services to prevent ill health and help people to live at home, needed to be developed for people with long-term conditions. The board also considered implications for the Governments 'transforming community services agenda'. A joint set of commissioning priorities had been agreed by the board to develop community equipment services and intermediate care. Both the council and health partners acknowledged that further work was required to improve the delivery of integrated services for people with physical disabilities and/or sensory impairments.

During 2008/09, 72% of people received a review of their package of care, this is less than the previous year and is below that of comparators and requires further work in 2009/10

Making a contribution

The council has won the Rotherham Business Award 2008 for their customer services, the way they listen to customers, for the handling of complaints, and for being innovative. This was presented by the Barnsley and Rotherham Chamber of Commerce.

Over the last 12 months the council has made a number of improvements to services for people with physical disabilities and sensory impairments utilising customer experiences within Rotherham to learn from customer experiences. Improvement in some services has been realised. The council's 'Home Truths' video diaries within residential and nursing homes has resulted in improving activities for its customers such as improving the choice of meals and how to report a safeguarding issue. The council can demonstrate that consulting carers has resulted in a number of positive outcomes for carers. There is a Joint Carers Strategy, which has led to changes in the way the council engages.

The council has developed a means of formally assessing and rating the standard and quality of care based on the views of people who live in residential homes and their families who visit. Through focus groups, one to one day in a life experiences and exit polls the council can assess a home for the outcomes it delivers to its customers. The results are published on the council's website so that future customers can make an informed choice about where they want to live.

The council uses 'REACT' a service focusing on the people who tick the dissatisfaction box when they are asked their opinions. This ensures that the council fully understands their reasons for finding fault with a service and by going back and talking to them again it is able to get closer to fully understanding their journey.

The council has engaged with people who self fund and their families to increase their profile and access to universal services. This has resulted in 90 people who self fund receiving support from the council and the Pension Services. Working jointly with homes in Rotherham the council contacted 400 people who self fund to consult them about developing a support and advice framework. This resulted in improved access to and information on the council's web site and identified 7 people who were eligible to receive financial support from the council saving them each an average of £13,000 per year.

Sixty-five self-advocates are working/volunteering at Speakup weekly participating in excess of 400 supported group sessions during the year. Around 30-80 self-advocates attend the local People's Forums providing ideas, opinions and helping shape services.

Increased choice and control

The council's personalisation agenda is being progressed and engages people who use services and their carers. The council has made improvements in the information produced, particularly around adult abuse and has a number of examples to support this work. The provision of advocacy for people with learning disabilities has gained a national reputation for quality and contributed towards the learning disability service being awarded Beacon status. The council recognises that there are inequalities in the distribution of advocacy across adult service groups.

Overall 70.4% of assessments were completed within 4 weeks of first contact and performance is below that of comparators. Although the number of older people receiving an assessment in that time frame was 82% and is in line with comparators, performance on assessment times for people with a learning disability, those people with physical and sensory disabilities and people with a mental health need, performance is below that of comparators and remains an area for ongoing development. It is a similar picture for the number of new assessments completed during the year. For older people, people with a physical disability/sensory disability and people with a mental health need performance, whilst improved, it remains below that of comparator councils. For people with a learning disability performance has improved and is in line with comparators. The percentage of assessments of adults and older people leading to provision of service remained similar to the previous year at 85% and performance remains above that of comparator councils.

The rate of adults, older people and carers receiving self directed support through a direct payment (and/or an Individual Budget) has increased. For the first time 456 new people received direct payments representing better performance than in comparator councils. This is more than double the number in 2007/08. The majority were carers. The council has provided evidence of many positive stories concerning the use of direct payments. The personal budgets are all allocated as a direct payment. A recent evaluation was undertaken around personal budgets and the outcomes for individuals showed that people felt more in control, had improved choice and flexibility, increased self esteem and improved relationships and more opportunities to maintain links within their own communities.

The council has established a Young Adult Transitions team within the physical disability service, which is due to commence working with young adults from the age 14 years onwards and has identified a social work post in the sensory team. The impact of this post has yet to come to realisation. Person centred planning training has been extended into Children and Young People's Services and families and carers. More person centred transitional reviews

were undertaken during 2008/09 looking to achieve better outcomes for young adults regarding the use of direct payments, employment, housing and healthy options. Furthermore a special school in Rotherham has person centred planning in the curriculum from nursery to 19+ with the model being rolled out to two further special schools.

The overall number of complaints received decreased in 2008/09. There was a decrease in the number of complaints received relating to most groups of people who use its services except for people with mental health needs. Numbers are in line with other councils. The Service Inspection reported that “the council had recently revised its complaints procedure. The council responded to complaints in a timely manner, and satisfaction levels had increased in how people felt the complaints were dealt with. The council provided information to people on how to make complaints through a variety of different processes”.

Freedom from discrimination and harassment

People and carers can get personal advice about support options, and what the criteria on entitlement means for them. The council’s fair access to care (FAC) eligibility criteria remains at substantial and critical, which supports the Placement Panel in allocating resources and includes direct payments, supported living and other community based services. Consistency of allocation is achieved through a single access point and quarterly transition meetings for all disabled young people. In 2008/09, 15 young people in transition and 92 adults with a learning disability including autism were assessed. The council also supports people who are not eligible, with information, advice via Assessment Direct.

In accordance with ‘Fairer Charging Policies’ for home care and other non residential services’ guidance the council has established an ‘ability to pay’ scheme for all non residential services. Every customer receives a home visit from a specialist financial assessment officer. The council reports no disputes or complaints about eligibility during the last twelve months.

The council uses its ‘Assessment Direct’ to improve the amount of information about the range of universal services that is made available to the people of Rotherham. These services are available to self funders and have enabled 90 self funders to receive support from the council and the Pension Services. Working jointly with Homes in Rotherham the council has contacted 400 self-funders to consult with them about developing a support and advice framework which in turn has improved access to and information on the council’s web site. The council has achieved level 5 of the Local Government Equality Standard. Monitoring evidence demonstrates that risks and incidents of discrimination and harassment are reducing.

The council carried out a pilot project with Rotherham Hospital Foundation Trust to determine awareness and to increase access to adult social care services take up by older people from the BME communities. This resulted in an additional 6 people receiving a direct payment, 4 care packages being put in place and to the appointment of a dedicated social services officer based at the acute hospital to further improve access.

Community safety has improved and there is now less risk of harassment within Rotherham. The council’s Neighbourhood Investment Team has also made a contribution to improving community safety including the alley gating scheme which targeted older people and people with a disability who were suffering from youth nuisance. The Eastwood area saw crime reduce by 75% in a twelve-month period and 97% of residents in an aged person scheme in Masbrough said that there had been a reduction in crime and the fear of crime.

Economic well - being

Data evidences that the council’s performance in assisting adults with a learning disability into employment has improved in 2008/09. The council has introduced the ‘Supported to Care – your Choice’ scheme which enables carers to receive a personal budget of £350 to help them to

continue caring. The council can demonstrate that it is helping carers to continue their caring role by expanding flexible working arrangements within the council with an additional 12 carers continuing to work whilst caring for someone. It is reported that 4 carers benefited from accessing the direct payment scheme, with 8 carers signposted to access City and Guilds 'Learning for Living course'.

The council's Joint Carers' Strategy has brought together Job Centre Plus and the Local Engagement Centre to enable carers who are not previously known to Job Centre Plus to access support. The council has also incorporated the carer's employment and learning needs into the carer's assessment and guidance on 'Carers Rights at Work' has been issued to every manager during the year

Rotherham has also been awarded £100,000 to create innovative solutions to reduce the number of people who are out of work. Project 400 has a contract with 2010 Rotherham and some private contracts with Parish Councils and has 30 placements in total. The council, along with education and its NHS partners has launched a year long project to provide disabled people with the opportunity to take part in an unpaid 30-day work placement. There is no limit to the number of placements and the council will provide as many as it can. Resources are in place to support this project and during 2008/09 the council has received 58 applications for work placements. Organisations have joined forces to work with employers, trade unions and employees to help find those who have been laid off from work, to find new jobs quickly. The emphasis is on training, re-skilling and preparing people for the job market.

The council confirmed that 4,000 properties have been visited by neighbourhood energy officers during 2008/09, to offer advice on energy efficiency. It is reported that 1,000 vulnerable people who live in council bungalows have been provided with loft insulation with a further 1000 provided with the same service by December 2009. There have been 100 referrals to date through the hotspots scheme, which targets vulnerable people in properties requiring energy efficiency work. Joint work with the Pension Services has resulted in the identification of and support offered to 20 people who self-fund who are already in residential care and who qualified for attendance allowance each receiving £3,500 per year. Information sharing protocol with the Department of Work and Pensions is reported to have helped the council to target vulnerable adults so that people can maximise their benefits.

Service Level Agreements are in place with the voluntary and community service providers to deliver specialist benefit advice to different client groups. The council has agreed £300,000 in financial help to various local voluntary advice schemes who help households in need during the economic downturn. The funding will be used to provide advice services, rent-in-advance schemes and short-term loans through Rothersave.

Maintaining personal dignity and respect

During 2008/09 the council invested over £400,000 in putting a new safeguarding team in place. Monitoring and recording of cases has improved with the installation of a safeguarding SWIFT module to ensure that all relevant data is captured. Performance management arrangements are in place and a suite of safeguarding key performance measures have been developed which over the year have resulted in a number of improvements. Improved customer care is demonstrated through a number of routes. NHS Rotherham has recently committed to allocating some financial resource to the Safeguarding Adults Board, therefore accepting corporate ownership of safeguarding activity.

The needs of vulnerable people in the community are reflected in the council's JSNA and linked to the priorities identified in the crime and disorder plan. The council acknowledges that further work is required to ensure that all people who are most at risk are appropriately protected. The council has taken steps to promote community cohesion, to build support and raise the

confidence of all communities as recognised in the inspection report. This includes a hate crime officer and establishing a 24-hour hate crime helpline service during 2008/09. The council has set up a number of projects, including Islam awareness training, the Rotherham diversity festival, and support to the lesbian, gay, bisexual and transgender community. The council has raised the profile of adults safeguarding and has made progress in raising awareness. Awareness campaigns included: posters and leaflets in reception areas of council and partner agency establishments; advertisements in the local press and on buses and radio advertisements.

Safeguarding referrals have increased by over 100% during the last 12 months. There is a range of measures in place to support people's dignity, privacy and promoted personal preference as referenced in the service inspection report. The safeguarding adults' policy and procedure provides guidance to staff about how to manage and share confidential information across statutory partner organisations to safeguard and protect vulnerable adults. Safeguarding adults training is available to a range of staff in the council and in partner organisations with 97% of staff in the council's neighbourhoods and adult's services directorate undertaking training. The council has increased financial resources to provide more training to staff in partner organisations and provides training to regulated care providers.

The council uses regulatory information to influence how it commissions services from the independent sector both in Rotherham and from services in other areas. This ensures that people and their family carers are provided with choice in the range and quality of services when selecting residential and domiciliary care. The council undertook work in 2008/09 to implement the Mental Health Act, Mental Capacity Act and the Deprivation of Liberties Safeguards (DOLS). A full launch of the service took place on 1st April, 2009. Across the service the council has a DoLS co-ordinating officer in place together with 8 trained Best Interest Assessors across the service, has agreed protocols in place with NHS Rotherham and it has implemented a communication strategy to raise awareness of the Act and access arrangements across all care homes and hospital wards.

Outcome 1: Improved health and well-being

The council is performing: **Excellently**

What the council does well.

- Working with partners the council can demonstrate improvement in the differences in how healthy people are.
- The council has a range of information on healthy living and the activities to promote health.
- The council can demonstrate positive end results for people who use intermediate care and reablement services.

What the council needs to improve.

