

## **CABINET**

**Venue: Bailey Suite, Bailey  
House, Rawmarsh Road,  
Rotherham**

**Date: Wednesday, 9 June 2010**

**Time: 10.30 a.m.**

## **A G E N D A**

1. 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 28th April, 2010 (copy supplied separately)
5. Corporate Debt Policy (Pages 1 - 52)
  - Strategic Director of Finance to report.
6. Annual Governance Statement 2009/10 (Pages 53 - 70)
  - Strategic Director of Finance to report.
7. Rotherham Employment Land Review Update (Pages 71 - 74)
  - Strategic Director of Environment and Development Services to report.
8. 2009-2010 Financial and Performance Outturn Report on Major External Funding Programmes and Projects (Pages 75 - 95)
  - Chief Executive/Strategic Director of Finance to report.
9. Final Report – Localised Flooding in June 2009 (Pages 96 - 156)
  - Strategic Director of Environment and Development Services to report.
10. Groundworks Trusts Panel (Pages 157 - 166)
  - Chief Executive to report.
11. Local Development Framework Members' Steering Group (Pages 167 - 173)
  - Strategic Director of Environment and Development Services to report.
12. 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)):-

13. Land at Scrooby Lane, Parkgate (Pages 174 - 180)
  - Strategic Director of Environmental and Development Services to report.
14. Old School House, Church Lane/Station Road, Treeton (Pages 181 - 186)
  - Strategic Director of Environmental and Development Services to report.
15. Major Highway Scheme - Enabling Proposals (Pages 187 - 191)
  - Strategic Director of Environment and Development Services to report.
16. EU Migration/Roma Community (Pages 192 - 198)
  - Chief Executive to report.

**Extra Item (Exempt under Paragraphs 2 and 3 of the Act - information relates to individuals and finance/business matters):-**

17. External Funding (report herewith) (Pages 199 - 210)

**ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET**

<b>1.</b>	<b>Meeting:</b>	Cabinet
<b>2.</b>	<b>Date:</b>	9 <sup>th</sup> June, 2010
<b>3.</b>	<b>Title:</b>	Corporate Debt Policy
<b>4.</b>	<b>Directorate:</b>	Financial Services

**5. Summary**

This report provides a copy of a Corporate Debt Policy which has been produced following a scrutiny review of debt recovery arrangements.

The Policy is presented to Cabinet for approval after consultation with relevant parties and following consideration of it by the Democratic Renewal Scrutiny Panel.

**6. Recommendations**

**Cabinet is asked to approve the attached Corporate Debt Policy.**

## 7. Proposals and Details

Following a scrutiny review of Debt Recovery arrangements, a report was presented to Cabinet for its consideration on 23 September 2009. The report included 15 recommendations for strengthening the support given to customers who owed money to the Council, developing a more 'joined up' approach to debt recovery and for alleviating some concerns regarding the use of private bailiffs in collecting Council debts.

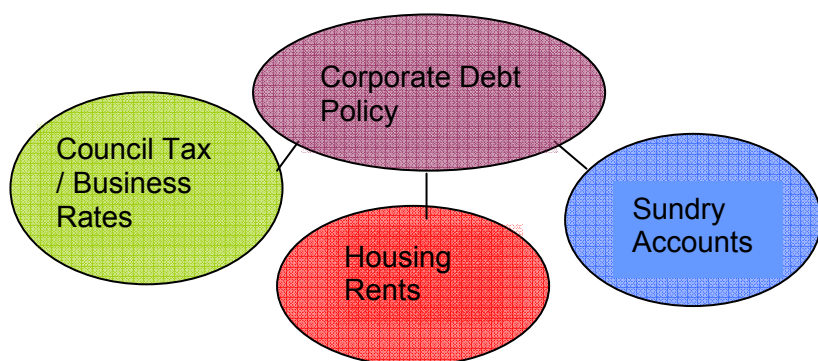
All recommendations made by the Performance and Scrutiny Overview Committee were subsequently accepted by Cabinet on 2 December 2009, and an action plan was produced for addressing the recommendations.

Two recommendations from the scrutiny review were as follows:

- *Recommendation 3 – “The corporate debt policy and other related documents are brought together to one, accessible, online policy”.*
- *Recommendation 6 – “Guidance needs to be added to the corporate debt policy detailing when debt can be transferred back to the Council from bailiffs”.*

Attached at **Appendix 1** is a corporate debt policy which is presented to Cabinet for approval. The Policy consolidates existing documents and includes information on transferring debts back to the Council, from bailiffs.

The Policy is part of a suite of 4 key documents explaining the approach and procedures relating to the collection of debt. The Policy states the over-riding principles applying to each area of debt collection. It is supplemented by three additional information notes covering the main areas of income collected by the Council, i.e. council tax and business rates, housing rents and sundry accounts, as follows:



The Corporate Debt Policy explains the Council's principles that will be applied in the recovery of all debt

The additional information notes provide more details on arrangements for collecting debts in each of the specific areas.

The Policy covers:

- Introduction and purpose of this policy
- How we will treat residents and businesses
- Ability to pay

- Arrangements for managing multiple debts
- Procedures for using bailiffs
- Standards, complaints and where to find more information.

It also provides details of advice and support services available to help residents in debt.

An initial draft Policy was produced by officers with input from a range of stakeholders, including:

- Members of the original scrutiny review panel
- Voluntary Action Rotherham: 'Advice In Rotherham'
- Citizen's Advice Bureau
- Relevant Council services
- Bailiffs.

The draft Policy was then presented to the Democratic Renewal Scrutiny Panel on 22 April 2010. The Panel was supportive of the Policy subject to two minor amendments which have now been made.

When approved, the Corporate Debt Policy will be included on the Council's website and copies and / or links made available to relevant organisations to publicise its existence.

**Cabinet is asked to approve the attached Corporate Debt Policy.**

### **8. Finance**

There are no direct financial implications associated with the production and publication of the corporate debt policy.

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

Lack of awareness of the Council's arrangements for recovering debt and, more crucially, the support available to residents in difficulty could result in residents unnecessarily being pursued for debt. The provision of a corporate debt policy with information about where to obtain support helps to minimise this risk.

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

The Council aims to implement effective and efficient debt recovery proceedings in order to maximise income and minimise the impact of non-collection on Council Tax and rent levels and service provision. The Council also aims to support all residents in financial difficulty, particularly during the current economic downturn.

The Corporate Debt Policy explains how the Council fairly balances these two objectives.

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

- Cabinet Report - Debt Recovery Scrutiny Review - 23 September 2009
- Cabinet Report – Response to the Debt Recovery Scrutiny Review – 2 December 2009
- Progress report to Performance and Scrutiny Overview Committee – 12 March 2010
- Democratic Renewal Scrutiny Panel – 22 April 2010

### **Contact Names:**

Colin Earl, Director of Internal Audit & Governance, 01709 822033  
e-mail: [colin.earl@rotherham.gov.uk](mailto:colin.earl@rotherham.gov.uk)

Ian West, Revenues and Benefits Client, 01709 254534  
e-mail: [ian.west@rotherham.gov.uk](mailto:ian.west@rotherham.gov.uk)

### **Appendix:**

Appendix 1: Corporate Debt Policy

# FINANCIAL SERVICES

## Corporate Debt Policy

April 2010

**Summary of policy:**

*This policy details the principles to be adopted by the Council when undertaking the collection of debt in Rotherham from both residents and businesses. It explains how we will attempt to maximise debt recovery while treating people fairly and with respect.*

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## SECTION 1

### INTRODUCTION AND PURPOSE OF THIS POLICY

***The Council is committed to treating people fairly while collecting income due to it.***

The Strategic Director of Finance has responsibility under Section 151 of the Local Government Act 1972 for the administration of the financial affairs of the Council. One such area of administration relates to the collection of monies due to the Council.

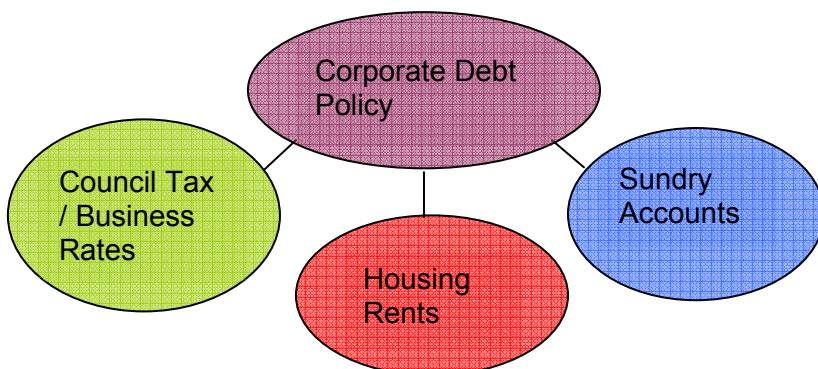
Rotherham Council is required to collect monies from its residents and businesses for a variety of reasons. It is inevitable that the Council will be required to pursue the recovery of arrears from persons and businesses who might experience difficulty in paying some outstanding accounts. An agreed policy of how the Council manages and collects debts is vital in ensuring consistency and fairness in such situations.

This Corporate Debt Policy has been drafted following recommendations made by the Council's Performance and Scrutiny Overview Committee and reflects contributions made by advice services in Rotherham and various services involved in the collection of Council debt.

The objectives of the Council's policy on debt collection are:

- To maximise debt collection, ensuring that all income is collected and available to fund the delivery of services to the people of Rotherham
- To ensure people in genuine financial difficulty are supported to claim any benefits they are entitled to and are given fair opportunity to pay any amounts they are liable for
- To ensure the Council supports vulnerable people to manage their financial affairs effectively, including the payment of debt
- To ensure that the protocols governing the use of bailiffs are clearly set out and available to all who need to access them.

The policy covers all debts owed to the Council except penalty charge notices (parking contraventions), which are dealt with under separate statutory arrangements. The policy is part of a suite of 4 key documents explaining the approach and procedures relating to the collection of debt. The policy states the over-riding principles applying to each area of debt collection. It is supplemented by three additional information notes covering the main areas of income collected by the Council, i.e. council tax and business rates, housing rents and sundry accounts:



The Corporate Debt Policy explains the Council's principles that will be applied in the recovery of all debt

The additional information notes provide more details on arrangements for collecting debts in each of the specific areas.

Some residents might have multiple debts with the Council. The Policy explains how the income collection services will work together in relevant cases to ensure the Council takes a co-ordinated, consistent and fair approach to the recovery of multiple debts.

The Policy also explains the circumstances under which the Council will use bailiffs to help recover debt and the protocols we will apply to the use of bailiffs.

Because we recognise some residents and businesses might have difficulty making some payments, and some vulnerable residents might need help managing their affairs, we have built a wide range of support mechanisms into our policy and practices that will ensure people are offered as much support as possible to be able to meet their financial liabilities.

Management controls, regular performance monitoring and independent review processes are in place to ensure compliance with the policy and subsidiary procedures.

The remainder of this policy covers:

- Section 2: How we will treat residents and businesses
- Section 3: Ability to pay
- Section 4: Arrangements for managing multiple debts
- Section 5: Procedures for using bailiffs
- Section 6: Standards, complaints and where to find more information

## SECTION 2

### HOW WE WILL TREAT RESIDENTS AND BUSINESSES

***Anyone getting into debt or expecting to face financial difficulties should contact the Council at the earliest opportunity. By doing so, residents or businesses will give the Council and themselves the best possible chance of finding an early and effective solution to any problems.***

#### **Principles**

- Bills / accounts will be produced and recovery action undertaken in accordance with the Council's legal obligations
- Trained staff will act at all times in a customer friendly and non-judgmental manner, using prescribed procedures
- Every effort will be made by staff to maximise income, benefits and other entitlements for residents and businesses. They will also ensure money and debt advice is accessible
- In cases of hardship, the Council will assist residents and businesses in identifying and maintaining realistic payment plans
- In appropriate cases, we will consider suspending recovery action pending any appeals or further investigation
- All available methods of customer contact will be adopted, including text, e-mail, and a Council web site that gives advice on debt related issues.

Rotherham Council will try to help residents and businesses avoid getting into debt. When debt arises, the Council will provide as much support as possible to help people to pay off any arrears in a reasonable timescale. The Council will instigate formal recovery action only when all other avenues have been exhausted.

For any amount owed to the Council, the Council will firstly advise residents and businesses of any amount due and options for paying including the timescales for repayment and, where relevant, the availability of instalments. The Council will also advise residents and businesses of the range of discounts, reliefs and reductions available when it issues accounts.

Where any payments are not received by the due date, the Council will send out reminder notices and will try to agree with any person owing any money how to bring payments back onto track. The Council will also advise any residents struggling to manage their finances of the agencies that could help residents assess their financial position and, where relevant, assist them to reach repayment arrangements with the Council and other organisations they owe money to. Details of agencies established in Rotherham for helping residents with a wide range of concerns including debt issues can be found at Appendix 1 to this policy.

Where relevant, we will also advise businesses of the support available to them.

Where any resident or business fails to respond to the Council's reminders or persistently defaults on payment agreements made with the Council, the Council may refer debts to bailiffs for recovery or instigate legal proceedings to recover the debt (See Section 5 for procedures for engaging bailiffs).

## Financial Support

Rotherham Council recognises that a significant number of vulnerable people are unable to obtain access to mainstream banking. These and others may require temporary or ongoing help with managing their financial affairs including balancing their income and payments to ensure they can pay their regular bills. Rotherham Council supports the Financial Inclusion Strategy which is designed to help people manage their own affairs and provide them with access to banking facilities. The Financial Inclusion strategy is an important part of the agenda for preventing financial difficulties. Implementation of the strategy is led by Voluntary Action Rotherham and more details can be found from:

The Financial Inclusion Manager  
 Voluntary Action Rotherham  
 The Spectrum  
 Coke Hill  
 Rotherham  
 South Yorkshire, S60 2HX  
 Tel. 01709 829 821  
[www.varotherham.org](http://www.varotherham.org)

## Credit Unions

Credit Unions are community savings and loans cooperatives that help residents to take control of their money. Credit unions have a particular understanding of the needs of people who want to borrow or save relatively small amounts. They encourage members to save what they can, and provide loans at competitive rates that help members avoid very expensive rates charged by some lenders.

The public can apply to be members of the following credit unions located in Rotherham:

Rothersave Credit Union R.A.I.N Building Eastwood Lane Rotherham S65 1EQ Tel: 01709 514 263 <a href="http://www.rothersave.co.uk">www.rothersave.co.uk</a>	LASER Credit Union The Guardian Centre Drummond Street Rotherham Tel: 01709 836500	Ryton Credit Union Middleton Hall Barleycroft Lane Dinnington Sheffield S25 2LE Tel: 01909 567439
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## Communication

We will ensure that all written communications use language appropriate to the intended recipient and that plain language is the standard wherever possible. We will explain complex terminology when it is required to be used by law. All documents will be issued in a timely manner, in accordance with statutory deadlines where appropriate and will explain the legal options open to the Council to collect debts in a factual manner, taking into account the stage of recovery achieved.

## **Human Rights**

Our policies and procedures will strive to be fair and equitable, acknowledging human rights and natural justice, in all aspects of debt recovery.

## **Equalities and Diversity**

The Council believes in openness, fairness and equality in the way it provides services to Rotherham's diverse communities, and that every individual is entitled to be treated with respect. When recovering a debt to the Council, there will be no discrimination against any individual for cultural, ethnicity or national origins, gender, disability, age, sexual orientation, political or religious beliefs, socio-economic status, appearance or lifestyle.

The Council understands that some customers require additional advice and assistance in order to access services and exercise their rights. All information provided would be available in appropriate languages, Braille or audiotape. When required, interpreters will be arranged as well as practical help provided for people with impaired hearing or vision.