- The council should continue to work with NHS Rotherham in sustaining improvements in the differences in how healthy people are and to ensure that the pace of improvement is in line with national comparators.

Outcome 2: Improved quality of life

The council is performing: **Well**

What the council does well.

- The council's provisions of assistive technology to promote the safety and well-being of people in their own homes.
- The council's work with other organisations in reducing crime and making people feel safer.

What the council needs to improve.

- Continue to review and implement the findings from the review of the use and availability of adaptations and equipment and the timeliness of care packages.
- Continue to work on developing the market management strategy in order to identify gaps in the market and further support work on its services that are tailored to meet people's own individual needs agenda.
- Continue to implement the recommendations from the CQC's Service Inspection in July 2009.

Outcome 3: Making a positive contribution

The council is performing: **Excellently**

What the council does well.

- The council's approach to customer services and the way they listen to customers.
- The council's approach in working with carers and setting up systems that support direct payments for carers

What the council needs to improve.

Outcome 4: Increased choice and control

The council is performing: **Well**

What the council does well.

- The development of a single point of contact through Assessment Direct
- The high number of direct payments for carers

What the council needs to improve.

- To increase the number of assessments completed within 4 weeks and the numbers of first contact assessments to ensure people receive packages of care in a timely manner.
- To ensure that people with a physical disability and/or sensory impairment can access and use an individual budget.
- To continue the council's work with the Young Adult Transitions team within the physical disability service, to ensure young adults from the age 14 years onwards receive the care in a safe and timely manner.
- Continue to implement the finding from the Service Inspection for the development of advocacy services for all groups of people
- Continue to invest in technology to support people feeling safe at home.

Outcome 5: Freedom from discrimination and harassment

The council is performing: **Excellently**

What the council does well.

- The attainment of the Cabinet Office Customer Service Excellence and compliance with level 5 of the Local Government Equality Scheme.
- Implementing the neighbourhood 'no calling zones'.
- Improving access for older people from BME communities.

What the council needs to improve.

- Continue its activities to get more people with a mental health problem into employment.

Outcome 6: Economic well - being

The council is performing: **Excellently**

What the council does well.

- The council's systems and processes to support and advise the people of Rotherham and carers in accessing employment and managing their finances.

What the council needs to improve.

- To increase employment for people in vulnerable groups.

Outcome 7: Maintaining personal dignity and respect

The council is performing: **Well**

What the council does well.

- The council has raised the profile of adults safeguarding and made good progress in raising awareness.
- The council can demonstrate that it manages incidents of institutional abuse and poor standards of care.
- The council can demonstrate that it is fulfilling its duties as a supervisory body in relation to the deprivation of liberty standards.

What the council needs to improve.

- To address all of the recommendations from the Service Inspection relating to safeguarding arrangements.
- To continue work to ensure the council fulfils its duties as a supervisory body in relation to the deprivation of liberty standards.

Outcome 1 – Improved health and wellbeing			
Objective	Action taken or to be taken	Outcomes achieved so far	Target date for completion
<p>1.1 The council should continue to work with NHS Rotherham to improve healthy living and ensure that the pace of improvement is in line with national comparators.</p> <p>(Care Quality Commission CQC recommendation)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Organise a performance clinic on Health Inequalities with NHS Rotherham Work closely with NHS Rotherham on preparing for the swine flu pandemic. Work with NHS Rotherham on reducing falls within the community. 	<ul style="list-style-type: none"> A £3.5m Obesity centre opened in Rotherham on the 6th November 2009. 53 young people from Rotherham lost 53 stones in weight at this year's Carnegie Weight Management Camp. The 'Active in Age' programme now operates in sheltered housing schemes. 	<p>February 2010</p> <p>ON TARGET</p>
<p>1.2 Jointly agree with NHS Rotherham a review of community based health services</p> <p>(Neighbourhoods and Adult Services NAS self assessment)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Review Intermediate Care draft report Review of Community Equipment Services A review of rehabilitation services across health and social care Community OT (Occupational Therapy) Services consultation to begin November 2009. 	<ul style="list-style-type: none"> Savings of £110k targeted for negotiations with NHS Rotherham. The OT contract has been agreed and signed with waiting times reducing from 104 days last year to 17 days at November 2009. Intermediate Care review agreed by Cabinet Member and NHS Rotherham. 	<p>March 2011</p> <p>ON TARGET</p>
<p>1.3 Expand joint world class commissioning arrangements for all service user groups with NHS Rotherham</p> <p>(NAS self assessment)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Regional Commissioning Development Programme being developed 	<ul style="list-style-type: none"> Event attended, and places booked on Programme. New Strategic Commissioning Structure drafted Report to Cabinet Member on proposed changes to prepare for personalisation over the next three years including efficiencies. 	<p>March 2010</p> <p>ON TARGET</p>

Outcome 1 – Improved health and wellbeing			
Objective	Action taken or to be taken	Outcomes achieved so far	Target date for completion
Wright)			
1.4 Review the governance and financial management arrangements in place with commissioned services delivered in partnership with NHS Rotherham, RDaSH and the Community and Voluntary Sector (NAS self assessment) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> • NHS Rotherham, Mental Health and commissioning managers and Mental Health Trust (RDASH), are developing a performance management framework • Joint financial commitment to community-based services • Formal report to the Adults Board detailing timelines and intentions. • New Mental Health Service Contracts to be strengthened 	<ul style="list-style-type: none"> • Mental health commissioning function has been strengthened. • Report to Cabinet Member on proposed changes to prepare for personalisation over the next three years including efficiencies. 	April 2011 ON TARGET

Outcome 2 – Improved quality of life			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>2.1 Continue to implement the findings from the review of adaptations and equipment to improve waiting times.</p> <p>(CQC recommendation)</p> <p>(Lead Director: Dave Richmond)</p>	<ul style="list-style-type: none"> Review of Joint Equipment Service to support choice and control. 	<ul style="list-style-type: none"> Terms of Reference has been agreed with partners and the Provider. Capital bid made for 8% increase within the Councils Capital Programme for 2010/11 to reduce waiting times for adaptations. 	<p>March 2010</p> <p>ON TARGET</p>
<p>2.2 Continue to develop the market so that services are tailored to meet people’s own individual needs.</p> <p>(CQC recommendation)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Commissioning strategy revised to reflect ‘commissioning for personalisation’ Department of Health guidance. Provider events organized in preparation for personalisation. 	<ul style="list-style-type: none"> Consultation on Supporting People Procurement resulted in draft timetable agreed. Commissioning for Personalisation Provider Event held and attended by 50 providers from 20 organisations. 	<p>March 2011</p> <p>ON TARGET</p>
<p>2.3 Encourage partner agencies to diversify their services to enable them to provide more preventative services to people with disabilities.</p> <p>(CQC Service inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Disabled services to include the development of preventative services. A series of visioning events with partners to develop approach to commissioning. Develop a Commissioning Strategy for Disabled people. 	<ul style="list-style-type: none"> Agencies informed of their responsibilities within the plan Draft prevention strategy is subject to consultation with stakeholders. 	<p>March 2010</p> <p>ON TARGET</p>

Outcome 2 – Improved quality of life			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>2.4 Support more people with disabilities to live independently in the community.</p> <p>(CQC Service inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Commissioning strategy for disabled people developed. 	<ul style="list-style-type: none"> Occupational therapy waiting times for an assessment have decreased There are 165 Disability service users receiving a personal budget (including direct payments). 	<p>March 2010</p> <p>ON TARGET</p>
<p>2.5 Ensure that hospital discharges for people with disabilities are undertaken in a timely manner.</p> <p>(CQC Service inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Review and identify improvements in the discharge process from hospital. Improve communication between agencies 	<ul style="list-style-type: none"> Delayed discharges have been managed by recruiting 5 social workers to the hospital team and placing customers onto the home care enabling service. Swine flu pandemic policies, procedures and vaccination programme in place. Good practice provided to Department of Health. 	<p>March 2010</p> <p>ON TARGET</p>
<p>2.6 Complete an action plan and deliver against the lessons from the external inspection of Adult Social Care in service delivery</p> <p>(NAS self assessment)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Action plan has been developed in response to the inspection. Review group meetings in place involving key partners. 	<ul style="list-style-type: none"> Action plan endorsed by CQC Service Inspector, Safeguarding Adults Board and NHS Rotherham. 	<p>December 2009</p> <p>COMPLETE</p>

Outcome 2 – Improved quality of life			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
2.7 Achieve successful outcomes from social care inspections (NAS self assessment) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> • Preparing for inspection improvement plan in place. • Risk registers reviewed and updated. 	<ul style="list-style-type: none"> • Successful CQC inspection outcome. ‘Performing well’ ratings given for 2 areas and a ‘performing adequately’ rating for ‘quality of life’. • Improvement plan in place to improve outcomes for service users which has been endorsed by the CQC service inspector. 	March 2010 COMPLETE

Outcome 3 – Making a Positive Contribution			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>3.1 Reshape and direct services in answer to local surveys and engagement i.e. Place Survey, Your Voice Counts etc.</p> <p>(NAS self assessment)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • ‘Learning from Customers’ forum, mystery shopping, Home Truths, customer satisfaction testing and Visioning Days in place. • Undertake ‘Impact Surveys’ via door knocking questionnaires in areas suffering from crime and anti-social behaviour. 	<ul style="list-style-type: none"> • 97% of customers are satisfied with the advice and information given when they have contacted Assessment Direct (improved from 86%) • 95% of customers are satisfied with access to the service (improved from 74%) • 86% of customers are satisfied with support form the first point of contact (improved from 68%) • 94% of customers are satisfied that they feel safe as a result of the Safeguarding Adults service which we provide (improved from 84%) • 94% of customers are satisfied with the way we deal with Safeguarding cases (improved from 83%) • 100% of customers are satisfied with the assessment they received from our Assessment and Care Management Teams (improved from 91%). • 96% of customers feel services have improved their quality of life (improved from 89%) • 96% of customers feel they are helped to feel safe (improved from 84%) • 100% of customers are satisfied with the overall level of customer service which they receive (improved from 71%) • 95% of customers said that they are satisfied with the item of community equipment or minor adaptation which they had received. • 93.9% of customers said that the equipment of minor adaptation they had received had made their quality of life better. 	<p>March 2011</p> <p>ON TARGET</p>

Outcome 4 – Increased choice and control			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>4.1 To continue the council’s work with the Young Adult Transitions team within the physical disability service, to ensure young adults from the age 14 years onwards receive the care in a safe and timely manner.</p> <p>(CQC recommendation)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Review effectiveness of current transition arrangements. Create one single transitions process by copying best practice undertaken in the Learning Disability service. 	<ul style="list-style-type: none"> New transitions service in place. Residential care uplifts agreed as part Medium Term Financial Plan. Timeliness of new assessments undertaken within 28 days has increased from 51% last year to 62% currently. Timeliness of new care packages remains the same (87%). 	<p>March 2010</p> <p>ON TARGET</p>
<p>4.2 Continue to invest in technology to support people feeling safe at home.</p> <p>(CQC recommendation)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Telecare spending plan in place. NHS Rotherham have £200k Strategic Capital Grant Funding remaining for equipment. £100k will be spent on assistive technology by the end of the financial year. 	<ul style="list-style-type: none"> Keeping people safe is at the heart of our telecare purchasing plan. There have been 616 new installations so far this year, 111 more than in the same period last year. 	<p>March 2010</p> <p>ON TARGET</p>
<p>4.3 To increase the number of assessments completed within 4 weeks and the numbers of first contact assessments to ensure people receive packages of care in a timely manner.</p>	<ul style="list-style-type: none"> Key Performance Indicator (KPI) action plans in place. RDaSH reporting every month Corporate performance clinics held. Resources for 2 new social workers in Physical Disability and Sensory Impairment team agreed. 	<ul style="list-style-type: none"> Performance on completing new social care assessments within 28 days is 73% compared to 70% last year. Performance on arranging new care packages within 28 days is 87% compared to 72% last year. Killer KPI Action Plan in place and clinics in place – includes merging and single line management arrangements for two teams within the assessment process. 	<p>March 2010</p> <p>OFF TARGET</p>

Outcome 4 – Increased choice and control			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
(CQC recommendation) (Lead Director: Shona McFarlane)			
4.4 Ensure that all care planning is holistic and outcome focused, and aims to meet people’s aspirations as well as basic care needs. (CQC Service Inspection) (Lead Director: Shona McFarlane)	<ul style="list-style-type: none"> Put in place a framework to ensure that all care plans are holistic and outcome focused and are based on people’s wider needs or aspirations. Development of case file standards and audit processes. Skills audit and gap analysis for staff and team managers. Targeted training and development opportunities for staff on outcomes. 	<ul style="list-style-type: none"> Formulating a new assessment/Resource Allocation System document. Case file standards have been compiled. Audit of case files to ensure quality standards. 	March 2010 ON TARGET
4.5 Ensure that information is made accessible to all people with disabilities. (CQC Service Inspection) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> Review the customer information to provide accessible formats. 	<ul style="list-style-type: none"> Achieved the Royal National Institute for Deaf People (RNID) Louder than Words charter mark accreditation for the quality of customer services for deaf people. Customer Service Excellence achieved July 2008 and retained July 2009 Safeguarding and Personalisation available in CD format and Braille and large print for visually impaired customers. Text to Tell introduced for feedback and reporting Safeguarding incidents Satisfaction with information and advice given has increased from 86% to 97% 	December 2009 COMPLETE

Outcome 4 – Increased choice and control			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>4.6 Ensure advocacy services are developed and accessible for people with physical disabilities and/or sensory impairments.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • Independent advocacy services for people with physical disabilities and sensory impairments. • Agree the Disability advocacy strategy. • Commission the Disability advocacy services 	<ul style="list-style-type: none"> • The advocacy strategy currently out for consultation. • Advocacy contracts reviewed to develop independent advocacy services for the Physical Disability and Sensory Impairment group. 	<p>June 2010</p> <p>ON TARGET</p>
<p>4.7 Continue to implement the finding from the Service Inspection for the development of advocacy services for all groups of people</p> <p>(CQC recommendation)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • Develop independent advocacy services for people with physical disabilities and sensory impairments (PDSI). • Agree the PDSI advocacy strategy. • Commission PDSI advocacy services 	<ul style="list-style-type: none"> • Consultation with Voluntary Community Sector partners to increase the use of User Led Outcomes • Discussing funding arrangements available to develop advocacy services for PDSI. 	<p>June 2010</p> <p>ON TARGET</p>
<p>4.8 Develop services for family carers to ensure they are offered a carers assessment and are offered flexible respite services.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • A strategic commissioning approach for carers to provide effective carers assessments. • Employment of three Carers Officers to increase carers assessments. • Performance management arrangements in place to ensure the increase in carer's assessments. • Monitor outcomes for carers through quality checks and case file audits. 	<ul style="list-style-type: none"> • Performance on carers assessments improving – 196 more assessments undertaken than at this time last year. • Recruitment to 3 new Carers Assessment Officers. • Development of carers centre agreed at Cabinet Member for Health and Social Care meeting 9th November 2009. 	<p>March 2010</p> <p>ON TARGET</p>

Outcome 4 – Increased choice and control			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
Wright)			
4.9 Develop services to ensure people who are lesbian, gay, bisexual and transgender are effectively supported. (CQC Service Inspection) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> Engage and develop services with people who are lesbian, gay, bisexual and transgender (LGBT). Identify improvements needed. Hold a visioning session. Provide Equalities training for front line staff to meet the needs of LGBT people. 	<ul style="list-style-type: none"> The Government Office Joint Improvement Partnership project has a priority to increase access to services for groups seldom heard including LGBT within Rotherham. 	March 2010 ON TARGET
4.10 To ensure that people with disabilities can access and use an individual budget. (CQC recommendation) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> A review of uptake of Direct Payments is planned to inform future service and financial planning. 	<ul style="list-style-type: none"> There are currently 165 disabled users receiving a personal budget. 	March 2010 ON TARGET

Outcome 4 – Increased choice and control			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
4.11 Introduce a Resource Allocation System to enable the optimum use of available resources to satisfy the social care needs of adults in the borough (NAS self assessment) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> • Task group established to introduce a Resource Allocation System (RAS). • Project Plan drafted with milestones and outcome measures. • Supported Needs Assessment Questionnaire drafted and tested. • Point's allocation system developed and unit costs calculated to enable value of personal budget to be determined. • Financial modelling ongoing based on a sample of 100 service users. 	<ul style="list-style-type: none"> • The Personalisation implementation plan has been reviewed. • A briefing note concerning the new Charging Guidance has been prepared. • Proposal to charge based on 100% of RAS. 	March 2010 ON TARGET

Outcome 5 – Freedom from discrimination and harassment			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>5.1 Continue its activities to get more people with a mental health problem into employment</p> <p>(CQC recommendation)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • 'Access All Areas' , an RMBC project begun in March 2009. • The launch event, funded by the Joint Learning Disability Service and Job Centre Plus, was in March 2009.108 people attended. 	<ul style="list-style-type: none"> • 97 applications for placements. • Placements have been provided in a variety of work areas. 	<p>March 2010</p> <p>ON TARGET</p>
<p>5.2 To reduce locally identified crime and disorder priorities through the development and delivery of the Safer Rotherham Partnership Plan</p> <p>(NAS self assessment)</p> <p>(Lead Director: Dave Richmond)</p>	<ul style="list-style-type: none"> • The plan is progressing with input from the Crime Investigation Unit and with Safer Rotherham Partnership (SRP) • Crime & Disorder priorities established by the SRP and Priority Groups • New governance structure provides accountability to the Joint Action Group (JAG) • SRP Performance Framework refreshed. Serious violent crime requiring performance clinic. 	<ul style="list-style-type: none"> • Crime has now reduced for the last two years, down by 13% in 2009 • Our LAA target to reduce fear of crime/ASB was also achieved enabling access to reward grant of £307k. • ASB reports down by 16% on same period last year. • At the end of September 2009, 80% of our SRP KPIs 'on target'. 'Off target' are; serious knife crime, offenders under probation supervision in employment, domestic abuse sanction detection rate, serious violent crime and young offenders engagement in suitable education, training and employment. 	<p>January 2010</p> <p>COMPLETE /ONGOING</p>

Outcome 5 – Freedom from discrimination and harassment			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>5.3 Introduce Partners and Communities Together meetings (PACT) through the Area Assembly structure to enable communities to actively influence and gain confidence in local response and action regarding crime and justice</p> <p>(NAS self assessment)</p> <p>(Lead Director: Dave Richmond)</p>	<ul style="list-style-type: none"> • A current Home Office priority includes '<i>One dialogue with the public on crime</i>'. The introduction of Police and Communities Together (PACT) meetings in every Safer Neighbourhood Team (SNT). • PACT meetings in Rotherham to be accommodated within all 7 Area Assembly meetings. 	<p>A range of examples of outcomes such as;</p> <p>Parking on Queensway</p> <ul style="list-style-type: none"> • Warning Notices were initially issued • 16 Fixed Penalty Notices have now been issued for obstruction. <p>Maynard Road Play Area</p> <ul style="list-style-type: none"> • 16 youths were subject to a stop check. • 7 youths are being issued with a Warning Letter. • Another 7 are being issued with ABCs. • Some of these youths are now attending PS3 Project. • Green Spaces and Area Assembly are working with Taylor Wimpey to tidy up the area and repair any equipment. 	<p>February 2010</p> <p>COMPLETE /ONGOING</p>

Outcome 6 – Economic well-being			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>6.1 To increase employment for people in vulnerable groups.</p> <p>(CQC recommendation)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> To improve a range of outcomes including employment using grant funded services. Scope Day Services works in partnership o enable people to access voluntary and paid work opportunities. 	<ul style="list-style-type: none"> Scope Day Services currently support 32 people to access activities to facilitate personal development. 	<p>March 2010</p> <p>ON TARGET</p>
<p>6.2 Continue to monitor the impact of the economic downturn on our customers, implementing interventions such as the Enhanced Housing Options and the Government Mortgage Rescue Scheme where required and ensuring information is readily available to vulnerable households about the assistance that is on offer</p> <p>(NAS self assessment)</p> <p>(Lead Director: Dave Richmond)</p>	<ul style="list-style-type: none"> Quarterly review the impact of the actions within the Rotherham Partnership’s Economic Downturn Strategy Action Plan. Meet with social landlords, to prevent homelessness through rent arrears. 	<ul style="list-style-type: none"> 5 applications have been processed through Mortgage Rescue Scheme. 14 customers have been supported by Employment and solutions team back to employment , 9 into training and 19 customers have been referred to other employment agencies. 	<p>March 2010</p> <p>ON TARGET</p>

Outcome 7 – Maintaining personal dignity and respect			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>7.1 To continue work to ensure the council fulfils its duties as a supervisory body in relation to the 'deprivation of liberty' standards. (DOL's)</p> <p>(CQC recommendation)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Rotherham has received 3 DOL's requests to date. We currently have 5 Best Interest Assessors and 7 Mental Health Assessors, all fully trained. An e:learning package has been rolled out to all social care staff during October and November 2009. A manager training programme is currently being developed which will be rolled out in January 2010. 	<ul style="list-style-type: none"> Service was formally launched on 1st April 2009 An amendment to the contract with residential and nursing care providers was produced in March 2009 to take account of the Deprivation of Liberty Safeguards. A reminder of their statutory duties has been sent relating to the Mental Capacity Act and supplementary DoLS. 	<p>March 2010</p> <p>ON TARGET</p>
<p>7.2 Ensure that all citizens know how to raise issues of potential abuse and broader safety.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Review the effectiveness of the Safeguarding Awareness Campaign 	<ul style="list-style-type: none"> Awareness targeted campaign agreed by Board and partners. Evaluation report presented to Safeguarding Adults Board. 	<p>September 2009</p> <p>COMPLETE</p>
<p>7.3 Ensure that safeguarding information is available and accessible to all adult citizens.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Ensure all service users receive safeguarding information and 'After Care' packs Complete an information review with customers. Ensure customers receive an awareness leaflet at point of contact. All identified agencies display information in appropriate format. 	<ul style="list-style-type: none"> Safeguarding Aftercare pack in CD format for visually impaired customers. Safeguarding Aftercare pack and Safeguarding flyers produced in 5 different languages. Mystery shopping testing in place to ensure all agencies display information. 	<p>December 2009</p> <p>COMPLETE</p>