## **Vulnerable residents**

The Council is committed to supporting residents who may be classed as vulnerable to manage their financial affairs effectively, including the payment of debt. Customers may be classed as vulnerable for a variety of reasons. These include, but are not limited to:

- Mental disability
- Serious long-term or acute illness
- Fragility due to advanced age or disability
- Recently bereaved
- Carers
- Single parent families
- Pregnant women
- Existence of genuine and clear barriers to communication, e.g. language difficulties, hearing impairments, visual impairments and learning difficulties

If you believe that you are vulnerable, or you are acting on behalf of someone who is vulnerable, please let us know. This will ensure we can deal with your case sensitively and appropriately.

## **SECTION 3**

### **ABILITY TO PAY**

***The Council will operate a supportive approach to debt recovery which meets the needs of each individual and offers sign-posting to independent support agencies***

The Council, in pursuing debt recovery, will act in accordance with statutory regulations and professional standards. We will take practical steps to:

- Raise awareness of debt with customers
- Identify how much / how it has occurred
- Raise awareness of the implications of non-payment.

Ability to pay will be assessed on the basis of the amount of disposable income in proportion to the level of debt overall and debts owed to the Council.

#### **For those who can pay:**

We will provide information on how to pay by advising on methods, payment frequencies and at which locations people can pay.

Arrangements for repaying debt will be agreed that, as a rule of thumb, ensure that **an individual's indebtedness to the Council does not worsen**. In practice this may mean ensuring that the current or most recent account is cleared, while making the maximum contribution to clearing other debts.

Staff will always seek to make realistic arrangements to clearing outstanding amounts by regular payments, in preference to taking legal action for recovery. A financial statement, identifying a customer's household income and expenditure, may be required to support a request for an arrangement. A financial statement can be completed with the help of an independent agency such as the Citizen's Advice Bureau (See Appendix 1) or on-line.

#### **For those who can't pay:**

- We will advise what happens if debts are not paid
- We will inform who can give help / advice
- We will encourage people to get help from a range of sources
- We will make referrals to appropriate agencies.

The Council recognises that certain individuals will require more sympathetic and sensitive treatment e.g. in the case of recent bereavement, major illness or where the customer requires special assistance in handling their financial affairs. We will assist all people struggling to pay their debts to obtain appropriate advice and support.

#### **Irrecoverable debts**

The Council recognises that not all debts are collectable and therefore it will be appropriate in certain circumstances to classify debts as irrecoverable, where pre

determined criteria are met. The Council will satisfy itself that one or more of the following apply before it accepts that a debt is irrecoverable:

- All appropriate recovery methods have been exhausted
- The debt is uneconomical to pursue
- The amount is uncollectible due to bankruptcy or insolvency
- The debtor has absconded and cannot be traced
- It is not in the best interests of the Authority to pursue the debt.

## SECTION 4

### ARRANGEMENTS FOR MANAGING MULTIPLE DEBTS

***The Council will adopt a co-ordinated approach to dealing with anyone having multiple debts, taking into account the person's circumstances and the level of debt***

In terms of efficiency and effectiveness, experience shows that collection is maximised by pursuing debts on an individual basis in a timely manner. In addition, the existence of different recovery legislation in relation to Council Tax, Housing Rents, Sundry Income etc, tends to support this approach.

Where it is apparent that a customer is unable to pay an account, or a number of like accounts, the aim will be to agree an arrangement to pay (where appropriate)\*<sup>1</sup>, which takes into consideration the specific circumstances of the customer.

To improve the efficiency of our approach to helping residents cope with multiple debts, staff from the relevant services will liaise closely on cases where debts exceed prescribed levels and advanced stage recovery action is being considered, such as:

- |                 |   |   |
|-----------------|---|---|
| Council Tax     | - | Consideration of pre-committal summons                  |
| Housing Rents   | - | Notice to Seek Possession issued                        |
| Sundry Accounts | - | Relevant cases considered for referral for legal action |

Where any individual reaches the debt recovery stage outlined above in any of the areas, the relevant officer will contact the other services to facilitate a co-ordinated consideration of any multiple debts.

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<sup>1</sup> Pre charge registration Penalty Charge Notices (parking contraventions) on their own are excluded from the arrangement process.



## SECTION 5

### PROCEDURES FOR USING BAILIFFS

***The Council will appoint bailiffs to recover debt on its behalf where necessary. Where it does, the Council will apply procedures to ensure bailiffs operate to the highest standards***

The Council has the ability to recover debt through a number of statutory remedies, including powers which impact on a person's possessions or, in extreme circumstances, liberty. The Council will pursue the most appropriate remedy available to it in any given circumstances.

Where outstanding debts accumulate, the Council will ask the Court to grant a Liability Order, to enable the Council to take further action to recover sums owed to it. The Council may use bailiffs to collect debts where the Court has granted a Liability Order. The Council will normally consider engaging bailiffs to assist with the recovery of outstanding debt only in cases where other recovery actions have failed or are not considered appropriate.

The work of bailiffs in Rotherham is covered by a Code of Practice which complies with national standards set out by the Institute of Revenues, Rating and Valuation. Further information about bailiffs and their powers can also be found on the Council's website at:

[http://www.rotherham.gov.uk/info/200028/council\\_tax/796/council\\_tax-recovery/3](http://www.rotherham.gov.uk/info/200028/council_tax/796/council_tax-recovery/3)

Key facts are repeated below:

#### **Bailiffs: Key Facts**

Two private bailiff companies are appointed to work on behalf of Rotherham Council. They are both members of professional bodies and employ trained staff who are required to behave in a professional manner. Bailiffs are required to carry official identification at all times, carry written authorisation enabling them to act on behalf of the Council and will issue an official receipt on request for any cash or other payment.

Prior to referring your case to the bailiff, the Council will have obtained a Liability Order from the Court. At this stage you must make a suitable repayment arrangement with the bailiff or make full payment of the debt including bailiff fees, which they are allowed by law to charge. Also at this stage, the Council or the bailiffs will ask you to provide details of your income and outgoings to enable us to establish what a reasonable repayment arrangement might be. You must provide the information requested.

If you make the repayments as agreed, you will not have to pay any further charges apart from those initially incurred. However, if you fail to do so, the bailiffs can recover from you the cost of any further action taken by them.

Once a case has been passed to a bailiff, the bailiff will make a first visit to your property to:

- agree a repayment arrangement which would clear the outstanding debt, preferably within a maximum of 12 weeks, or;

- list goods which could be taken and obtain, where possible, a 'Walking Possession Agreement' allowing the goods to remain at the property and possession to take place at some later date if adequate repayments not made.

**On an initial visit the bailiff cannot force entry into a domestic property but may enter through an unlocked door or open window.**

If the bailiff fails to make contact with you on the visit to your premises, they will leave contact details. You should contact the bailiff as requested to avoid further fees being added to the amount already owed.

If you are unwilling to agree a repayment arrangement with the bailiff, and do not have sufficient goods that can be taken and sold in auction, further recovery action will be considered. This may include action to commit you to prison or making an application for a charging order to be placed on your property with a view to enforcing its sale. Alternatively, the Council is legally allowed to take steps to obtain a bankruptcy order against you.

**If any bailiff comes across vulnerable people, they should contact the council straight away in order that alternative recovery action can be considered.**

### **Walking Possession**

This is an agreement drawn up by the bailiff, that you should sign, which allows you to keep the goods listed on the document so long as you make the repayments agreed. If you fail to keep to a repayment arrangement, you will be informed, in writing, of the need to bring your payments up to date within a specified period.

In the event that you sign a 'Walking Possession' agreement and you fail to keep up your agreed repayments the bailiff will call again. Further fees will be incurred for this visit.

On this occasion, so long as prior warning has been given in writing, the Bailiff has the option to force entry into your home and take away the items listed in the 'Walking Possession' agreement.

When engaging bailiffs, the Council will undertake a number of steps to ensure they act fairly in accordance with the Code of Practice. These steps will include:

1. Council staff will have on-line access to Bailiffs' records in order to check progress on any case.
2. Actions will be checked regularly to ensure they are appropriate, are being taken in accordance with the Code of Practice and that fees charged by bailiffs are not excessive.
3. Each Liability Order will be individually checked immediately before any visit is undertaken by the bailiffs with the initial intention of uplifting goods from a property.

4. Liability Orders will be individually checked before authorisation of:
  - The charging of waiting time by the bailiff
  - The removal of goods from a taxpayer or ratepayer's premises.
5. Complaints or disputes regarding bailiff action will be monitored in order to ensure that action taken is appropriate and costs charged are not excessive.
6. Where appropriate, bailiffs will be asked to withhold action in order that:
  - Disputes or appeals regarding benefits or charges may be resolved
  - Advice agencies may deal with a taxpayer's or ratepayer's debt problems
  - Alternative recovery action may be taken including the negotiation of arrangements for payment direct to the authority
7. Where appropriate, bailiffs will be requested to return cases to the authority when:
  - A case has been issued to the bailiffs in error
  - Full payment has been made directly to the authority following referral to bailiffs
  - An alternative recovery option is identified which is considered more appropriate
  - Further action is considered inappropriate due to personal circumstances of the taxpayer or ratepayer such as advanced age or a medical issue.
8. Where the bailiff is requested to return cases to the authority as outlined in point 7 above, correctly incurred bailiffs costs will be paid by the authority and *where appropriate* added to the taxpayer's or ratepayer's account.
9. Regular (usually quarterly) meetings will be undertaken with bailiffs' representatives to discuss areas of improvements or problems.
10. Liaison with bailiff's representatives will be undertaken outside the regular meetings where problems or issues regarding the bailiffs arise.
11. Bailiffs must give advance notice to the Council when they are in the area and must keep in regular contact with Council staff regarding actions taken to recover debt.

**If you have a complaint about any bailiff's behaviour or the fees you have been charged, please contact the bailiff company direct or, if you prefer, contact the council directly on 01709 823691 or by e-mail to [recovery@rotherham.gov.uk](mailto:recovery@rotherham.gov.uk)**

## **SECTION 6**

### **STANDARDS, COMPLAINTS AND WHERE TO FIND MORE INFORMATION**

***The Council will adopt a flexible approach, while complying with prescribed standards of service***

#### **What Services Will Customers Receive?**

In determining how residents and businesses can best be supported and encouraged to address debt issues, our service provision at the first point of contact will be delivered in a sensitive way.

Once a resident or business has made contact it is imperative that they are referred on to the most appropriate source of debt management support.

Residents or businesses presenting with a single debt will be able to make a payment or where the debt cannot be cleared, a realistic agreement to pay via the relevant service.

Residents or businesses presenting with multiple debts need to believe that there is a solution to their debt problems and will be actively encouraged to share with staff, information on all monies owed, in order for the most appropriate referral to be made.

The Policy does not promote a “one size fits all” approach, but rather looks to work with the resident or business to take agreed steps to help address multiple debts.

Each service collecting debt for the Council has established comprehensive procedures they will follow when collecting debt.

#### **Complaints:**

In the first instance residents and businesses should make any complaint about any debt recovery actions taken by the Council direct to the service collecting the debt. Contact details are included in the attachments to this policy.

If any complainant is dissatisfied with the response received they should use the Council’s formal complaints procedure. For details please see our website at:

[http://www.rotherham.gov.uk/info/200119/customer\\_services/1081/making\\_a\\_complaint/1](http://www.rotherham.gov.uk/info/200119/customer_services/1081/making_a_complaint/1)

#### **Where to find out more:**

More details relating to the application of this policy for council tax, business rates, housing rents and sundry debt are attached to this policy. To discuss any matters relating to this document or any debt issues, please use the following contact details in the first instance:

**For Council Tax:**

Council Tax - Recovery  
RBT (Connect) Ltd  
Civic Building  
Walker Place  
Rotherham  
S65 1UF  
Telephone: (01709) 823691  
Email: [recovery@rotherham.gov.uk](mailto:recovery@rotherham.gov.uk)

**For Business Rates:**

Business Rate - Recovery  
Civic Building  
Walker Place  
Rotherham  
S65 1UF  
Telephone: (01709) 823691  
Email: [recovery@rotherham.gov.uk](mailto:recovery@rotherham.gov.uk)

**For Housing Rents:**

The Housing Income Service  
Eastwood Depot  
Chesterton Road  
Rotherham  
S65 1SZ  
Telephone: (01709) 822200.

**For Sundry Accounts:**

Sundry Account Team  
Council Offices  
Doncaster Gate  
Doncaster Road  
Rotherham  
S65 1DW  
Telephone: (01709) 823208  
Email: [sundry.accounts@rotherham.gov.uk](mailto:sundry.accounts@rotherham.gov.uk)

# **FINANCIAL SERVICES**

## **Corporate Debt Policy**

**April 2010**

### **APPENDIX 1: ADVICE SERVICES IN ROTHERHAM**

**Are you under 25 and need advice on money?**

**Shelter Ricochet**

Advice given to young adults up to 25 on housing, debt, welfare benefits and community care. In-house solicitor is available.

**Times**

Drop in: Tues, 9.30am - 12.30pm in the Youth Café

**Contact us**

RAIN Building, Eastwood Lane, Rotherham S65 1EQ  
t 0844 515 2240  
www.shelter.org.uk

**Are you struggling with debt and over 60?**

**Age Concern Rotherham**

Provide advice, information and advocacy on welfare benefits, housing and general welfare plus other areas for older people and their carers living in Rotherham.

**Times**

Drop in: Mon - Fri, 9.30am - 3.30pm

**Contact us**

Unit 15, The Old Town Hall, Howard Street,  
Rotherham S60 1GX  
t 01709 835 214  
www.ageconcernrotherham.org.uk

**Do you want access to savings and affordable credit?**

Credit Unions are available to help you save money and provide low cost credit when you need it.

**Credit Unions**

**LASER Credit Union**

01709 836 500

**Rothersave Credit Union**

01709 514 263

admin@rothersave.co.uk

www.rothersave.co.uk

**Ryton Credit Union**

01909 567 430

This Leaflet is available in alternative formats on request.

**A Voluntary Action Rotherham hosted project**

The Spectrum, Coke Hill, Rotherham S60 2HX

t 01709 829 821

f 01709 829 822

www.varotherham.org.uk



Are  
**you**  
in  
**debt?**

We can help you with  
**free advice.**



## ⓐ Do you need help to resolve money problems?

### **Citizens Advice Bureau (CAB)**

Helping to resolve legal, money and other problems via independent, free and confidential advice up to specialist level.

#### **Times**

Immigration drop in: Thurs, 9am

Appointments can be made Monday to Friday

Reception service: Mon - Fri, 9am - 4pm

#### **Contact us**

Wolgata Old Hall, 120 -126 Wolgata,  
Rotherham S60 2LN

t 01709 515 660 Mon - Fri, 10am - 4pm

t 0844 826 9680 Mon - Fri, 10am - 3pm

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

### **Ferham Advice Centre (FACE; an outreach of CAB)**

Helping to resolve legal, money and other problems via independent, free and confidential advice up to specialist level.

#### **Contact us**

118 Ferham Road, Holmes, Rotherham

t 01709 740 050

### **Shelter**

Provide advice on housing, debt, welfare benefits and community care. In-house solicitor available. (The services are subject to a means test).

#### **Times**

Drop in: Mon - Fri, 9am - 4pm

#### **Contact us**

RAIN Building, Eastwood Lane, Rotherham S65 1EQ

t 0844 515 1577

[www.shelter.org.uk](http://www.shelter.org.uk)

## **Kiveton Park Independent Advice Centre**

Advice given on welfare benefits, debt and general issues. Help given to complete Disability Benefits application forms.

#### **Times**

Drop in: Mon, 7.30pm - 8.30pm

or Weds, 2pm - 4pm

Appointments at any other time.