Outcome 7 – Maintaining personal dignity and respect			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>7.4 Ensure that all agencies are aware of their responsibilities within the safeguarding policy and procedures.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Review and identify the role and responsibilities of all partner agencies including a training program. Review multi-agency procedures. Communicate roles and responsibilities to all agencies. 	<ul style="list-style-type: none"> The board has established a multi-agency policy review group to look at the existing policy and procedures, to consider implications from the 'No Secrets' review and to make clear each agencies role and responsibility. Multi-agency quality assurance has commenced on random samples of case files – the findings of these exercises are being used to inform the review of current procedures. Improvements already identified around case conferences, strategy meetings and information sharing. The multi-agency training programme (bronze to platinum) has been adopted by all key agencies to raise awareness of the South Yorkshire procedures. 	<p>March 2010</p> <p>ON TARGET</p>
<p>7.5 Improve quality assurance and compliance processes.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Ensure effective quality assurance and independent compliance processes in place. Put in place clear links to the Children's Board and Child Protection Team. Agree case file standards. Train front line managers and staff in standards. Implement case file audits based on new standards. 	<ul style="list-style-type: none"> Case file standards have been agreed and communicated. Audit of case files to commence in November 2009 to ensure quality standards. 	<p>December 2009</p> <p>COMPLETE</p>
<p>7.6 Improve performance management systems in learning disability and mental health services.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Performance management arrangements for safeguarding adults to capture data from the Learning Disability and Mental Health services. Review current arrangements in place with the partnerships. Identify training requirements. Develop systems to capture information. 	<ul style="list-style-type: none"> Mental Health and Learning Disability data now part of safeguarding database. Service performance contained within Safeguarding Adults Board performance reports. Learning Disability services are now recording safeguarding cases onto swift system. Mental Health are still recording manually as systems are not compatible. 	<p>December 2009</p> <p>COMPLETE</p>

Outcome 7 – Maintaining personal dignity and respect			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>7.7 Ensure that all staff receive the appropriate training aligned to their job and agency role.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Ensure the multi-agency Safeguarding Training Competency Framework is undertaken by all staff at the appropriate level. Ensure all agencies are part of the multi-agency programme. 	<ul style="list-style-type: none"> The multi agency ‘Bronze to Platinum’ training programme has been agreed by the Safeguarding Adults Training Panel and reported to the Safeguarding Adults Board. Training programme implementation underway. 	<p>December 2009</p> <p>COMPLETE</p>
<p>7.8 Develop a ‘Home from Home’ interactive website to promote the quality of residential/nursing homes in the borough</p> <p>(NAS self assessment)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Develop a new web page alongside the implementation of the council’s new website. 	<ul style="list-style-type: none"> The homes which have gone through this process have also been given a rating based on their overall performance, and this is available via this website. This allows customers to choose the home of their choice based upon the gold, silver, bronze rating scale. 	<p>December 2009</p> <p>COMPLETE</p>
<p>7.9 Complete phase 1 of the ‘Home from Home’ process</p> <p>(NAS self assessment)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Revisit the homes 4 months after the assessment visits to gather resident’s views on improvements. Include the Strategic Health Authority in the assessment process. 	<ul style="list-style-type: none"> Ratings have been issued for 35 of the 36 homes visited. Two of the homes were rated Gold, 16 were rated Silver and 16 rated Bronze. One home was rated unclassified as it did not meet the Bronze standard. Two of the homes have subsequently improved their CQC rating. The involvement of the Health Authority is being developed. The scheme has been short listed in The Great North Care Awards in the Dignity in Care and CQC representatives have been to Rotherham to gather our good practice to share with others. 	<p>April 2010</p> <p>COMPLETE</p>

Outcome 7 – Maintaining personal dignity and respect			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>7.10 Put in place a new safeguarding structure covering all service user groups which focuses on investigation, raising standards and quality of residential/nursing homes, mental capacity act deprivation of liberties investigation and leadership</p> <p>(NAS self assessment)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> Safeguarding Manager, Team manager and Principal Social Worker appointed in June 2009. 	<ul style="list-style-type: none"> Safeguarding team operational and working to service standards and key performance indicators. 	<p>December 2009</p> <p>COMPLETE</p>

Leadership			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>8.1 Ensure that the workforce development and training plan has a clear action plan that details how key milestones will be met.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • A new draft Strategy is being reviewed by Independent, Voluntary and Health Partners • A training plan for personalisation implementation is complete and timescales established 	<ul style="list-style-type: none"> • The Workforce Strategy will be open for consultation with the workforce during Personalisation Week. • 614 staff have achieved or currently working towards the minimum standard national vocational qualification - NVQ level 2 Health & Social Care or above. These figures equate to 68% of staff having achieved National minimum standard. 	<p>November 2009</p> <p>COMPLETE</p>
<p>8.2 Ensure that all staff clearly understand the impact of transformation on their jobs role and future status of employment</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> • Team communication and consultation sessions are underway to raise awareness around personalization. • A Personalisation Week has been planned • E-Learning Forum has been developed 	<ul style="list-style-type: none"> • Some new initiatives for 2010 include WiiFM – which stands for ‘What’s in it for me’ - where direct impact of personalisation is explained by staff and forms part of raising awareness of understanding across the service. • Staff events are scheduled, which include visioning events, personalisation week and new staff awareness campaigns. 	<p>October 2009</p> <p>COMPLETE</p>
<p>8.3 Ensure that staff are effectively supported to improve outcome based assessments through supervision.</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Shona McFarlane)</p>	<ul style="list-style-type: none"> • Review supervision procedures. • Identify need for additional training on supervision for social care managers. • Revise PDR (Personal Development Review) process • Report to outline improvements in practice. 	<ul style="list-style-type: none"> • Monthly Audit undertaken ensuring timeliness of supervision and PDR process 	<p>March 2010</p> <p>ON TARGET</p>

Leadership			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
8.4 To address all of the recommendations from the Service Inspection. (CQC recommendation) (Lead Director: Chrissy Wright)	<ul style="list-style-type: none"> Action plan has been developed in response to the inspection Review group meetings in place involving key partners. 	<ul style="list-style-type: none"> Action plan endorsed by CQC Service Inspector, Safeguarding Adults Board and NHS Professional Executive. 	June 2010 ON TARGET
8.5 Establish a governance framework for developing personalisation to wider public services. (NAS self assessment) (Lead Director: Dave Richmond)	<ul style="list-style-type: none"> Evaluation of the personalisation agenda across Council services. 	<ul style="list-style-type: none"> Programme evaluated. New governance and programme management arrangements in place. 	March 2010 ON TARGET

Commissioning and use of resources			
Objective	Action taken / to be taken	Outcomes achieved /plan to achieve	Target date for completion
<p>9.1 Develop commissioning strategies and plans to ensure that timescales for meeting key milestones are clearly documented</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Review and revise the Commissioning Strategy and Action Plan Series of visioning events with NHS Rotherham and partners to develop strategic approach to commissioning. 	<ul style="list-style-type: none"> Draft PDSI Commissioning Strategy and Action Plan developed. Document to be circulated to stakeholders; to include Adults Board and Commissioning Sub Group. 	<p>March 2010</p> <p>ON TARGET</p>
<p>9.2 Improve joint commissioning practice and develop further integrated services with health partners</p> <p>(CQC Service Inspection)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> Undertake service reviews on community based services. Action plan to be presented to Adults Board. 	<ul style="list-style-type: none"> Joint reviews undertaken on Community Equipment and Intermediate Care. Draft PDSI Commissioning Strategy and Action Plan developed. Document to be circulated for consultation with stakeholders; to include Adults Board and Commissioning Sub Group. 	<p>March 2010</p> <p>ON TARGET</p>
<p>9.3 Develop a programme of decommissioning of services for all user groups that are not fit for personalization.</p> <p>(NAS self assessment)</p> <p>(Lead Director: Chrissy Wright)</p>	<ul style="list-style-type: none"> The Day Care Review has been approved as a model of good practice. Commissioning to move from 'block contracts' and traditional forms of support, to personalised services. 2010/11 budget process underway with workstream on decommissioning. 	<ul style="list-style-type: none"> Commissioning for Personalisation Provider Event held, attended by 50 providers from 20 organisations. 'Personalisation Week' planned in December for all stakeholders. 	<p>March 2010</p> <p>ON TARGET</p>

Appendix 1 List of Abbreviations

ASB	Anti Social Behaviour.
CQC	Care Quality Commission (replaced CSCI from 1 st April 2009 when it merged with Healthcare Commission and Mental Health Commission).
CSCI	Commission for Social Care Inspectorate (expired as the regulatory organisation for adult social care in March 2009).
DOLS	Deprivation of Liberty safeguards (legislation that came into force in 2008 to protect people without mental capacity to make decisions for themselves).
JSNA	Joint Strategic Needs Assessment (research document showing demand pressures on health and social care services).
KPI	Key Performance Indicator (also referred to as PI).
NAS	Neighbourhoods and Adult Services Directorate.
NHSR	NHS Rotherham (formerly known as the PCT, the Primary Care Trust).
OT	Occupational Therapy service.
PACT	Police and Communities Together (meetings held between the Police, Council and neighbourhoods).
PDR	Performance and Development Review.
PDSI	Physical Disability and Sensory Impairment services.
RAS	Resource Allocation System (a tool used by social workers to allocate personal budgets consistently).
RDaSH	Rotherham, Doncaster and South Humberside (the Mental Health Trust which provides mental health community services within Rotherham).
RNID	Royal National Institute for Deaf People.
SRP	Safer Rotherham Partnership (statutory crime and disorder reduction partnership between Council, Police and partners)

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	20th January, 2010
3.	Title:	Waverley Link Road
4.	Directorate:	Environment and Development Services

5. Summary

Approval is being sought to apply for planning permission and to continue with the detailed design of the proposed Waverley Link Road.

6. Recommendations

That Cabinet

- i. Approves that, subject to the Department for Transport granting Programme Entry, a planning application be submitted for Waverley Link Road.**
- ii. Approves that the detailed design of Waverley Link Road continues in accordance with the preliminary drawing attached at Appendix 1.**

7. Proposals and Details

A Major Scheme Business Case (MSBC) for funding support was submitted to the Department for Transport (DfT) on the 4 August 2009. A decision from the DfT on whether 'Programme Entry' status has been secured is anticipated in February 2010. The delivery programme submitted to the DfT is challenging and a number of key decisions are needed to allow progress to continue to programme.

To achieve the current delivery programme, a planning application will need to be submitted in March 2010 after obtaining Programme Entry. Work has already started on preparing the necessary documentation. Cabinet approval is now sought to submit the planning application following receipt of Programme Entry from the DfT.

In order to publish the necessary Compulsory Purchase Order, further work needs to be carried out on the detailed design to identify the precise extent of land needed for the scheme. Approval now is sought to continue with the detailed design in accordance with the preliminary drawing attached at Appendix 1. A further report will be brought to Cabinet for authorisation to proceed with the CPO upon completion of the necessary design work.

8. Finance

Preparation costs are being funded from Local Transport Plan allocations as detailed in the report to the Former Cabinet Member for Economic Regeneration and Development Services of 6 February 2006.

9. Risks and Uncertainties

The implementation of the Waverley Link Road Major Scheme is dependent on continuing financial support from the Department for Transport, securing planning permission and confirmation of Orders through statutory processes.

10. Policy and Performance Agenda Implications

The project accord with the aims and objectives of LTP2 as it will assist in the improved management of traffic, offer road safety benefits and support regeneration initiatives.

11. Background Papers and Consultation

Alternative options and the preferred scheme were first introduced to the public at a meeting in Woodhouse Mill Working Men's Club in 2003. The public acceptability of the proposal was tested and confirmed by a questionnaire in 2005. Further public meetings were also held towards the end of 2008 to update the public on progress. Statutory bodies and stakeholders have been consulted as part of preparing the

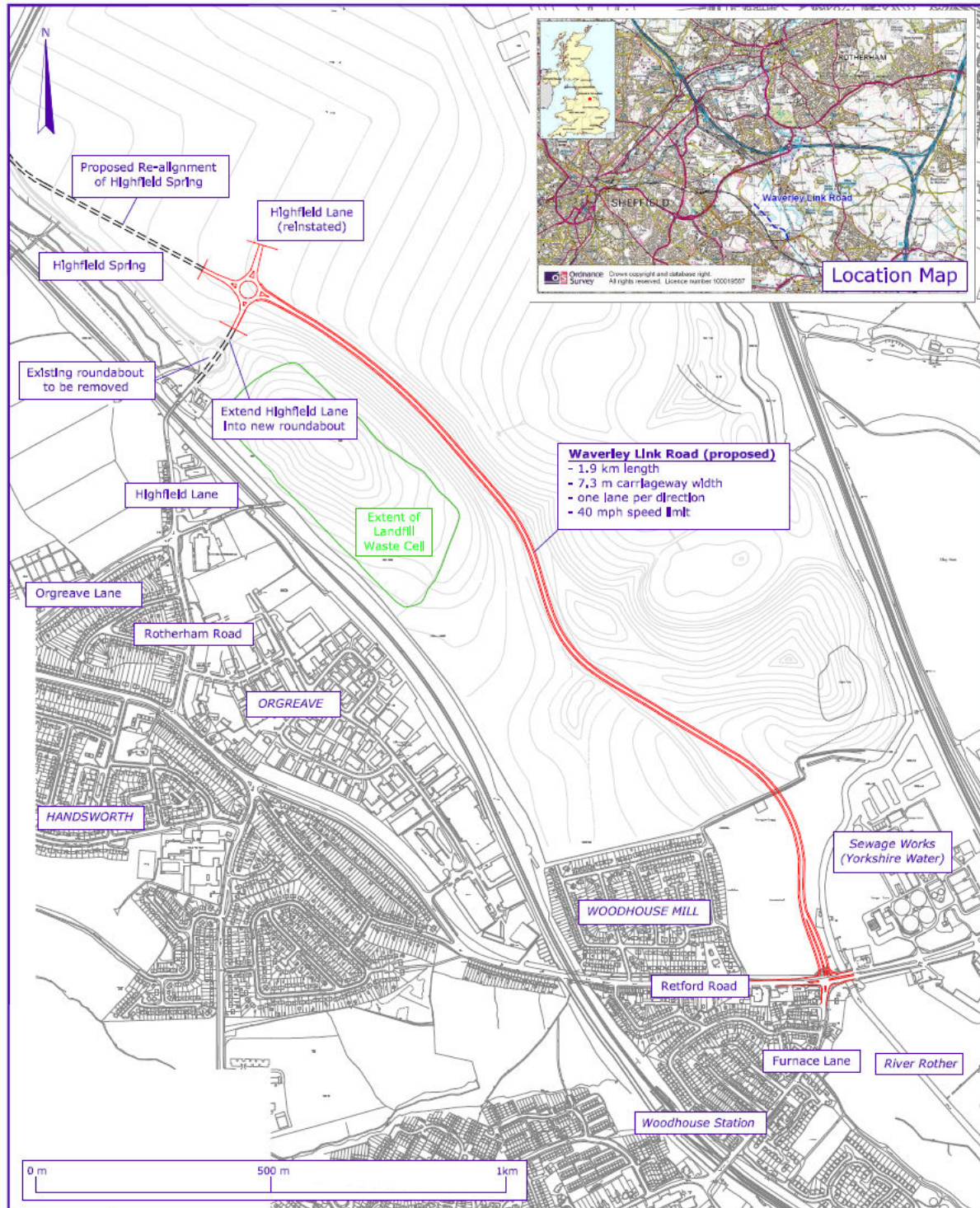
MSBC. The public and organisations will be given an opportunity to make their views known through the planning process.

Report to the Former Cabinet Member for Regeneration and Development Services of 20 April 2009.

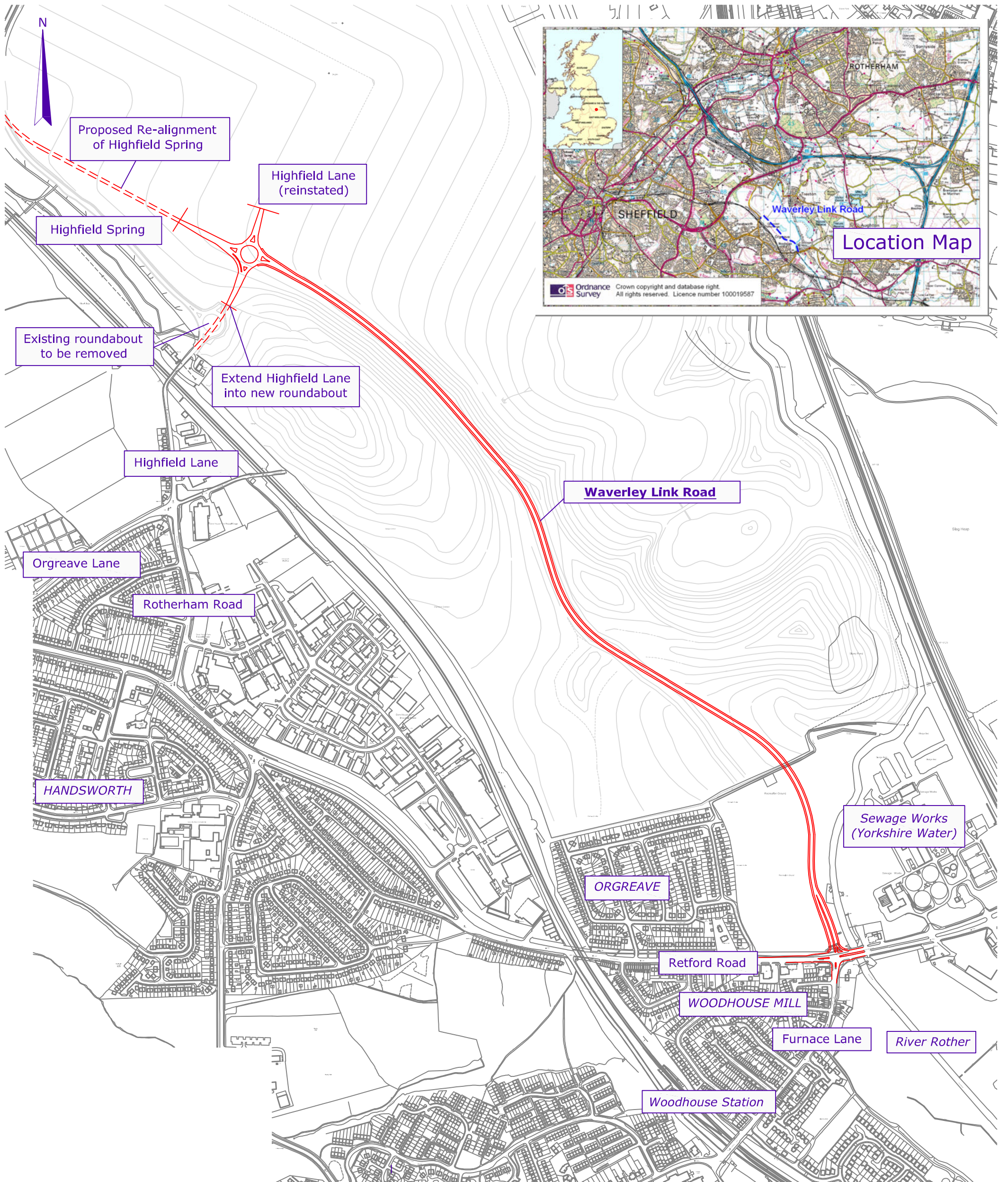
South Yorkshire Local Transport Plan 2006-2011 available at
<http://www.southyorks.gov.uk/index.asp?id=509>

Waverley Link Road – Transport Major Scheme Business Case Report available at
<http://www.rotherham.gov.uk/downloads/200024/consultations>

Contact Name: **Tony Sarjeant, Principal Transportation Officer, Planning and Transportation Service, extension 2958,**
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1	25/03/09	-		
No.	Date	Revision		
Waverley Link Road - Major Scheme Business Case			Proposed Alignment of Waverley Link Road	
Project No. C37242		Figure No./Drawing No. Figure 2.3		Rev No. -
				Scale 1:7,500 at A3
Drawn GM		mvaconsultancy		
Designed GM				
Approved DL				
Prepared for Rotherham Metropolitan Borough Council March 09				



ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	20th January, 2010
3.	Title:	Building Schools for the Future (Transforming Rotherham Learning) – Outline Business Case
4.	Directorate:	Children and Young People’s Services

5. Summary:

This requests Cabinet Support for the Outline Business Case for the Building Schools for the Future Project, the main points of which are summarised in the report. The full document will be available at the meeting.

6. Recommendations:

It is recommended that;

- (i) **Cabinet supports the Outline Business Case for the Building Schools for the Future Project and that it is submitted on 26th January, 2010; and**
- (ii) **the Programme Director – BSF has delegated powers to negotiate on behalf of the Council over the whole period from OJEU publication up to and including Financial Close; and that the Principal Officer (legal) has delegated powers to authorise related legal documentation.**

7. Proposals and Details:

The Building Schools for the Future Project (Transforming Rotherham Learning) is now at the stage of submission of the Outline Business Case, targeted for 26th January, 2010. This follows the successful approval by Partnerships for Schools of our Strategy for Change Part 2 in October 2009.

Appendix A is the introduction to the OBC, which describes the key principles and objectives of the project, that is;

- We are all responsible for all Rotherham's Children and Young People.
- All Rotherham's learners will achieve; no one will be left behind.
- Learning is the core business: investment, policy and strategy must be driven by opportunities for learners.
- Learning Communities will be rooted in and responsible to the needs of local people.

The following summarises the main sections of the OBC, which give evidence that the project is transformational, value for money, affordable and deliverable.

Background

- This confirms there has been no change to the strategy since the submission of the Strategy for Change; and for which there was full Cabinet approval. The Strategy is described in Appendix A and the first Phase, included in Appendix B sits at the heart of the strategy. The design plans for the first 5 secondary schools and the co-located primary and special schools are well advanced and will model the transformation of provision and outcomes for Rotherham. All 5 secondary schools will remain on their existing sites and the amalgamated Maltby primary and special school will be co-located as part of an iconic campus development.

The Project

The Project Scope is set out at Appendix B. The Cabinet has already approved the procurement of a Local Education Partnership which will deliver the appropriate services.

Significantly, since the submission of SfC 2, Partnerships for Schools has agreed the early drawdown of £4m ICT investment, which will give benefits to all secondary and special schools in the first Phase.

Value for Money

Treasury models have been used to test PFI procurement value for money. This has demonstrated that the PFI funding rate provides value for money, which endorses the expectation that more than 70% new build (which every school will enjoy) is the appropriate funding route.

Affordability

Affordability is currently being worked through both with our consultants PwC and Partnerships for Schools. The Programme Director BSF will update the meeting on this. It should be noted that Cabinet approval has already been given for the different Council contributions to the scheme. In summary, these are;

Additionally, there will be at least £80m of BSF investment alongside £8m of ICT investment for the first Phase and £4m of ICT early drawdown funding on behalf of all of the schools.

Readiness to Deliver

The Cabinet has already approved the necessary resources to deliver the BSF project, as reported in the report of 15th July, 2009. Currently letters of commitment are being received from all of the parties who will be funding the agreement. These include the Strategic Director of Finance (as the Section 151 officer), school governing bodies, the Academy and the Diocese of Hallam.

Planning Briefs are being approved for the sample schools (Aston and Maltby) and letters of comfort are being provided for all schools in Phase 1 by the Director of Planning.

It is intended that, subject to the approval of the OBC, that the OJEU is published in April 2010. This will entail procurement through competitive dialogue through to Financial Close in October 2011. Construction will begin at that time and schools will open between September 2013 and January 2014. Cabinet are requested that delegated powers are given to the Programme Director – BSF to negotiate on behalf of the Council in this period; and that the Principal Officer (legal) has delegated powers to authorise legal documentation.

Leading and Managing Change

This section confirms that there is widespread commitment to locate Transforming Rotherham Learning and BSF Strategies within CYPS and corporate strategies. There is a clear change management plan which will act as a route map for delivery, with consultation and engagement throughout. One of the most successful consultations with children and young people has involved the Sorrell Foundation. They have developed their own design briefs, which are now featuring in the actual output specifications going out to bidders, evidence of real voice and influence.