Advice can be given via telephone or email

Free legal Advice: Mon, 7.30pm - 8.30pm

#### **Contact us**

Community Library, Wales Road, Kiveton Park

t 01909 773 966

[kpiaoc@talktalkbusiness.net](mailto:kpiaoc@talktalkbusiness.net)

## **RMBC Welfare Rights and Money Advice Service**

Welfare Rights advice on benefits, specialising in advice on benefits for disabled children and their families.

#### **Welfare Rights**

t 01709 822 446

t 01709 822 345 for advice in Urdu, Punjabi, Miripuri and Pushto

Money Advice offers free advice to all Rotherham residents with debt problems.

#### **Money Advice**

t 01709 822 329

#### **Contact us**

Enterprise House, Bridge Street, Rotherham S60 1QJ

[www.rotherham.gov.uk](http://www.rotherham.gov.uk)

## ⓑ Are you disabled and need advice on money and getting the right benefits?

### **South Yorkshire Centre for Inclusive Living (SYCIL)**

Open to disabled people and carers of all ages. Offers information and advice on welfare rights, aids and adaptations and general support. Set RADAR keys. Level access premises and parking.

#### **Times**

Drop in: Mon, Tues, Thurs, 9.30am - 12.30pm

Other help by appointment

Advice Line: Mon - Thurs, 9am - 5pm

#### **Contact us**

Central Library, Walker Place, Rotherham S65 1JH

t 01709 373 658

[www.sycil.org](http://www.sycil.org)

## Ⓒ Do you need help and advice on immigration?

### **Visit CAB**

or

### **Rotherham Diversity Forum**

Advice given on immigration, equality and diversity help. Help given to complete Passport forms.

#### **Times**

Drop in: Mon - Fri, 10am - 4pm

#### **Contact us**

Guardian Centre, Drummond Street,  
Rotherham S65 1HY

t 01709 821 062



# **FINANCIAL SERVICES**

## **Corporate Debt Policy**

**April 2010**

### **ANNEX 1**

**Council Tax and Business Rates  
Debt Recovery – Additional Information**

# **FINANCIAL SERVICES**

## **Council Tax and Business Rates Debt Recovery Additional Information**

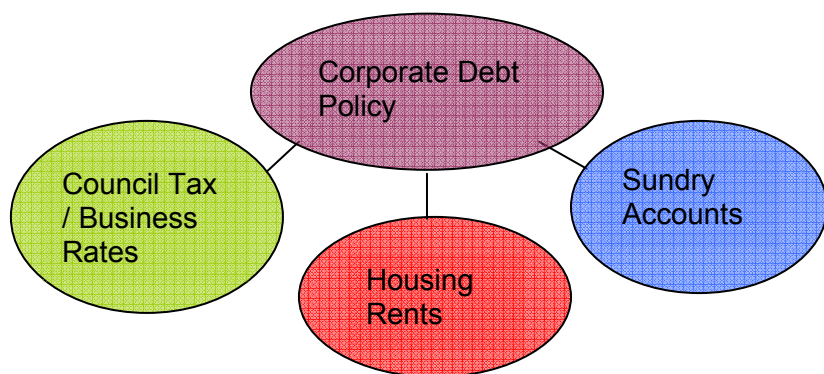
**April 2010**

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## 1. INTRODUCTION

- 1.1 These guidance notes should be read in conjunction with Rotherham Council's Corporate Debt Policy, which sets out the Council's approach to the management and collection of its debt.
- 1.2 The guidance notes are part of a suite of 4 key documents explaining the approach and procedures relating to the collection of debt. The policy states the over-riding principles applying to each area of debt collection. It is supplemented by three practical guidance notes covering the main areas of income collected by the Council, i.e. council tax and business rates, housing rents and sundry accounts:



The Corporate Debt Policy explains the Council's principles that will be applied in the recovery of all debt

The practical guidance notes provide more details on arrangements for collecting debts in each of the specific areas.

- 1.3 The Council's Corporate Debt Policy and these practical guidance notes are made in conjunction with, and form part of, the Authority's Financial Regulations.

## 2. OBJECTIVES OF THE CORPORATE DEBT POLICY

- 2.1 The objectives of the Council's approach to debt collection are set out in the Corporate Debt Policy, which should be read in conjunction with these guidance notes.

## 3. RESPONSIBILITIES FOR GUIDANCE NOTES

- 3.1 The Council Tax and Business Rates guidance is intended to supplement the Corporate Debt Policy, by identifying the procedures to be applied to recovering income due from local residents and businesses respectively.

## 4 RAISING ACCOUNTS FOR COUNCIL TAX AND BUSINESS RATES

- 4.1 Anyone living in or owning a domestic property may be liable for council tax. Anyone owning or occupying commercial premises will be responsible for paying business rates.
- 4.2 Council tax and business rate bills are issued annually prior to the start of the year and payers have the opportunity to pay their account in full or over a number of instalments.
- 4.3 Staff will act in a customer friendly manner at all times, treating customers who owe council tax and business rates in a sensitive way. In particular, in cases of hardship the Council will assist customers in the development and maintenance of a realistic payment plan.
- 4.4 Every effort will be made by staff to maximise benefits and other entitlements for customers.

## 5 METHODS OF PAYMENT

- 5.1 Payers may make payment by the following methods:
  - Cash / Cheque (payable to Rotherham Metropolitan Borough Council) in person at either the Civic Building Cashiers Counter, Walker Place, Rotherham, or any of the Council's Customer Service Centres or District Offices.
  - Direct Debt – To set up payments please ring (01709) 336006 or visit: - [www.rotherham.gov.uk/counciltaxdirectdebit](http://www.rotherham.gov.uk/counciltaxdirectdebit)
  - Debit or Credit Card payments by phone, over the counter or online at [www.rotherham.gov.uk/payments](http://www.rotherham.gov.uk/payments),
  - Cheques by post sent to Revenues & Benefits Service, Civic Building, Walker Place, Rotherham, S65 1UE. (Cheques should be made payable to Rotherham Metropolitan Borough Council – Details of account number, name and address should also be provided)
  - Telephone Banking – If you want to use this service you should contact your bank. You should arrange to pay Rotherham Metropolitan Borough Council – Co-operative Bank plc Sort Code 08-90-87 – A/C No 61180354 – Please quote your Council Tax Account Number and your name and address
  - Standing Order (Business Rates only).

## 6 ACCOUNTS COLLECTION & RECOVERY

- 6.1 Rotherham Council will identify and pursue debts promptly.
- 6.2 The Council will consider taxpayers' and / or ratepayers' circumstances and the ability to pay, distinguishing between debtors who won't pay and those who

genuinely cannot pay their accounts. Where genuine hardship exists we will adopt a sympathetic and reasonable approach to the collection of debt.

- 6.3 The Council will, where appropriate, allow for a full appraisal of a customers' circumstances, where appropriate working in partnership with advice agencies.
- 6.4 We will recognise the claims of competing creditors and the need to address the demands of priority debts, as advised by the Council's Money Advice Service.
- 6.5 Where appropriate, applications will be considered to suspend recovery action pending appeals or further investigation of a taxpayer's or ratepayer's circumstances.
- 6.6 Where a taxpayer or ratepayer has engaged with an advice agency, the Council will ensure that regular liaison is carried out by both sides to ensure, where possible, a positive outcome is achieved.
- 6.7 Where appropriate the Council will appoint recovery agents (bailiffs) in line with a detailed code of practice and regularly monitor the bailiffs' performance.

### **Council Tax**

- 6.8 In respect of Council Tax the recovery procedures are as follows:
  - Demand – This can be paid direct to the Council in a variety of ways (see section 5 above)
  - First Reminder - Where the taxpayer falls into arrears a reminder letter is issued.
  - Second Reminder - Where the taxpayer falls into arrears a second time a second reminder will be issued.
  - Final Notice - Where the taxpayer defaults a third time a final demand will be issued.
- 6.9 If the matter is not resolved at this stage then the debt will be referred to the Magistrates Court. A Summons will be issued to the taxpayer to advise him / her of the court hearing. Also at this stage additional costs will be added to the taxpayer's account.
- 6.10 The Magistrates Court will usually issue a Liability Order which gives the following recovery options to the Council (it should be noted that each of these is likely to result in additional costs that will be charged to the taxpayer):
  - Attachment to Earnings – under the Council Tax Administration & Enforcement Regulations.
  - Attachment to appropriate State Benefits - under the Council Tax Administration & Enforcement Regulations.
  - Attachment to Allowances - under the Council Tax Administration & Enforcement Regulations.
  - Referral to Bailiffs – to attempt recovery of goods.

- Charging Order – can be applied for where debt is in excess of £1000.

6.11 At this stage the following options are also considered:

- Contact with the ratepayer by visit, letter, email or telephone call to attempt to make an arrangement for payment and ascertain likely success of recovery proceedings.
- Bankruptcy - where debt is in excess of £750, this will be considered (for a person)
- Liquidation - as above (but in respect of a company)

6.12 Should the above methods prove unsuccessful, but recovery of the debt is still considered appropriate then the following may be used, on the proviso that the bailiffs have certified that goods are unavailable to cover the value of the debt:

- Committal Letter – Letter warning of committal proceedings.
- Committal Summons - Summons for means inquiry hearing, failure to attend will result in a warrant with or without benefit of bail in respect of the debtor.
- Committal Hearing - The court will carry out a means inquiry to ascertain whether the failure to pay is due to wilful refusal or neglect. If found then a committal sentence will be imposed and suspended upon payment of a court order.
- Warrant for arrest where a taxpayer or ratepayer fails to attend a committal hearing.

### **Business Rates / National Non Domestic Rates**

6.13 In respect of National Non Domestic Rates the enforcement procedures are as follows, which may incur additional costs:

- Demand – This can be paid direct to the Council in a variety of ways
- First Reminder - Where the taxpayer fails to pay their instalments a reminder letter is issued.
- Final Notice - Where the taxpayer fails to pay the rates due, a further notice will be issued prior to court action.

6.14 If the matter is not resolved at this stage then the matter will be taken to the Magistrates Court. A Summons will be issued to the ratepayer to advise him / her of the court hearing. Also at this stage additional costs will be added to the ratepayer's account.

6.15 The Magistrates Court will usually issue a Liability Order which gives the Council the right to refer the debt to bailiffs, if payment is not forthcoming.

6.16 At this stage the following options are also considered:

- Contact with the ratepayer by visit, letter, email or telephone call to attempt to make an arrangement for payment and ascertain likely success of recovery proceedings.

- Bankruptcy - where debt is in excess of £750, this will be considered (for a person)
- Liquidation - as above (but in respect of a company)

6.17 Should the above methods prove unsuccessful, but the debt is still viable then the following may be used, on the proviso that the bailiffs have certified that goods are unavailable for the value of the debt: -

- Committal Letter – Letter warning of committal proceedings.
- Committal Summons - Summons for means inquiry hearing, failure to attend will result in a warrant with or without benefit of bail in respect of the debtor.
- Committal Hearing - The court will carry out a means inquiry to ascertain whether the failure to pay is due to wilful refusal or neglect. If found then a committal sentence will be imposed which may be suspended upon payment of a court order.
- Warrant for arrest where a taxpayer or ratepayer fails to attend a committal hearing.

## **7. STANDARDS, COMPLAINTS AND WHERE TO FIND MORE INFORMATION**

7.1 All Council services that charge for their work are required to comply with corporate standards of service. These can be found at [http://www.rotherham.gov.uk/info/10101/service\\_performance](http://www.rotherham.gov.uk/info/10101/service_performance)

7.2 Any customer can contact the Council by a number of contact channels to either make a complaint, to comment about or to compliment the service. These channels include:

- Hard copy Tell Us Your Views Customer Comment form
- On-line Tell Us Your Views Customer Comment form
- Telephone call to the service
- Letter
- By face-to-face during any interview or contact.

7.3 All contacts are then managed within the Council's corporate guidelines of responding to a Stage 1 customer complaint or a customer comment within 10 working days. As part of this process any issue is fully investigated and a response forwarded to the customer to inform them of the outcome. Further details on the process are outlined in the hard copy form and via the RMBC website at: -

[http://www.rotherham.gov.uk/info/200119/customer\\_services/1081/making\\_a\\_complaint/1](http://www.rotherham.gov.uk/info/200119/customer_services/1081/making_a_complaint/1)



7.4 For more information please contact:

Local Taxation Service  
RBT (Connect) Ltd  
Civic Building  
Walker Place  
Rotherham  
S65 1UF.  
Telephone 01709 336006.



# **FINANCIAL SERVICES**

## **Corporate Debt Policy**

**April 2010**

### **ANNEX 2**

**Housing Rents Debt Recovery  
– Additional Information**

# **FINANCIAL SERVICES**

## **Housing Rents Debt Recovery Additional Information**

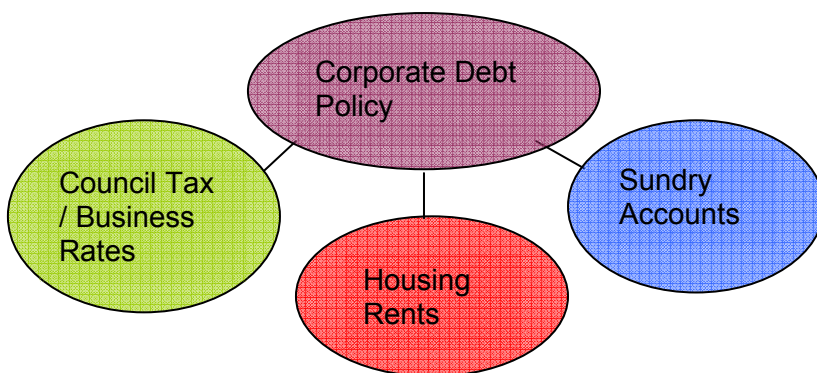
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## 1 INTRODUCTION

- 1.1 These guidance notes should be read in conjunction with Rotherham Council's Corporate Debt Policy, which sets out the Council's approach to the management and collection of its debt.
- 1.2 The guidance notes are part of a suite of 4 key documents explaining the approach and procedures relating to the collection of debt. The policy states the over-riding principles applying to each area of debt collection. It is supplemented by three practical guidance notes covering the main areas of income collected by the Council, i.e. council tax and business rates, housing rents and sundry accounts:



The Corporate Debt Policy explains the Council's principles that will be applied in the recovery of all debt

The practical guidance notes provide more details on arrangements for collecting debts in each of the specific areas.

- 1.3 The Council's Corporate Debt Policy and these practical guidance notes are made in conjunction with, and form part of, the Authority's Financial Regulations.

## 2 OBJECTIVES OF THE CORPORATE DEBT POLICY

- 2.1 The objectives of the Council's approach to debt collection are set out in the Corporate Debt Policy, which should be read in conjunction with these guidance notes.

## 3 RESPONSIBILITIES FOR GUIDANCE NOTES

- 3.1 The Housing Rents Billing & Collection Guidance Notes are intended to supplement the Corporate Debt Policy, by identifying the procedures to be applied to recovering housing rent income.
- 3.2 The notes clarify how 2010 Rotherham Ltd will ensure, on behalf of the Council, that housing rent and other income are maximised, arrears are kept to a minimum, and poverty issues are effectively addressed. The guidance notes cover secure and introductory tenancies and

outline how 2010 Rotherham Ltd will prevent rent arrears accruing and the action it will take if the rent is not paid.

#### **4. CHARGING FOR HOUSING RENTS**

- 4.1 Anyone renting a Council house will be charged with rent which becomes due on the Monday of each week. Housing Benefit can help towards paying your rent. It doesn't matter if you are in work, unemployed or retired, or whether you receive other benefits. You can still make a claim and may get some help. For more information or help on Housing Benefits please contact (01709) 336006 or visit the Council website at <http://www.rotherham.gov.uk/benefits>
- 4.2 If you get behind with your rent payments you will be in arrears. If this happens you should contact your Local Neighbourhood Office immediately. If you pay your rent monthly you should do so in advance and not in arrears.