8. Finance:

These have been described in the affordability part in section 7. To summarise, the OBC will secure a total of £92m BSF investment, consisting of the £80m BSF investment, the £8m ICT investment for the first Phase schools and the £4m ICT early drawdown for all schools.

9. Risks and Uncertainties:

Risks and uncertainties relate to the actual approval of the OBC by Partnerships for Schools and Treasury. This may cause delay in the programme, if further work has to be undertaken to prove value for money, affordability and deliverability. Risks also relate to securing all of the letters of commitment from the various bodies in timely fashion but the Project Team is working closely with them to mitigate against delay.

10. Policy and Performance Agenda Implications:

Transforming Rotherham Learning through Building Schools for the Future contributes to all of the main priorities in the Children and Young People's Plan, Corporate Plan and Community Strategy. It is key to raising standards of achievement for all of our young people throughout the borough.

11. Background Papers and Consultation:

OBC Guidance from DCSF and Partnerships for Schools
Cabinet Member Children and Young People's Services, 12th March, 2008 – "Building Schools for the Future".
Cabinet, 9th April, 2008 – "Building Schools for the Future – Readiness to Deliver".
Building Schools for the Future Project Boards, September '08 to January '10
Cabinet, 15th July, 2009 – "Building Schools for the Future (Transforming Rotherham Learning) – Strategy for Change Part 2"

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Transforming Rotherham Learning Outline Business Case

Rotherham is an ambitious and highly effective metropolitan borough with clear and ambitious plans for the future that build upon our cultural heritage and diversity and a robust record of partnership, co-operation and collaboration. This BSF 'Transforming Rotherham Learning' Strategy for Change (SfC) Part 2 builds upon the very positive feedback from SfC 1 and the issues raised in the annex are addressed in this document. Appendix 1 itemises the issues and the relevant SfC 2 sections in which they are addressed.

The attached proposals have the full support of the Cabinet, Chief Executive and CYPS Strategic Director as well as the broad partnership of stakeholders. The council is committed to localisation, integration and personalisation as detailed in our Corporate Plans and Transforming Rotherham Learning reflects this. The welcome production of the white paper "21st Century Schools: A World-Class Education for Every Child" reflects Rotherham's commitment to further develop a 'Team around the Child' model to maximise the opportunities for earlier identification, intervention and prevention for vulnerable children, young people and 'stuck families'. Our Children and Young People's Plan that is being refreshed this year, based on a comprehensive audit of need, will highlight the importance of transformation of services for children, young people and their families in order to improve outcomes. The BSF 'flagship initiative will act as a catalyst to energise and enable a radical reshaping of learning across the Borough contributing significantly to the community regeneration already underway.

Throughout the BSF process we have consistently applied the key principles of Transforming Rotherham Learning:

- We are all responsible for all Rotherham's children and young people.
- All Rotherham learners will achieve; no one will be left behind.
- Learning is the core business: investment, policy and strategy must be driven by opportunities for learners.
- Learning communities will be rooted in and responsive to the needs of local people.

The consultation feedback identified 4 main determinants for the underperformance of children and young people over time;

- The failure to acquire language early
- Underdeveloped literacy skills
- Inadequate provision for vulnerable learners
- 'Stuck' families

The collective response to these principles and findings centre upon developing **16 Learning Communities** across the Borough that will provide coherent and progressive pathways for each and every learner. Building upon our best practice from innovative Integrated Services Pathfinder Projects, our ambition is for each LC to fully embrace our strategy for children, young people and families, extended, life-long learning and the development of integrated and co-located services. They will utilise new and emerging

learner friendly technologies to transform the way in which learning is delivered. We will integrate the primary capital programme and developments such as 'Inspire Rotherham' to provide added impetus to this critical endeavour.

In accordance with our stated principles, all of the learning communities will be challenged to build a partnership that better connects primary, secondary and special schools with children's centres, colleges, other providers and users to ensure our broad outcomes are delivered in a local context. Life chances will be transformed by determining partnerships designed to enable early intervention, improve literacy and numeracy and forge integrated approaches to moving 'stuck' children and families.

The SEN Specialist Schools programme and BSF will be vital elements in these partnerships, building both capacity and co-located learning environments. This approach will provide a continuum of provision extending from a child and family's local primary or secondary school, to an enhanced provision within the local area, and to a specialist facility within the Local Authority. The outcomes of this element of TRL will include improved parental preference, a more cohesive and tolerant community, improved student outcomes and post 16 progression rates and reduced permanent exclusions. Through these and allied developments we are determined to:

- Ensure our Learning Communities are places where people want to work and learn, providing greater personalisation, choice and personalised learning spaces designed to raise levels of attainment and engagement at all ages
- Create a seamless 0-19 learning pathway with more effective and engaging transition programmes, including those to Higher Education. Our aspiration is to enable 100% positive progression.
- Support parents, schools and communities to raise aspirations, particularly in areas of deeply embedded disadvantage
- Provide for comprehensive, integrated childcare and education with local delivery points for inter-agency family support ensuring success for all of our learners including the most vulnerable
- Encourage more local people to become involved in learning, reducing numbers of working age adults lacking essential skills and improving employability.
- Develop comprehensive sport, leisure and community learning provision
Reflect and develop the use of cutting edge technologies in all of this provision.

APPENDIX B

Project Scope

The Project Scope remains the same as set out in SfC 2. It is the intention of the Council to form a Local Education Partnership (LEP) to deliver its BSF Programme and, subject to the approval of this Outline Business Case (OBC), will procure a LEP partner from the private sector to deliver partnering services. The majority of the services will be offered exclusively to the LEP, and, subject to its satisfactory performance, additional services may also be offered. The following tables describe the progress against Remit and SfC 2 comments made by DCSF and PfS colleagues.

Proposed LEP Exclusivity for all BSF Schools and directly related work

The LEP will provide the construction and, where they are PFI schools, the future hard and some soft Facilities Management (FM) Services. These will include the first and second phases of the school project.

- Phase 1 (the subject of this OBC)
All to be delivered through the Private Finance Initiative (PFI)

Aston Comprehensive School (sample)
Maltby Academy (sample as part of Maltby Campus)
Hilltop Special School (sample as part of Maltby Campus)
Maltby Lilly Hall Primary School (sample as part of Maltby Campus and funded through the Primary Capital Programme)
Swinton Community School
Oakwood Technology College
St. Pius X Catholic High School
Milton Special School (ICT only)
Abbey Special School (ICT only)
- Phase 2 (funding subject to future decisions by PfS and the DCSF)

Brinsworth Comprehensive School
Kelford Special School (to be co-located with Brinsworth)
St. Bernard's Catholic High School
Rawmarsh Community School
Dinnington Comprehensive School
Wales High School
Willows Special School (ICT only)

Brinsworth, Kelford and St. Bernard's will be delivered through PFI and Rawmarsh, Dinnington and Wales will be 'design and build'.
- Hard FM Services – reactive, lifecycle and planned preventative maintenance for PFI schools.
- Soft FM Services – caretaking, grounds maintenance, and security. It should be noted that catering will be delivered either by the Council's School Meals Service or the

schools' own private partners. (Cleaning will be delivered by the Council's own Facilities Services Organisation, subject to this being accepted by PfS through this OBC).

- Managed ICT Service: this will cover all secondary and special schools, with the timing of delivery to be agreed with the LEP partner.

Proposals for potential additional work to be offered to the LEP

- Phase 3 (funding subject to future decisions by PfS and the DCSF).

These are the existing PFI schools and 1 ICT only special school. It is recognised that there will need to be agreement between the LEP and the Council's Schools PFI partner, Balfour Beatty (Transform Schools (Rotherham) Ltd.) as to how work should be carried out. Balfour Beatty are willing to do this and will be the subject of further discussions with the preferred LEP partner before Financial Close.

Clifton Community School
Thrybergh School
Winterhill School
Wingfield Business and Enterprise College
Wath Comprehensive
Wickersley School and Sports College
Newman Special School (ICT only)

- Primary Capital Programme Projects
- Hard FM services for Design and Build Schools
- Soft FM services for Design and Build Schools
- Co-located services with other agencies, such as the NHS. This is planned, particularly for Dinnington Secondary School in Phase 2.

Community Engagement and 3rd Party Letting

The council and schools have agreed that the promotion of 3rd Party Lettings will be through the model of the current Building Learning Communities Ltd. This is a 'not for profit' Company, where all income is directed in maintaining and improving community engagement across the current PFI schools. This model will either be a new company with the LEP Partner or an expansion of the current model.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1)	Meeting:	Cabinet
2)	Date:	20th January, 2010
3)	Title:	Asset Exchange – NHS Rotherham The Masbrough Centre, Devonshire Street, Masbrough and Wheatley Road Clinic, Wheatley Road, Kimberworth Park Wards 13 Rotherham West and 21 Wingfield
4)	Directorate:	Environment and Development Services

5. Summary

To seek approval to exchange the former Masbrough Centre, Devonshire Street, Masbrough owned by RMBC with the former Wheatley Road Clinic at Duke Street, Kimberworth Park owned by NHS Rotherham.

6. Recommendations

That:-

- (1) Cabinet approve the exchange of assets on the basis set out in this report.
- (2) the Director of Asset Management negotiates the terms of the exchange
- (3) the Assistant Chief Executive of Legal and Democratic Services completes the necessary documentation.

7. Proposals and Details

Wheatley Road Clinic, as indicated at the attached plans at Appendices 1 and 2 is a former health clinic owned by NHS Rotherham and is surplus to operational requirements. The property, due to the levels of the site, is located adjoining and partially beneath the Council's Kimberworth Park Library. Each of the properties have independent ground level access.

NHS Rotherham's freehold interest in this clinic is purely the footprint of the building, with no landscaped or dedicated parking areas within its title. The property is currently secured by an active alarm system and shuttering to all windows.

The Clinic provides 1,820 Sq.Ft. (169 sq.m) of useable accommodation.

The library above the clinic is operated by Culture and Leisure Services, although the property itself is a Neighbourhood and Adult Services asset. The clinic and the library are surrounded by landscaped grassed areas, along with a secured car park to the rear of the building for use by the library only.

The Masbrough Centre, a former educational centre previously held by Children and Young Peoples Services was declared surplus by the Director of Resources and Access in October 2008.

The property, as indicated at the attached plans at Appendices 3 and 4, is located at Devonshire Street adjacent to the formerly Council owned Ferham House and Ferham Clinic, and adjoining the Former Ferham Sports and Social Club. The area hatched red on the attached plan is the remaining freehold interest that RMBC hold on the site.

The property is a single storey building comprising of a main classroom/office space with a number smaller, offices/consultation rooms including W/C and kitchen facilities. There is potential to park 1 or 2 vehicles with the curtilage of the freehold area. The centre provides 1,330 Sq.Ft. (123.5 Sq.M) of useable space.

No suitable alternative use has been found for the Masbrough Centre within the Council.

Discussions with NHS Rotherham has indicated that due to the proximity of the Masbrough Centre to Ferham Clinic, that they may be able to identify an operational need for the building.

Discussions with NHS Rotherham have indicated that both assets may be exchanged outright, with no additional sums of money to be paid by either party. Further to the earlier report presented to the Corporate Management Team on the 10th August 2009, an independent chartered surveyor was commissioned to provide a market value for both the Wheatley Road Clinic and the Masbrough Centre in order to determine whether any such exchange would be fair and equitable.

The independent chartered surveyor has concluded that that the Wheatley Road Clinic has a value of £90,000 and the Masbrough Centre has a value of between £85,000 and £90,000. Therefore the exchange of assets represents a fair and equitable exchange.

In the short to medium term, the former Wheatley Road Clinic could be utilised for an (as yet) unidentified community or multi-partnership use bearing in mind its close proximity to the existing library. There is also the potential for the property to be brought into the Investment Property Portfolio and let on the open market.

In the medium to long term, the acquisition of the former Wheatley Road Clinic offers the opportunity for the Council to assemble a larger potential residential/mixed use development site.

8. Finance

The exchange of assets, which has been determined by an independent chartered surveyor as fair and equitable, shall not require any additional sums of money to be paid by the Council. The Council and NHS Rotherham would be responsible for its own legal and surveyors fees in dealing with the exchange should this proceed.

Following the assembly of this residential/mixed use development site, a capital receipt of approximately £390,000 could be realised subject to the clearance of the site.

9. Risks and Uncertainties

- 9.1 There is the potential risk that if Wheatley Road Clinic is not acquired by the Council, then it could be leased or disposed by the NHS Rotherham for a use that potentially could conflict with the Council's current operation of Kimberworth Park Library.
- 9.2 There is the potential risk that whilst Wheatley Road Clinic remains vacant, and it is currently a target for antisocial behaviour, it will continue to affect the security of the adjoining Kimberworth Park Library.
- 9.3 Failure to acquire Wheatley Road Clinic could jeopardise the potential for the future development of the Council owned site at Wheatley Road and potentially reduce its overall capital value on development.
- 9.4 There is the risk that due to the design and location of the Masbrough Centre, it may be difficult to dispose of the property on the open market, which in turn will increase maintenance and long term security costs.

10. Policy and Performance Agenda Implications

Sustainable Development: The proposal will support the principles of sustainability by exchanging an under used asset

11. Background Papers and Consultation

Capital Strategy and Asset Review Team Report 22 July 2009 – Asset Exchange NHS Rotherham

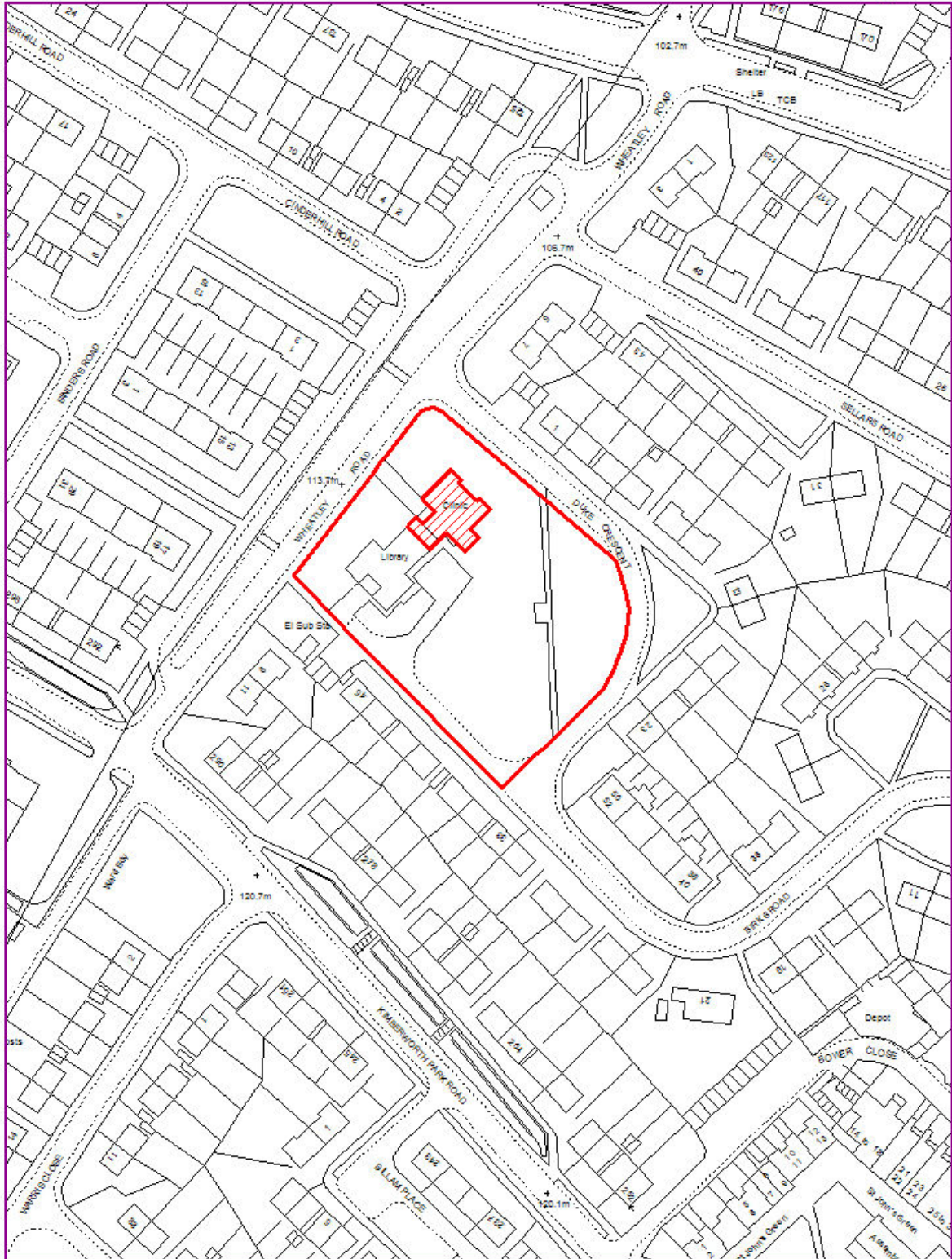
Corporate Management Team Report 10 August 2009 – Asset Exchange NHS Rotherham

Appendices 1, 2, 3 and 4 - Site and Location plans


Contact Name:

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jonathan.marriott@rotherham.gov.uk

Ian Smith, Director of Asset Management, Ext 3850,
ian-EDS.smith@rotherham.gov.uk



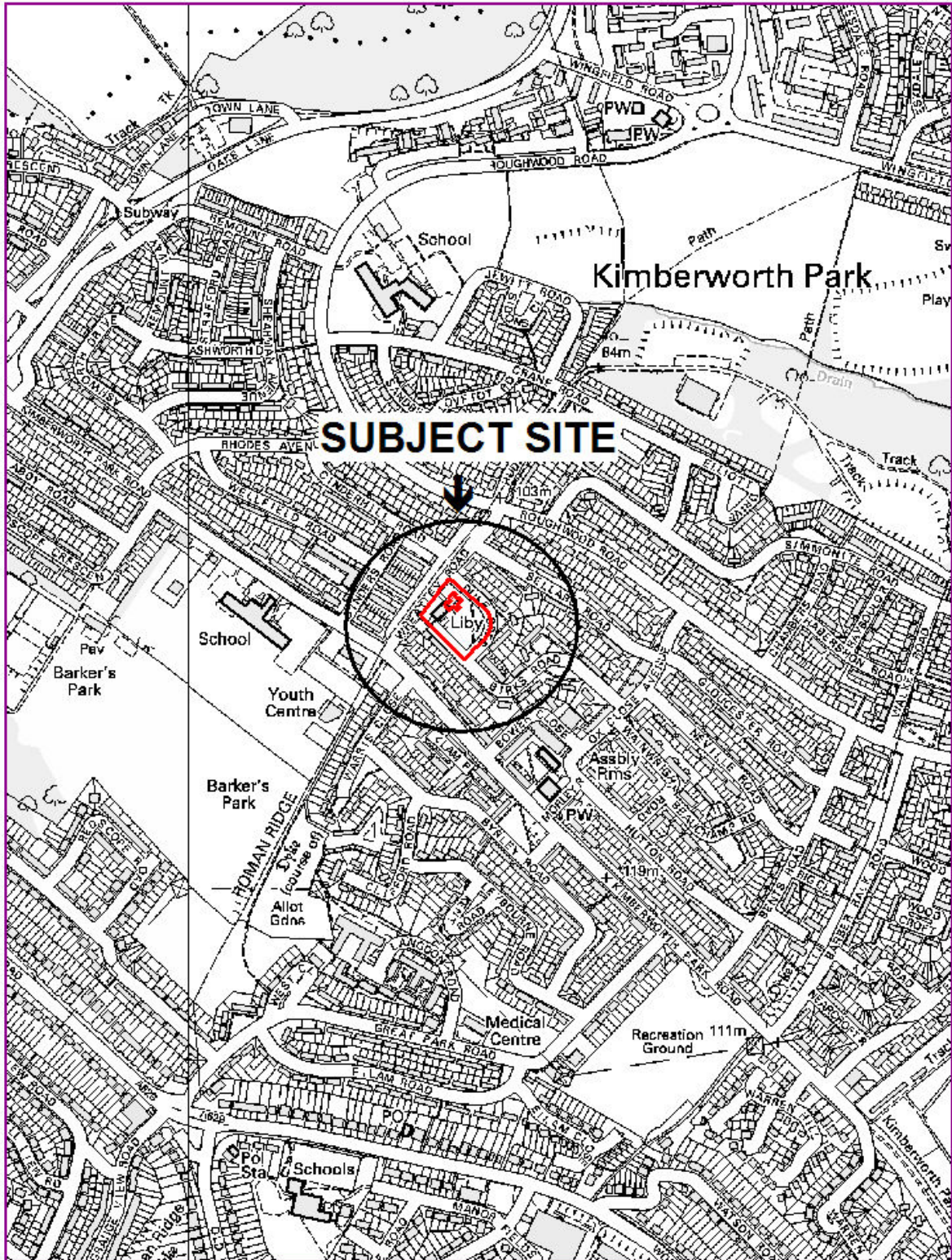
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Scale 1:1250