#### **Arrears prevention**

- 4.3 2010 Rotherham Ltd will adopt the following principles to prevent arrears from occurring:

##### **1) *Pre-Tenancy Assistance***

When a prospective tenant accepts an offer of a Council house, 2010 Rotherham Ltd will:

- Note any special circumstances eg. If English is not the first language, any disability issues, varying family arrangements etc
- Carry out an income check for all members of the household and advise on Housing Benefits. Particular advice will be given to tenants with variable incomes e.g. Seasonal workers
- Explain how the rent charge is formulated and what is eligible for Housing Benefit
- Clarify the various payment options with the tenant, promoting whenever possible the Councils preferred payment method (Direct Debit)
- Complete a Housing Benefit form and stress the importance of keeping the Benefit Service and 2010 Rotherham Ltd informed of any changes in circumstance
- Advise who to contact if difficulty is experienced paying the rent, including a Housing Income Champion, Money Advice, and the Citizens Advise Bureau.

## 2) ***New Tenant Strategies***

***In addition to pre-tenancy assistance, 2010 Rotherham Ltd will:***

- Carry out home visits to tenants owing rent, wherever possible by appointment
- Offer to put tenants owing rent with particular difficulties in touch with appropriate support agencies

## **5. METHODS OF PAYMENT**

5.1 2010 Rotherham Ltd provides a choice of payment methods. However, it has preferred payment options. These are ranked as follows, with the first option being the most cost effective means of collection for both the tenant and the Income Service:

- Office payments – at Civic Building Cashiers Counter, Walker Place, Rotherham, or any of the Council’s Customer Service Centres or District Offices.
- Direct Debit – Forms available at Local Neighbourhood Offices
- Debit/Credit Card – either on-line, by telephone or at an office
- By post – Cheques/Postal Orders payable to Rotherham Borough Council – Send to The Income Section, Civic Building, Walker Place, Rotherham, S65 1UE. Details of rent account number, name and address should also be provided.
- Automated telephone payment on 01709 336810
- Standing Order - Forms available at Local Neighbourhood Offices
- On-line at [www.rotherham.gov.uk/payments](http://www.rotherham.gov.uk/payments)
- Post Office using Transcash, although there maybe a small charge.

## **6. ACCOUNT COLLECTION & RECOVERY**

6.1 Housing Income Champions will facilitate a multi-agency approach to reducing debt and poverty by working with support agencies such as the Benefits Service, Money Advice, CAB and Social Services. This will effectively contribute towards 2010 Rotherham Ltd’s duty to maximising tenants’ income and ensure they are able to meet their rental obligations to the Council.

6.2 2010 Rotherham Ltd will work with all other appropriate agencies to support vulnerable tenants at each stage of the recovery process. A vulnerable tenant is anyone who has restricted access to the Income Service due to age, infirmity, disability, literacy or ethnicity. Families with young children and the recently bereaved will also be regarded as potentially vulnerable.



- 6.3 A case review system will be put in place to examine any situation that is likely to result in the eviction and consequent homelessness of any vulnerable tenant.
- 6.4 2010 Rotherham Ltd will take action when more than two weeks net rent is outstanding, to minimise arrears and prevent debts from accumulating. 2010 Rotherham Ltd will utilise all methods of communication - in writing, by telephone, e-mail, text messaging, or by visiting the tenant or debtor at their home.
- 6.5 When recovering arrears, 2010 Rotherham Ltd will explain to the tenant the consequences of failing to make and adhere to agreements to reduce and clear their debts. This clarification will include comprehensive advice about our arrears procedures, the sanctions that are available to the Council to recover the debt, and the implications these actions may have for that person.
- 6.6 If the tenant does not pay in full any arrears due, or keep to an arrangement to reduce the arrears or debt, 2010 Rotherham Ltd may take action through the County Court to recover possession of the property. Before it does this, it will advise the tenant to seek independent advice about the costs associated with a court referral and the effects a judgement may have on future credit ratings.
- 6.7 2010 Rotherham Ltd will:
- Complete and take into account a full appraisal of customers' circumstances, wherever possible working in partnership with advice agencies, before initiating any repossession proceedings
  - Acknowledge the claims of competing creditors, and the consequent need to address prioritisation of debts including housing rent, as advised by the Councils Money Advice Service
  - Appoint recovery agents (bailiffs) in line with a detailed code of practice and regularly monitor the bailiffs' performance.
- 6.8 2010 Rotherham Ltd will arrange for a tenants' ability to pay to be assessed. 2010 Rotherham Ltd recognises that where a tenant is receiving Income Support or Job Seekers Allowance, this will usually restrict the ability to pay the debt to no more than the amount recognised by the Department for Work and Pensions. Where any accounts goes into arrears as a result of housing benefits changes, consideration will be given to other options for recovery, including claw-back from ongoing benefit rather than placing a tenancy in jeopardy.
- 6.9 Where appropriate, 2010 Rotherham Ltd will consider suspending recovery action pending any appeals or further investigation.
- 6.10 2010 Rotherham Ltd will consider any repayment proposals made to it by the independent money advice services, such as the Citizen's Advice Bureau and Rotherham's Money Advice Service, to further develop our joint working approach.

- 6.11 An information pack on dealing with debt and sources of independent advice will be made available to customers.

***Former Tenants arrears***

- 6.12 If you are no longer a current Council tenant, but still owe arrears, we will pursue this debt. We may use any of the methods below:

- Letters sent to your new or last known address
- Telephone calls to your home, or your mobile telephone, including texting;
- If we have details, we may contact a family member or your employer
- Debt Collecting Agencies, who will visit you at your new address
- Use tracing agents if we do not know your new address

- 6.13 If you fail to respond or do not adhere to a repayment agreement, we will pursue this debt using, but not limited to, any of the methods below:

- Deductions from state benefits
- Attain a court order to:
  - Make deductions from your earnings
  - Obtain a share in any property you own
  - Seek payment from others who owe you money
  - Engage the services of a bailiff
- Your debt will be pursued until it is cleared so please contact our Former Tenants collection team on Rotherham 382121, who will make a repayment agreement with you, in order to avoid further action being taken and further costs being incurred.

**7. STANDARDS, COMPLAINTS AND WHERE TO FIND MORE INFORMATION**

***The service you can expect from us***

- 7.1 This service standard provides information on our response to customers accessing the Housing Income Service

- 7.2 If you do fall behind with your rent, we will:

- Send a letter to you if you owe two weeks rent, we will try to contact you and send another letter if you owe three weeks rent
- Try to reach a satisfactory agreement with you to repay any arrears, taking into account your income and expenditure
- Refer you for independent advice if you agree

- 7.3 Before taking any legal actions, we will ensure advice is always available, and we have given sufficient warnings. (This involves sending letters telling you the situation, and also visiting you at your home)
- 7.4 We will treat vulnerable tenants sensitively, and try to resolve any issues affecting payments before legal actions are taken.

**Remember that any debt could affect you in the following way:**

- Prevent you from being rehoused in Rotherham Council property;
- Will be passed to a mortgage company/Housing association whenever a reference is requested;
- Affect your credit rating;
- Affect your right to buy your Council House;

**Our Commitments to You**

- 7.5 We will:
- Listen to and respond to all enquiries promptly, fairly and consistently;
  - Send a rent statement to all current tenants every 13 weeks;
  - Refund credits on rent accounts within 15 working days, upon receipt of a request for refund;
  - Carry out home visits if you ask us to;
  - Provide information in different languages, braille, large print and on audio tape if you require it.
- 7.6 *We will also monitor our standards by:*
- Regularly quality checking our work
  - Staff dealing with rent arrears will be trained to a high standard and will listen to your comments, in order that our service can be reviewed and improved where necessary.
- 7.7 So that you know if we are keeping to these standards we will:
- Publish performance targets and results in council publications
  - Display this information in our public offices.
- 7.8 The range of information available will include:
- Details of rent arrears performance set against Best Value performance indicator targets. For example in 2006/7 Rotherham was placed in the upper quartile of Local Authorities when compared to other Councils in its performance relating to rent collection and arrears recovery
  - The number of tenants that have been served with a Notice of Seeking Possession (NOSP), taken to Court or evicted for rent arrears.

**Putting things right**

7.9 All complaints will follow 2010's formal complaint procedure. An information leaflet, which explains the process, is available at all 2010 Rotherham Ltd offices.

7.10 If you are not happy with the service you have received, please contact the staff at one of the Neighbourhood Housing Offices. If you continue to be dissatisfied we would encourage you to make a complaint. You can pick up a complaint form from any 2010 Rotherham Ltd or Council Office or through our web site. Alternatively, you can contact the Neighbourhoods Service Quality Champion at:

The Performance Manager, Business Support  
Eastwood Depot  
Chesterton Road  
Rotherham  
S65 1SZ  
Telephone: 01709 822216

7.11 We always try to provide the best services that we can. We want to get better and provide a better service to you. We do this by using customer feedback to improve the quality of our services to you.

**Where to find out more:**

7.12 More information on housing rent collection and recovery can be obtained from:

The Housing Income Service  
Eastwood Depot  
Chesterton Road  
Rotherham  
S65 1SZ  
Telephone: 01709 822200



# **FINANCIAL SERVICES**

## **Corporate Debt Policy**

**April 2010**

### **ANNEX 3**

#### **Sundry Accounts Debt Recovery – Additional Information**

# **FINANCIAL SERVICES**

## **Sundry Accounts Debt Recovery Additional Guidance**

**April 2010**

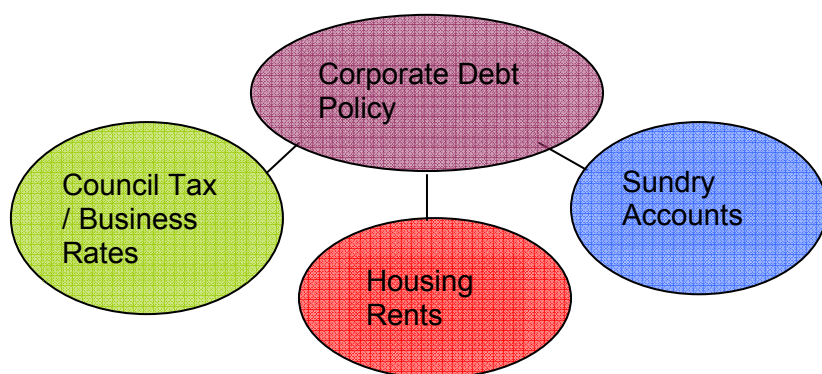
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## 1 INTRODUCTION

- 1.1 These procedures and guidance notes should be read in conjunction with Rotherham Council's Corporate Debt Policy, which sets out the Council's approach to the management and collection of its debt.
- 1.2 The procedures and guidance notes are part of a suite of 4 key documents explaining the approach and procedures relating to the collection of debt. The policy states the over-riding principles applying to each area of debt collection. It is supplemented by three practical guidance notes covering the main areas of income collected by the Council, i.e. council tax and business rates, housing rents and sundry accounts:



The Corporate Debt Policy explains the Council's principles that will be applied in the recovery of all debt

The practical guidance notes provide more details on arrangements for collecting debts in each of the specific areas.

- 1.3 The Council's Corporate Debt Policy and these practical guidance notes are made in conjunction with, and form part of, the Authority's Financial Regulations.
- 1.4 Whilst these are corporate guidance notes, they may be personalised for each service, to reflect the services' billing and collection needs.

## 2 OBJECTIVES OF THE CORPORATE DEBT POLICY

- 2.1 The objectives of the Council's approach to debt collection are set out in the Corporate Debt Policy, which should be read in conjunction with these procedures and guidance notes.

## 3 RESPONSIBILITIES FOR GUIDANCE NOTES

- 3.1 The Sundry Accounts Billing & Collection Guidance Notes are intended to supplement the Corporate Debt Policy, by identifying the procedures to be applied to recovering income due as a result of the provision by the Council of a range of general services.

- 3.2 Sundry accounts covers any services provided by the Council for which it charges, except council tax, business rates, housing rents and car parking charges.

## **4 RAISING INVOICES FOR WORK DONE AND PAYMENT ARRANGEMENTS**

- 4.1 When a service has been provided by the Council an invoice will be raised to charge the user with the appropriate fee.
- 4.2 The standard terms for payment of non-consumer (commercial) debts is 28 days and for consumer (private individuals) debts is 14 days unless agreed with the Senior Officer Sundry Accounts.
- 4.3 The Sundry Accounts Team may authorise extended credit to customers experiencing a temporary cash flow problem i.e. make an arrangement to pay by instalments. In such circumstances the Sundry Accounts Team has the discretion to set a maximum credit period by which the debt should be paid in full. Late Payment Interest may be applied to all non-consumer debt as laid down in the Late Payment of Commercial Debts Act 1998. Similar interest may be applied to consumer overdue debt providing the consumer has received prior notification of such charge.

## **5 METHODS OF PAYMENT**

- 5.1 Invoices may be paid by any of the following methods:
- Cash or cheque (payable to Rotherham Metropolitan Borough Council) in person at either the Civic Building Cashiers Counter, Walker Place, Rotherham, or any of the Authority's District offices.
  - Direct Debit or Standing Order must be used to pay debt subject to a recurring charges or a repayment schedule.
  - Credit and debit card in person at the Civic Building Cashiers Counter or any of the District Offices.
  - Cheques by post (as above) sent to the Income Section, Civic Building, Walker Place, Rotherham, S65 1UE.
  - BACS, CHAPS, Direct & Telephone Banking and Standing Order quoting the following details:

Bank Name: Co-operative Bank plc  
Bank Sort Code: 08-90-87  
Account Name: RMBC Direct Income Suspense Account  
Account Number: 61180354

- Telephone Payments (automated line) on 01709 336810 by credit and debit card.
- Internet Payments by credit and debit card at [www.rotherham.gov.uk/payments](http://www.rotherham.gov.uk/payments)
- Bankers Draft.

## 6 ACCOUNT COLLECTION & RECOVERY

6.1 The Council employs a pro-active approach to collection, to ensure that any disputes are quickly identified and resolved before the account is due for payment.

6.2 The Council will take prompt action in respect of any customer that:

- Fails to abide by any Terms and Conditions relating to any account or fails to keep any payment promise as set out within any contractual documentation or agreed verbally or in writing in the normal course of collection procedures
- Refuses to pay without a valid reason
- Refuses to pay interest charges on late payments in respect of invoices that have not been subject to a valid dispute
- Refuses to pay collection costs when the services of a third party have been used.

6.3 Invoices will normally be subject to the recovery cycle shown below:

	Consumer Debt (days after invoice issued)	Commercial Debt (days after invoice issued)	Action
Stage 1	15	29 <sup>th</sup> Day	Reminder notice
Stage 2	22	37 <sup>th</sup> Day	Final Notice
Stage 3	29	43 <sup>rd</sup> Day	Further Action (see 6.4)

6.4 Unless there is an acceptable reason for non-payment or a repayment plan is agreed, no account will be allowed to go three months beyond due date without being either:

- Passed to the Sundry Accounts Recovery Officer to visit
- Authorised for action by a bailiff
- Authorised for legal action including attachment of earnings
- Deemed irrecoverable and subject to write off/cancellation procedure.

6.5 No account will be allowed to go six months beyond due date without being written off or credit note authorised unless there is a repayment plan in operation, the debt is being contested in court or it is secured and forms part of the accruals.

- 6.6 The Council will consider individual recovery needs dependent on specific circumstances. For example certain debts may be of a sensitive nature owed by vulnerable members of the public. In these situations the Council will aim to agree an appropriate arrangement for the repayment of any debt. In extreme circumstances where further recovery is either not appropriate or the debt becomes uneconomical to collect, the relevant senior officer may seek approval for the debt to be written off.

## **7 STANDARDS, COMPLAINTS AND WHERE TO FIND MORE INFORMATION**

- 7.1 All Council services that charge for their work are required to comply with corporate standards of service. These can be found at [http://www.rotherham.gov.uk/info/10101/service\\_performance](http://www.rotherham.gov.uk/info/10101/service_performance)
- 7.2 For any complaints, residents or businesses should in the first instance contact the service identified on the invoice supplied for the services delivered. If this fails to provide a satisfactory solution, the debtor should contact the central accounts team on 01709 823208.
- 7.3 More details on sundry accounts can be obtained from the central accounts team on 01709 823208.





<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO AUDIT CABINET</b>
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<b>1.</b>	<b>Meeting:</b>	Cabinet
<b>2.</b>	<b>Date:</b>	9th June, 2010
<b>3.</b>	<b>Title:</b>	Annual Governance Statement 2009/10
<b>4.</b>	<b>Directorate:</b>	Financial Services

**5 Summary:**

The attached Annual Governance Statement (AGS) for 2009/10 outlines the Council's view of the application of good governance standards in Rotherham MBC. The overall picture presented is positive, although three significant issues have been identified for inclusion in the AGS. The Statement also provides an update on the significant issues reported in the 2008/09 AGS.

In line with last year, the draft AGS will be presented to the Audit Committee (on 2 June) to enable the Committee to carry out a review of the AGS and supporting evidence, before the Statement is presented to the Cabinet for agreement. In accordance with proper practice, the Leader of the Council and the Chief Executive will be asked to sign the statement after agreement by Cabinet. The agreed statement will then be presented to the Audit Committee on 30 June for adoption along with the Statement of Accounts.

The Corporate Governance Group and Audit Committee will monitor progress on actions to improve areas included in the 2009/10 AGS and will review the effectiveness of governance arrangements during 2010/11.

**6 Recommendations**

**The Cabinet is asked:**

- **To agree the draft 2009/10 Annual Governance Statement**
- **To note the requirement for the Leader and the Chief Executive to sign the statement after it has been considered by Cabinet and prior to its formal presentation to the Audit Committee on 30 June.**

## 7 Proposals and Details

### 7.1 General principles

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.

In discharging these responsibilities, the Council must ensure that there is good governance and a sound system of internal control in place, which facilitate the effective exercise of the Council's functions and which include arrangements for the management of risk.

The Council's governance arrangements in place during 2009/10 have been reviewed and an Annual Governance Statement (AGS) has been drafted and is attached to this report at **Appendix A**.

### 7.2 Procedure

The AGS outlines the Council's view of the application of good governance and internal control in Rotherham MBC in 2009/10.

Proper practice requires the Leader and the Chief Executive to sign the statement to confirm their satisfaction with the governance framework and the procedures for reviewing it, and their acceptance of the significant issues highlighted in the statement, along with actions for tackling the issues raised. The Statement must then be presented to the Audit Committee for its adoption in accordance with the Accounts and Audit (Amendments) (England) Regulations 2006.

Additionally, in line with last year, the draft AGS will be presented to the Audit Committee to enable the Committee to carry out a review of the AGS and supporting evidence, before the Statement is presented to the Cabinet for agreement.

Even though the AGS is incorporated into the Council's Statement of Accounts which is presented to the Audit Committee, the Use of Resources criteria requires the AGS to be considered separately.

### 7.3 Structure of the Annual Governance Statement

The attached AGS is laid out in accordance with proper practice as set out by CIPFA. There are 5 sections:

- Section 1: Scope of the Council's responsibility
- Section 2: Purpose of the Governance Framework
- Section 3: The Council's Governance Framework which identifies the governance arrangements in place at the Council.
- Section 4: Review of effectiveness. This looks at the process that has been applied in maintaining and reviewing the effectiveness of the governance framework



- Section 5: Significant governance issues. These are the main issues that require improving.

Sections 1 and 2 are standard and replicate the CIPFA 'model' AGS. Sections 3 and 4 highlight the governance arrangements in place at Rotherham (Section 3) and how they have operated during the year (Section 4). Section 5 highlights the significant issues arising this year and provides an update on the significant items reported in 2008/09. **The Cabinet's attention is drawn particularly to Section 5.**

#### **7.4 Significant governance issues**

The overall picture presented by the AGS is positive.

Section 5 of the Statement identifies the significant issues that need to be addressed. The statement includes an update on 5 issues brought forward from 2008/09. Good progress has been made in addressing these issues and it is expected that 4 of these could be removed from the statement next year (they are included this year to provide an update). The remaining item, relating to 2010 Rotherham Ltd, requires further attention and monitoring.

The 3 issues identified from the 2009/10 review, including relating to 2010 Rotherham Ltd, are:

##### **5.2.1 Children and Young Peoples Service**

Ofsted's Annual Assessment (2009) judged Rotherham's Children's Services to be "performing poorly", with particular areas for improvement noted as the need to:

- Increase the percentage of referrals presented for initial assessment
- Increase the percentage of initial assessments that are completed within seven working days
- Increase the percentage of core assessments carried out within 35 working days
- Reduce social worker and team manager vacancies
- Ensure overall improvements are achieved in Children's Services and attainment targets during the life of the notice period
- Produce a plan to reduce the numbers of primary schools under the floor target (i.e. minimum standards) at Key stage 2.

The Council is working with the Department for Education and the Government Office (Yorkshire and Humber) to implement a comprehensive improvement plan designed to achieve rapid improvement.

##### **5.2.2 Swinton Comprehensive School**

An audit of Swinton Comprehensive School highlighted significant weaknesses with the School's financial management. The weaknesses have resulted in the School accumulating a deficit of £712,000 at by March 2010, and this is currently expected to increase further by 31 March 2011, while remedial action is taken.

The deficit was in large part due to spending decisions which created recurring costs, made during the tenure of the School's former Head, who left during 2009.

Work is ongoing between the Children and Young People's Service, Financial Services and the School to implement a robust recovery plan and improve budgetary control.

### **5.2.3 2010 Rotherham Ltd**

2010 Rotherham Ltd is a 100% owned subsidiary of Rotherham Council. The Company has previously reported adverse financial results primarily as a consequence of the financial performance of its in-house service provider, which is responsible for repairs and maintenance and construction work. The Audit Commission Inspection report published in November 2008 highlighted historical weaknesses in the financial management of the in-house service. The Council is working with 2010 Rotherham Ltd to implement management arrangements to improve the Company's position and put in place effective procedures for maintaining a robust financial position.

### **7.5 Review and monitoring**

The Corporate Governance Group and Audit Committee will monitor progress on actions to improve areas included in the 2009/10 statement and will review the effectiveness of governance arrangements during 2010/11.

## **8 Finance**

There are no direct financial implications. Any financial implications arising from any future development of internal controls would feature in subsequent reports to Members.

## **9 Risks & Uncertainties**

The production and inclusion of an Annual Governance Statement in the Council's annual accounts is a statutory requirement. Failure to produce a statement to meet this requirement would adversely affect the 2010 Use of Resources score and the overall reputation of the Council.

## **10 Policy & Performance Agenda Implications**

Good Governance is wholly related to the achievement of the objectives in the Council's Corporate Plan.

**11 Background and Consultation**

This report has been informed by the views of the Strategic Director of Finance, the Assistant Chief Executives, the Director of Audit and Governance and the External Auditor.

The draft AGS was agreed by the Strategic Leadership Team on 24 May.

**Contact Names:**

*Colin Earl, Director of Audit and Governance, Ext 22033*

**Appendix A**

**Annual Governance Statement 2009/10**

## APPENDIX A

### **ROTHERHAM MBC ANNUAL GOVERNANCE STATEMENT 2009/10**

#### **1 SCOPE OF RESPONSIBILITY**

Rotherham Metropolitan Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Rotherham Metropolitan Borough Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

Rotherham Metropolitan Borough Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is on our website at [www.rotherham.gov.uk](http://www.rotherham.gov.uk) or can be obtained from Rob Houghton on 01709 254424 This statement explains how Rotherham Metropolitan Borough Council has complied with the code and also meets the requirements of Regulation 4 (2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

#### **2 THE PURPOSE OF THE GOVERNANCE FRAMEWORK**

The governance framework comprises the systems and processes, and culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Rotherham Metropolitan Borough Council policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Rotherham Metropolitan Borough Council for the year ended 31 March 2010 and up to the date of approval of the Statement of Accounts

### **3 THE GOVERNANCE FRAMEWORK**

The key elements of the systems and processes that comprise the Council's governance arrangements include arrangements for:

#### **3.1 Identifying and communicating the Council's vision of its purpose and intended outcomes for citizens and service users**

The Council and its partners have worked together to develop a new vision and community strategy for the Borough which will steer progress over the next 10 years.

To deliver improved quality of life and services that meet local needs, the Council works with a range of partners within the Local Strategic Partnership members including local businesses, 2010 Rotherham Ltd, South Yorkshire Police, Voluntary & Community Sectors, and the National Health Service.

#### **3.2 Reviewing the Council's vision and its implications for the Council's governance arrangements**

The Council periodically updates its vision, objectives and performance targets by reviewing the Community Strategy, Corporate Plan and Local Area Agreement. Progress on key priorities is monitored and reported to Members on a regular basis.

#### **3.3 Measuring the quality of services for users, for ensuring they are delivered in accordance with the Council's objectives and for ensuring that they represent the best use of resources.**

The Council's performance management framework has been consistently praised by the Audit Commission. The Council has also been active in developing a joint performance management framework within the Local Strategic Partnership. The Council continues to encourage LSP partners to link up with its own performance data system so integrated monitoring can take place across all community strategy and local area agreement objectives.

The Council's performance management and financial management frameworks are linked through the Medium Term Financial Strategy (MTFS). The effectiveness of these arrangements is assessed annually as part of the Audit Commission's Use of Resources assessment.

#### **3.4 Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication**

The Council's Constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure that these are

efficient, transparent and accountable to local people. The Constitution sets out the basic rules governing the manner in which the Council conducts its business.

The Constitution includes a Scheme of Delegation whereby functions and decision-making responsibilities are allocated between the full Council, the Cabinet, individual Cabinet Members, regulatory boards and committees and officers.

The Council has a Member/officer protocol which has been provided to all Members of the Council and forms an appendix to the Officer Code of Conduct. The protocol encourages the effective transaction of business by setting out the respective roles of Members and officers and guidelines for good working relationships between them.

The Council publishes a Forward Plan which contains details of key decisions to be made by the Cabinet, and Chief Officers under their delegated powers.

**3.5 Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff**

Codes of Conduct for Members and Officers are monitored by the Standards Committee. The Standards Committee comprises Councillors and external Members. It is cross-party (2 Labour, one Conservative, one Independent). It has a majority of non-Council Members, including both the Chair and Vice-Chair.

The Council has agreed revised membership arrangements for the Standards Committee and for the creation of sub-committees in order to deal with the additional functions of assessing all allegations that Members may have breached the Code of Conduct, which came into force in May 2008.

**3.6 Reviewing and updating Standing Orders, Financial Regulations, a scheme of delegation and supporting procedure notes / manuals, which clearly define how decisions are taken and the processes and controls required to manage risks**

The financial management of the Council is conducted in accordance with the rules set out in the Constitution, Standing Orders and Financial Regulations. The Council has designated the Strategic Director of Finance as the officer responsible for the proper administration of the Council's financial affairs in accordance with Section 151 of the Local Government Act 1972.

The Council has in place a 3-year Medium Term Financial Strategy, updated annually, to support the medium-term aims of the Corporate Plan.

The Council is required to set a budget in line with its objectives which is both balanced and sustainable, and takes account of advice given by the

Strategic Director of Finance on the appropriateness of the level of the Council's reserves following an assessment of the risks inherent within the proposed budget. Once the budget has been agreed each service area monitors and manages its spending and income to remain within the allocated budget.

Asset management planning optimises the utilisation of assets in terms of service benefits and financial return.

The Council has a robust system for identifying, evaluating and managing all significant risks. The Council maintains and reviews a register of its corporate business risks linking them to strategic objectives and assigning ownership for each risk. All service plans identify risks which service directors are actively managing.

**3.7 Ensuring that the Council's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).**

The Council's Chief Financial Officer:

- Is a key member of Leadership team, helping it to develop and implement strategy and resource to deliver the Council's strategic objectives sustainably and in the public interest
- Is actively involved in and able to bring influence to bear on all material business decisions, to ensure immediate and longer term implications, opportunities and risk are fully considered, and alignment with the Council's financial strategy
- Leads the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- Leads and directs the finance function that is resourced to be fit for purpose
- Is professionally qualified and suitably experienced

**3.8 Undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committees – Practical Guidance for Local Authorities**

The Council's Audit Committee provides independent assurance of the adequacy of the audit and risk management frameworks and the associated control environment. The Audit Committee also oversees the financial reporting process and provides independent scrutiny of the Council's financial and non-financial performance.

**3.9 Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful**

The Council has designated the Assistant Chief Executive - Legal and Democratic Services as Monitoring Officer. It is the function of the Monitoring officer to ensure compliance with established policies, procedures, laws and regulations.

All reports to Cabinet requiring decisions take account of a range of control factors including risks and uncertainties, financial implications, and policy and performance implications.

**3.10 Whistle-blowing and for receiving and investigating complaints from the public**

The Council has a Confidential Reporting code for staff and a comprehensive Complaints Procedure.

**3.11 Identifying the development needs of Members and senior officers in relation to their strategic roles, supported by appropriate training**

Services are delivered by trained and experienced people. All posts have a detailed job description and person specification. Training needs are identified through the Performance and Development Review Scheme. Individuals' targets are derived from service and team plans. The Council has a partnership with Leeds Metropolitan University for the provision of bespoke and accredited management training.

Induction courses and e-learning packages are available for new Members and officers. A comprehensive programme of development activities (including induction) and training are specifically designed to improve the knowledge, skills and abilities of elected Members in their individual or collective roles in meeting the Council's corporate objectives. The programme is also designed to ensure that all Members are fully supported to carry out their increasingly complex roles. Members' individual development needs are identified in personal development plans.

A programme of seminars is run each year on topical governance issues for both Members and officers.

**3.12 Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation**

The Council entered into a range of public consultation exercises in developing the vision for Rotherham. The Corporate Plan reflects important issues identified by local communities.

Rotherham's Communications and Marketing Strategy is aimed at ensuring that citizens link continuous service improvements with the Council's core and associated brands, leading to increased satisfaction rates and enhanced reputation.

**3.13 Incorporating good governance arrangements in respect of partnerships and other group working as identified by the Audit Commission's report on the governance of partnerships and reflecting these in the authority's overall governance arrangements.**

The Council has issued comprehensive guidance to Directors covering expected good practice in respect of managing the four key areas of Partnerships risk:



- Governance Arrangements
- Financial Management Arrangements
- Performance Management Arrangements
- Ethical Arrangements

The guidance was updated in January 2009 and detailed self assessments were undertaken by lead officers of significant partnerships.

## **4 REVIEW OF EFFECTIVENESS**

Rotherham Metropolitan Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Director of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The review processes that have been applied in maintaining and reviewing the effectiveness of the governance framework are outlined below in relation to the role of:

### **4.1 The Authority (Council / Cabinet)**

Cabinet has continued to update the Community Strategy, Corporate Plan and Local Area Agreement. The plans have been updated in line with the 2008 -11 Local Area Agreement timeframe. The Council's Policy Framework is reviewed annually.

Cabinet has considered the findings from reviews undertaken by the External Auditor and other Inspectors.