WHEATLEY CLINIC
WHEATLEY ROAD
ROTHERHAM

Rotherham 
Metropolitan
Borough Council

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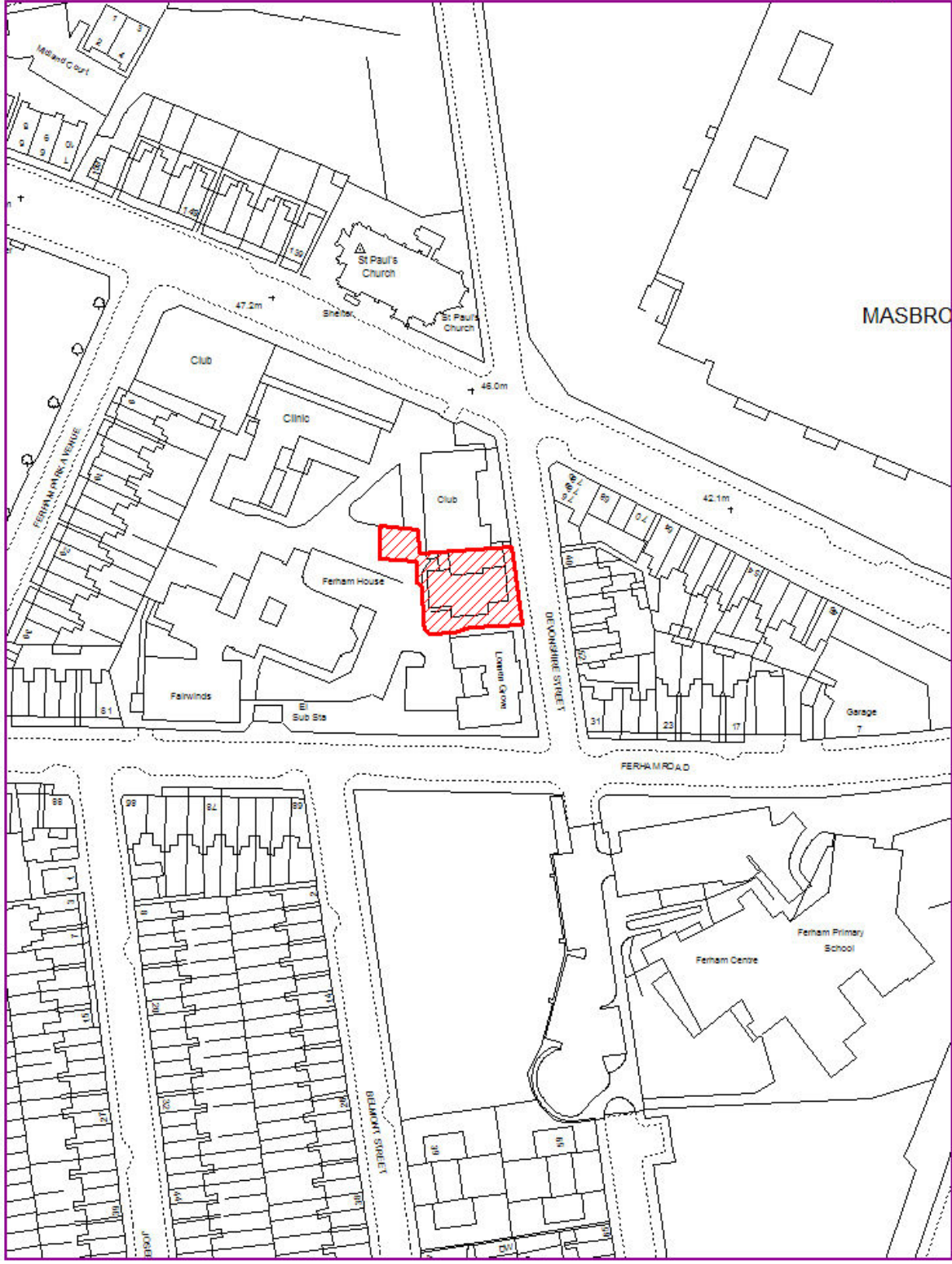
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Scale 1:6000

WHEATLEY CLINIC
WHEATLEY ROAD
ROTHERHAM

Rotherham 
Metropolitan
Borough Council

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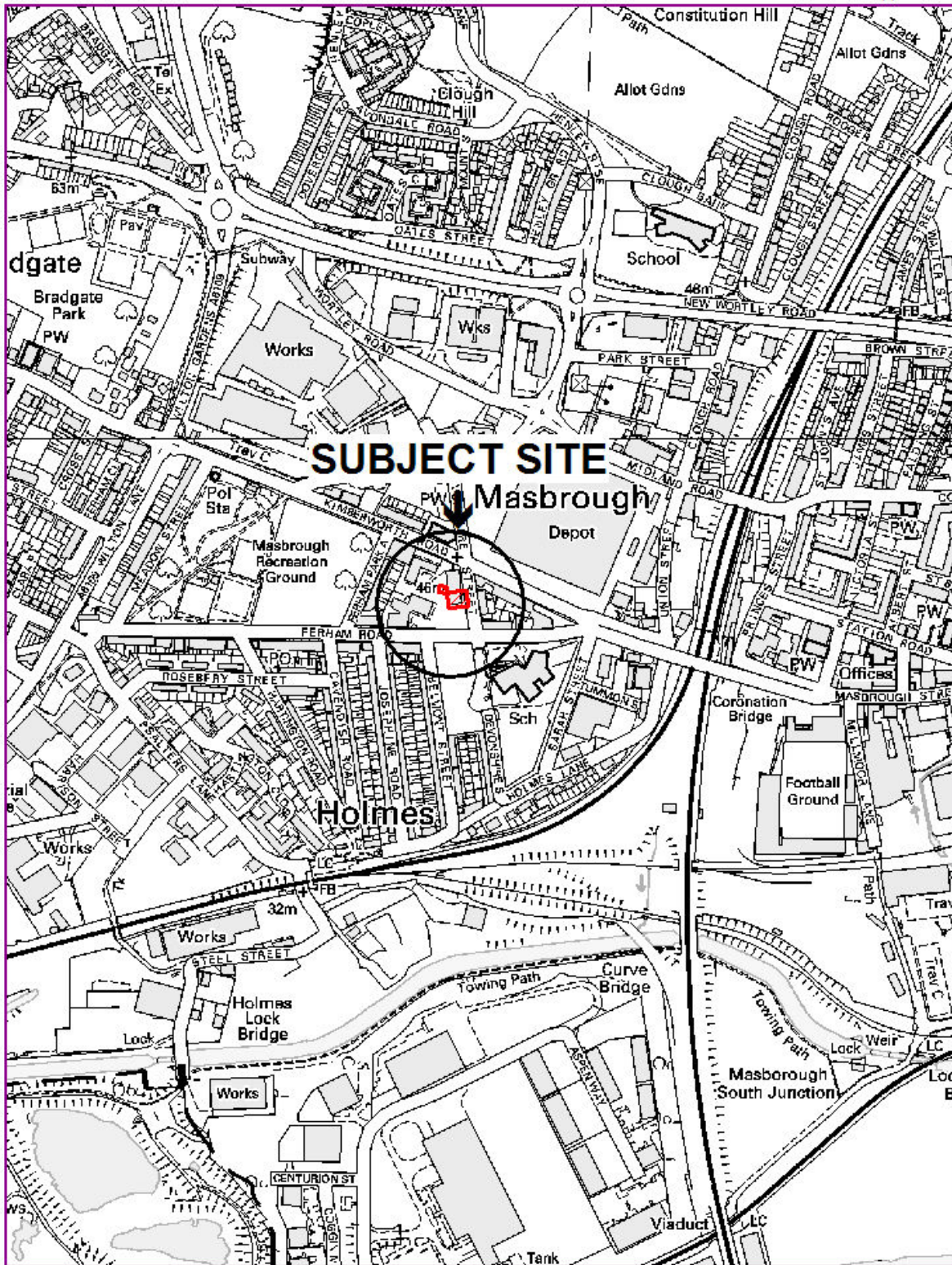
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**MASBROUGH CENTRE
 DEVONSHIRE STREET
 MASBROUGH
 ROTHERHAM**



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 Scale 1:6000

MASBROUGH CENTRE
DEVONSHIRE STREET
MASBROUGH
ROTHERHAM



MISPT\Angle\GenEnq.wrk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	CABINET
2.	Date:	20TH JANUARY, 2010
3.	Title:	MEMBERS' TRAINING AND DEVELOPMENT PANEL – MINUTES OF A MEETING HELD ON 17TH DECEMBER, 2009.
4.	Directorate:	CHIEF EXECUTIVE'S

5. Summary

To consider Members' training matters.

6. Recommendations

To receive the minutes of the meeting of the Members' Training and Development Panel held on 17th December, 2009.

7. Proposals and Details

To ensure implementation of the Council's Training and Development Policy in accordance with the meeting's Terms of Reference.

8. Finance

The Panel has its own training budget.

9. Risks and Uncertainties

Without proper training and support being in place there is a risk that Members' capacity to make decisions is not soundly based.

10. Policy and Performance Agenda Implications

To consider best practice in relation to Member training and development.

The aim is for every Elected Member to be given suitable opportunities for development and training to help support all aspects of their role.

11. Background Papers and Consultation

A copy of the minutes of the meeting of the Members' Training and Development Panel held on 17th December, 2009, is attached.

Contact Name : Cath Saltis, Head of Scrutiny and Member Services, Chief Executive's Directorate – Tel. 01709 822779 cath.saltis@rotherham.gov.uk

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 17TH DECEMBER, 2009**

Present:- Councillor Sharman (in the Chair); Councillors Cutts, Dodson, Pickering, Smith, St. John, Turner, Whelbourn and Wootton.

Apologies for Absence were received from Councillors G. A. Russell, Hughes and McNeely.

31. MINUTES OF THE PREVIOUS MEETING HELD ON 22ND OCTOBER, 2009

The minutes of the previous meeting held on 22nd October 2009 were agreed as a correct record.

With regard to Minute No 29 (Leadership Academy – Community Safety Programme – Warwick – 2nd and 3rd December 2009), Councillor Currie had expressed an interest. It was agreed that he would be informed of future Leadership Academy opportunities.

32. “A DAY IN THE LIFE OF A COUNCILLOR” DVD

Cath Saltis presented the submitted report which sought members support for the creation of a short DVD which would be designed to promote greater understanding of the democratic process. The DVD would be used as a borough wide resource to inform citizens of the work of elected members.

It would be a highly effective source of citizenship information in local schools and would broaden both adults and young people’s knowledge of local councillors’ work. It was hoped that by understanding the role and responsibility more people would become involved in the democratic process and consider standing as a councillor.

It was envisaged that the DVD would run for approximately 20 minutes starting with a 2 minute introduction, followed by three 6 minute “Day in the Life” films about local councillors.

It was suggested that elected members be identified from the following groups within the Council to take part in the DVD:-

- Opposition
- Female
- Younger Members
- Black and Minority Ethnic

A key message that the DVD would convey was that local democracy was open to all and would show the routes to get involved in the democratic process. This could be through surgeries, Area Assembly meetings, School Councils, Scrutiny meetings, being a school governor etc.

Filming would begin as early as possible in the New Year and a schedule of dates and times would be agreed with the selected members. The work would need to be edited and completed by the end of February 2010.

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

- It was felt that there needed to be a reasonable number of members included in the DVD to ensure variety. However the costs contained within the report were based on using only 3 members and therefore any increase in the numbers of members could result in an increase in cost.
- It was noted that the DVD could appear on the Council Website, YouTube and the "Beacouncillor" website.
- It was suggested that the DVD be used as part of new member induction.
- If possible Parish Councillors and School Governors be approached to take part.
- A suggestion was made that young people be involved in the making of the DVD and that they should undertake the interviews of Councillors.

Following this discussion it was suggested that 3 members be involved in developing the content of the DVD:-

- Councillor Barry Dodson
- Councillor Jane Austen
- Councillor John Turner

Resolved:- (1) That the development of a "Day in the Life" DVD be supported and appropriate funding from the Member Development Budget be agreed.

(2) That it be agreed that the 3 members meet with officers early in the new year to progress work on the DVD Storyboard.

33. MEDIA TRAINING - FEEDBACK

Cath Saltis gave an update on the Media Training which had taken place. She confirmed that six elected members had been chosen to take part and had engaged well. The training had involved interviews on the telephone and also on the street.

It was suggested and agreed that Cath would produce a report for the next meeting of the panel based on the written feedback received from the Consultants.

34. ICOCO (INSTITUTE OF COMMUNITY COHESION) - PROGRESS

Cath Saltis gave an update on progress made in relation to ICOCO (Institute of Community Cohesion).

She confirmed that the proposal was currently being worked on. Once this was agreed an invitation would be extended to all councillors including parish councillors for training. A report would be presented to a future meeting with the proposed dates.

It was agreed that as much advanced notice as possible be given so as to give parish councillors every opportunity to attend.

35. MEMBERS' INDUCTION PROGRAMME - PREPARATION

Sioned-Mair Richards gave an update in relation to the Members' Induction Programme. She outlined the topics for inclusion in future induction sessions and confirmed that it would be available on the Council's intranet and all Councillors would be given access to it.

Sioned asked for volunteers to help with pulling the induction package together and the following members were nominated:-

- Councillor Jane Austen
- Councillor Paul Lakin
- Councillor David Pickering
- Councillor Peter Wootton
- Councillor Reg Littleboy
- Councillor Darren Hughes (or substitute)

36. DATE AND TIME OF NEXT MEETING - THURSDAY, 21ST JANUARY, 2010 AT 2.00 P.M IN BAILEY HOUSE.

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday 21st January 2010 at 2.30 pm.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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