The Council has reviewed its Local Code of Corporate Governance and has paid particular attention to ensuring that the Council's financial management arrangement conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

Cabinet received regular Revenue and Capital Budget Monitoring Reports throughout the financial year. The Council responded positively to the Credit Crunch and the Economic Downturn, including making budget provision to support the response.

Cabinet receives regular progress reports on the implementation of the Local Development Framework, which that is a key driver to delivering sustainable development.

Council seminars that took place during the year included: Safeguarding Adults; The Members Role in the Appeals Process; Changes to the Constitution; Finance; Planning and Local Development Framework; Code of Conduct; Community Cohesion.

#### 4.2 The Corporate Governance Group

Cabinet established a Corporate Governance Group to oversee the effective application of governance arrangements and to review specific corporate governance issues in detail. During the year, the group looked at:

- The Local Code of Corporate Governance
- Risk management strategy
- Corporate risk register
- Partnerships' governance
- Significant governance issues reported in the Annual Governance Statement
- Audit and inspection activity and reports.

#### 4.3 The Strategic Leadership Team

During the past year the Strategic Leadership Team received reports regarding the management of the following good governance related issues:

<p><b>Vision / Strategy:</b></p> <ul style="list-style-type: none"> <li>• Community Strategy / Corporate Plan / LAA</li> <li>• Rotherham Town Centre</li> <li>• Local Development Framework</li> <li>• Rotherham Partnership</li> <li>• Service Planning</li> <li>• Customer Access Strategy</li> <li>• Policy Review</li> </ul>	<p><b>Performance Management :</b></p> <ul style="list-style-type: none"> <li>• Corporate priorities – Plan on a Page</li> <li>• Annual Audit Plan</li> <li>• Audit &amp; Inspection recommendation monitoring</li> <li>• Quarterly performance reports</li> <li>• Use of Resources Self Assessment</li> <li>• National Indicator Set</li> <li>• Comprehensive Area Assessment</li> <li>• Data Quality Management</li> <li>• CAA Framework</li> </ul>
<p><b>Financial Management :</b></p> <ul style="list-style-type: none"> <li>• Accounts &amp; Audit Regulations</li> <li>• Area Based Grant</li> <li>• Base Budget Review</li> <li>• Medium Term Financial Strategy</li> <li>• Revenue &amp; Capital Outturn</li> <li>• Revenue Budget Monitoring</li> <li>• Capital Monitoring</li> <li>• Treasury Management</li> <li>• Statement of Accounts</li> <li>• Capital &amp; Asset Management Plan</li> <li>• Budget Processes</li> <li>• Value For Money Gains</li> <li>• Revenue Budget</li> </ul>	<p><b>Risk Management :</b></p> <ul style="list-style-type: none"> <li>• Flooding Action Plan</li> <li>• Corporate Risk Register</li> <li>• Consultation on Environmental Climate Change</li> <li>• Prevent Strategy</li> <li>• Managing the risk of fraud</li> <li>• Pandemic Exercise</li> <li>• Review of Road Safety outside Schools</li> </ul>
<p><b>Corporate Governance :</b></p> <ul style="list-style-type: none"> <li>• Review of Framework for producing Annual Governance Statement</li> </ul>	<p><b>Capacity and Capability :</b></p> <ul style="list-style-type: none"> <li>• Management Development</li> <li>• Worksmart Flexible Working</li> </ul>

<ul style="list-style-type: none"> <li>• Strengthening Local Democracy</li> <li>• Annual Governance Statement</li> <li>• Partnerships' Governance</li> <li>• Local Code of Corporate Governance</li> <li>• Delegation of Powers Review</li> <li>• Parish Council Governance</li> <li>• Electoral Software System</li> <li>• Information Governance Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Skills for life</li> <li>• Employee Opinion Survey</li> <li>• Learning &amp; Development Review</li> <li>• Corporate Workforce Strategy</li> <li>• Induction Audit</li> <li>• Equal Pay</li> <li>• Investors In People</li> <li>• E-Learning</li> <li>• Employee Involvement Programme</li> </ul>
<p><b>External Inspections / Reviews :</b></p> <ul style="list-style-type: none"> <li>• Fostering Inspection</li> <li>• Inspection of Contact Referral and assessment -CYPS</li> <li>• Children's Service Inspection</li> <li>• External Audit Plan</li> <li>• Treasury Management</li> <li>• Annual Audit &amp; Inspection Letter</li> <li>• Review of CYPS</li> <li>• Care Quality Commission Inspection of Safeguarding Services for People with Disabilities and Sensory Impairment</li> </ul>	<p><b>Communications and Engagement :</b></p> <ul style="list-style-type: none"> <li>• Communication and Marketing</li> <li>• Enhancing Reputation</li> <li>• Freedom of Information</li> <li>• Place Survey</li> <li>• Publication of Annual Report</li> <li>• Communicating One Council</li> <li>• Best Practice in Marketing and Communication</li> </ul>
<p><b>Internal Audit :</b></p> <ul style="list-style-type: none"> <li>• Internal Audit Annual Report</li> <li>• Internal Audit Plan</li> <li>• Audit Committee Annual Report</li> <li>• Annual Review of the effectiveness of the system of Internal Audit</li> </ul>	<p><b>Commissioning / Procurement :</b></p> <ul style="list-style-type: none"> <li>• Commissioning Framework</li> <li>• Procurement Strategy</li> <li>• NRF Future commissioning</li> </ul>

**4.4 Corporate Improvement Board**

During 2009/10 the Corporate Improvement Board received reports on the following good governance related issues:

<p><b>Performance Management :</b></p> <ul style="list-style-type: none"> <li>• Use of Resources</li> <li>• Inspection Plan</li> <li>• Children's Review</li> <li>• Audit and Inspection Activity</li> <li>• Local Area Agreement</li> <li>• Performance Clinics</li> <li>• Comprehensive Area Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Unannounced Inspection of Contact, Referral and Assessment Arrangements within Local Authority Children's Services</li> <li>• Adult Social Care Services Annual Performance Assessment</li> <li>• Children and Young People's Improvement Plan</li> </ul>
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**4.5 The Audit Committee**

During 2009/10 the Audit Committee provided independent assurance about the following good governance related issues:

<p><b>Internal Control, Corporate Governance &amp; Risk Management :</b></p> <ul style="list-style-type: none"> <li>• Fraud survey</li> <li>• Survey of Ethical Arrangements</li> <li>• Insurance Performance and Current Issues</li> <li>• Corporate Risk Register</li> <li>• Accounts &amp; Audit Regulations</li> <li>• Annual Statement of Assurance</li> <li>• Annual Governance Statement</li> </ul>	<p><b>Financial Management :</b></p> <ul style="list-style-type: none"> <li>• Treasury Management</li> <li>• Final Accounts Closedown</li> <li>• Accounting Policies</li> <li>• Prudential Indicators</li> <li>• Overarching Charging Policy</li> <li>• Proposed Changes to Capital finance system</li> <li>• Role of the Chief Finance Officer</li> <li>• Statement of Accounts</li> </ul>
<p><b>Internal Audit :</b></p> <ul style="list-style-type: none"> <li>• Review of progress against the Internal Audit Plan</li> <li>• Joint Audit Event with Partners</li> <li>• Audit Committee Workplan</li> <li>• Annual Review of Internal Audit</li> <li>• Review of Financial Regulations</li> <li>• Audit Committee Annual Report</li> <li>• Internal Audit Annual Report</li> <li>• Internal Audit Plan</li> <li>• Anti fraud and Corruption Strategy</li> </ul>	<p><b>External Audit :</b></p> <ul style="list-style-type: none"> <li>• Audit Commission Annual Audit &amp; Inspection Letter</li> <li>• Audit &amp; Inspection Plan</li> <li>• Audit and Inspection recommendations update</li> <li>• Use of Resources Judgement</li> <li>• KPMG Progress Report</li> <li>• KPMG Grants Report</li> <li>• Statement of Accounts</li> </ul>

#### 4.6 Performance Scrutiny and Overview Committee

During 2009/10 the Performance and Scrutiny Overview Committee considered and reviewed the following good governance related issues:

<p><b>Vision / Strategy :</b></p> <ul style="list-style-type: none"> <li>• Local Area Agreement / Community Strategy Refresh</li> <li>• ICT Strategy</li> <li>• Health Issues</li> <li>• Review of Children &amp; Young People</li> <li>• Local Area Agreement</li> <li>• Area Assemblies proposals</li> <li>• School Council Principles</li> <li>• Review of Debt Recovery</li> <li>• Review of Choice Based Lettings</li> <li>• Yorkshire South Tourism</li> </ul>	<p><b>Performance Management :</b></p> <ul style="list-style-type: none"> <li>• Comprehensive Area Assessment</li> <li>• RBT Performance</li> <li>• Use of Resources</li> <li>• Local Area Agreement</li> <li>• Council Performance</li> <li>• Scrutiny Complaints Review</li> <li>• Scrutiny Annual Report</li> <li>• Corporate Improvement Plan</li> </ul>
<p><b>Financial Management :</b></p> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Economic Downturn</li> <li>• Credit Crunch Impact Assessment</li> <li>• Efficiency &amp; Value for Money</li> <li>• Treasury Management</li> <li>• Major External Funding Programme</li> <li>• Devolved Budget Proposals</li> <li>• Value For Money Reviews</li> </ul>	<p><b>Risk Management :</b></p> <ul style="list-style-type: none"> <li>• Corporate Risk Register</li> <li>• Floods 2009</li> <li>• Prevent strategy</li> </ul>

<p><b>Corporate Governance :</b></p> <ul style="list-style-type: none"> <li>• New Scrutiny Functions &amp; Regs.</li> <li>• Partnerships' Governance</li> <li>• Review of Local Code of Corporate Governance</li> <li>• Future of Scrutiny- tackling the big Issues</li> </ul>	<p><b>Communications and Engagement :</b></p> <ul style="list-style-type: none"> <li>• Council Annual report</li> <li>• Strengthening Local Democracy</li> <li>• Place Survey Actions</li> <li>• Duty to respond to petitions</li> </ul>
<p><b>Commissioning / Procurement :</b></p> <ul style="list-style-type: none"> <li>• Review of use of Consultants</li> <li>• Local Performance Indicators</li> <li>• Refresh of Procurement Strategy</li> <li>• Procurement Strategy Action Plan</li> </ul>	

#### 4.7 The Standards Committee

During the last year the Standards Committee considered and reviewed the following good governance related issues:

<p><b>Corporate Governance :</b></p> <ul style="list-style-type: none"> <li>• Roles of Standards Committee,</li> <li>• Ethical Audit</li> <li>• Review of Local Code of Corporate Governance</li> <li>• Annual Governance Statement</li> <li>• Review of Complaints against Elected Members</li> <li>• Partnerships' Governance</li> <li>• Confidential Reporting Code</li> <li>• Freedom of Information Requests</li> <li>• Fraud Survey</li> <li>• Anti Fraud and Corruption Strategy</li> <li>• Annual Fraud Report</li> </ul>	<p><b>Capacity and Capability :</b></p> <ul style="list-style-type: none"> <li>• Standards Board for England Bulletins</li> <li>• Annual Return and Guidance Notes</li> <li>• Standards Board Corporate Plan</li> <li>• Assessing the Impact of Standard Committees</li> <li>• Joint Standard Committee Guidance</li> <li>• Local Standards National Perspective</li> <li>• Standards Committee Workplan</li> </ul>
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#### 4.8 Internal audit

During 2009/10 Internal Audit reviewed all the Council's main financial systems, including Council Tax; Business Rates; Creditors; Payroll; Benefits; Housing Rents and Debtors.

#### 4.9 External Audit (and other external review / assurance mechanisms)

4.9.1 Rotherham Council was judged as "performing adequately" in the **2009 Comprehensive Area Assessment (CAA)**, with an overall score of 2 out of 4. Two elements made up this overall score, and they were rated as follows:

- Managing Performance (**performing adequately**) 2 out of 4
- Use of Resources (**performing well**) 3 out of 4

The Use of Resources element is further analysed into three areas. Performance in these areas was as follows

- Managing finances 3 out of 4

- Governing the business 3 out of 4
- Managing resources 3 out of 4

**4.9.2** The Care Quality Commission's service inspection of adult social care judged that Rotherham was performing well in safeguarding adults, performing adequately in supporting improved quality of life and performing well in supporting increased choice and control.

**4.9.3** The Care Quality Commission's service inspection of adult social care for people with physical and or sensory disabilities judged that Rotherham was performing well in safeguarding adults, performing adequately in supporting improved quality of life and performing well in supporting increased choice and control.

**4.9.4** The 2009 Ofsted report on Fostering Services gave an overall quality rating of satisfactory. See also Section 5.1.4.

**4.9.5** A Council sponsored review of Rotherham's Children's services by 'Mouchel' consulting and business services highlighted a number of weaknesses in the working practices between the Council and NHS Rotherham. Thirty five recommendations were made to improve outcomes and ensure the safety of young children in Rotherham. Following the annual Ofsted assessment, the Council was required to produce an improvement plan to improve a range of services for Children. See also Section 5.2.1

## **5 SIGNIFICANT GOVERNANCE ISSUES**

### **5.1 Follow up on the 2008/09 significant governance issues**

The significant issues raised in the 2008/09 Annual Governance Statement have been addressed as follows:

#### **5.1.1 I.T. Business Continuity**

During 2008/09 Internal Audit reviewed access controls / business continuity plans for the Authority's principal IT applications. The review found gaps in business continuity arrangements for these applications.

During 2009/10 Internal Audit undertook a wider review of business continuity planning, comparing the Council's arrangements with industry best practice. This audit concluded that arrangements and funding had been put in place to bring the Council's arrangements into line with British Standard (BS 25999). Arrangements now need to be fully implemented and tested once complete.

#### **5.1.2 Asset Management**

A review of the Authority's arrangements for the management of its land and buildings highlighted shortcomings in the information flows from Property Services to the Insurance Section, leading to a risk that not all assets were considered for insurance purposes. Mitigating action was being taken by management.

Improvement continues to be made with the provision of information from the Property Services to the Insurance Team. Regular liaison meetings between the relevant teams are also now taking place. As a result of these actions, this issue is no longer regarded as a significant weakness.

#### **5.1.3 Bereavement Project.**

During 2008/09 Internal Audit carried out a review of the contract management arrangements and identified a number of shortcomings relating to performance monitoring, contingency planning and processes supporting price changes.

Following the review of significant partnerships carried out by the Governance and Risk Manager actions have been put in place to strengthen governance, contingency plans and risk management arrangements relating to the Dignity Partnership. As a result of these actions, this issue is no longer regarded as a significant weakness.

#### **5.1.4 Fostering**

In 2008 Ofsted rated the Council's Fostering Services as inadequate following its Inspection of the service. Weaknesses highlighted included overcrowding, risk assessments, monitoring systems and clarity of roles. The Council has implemented a wide range of actions to deliver the required improvements. Subsequently, the 2009 report by Ofsted on Fostering Services gave an overall quality rating of satisfactory. Progress is continuing to be monitored by the Council.

#### **5.1.5 2010 Rotherham Ltd**

The Audit Commission Inspection report published in November 2008 highlighted historical weaknesses in the financial management of the in-house service. An update on this matter is provided in Section 5.2.3.

### **5.2 Significant governance issues arising from the 2009/10 review of the effectiveness of the governance framework.**

#### **5.2.1 Children and Young Peoples Service**

Ofsted's Annual Assessment (2009) judged Rotherham's Children's service to be "performing poorly", with particular areas for improvement noted as the need to:

- Increase the percentage of referrals presented for initial assessment
- Increase the percentage of initial assessments that are completed within seven working days
- Increase the percentage of core assessments carried out within 35 working days
- Reduce social worker and team manager vacancies
- Ensure overall improvements are achieved in Children's Services and attainment targets during the life of the notice period
- Produce a plan to reduce the numbers of primary schools under the floor target (i.e. minimum standards) at Key stage 2.

The Council is working with the Department for Children, Schools and Families and the Government Office (Yorkshire and Humber) to implement a comprehensive improvement plan designed to achieve rapid improvement.

**5.2.2 Swinton Comprehensive School**

An audit of Swinton Comprehensive School highlighted significant weaknesses with the School's financial management. The weaknesses have resulted in the School accumulating a deficit of £712,000 at by March 2010, and this is currently expected to increase further by 31 March 2011, while remedial action is taken.

The deficit was in large part due to spending decisions which created recurring costs, made during the tenure of the School's former Head, who left during 2009.

Work is ongoing between the Children and Young People's Service, Financial Services and the School to implement a robust recovery plan and improve budgetary control.

**5.2.3 2010 Rotherham Ltd**

2010 Rotherham Ltd is a 100% owned subsidiary of Rotherham Council. The Company has previously reported adverse financial results primarily as a consequence of the financial performance of its in-house service provider, which is responsible for repairs and maintenance and construction work. The Audit Commission Inspection report published in November 2008 highlighted historical weaknesses in the financial management of the in-house service. The Council is working with 2010 Rotherham Ltd to implement management arrangements to improve the Company's position and put in place effective procedures for maintaining a robust financial position.

**6 LEADER AND CHIEF EXECUTIVE ASSURANCE STATEMENT**

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed .....  
Councillor Roger Stone, Leader, Rotherham Metropolitan Borough Council

Signed .....  
Martin Kimber, Chief Executive, Rotherham Metropolitan Borough Council



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	Cabinet
<b>2.</b>	<b>Date:</b>	9 June 2010
<b>3.</b>	<b>Title:</b>	Rotherham Employment Land Review Update
<b>4.</b>	<b>Programme Area:</b>	Forward Planning, Environment & Development Services

**5. Summary**

An update of the 2007 Employment Land Review has been undertaken to form part of the evidence base which will support and inform preparation of the Local Development Framework, and inform planning decisions. This report seeks Cabinet's endorsement of the consultation strategy.

**6. Recommendations**

- a) That Cabinet notes the content of this report and endorses the consultation strategy set out for the Employment Land Review.

## **7. Proposals and Details**

### ***Background***

A report on the Employment Land Review was considered by the Rotherham Local Development Framework Steering Group of 23 April 2010, when it was resolved that the consultation strategy be referred to Cabinet for consideration. In light of this the consultation period has been amended to run between 23 June and 23 July 2010.

In order to help provide a robust evidence base for preparation of the Local Development Framework (LDF) and assist when determining planning applications, the Council produced an Employment Land Review in 2007. This has now been updated. This updated Employment Land Review takes stock of Rotherham's current economy, looks at likely future economic changes and requirements and considers the amount of land likely to be required to be allocated for development to help meet these needs.

It has assessed the suitability for continued or potential use for economic purposes of a range of sites across Rotherham, focusing primarily on land allocated for employment development in the Unitary Development Plan but which remains undeveloped, a number of other sites currently or formerly used for employment purposes, and sites identified as potential allocations as part of our early Site Allocations work.

### ***Employment Land Review Headlines***

The Employment Land Review is available to view on the intranet here, in the "Employment Land Review 2010" folder:

<http://intranet.rotherhamconnect.com/C0/PlanningRegen/default.aspx>

Please note that the document has been produced using our website based consultation software, which is reflected in the formatting of the above document.

The Employment Land Review highlights Rotherham's economic recovery since 2001, the impact of the current recession and that take up of allocated development sites and major windfalls have averaged around 15.3 hectares per year between 1996 and 2009.

An examination of local economic prospects highlights that public services, manufacturing, construction and wholesale/retail are forecast to remain as key economic sectors within Rotherham. Growth is also expected across a range of Yorkshire Forward identified clusters including advanced manufacturing and metals. It identifies that around 250 hectares of employment land may be required to meet needs for the LDF period to 2027 and 5 hectares of land may be required to accommodate forecast office space requirements.

Following the review of employment land, 43 sites amounting to some 231.44 hectares of land are recommended for allocation as employment development sites, of which 114.72 hectares are readily available for development. This includes sites within the greenbelt, primarily in locations identified as potential urban extensions, reflecting the 2009 Core Strategy Revised Options which identified that to meet

current RSS housing targets and plan for sustainable communities, development within the green belt will be necessary.

It also recommends that 100.8 hectares of current employment land are considered for re-allocation for alternative uses. This is due to a variety of reasons including the need to meet the RSS housing target, the inappropriate location of some sites, the need for reclamation and decontamination and planning permission or emerging plans for alternative uses.

To meet the 250 hectares of employment land identified above around 20 hectares of land may need to be identified as development sites in addition to the 231.44 hectares already recommended. The Employment Land Review does not commit the Council to any future uses and site recommendations will need further consideration as part of preparing the LDF Site Allocations development plan document.

### **Site Assessments**

This update has involved reviewing 144 sites or areas, including sites suggested for employment allocation as part of the 'call for sites' to be considered for possible future allocation. We are in the process of updating the Employment Land Review database with the survey results and therefore individual site assessments are not available at present. However the survey sheets and location maps will be made available as part of the public consultation.

### **Consultation**

There is no statutory requirement to consult on the Employment Land Review (ELR), however in line with the earlier 2007 ELR it is considered best practice to gather comments on this update to inform the LDF. Once finalised the ELR will inform the LDF Site Allocations document. Consultation on the allocation of specific sites will begin later this year and provide substantial opportunities for communities to be involved in selecting sites for future development.

This is a technical document which will form part of the LDF evidence base and as such this is reflected in the target audience for this consultation. The document has been prepared in Limehouse, our website based consultation software, with respondents being encouraged to provide comments online. In line with the Council's consultation protocol, Planning Form 1 will be completed, however the table below summarises the consultation strategy. This has been developed having regard to the emerging timescales for production of and consultation on the Core Strategy and Site Allocation documents, into which the findings of this Employment Land Review will feed.

### Consultation Strategy

Consultation Period	Four weeks between 23 June and 23 July 2010
Target audience	General and specific consultees, major landowners, agents, those who have put forward sites for consideration as employment allocations, other organisations with an interest in the development of the local economy such as the LSP, Yorkshire Forward and

Chamber of Commerce, and the general public (via area assembly/parish briefing notes)

Communication methods    Email letter, update poster for libraries, website, briefing note for area assemblies/parishes, press release, internal workshop linked with development of the broader economic strategy to be set out in the Core Strategy

### **Next Steps**

Following consultation the Employment Land Review will be finalised taking account of any comments received. A report will be brought to the LDF Steering Group at this stage. The Employment Land Review will then form part of the evidence base to inform preparation of the Core Strategy and Site Allocation DPDs. The document will also provide evidence to be taken into account as a material consideration when determining planning applications.

### **8. Finance**

This report has no financial implications for the Council. Consultation costs will be met from the Forward Planning budget. As a primarily web-based consultation costs should be minimised; however costs may increase should requests for printed copies be received.

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

The Employment Land Review is a key document contributing to a robust evidence base for preparing the Local Development Framework. This evidence base is vital in ensuring that LDF documents assessed at Independent Examination satisfy the tests of soundness set out by the Planning Inspectorate.

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

The Employment Land Review and its contribution towards the preparation of the Local Development Framework contributes to the Community Strategy's Strategic and Cross Cutting Themes by ensuring that employment land provision meets the needs of the modern economy and supports sustainable communities through access to employment opportunities and promoting equality in terms of choice and opportunities

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

- Employment Land Review available on the intranet here in the "Employment Land Review 2010" folder:  
<http://intranet.rotherhamconnect.com/C0/PlanningRegen/default.aspx>

**Contact Name** : *Ryan Shepherd, Senior Planner, Ext.23888,  
ryan.shepherd@rotherham.gov.uk*

<b>ROTHERHAM BOROUGH COUNCIL - REPORT TO CABINET</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>9<sup>th</sup> June, 2010</b>
<b>3.</b>	<b>Title:</b>	<b>2009-2010 Financial and Performance Outturn Report on Major External Funding Programmes and Projects</b>
<b>4.</b>	<b>Directorate:</b>	<b>Financial Services &amp; Chief Executives</b>

## **5. Summary**

This report provides an overview of the performance and achievements of the Council's major external funding programmes and projects for the period January to March 2010 and also against the targets set for the financial year 2009-2010.

The priorities for each regime, together with the context of each project / programme's contribution to addressing those priorities have previously been provided as an appendix to the report in December 2007.

## **6. Recommendations**

**That Cabinet:**

- **notes the content of the report**
- **considers the progress and actions underway to address areas where the expected outcomes for the major external funding programmes and projects are not in line with the targets set.**

## 7. Proposals and Details

### 7.1 Background

Quarterly progress reports have been provided since April 2007 to update SLT (formerly CMT) and Cabinet on the financial performance and achievements of the externally funded programmes and projects in Rotherham. This progress report is the outturn for 2009/2010 financial year, and indicates performance against targets for the last financial year.

The major externally funded schemes considered in this report are:-

- Big Lottery Fund (BLF, or BIG)
- Department for Children, Schools & Families (DCSF) Play Pathfinder
- European Union ERDF and ESF
- Future Jobs Fund (FJF)
- Housing Market Renewal Pathfinder (HMRP)
- Neighbourhood Renewal Fund – Transitional Funding (NRF TF)
- Private Finance Initiatives (PFI)
- Regional Housing Programme (RHP)
- Yorkshire Forward Single Pot (SRIP)

The majority of these funds are managed as programmes by RMBC and have well established and robust quarterly reporting mechanisms with the relevant Government departments. It should be noted that Big Lottery Fund, Department for Children, Schools & Families Play Pathfinder, EU funding and the Future Jobs Fund are managed in Rotherham as individual projects not programmes, but the objectives of these funding regimes, together with the projects' contributions towards achieving those objectives are included for completeness.

Details of the financial performance and achievements to date on these funding regimes follow.

### 7.2 Summary of progress and performance to date – Key headlines

Appendix 1 provides a financial and performance summary (including a RAG Status) for funding regimes and individual projects being delivered across the Borough during the final quarter of financial year 2009-2010. The main issues to be highlighted from this summary are:

- **European Union ESF** – The 14-16 & 16-19 NEETs projects are over performing against all targets, resulting in increased numbers of disengaged young people receiving mentoring and support, and assistance into learning, training and employment.
- **Future Jobs Fund** – This project has reported a significant under spend and under performance against the output target largely in acknowledgement of the delayed project start date. As a result the target output of jobs created has been reprofiled by 100. To date, a total of fifty jobs created have been achieved in April and good progress is expected to continue. This funding is paid on a unit cost basis and therefore target spend figures are notional.
- **HMRP** – The Pathfinder programme has met and exceeded 2009/2010 targets, largely due to the Canklow Clearance Project progressing more rapidly than initially anticipated.

- **Regional Housing Programme** – Although there is a substantial under spend reported at the end of March 2010, all funds have been secured and committed, and all delayed project works will be completed by the end of May.
- **Yorkshire Forward Single Pot** – Four projects have reported significant under spends. Three projects will roll this funding into 2010/2011 and the fourth amount will be returned to the Geographic Programme pot.

Further detail of the performance and achievements for each funding stream is summarised below. The appendices accompanying this report provide a variance analysis of the financial performance for each funding stream as well as details of future years' funding available to the Council. Any project exhibiting greater than a 10% variance is described individually below.

### **7.3 Big Lottery Fund (BLF, or BIG)**

The spend target for 2009/2010 is £369k and this has been exceeded. The slight over spend of £6k is acceptable to the funder.

**Appendix 2** provides a summary of the Rotherham Play projects.

### **7.4 Department for Children, Schools & Families (DCSF) Play Pathfinder**

The annual spend target for 2009/2010 is £1.736m and the outturn is £1.720m. The slight under spend has been carried over into 2010/2011.

**Appendix 3** provides a summary of performance.

### **7.5 EU Funding – European Social Fund (ESF) and European Regional Development Fund (ERDF)**

ESF projects:

#### **14-16 NEETs (CYPS lead)**

The spend target for 2009/2010 is £447k with actual spend being £444k. The under spend has been reduced from £47k last quarter down to £3k at outturn. Current situation: 613 beneficiaries have accessed the programme as at the end of March 2010, against a target of 530, this is 15.6% over profile. 557 Participants have received mentoring & support, which is 5% over profile. Achievement of accredited qualifications is unknown at present.

#### **16-19 NEETs (CYPS lead)**

The annual spend target for the ESF 16-19 NEETs project is £112k. The project has spent £118k, a positive variance of £6k. This is a notional over spend as the funding is paid on a profile and unit cost basis rather than actual spend each quarter.

The project is performing well, and the current situation is that 347 beneficiaries have accessed the programme as at the end of March; this is 9% over profile. Accredited achievements are at 24% over profile; none accredited learning completion at 31% over profile; progressions into employment are 45% over profile; and progressions into learning 18% over profile.

ERDF projects:

***Technical Assistance (CEX lead)***

The first claim is in preparation, and includes reported expenditure and activity from all partners (the four South Yorkshire local authorities, the Dearne Valley Eco-Vision through Sheffield City Region and South Yorkshire Forest).

***Enterprising Neighbourhoods (EDS lead)***

The annual spend target is £1.369m, and an amount of £1.134m has been spent. The under spend of £235k is a result of variances in expenditure due to delays in contracting and reduction of eligible match funding at the Article 13 Audit. The Article 13 visit is where the funder checks and verifies the first claim data and evidence, and adjustments to profiles often result. A contract variation request has subsequently been submitted to YF in response to the findings of the Article 13 visit.

***Rotherham Employability (EDS lead)***

The annual spend target is £121k, with £109k being spent. The initial set up of the project in preparation for the main contract was delayed by the funder and an interim award of £122k grant was allocated by YF to cover this initial period. The £12k under spend during 2009/2010 relates to this initial period of funding, and will not affect the delivery of the main contract which has a value of £2.6m funding in total.

**Appendix 4** provides details of the five projects that are currently EU funded.

**7.6 Future Jobs Fund (FJF)**

This is the second quarter of activity for this project, and the spend target for 2009/2010 is £1.170m with a total of £656k expenditure being achieved.

The project start was delayed due to a delay in the set up of the funder's administrative processes. As a result, there has been a subsequent reduction in the forecast number of jobs by 55 from the expected outputs of 255 jobs created in 2009/2010, and 100 less overall. In April a further 50 jobs have already been created and the good progress is expected to continue. The project is being delivered sub-regionally with Phoenix Enterprises being contracted to deliver the Rotherham activity. Funding is paid per beneficiary on a unit cost basis therefore quarterly target figures are notional.

**Appendix 5** provides a summary of performance.

**7.7 Housing Market Renewal Pathfinder (HMRP)**

The annual spend target for the HMRP Programme is £10.899m with actual spend being £12.199m, or £1.300m ahead of target. Spend is in line with the investment programme approved by Transform South Yorkshire for the 2009-2011 period. The accelerated spend at the end of March 2010 is related to the quicker than predicted pace of acquisition of private sector dwellings in phase 1 of the Canklow clearance.

**Appendix 6** illustrates financial performance of the Programme to date.

**7.8 Neighbourhood Renewal Fund – Transitional Funding (NRF-TF)**

The NRF TF is a flexible programme and any variance can be reprofiled throughout the year and also between years as needed. The spend target for 2009/2010 is £1.079m with the actual expenditure being £1.039m, which is a minor under spend of £41k. This is less than 4% of the allocation and will be reprofiled into 2010/2011.



**Appendix 7** illustrates the financial performance of this programme to date.

### **7.9 Private Finance Initiatives (PFI)**

The Council's programme of rebuilding / refurbishment of secondary schools is a PFI funded initiative through Building Schools for the Future. The contract will extend for 25 years once the works are completed. The programme will progress in two phases. The Council's outline business case for Phase 1 was approved by Partnerships for Schools on the 28<sup>th</sup> April 2010. This Phase includes 5 secondary schools, one special school and one primary school. The Council is currently seeking formal interest from a minimum of two bidders before it can commence the OJEU procurement process. The estimated capital value of Phase 1 is £98m

The Leisure / Joint Service Centre PFI involves a partnership between the Council and DC Projects (Rotherham) Limited, and has seen £36m of capital investment in 4 new leisure facilities and a ground breaking Joint Service Centre with NHS Rotherham in Maltby:

- Rotherham Leisure Complex
- Aston-cum-Aughton Leisure Centre
- Wath-upon-Deerne Leisure Centre
- Maltby Joint Services Centre (JSC)
- Maltby Leisure Centre

All of these facilities are completed and open to the public: the contract for leisure facilities management will run for 33 years.

The grant received during the management phase of both the Schools and Leisure PFI will remain static.

The Council is currently engaged in a joint Waste PFI procurement with Barnsley and Doncaster Councils to provide residual waste facilities for the 3 boroughs.

PFI projects have the advantage of transferring significant risk to the private sector, which is responsible for maintaining the assets and handing them back to the Council with a reasonable residual life.

**Appendix 8** illustrates the financial profile of the leisure and schools PFI projects currently being delivered across the Borough.

### **7.10 Regional Housing Programme (RHP)**

The annual spend target is £3.524m with actual spend being £2.802m this being an under spend of £722k. Regional Housing funding is secured ahead of delivery at the start of the financial year and all spend has been committed.

Poor weather conditions in the winter delayed the delivery of the gateway and environmental work improvements projects in Thurcroft, Dinnington and Maltby. All delayed projects will be completed in April and May 2010.

**Appendix 9** illustrates the financial performance of this programme to date.

### **7.11 Yorkshire Forward Single Pot (SRIP)**

Four of the 12 projects which make up the 2009/2010 spend target of £3.075m have not spent to profile, resulting in a reported under spend of £918k. Three of these the Masterplan (£145,362), Townscape Heritage Initiative (£379,878) and Renaissance

Enabling (£123,744) are live projects and the under spend will be rolled over into 2010/2011.

Corporation Street (£253,858) costs against the demolition of the All Saints Building came in lower than expected and as a result of the uncertainty surrounding the future of the site could not be absorbed by further eligible works. This funding has now been put back into the overall Geographic programme allocation. Details of each active project are shown in Appendix 10.

Figures from 2010/11 onwards will be dependent upon budget discussions but realistically are going to be lower given the forecast levels of available public sector funding. Adjusted allocations will be reported as soon as known.

A detailed listing of Rotherham projects currently funded by SRIP is attached as Appendix 10.

## **8. Finance**

A substantial amount of external funds are used by RMBC in order to assist in delivery against the Council's priority areas. In addition, RMBC is the accountable body for a number of external funds and is therefore responsible for the proper use, monitoring and audit of these resources. As with most public funds, external funds are often subject to the "use it or lose it" regime; it is therefore imperative that RMBC maximises these additional resources and ensures the money is used wisely to meet our priorities and isn't left unused at the end of the particular period or programme.

## **9. Risks and Uncertainties**

The main risk associated with this report is that external funds allocated to RMBC and its partners are not fully used and therefore ultimately lost to the Borough. It is the purpose of this report to assist in alleviating this issue, through monitoring the major externally funded schemes and bringing to attention potential areas of underspend and under performance.

No projects / programmes are reporting concerns regarding the achievement of both spend and performance targets.

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

Externally funded programmes are used to assist in the implementation of delivering against the RMBC priority areas. It is vital that this additional resource is appropriately targeted and fully used. This report looks at the performance to date for the main externally funded programmes.

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

Consultation with:

Economic Strategy Team, EDS

External Funding, CYPS

External Funding Team, Financial Services

Neighbourhood Investment Team, Neighbourhoods and Adult Services

Policy and External Affairs Team, Chief Executive's Office

### **Contact Names:**

Barbara Moulson, Strategic Funding Manager, External Funding Team.

[barbara.moulson@rotherham.gov.uk](mailto:barbara.moulson@rotherham.gov.uk)

Deborah Fellowes, Policy and External Affairs Manager, ext 22769.

[deborah.fellowes@rotherham.gov.uk](mailto:deborah.fellowes@rotherham.gov.uk)

Funding Regime	Approved Budget 2009/2010 (£)	Actual Spend (£)	Total Variance (£)	% Variance	Financial and Performance Summary	RAG Status
<b>BIG Lottery Fund</b>	369,412	376,281	-6,869	-1.9%	Slight over spend acceptable to funder.	<b>GREEN</b>
<b>DCSF Play Pathfinder</b>	1,736,197	1,720,329	15,868	0.9%	Under spend carried over into 2010/2011.	<b>GREEN</b>
<b>European Union ERDF / ESF &amp; LSC Co-financed</b>	2,049,111	1,805,412	243,699	11.9%	Please see a detailed explanation of the variance within the main body of the report.	<b>GREEN</b>
<b>Future Jobs Fund</b>	1,170,195	656,000	514,195	43.9%	Under spend carried over into 2010/2011. Please see a detailed explanation of the variance within the main body of the report.	<b>GREEN</b>
<b>HMR Housing Market Renewal Pathfinder</b>	10,899,000	12,199,164	-1,300,164	-11.9%	Spend will be contained within the allocation to March 2011.	<b>GREEN</b>
<b>NRF - Transitional Funding</b>	1,079,245	1,038,718	40,527	3.8%	Under spend carried over into 2010/2011.	<b>GREEN</b>
<b>PFI Private Finance Initiatives</b>	8,033,305	8,033,305	0	0.0%	On target.	<b>GREEN</b>
<b>Regional Housing Programme (RHP)</b>	3,524,000	2,802,000	722,000	20.5%	Bad weather has delayed progress. Project activities relating to this under spend will be completed by May 2010.	<b>GREEN</b>
<b>Yorkshire Forward Single Pot (SRIP)</b>	3,075,377	2,157,316	918,061	29.9%	Individual project variations are being negotiated with Yorkshire Forward to roll funding into 2010/2011.	<b>GREEN</b>
	<b>31,935,842</b>	<b>30,788,525</b>	<b>1,147,317</b>	<b>3.6%</b>		

Key to RAG Status:

RAG Status	Explanation
<b>RED</b>	A funding regime or individual projects will not be in a position to deliver both the financial and performance targets. As a consequence significant grant funding will need to be returned and there could be reputational damage to Council with that funding body
<b>AMBER</b>	A funding regime or individual projects may not meet either the financial and performance targets resulting in the possibility of grant funding being returned to the funding body
<b>GREEN</b>	A funding regime or individual projects is/are on course to meet both financial and performance targets

## FUNDING REGIME: Big Lottery Fund - Children's Play Programme

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Rotherham Play - Fixed Children's Play Provision	Nick Barnes	144,900	130,000	136,869	-6,869	Remainder of grant to be spent 2010/11. Note: this includes amounts transferred with BIG approval from projects below. Therefore total fund for this element has been £188k.	50,200	0	0
Rotherham Play - Fixed Young People's Play Provision	Nick Barnes	70,000	70,000	70,000	0	Balance transferred to fixed children's play. Allocation spent in full	0	0	0
Rotherham Play - Clifton Park Inclusive Play Project	Nick Barnes	100,000	100,000	100,000	0	Spent in full by Quarter 2	0	0	0
Rotherham Play - Fixed Young People's Play Provision - Youth Shelters	Nick Barnes	14,000	0	0	0	Balance transferred to fixed children's play.	0	0	0
Rotherham Play - Play Engagement Programme	Nick Barnes	69,000	69,412	69,412	0	Allocation spent in full	41,514	0	0
	<b>TOTAL:</b>	<b>397,900</b>	<b>369,412</b>	<b>376,281</b>	<b>-6,869</b>		<b>91,714</b>	<b>0</b>	<b>0</b>

**FUNDING REGIME: Department for Children, Schools and Families Play Pathfinder**

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Clifton Play Park	Nick Barnes	720,000	732,254	732,254	0	Budget spend achieved - project complete.	0	0	0
28 Play Areas / Rotherham Adventure Playground	Nick Barnes	866,468	786,909	786,909	0	Budget spend complete - (carry over to cover retentions made)	0	0	0
Revenue Programme	Nick Barnes	217,034	217,034	201,166	15,868	Under spend carried forward to 10/11	160,557	0	0
	<b>TOTAL:</b>	<b>1,803,502</b>	<b>1,736,197</b>	<b>1,720,329</b>	<b>15,868</b>		<b>160,557</b>	<b>0</b>	<b>0</b>

## FUNDING REGIME: European Union ESF and ERDF, also LSC Co-financed

Project Name	Lead officer	Target Annual Spend (£)	2009/10			Reason for Variance / Action Required / Taken	Future Years		
			Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
<b>Chief Executive's</b>									
<b>ERDF - Priority 5</b>									
ERDF Technical Assistance	Ian Squires	258,102	0	0	0	First claim not yet agreed. Following the Article 13 Audit, the project has been reprofiled and contract variations submitted for approval.	350,967	0	0
<b>Children &amp; Young People's Services</b>									
<b>ESF Learning &amp; Skills Council (LSC) Co-financed</b>									
16-19 NEETs (Profiles based upon Calendar Years as per LSC contract)	Tricia Smith	829,324	112,396	118,418	-6,022	Over spend due to over achieving on profile: no action required as variances are expected.	33,626	0	0
ESF 14-16 NEETs (Profiles based upon grant year Nov 08- Sept 09 per LSC contract)	Tricia Smith	607,140	446,983	444,157	2,826	Under spend has been dramatically reduced this quarter.	570,876	0	0



Project Name	Lead officer	Target Annual Spend (£)	2009/10			Reason for Variance / Action Required / Taken	Future Years		
			Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
<b>Environment &amp; Development Services</b>									
<b>ERDF - Priority 3</b>									
Enterprising Neighbourhoods Project	Simeon Leach	1,368,980	1,368,980	1,134,241	234,739	Detail provided in main body of the report.	1,346,179	1,147,781	0
Rotherham Employability Project	Simeon Leach	120,752	120,752	108,596	12,156	Detail provided in main body of the report.	1,066,584	1,089,728	438,767
	<b>TOTAL:</b>	<b>3,184,298</b>	<b>2,049,111</b>	<b>1,805,412</b>	<b>243,699</b>		<b>3,368,232</b>	<b>2,237,509</b>	<b>438,767</b>

## FUNDING REGIME: Communities &amp; Local Government - Future Jobs Fund

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual cumulative spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Future Jobs Fund	Simeon Leach	1,170,195	1,170,195	656,000	514,195	Detail provided within the main body of the report.	487,305		
	<b>TOTAL:</b>	<b>1,170,195</b>	<b>1,170,195</b>	<b>656,000</b>	<b>514,195</b>		<b>487,305</b>	<b>0</b>	<b>0</b>

## FUNDING REGIME: HMR Pathfinder

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Housing Market Renewal Pathfinder	Paul Walsh	10,899,000	10,899,000	12,199,164	-1,300,164	2010/2011 funding for HMR Pathfinder already confirmed but deeds of variation will not be signed prior to the parliamentary elections.	4,354,000	0	0
	<b>TOTAL:</b>	<b>10,899,000</b>	<b>10,899,000</b>	<b>12,199,164</b>	<b>-1,300,164</b>		<b>4,354,000</b>	<b>0</b>	<b>0</b>

2010-11 Funding Allocation has already been confirmed by the HCA to £4,854,000.

Please note that the 2009-10 Rotherham Funding Allocation was increased to £10,899,000 in March 2010. The additional allocation was transferred from other local authorities in the sub-region. It is assumed that the additional £500,000 will be deducted from this year's funding allocation, 2010-11 funding allocation down to £4,354,000. This will be confirmed later in 2010-11.

## FUNDING REGIME: Neighbourhood Renewal Fund - Transitional Funding (NRF TF)

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Neighbourhood Renewal Fund - Transitional Funding	Ian Squires	1,079,245	1,079,245	1,038,718	40,527	The annual variance from the spend target is less than 4% under spent. This has been carried forward and added to the 2010/11 Annual Spend Target.	1,730,870	0	0
	<b>TOTAL:</b>	<b>1,079,245</b>	<b>1,079,245</b>	<b>1,038,718</b>	<b>40,527</b>		<b>1,730,870</b>	<b>0</b>	

## FUNDING REGIME: Private Finance Initiatives

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Schools PFI	Graham Sinclair	6,222,509	6,222,509	6,222,509	0		6,222,509	6,222,509	6,222,509
Leisure PFI	Steve Hallsworth	1,810,796	1,810,796	1,810,796	0		1,810,796	1,810,796	1,810,796
	<b>TOTAL:</b>	<b>8,033,305</b>	<b>8,033,305</b>	<b>8,033,305</b>	<b>0</b>		<b>8,033,305</b>	<b>8,033,305</b>	<b>8,033,305</b>

Annual Spend Target shown is the amount of government grant received for each scheme.  
The grant received during the management phase of both the Schools and Leisure PFI will remain static.

## FUNDING REGIME: Regional Housing Programme

Project Name	Lead officer	2009/10				Reason for Variance / Action Required / Taken	Future Years		
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual spend to 31 March 2010 (£)	Variance (£)		2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
Regional Housing Programme	Paul Walsh	3,524,000	3,524,000	2,802,000	722,000	Detail is provided within the main body of the report.	2,180,000	0	0
	<b>TOTAL:</b>	<b>3,524,000</b>	<b>3,524,000</b>	<b>2,802,000</b>	<b>722,000</b>		<b>2,180,000</b>	<b>0</b>	<b>0</b>

Funding allocation for 2010-11 has been confirmed by the HCA

Please note annual spend target is composed of £3,367,000 of funding allocation approved for the period and £157,000 of funding carried over from the previous year.

## FUNDING REGIME: SRIP

Project Name	Lead officer	Annual Spend Target (£)	2009/10 Quarter 4 Cumulative Approved Spend (£)	Actual Spend to 31 March 2010 (£)	Variance (£)	Reason for Variance / Action Required / Taken	Future Years		
							2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
<b>EDS - Environment Directorate</b>									
<b>Theme 1: Enabling radical restructuring of the South Yorkshire economic base</b>									
M1 SEZ Technology Corridor	Greg Lindley	755,000	0	0	0	No spend this year, as due to budget constraints YF are not developing any new projects.	0	0	0
Rotherham Masterplan	Patrick Middleton	205,000	205,000	59,638	145,362	Work has started on site at Rail Station, with majority of spend due in 2010/11. Development/approval of any new projects has been put on hold due to constraints on YF budget.	4,293,827	3,542,297	0
Westgate Chambers	Tim Devine	60,268	60,268	60,268	0		60,268	60,268	60,268
Lloyds TSB	Tim Devine	13,034	14,887	14,887	0		18,086	18,086	0
Brookfield Park	Karen Gallagher	72,389	72,389	61,313	11,076	Reprofile of project spend has been agreed with YF. Under spend for 2009/10 to be rolled into next year.	59,848	48,552	55,502
Renaissance Enabling	John Smales	684,932	684,932	561,188	123,744	Current contract ended March 2010, new extension being agreed.	0	0	0
							<b>Future Years</b>		

Project Name	Lead officer		2009/10			Reason for Variance / Action Required / Taken	2010/11	2011/12	2012/13
		Annual Spend Target (£)	Quarter 4 Cumulative Approved Spend (£)	Actual Spend to 31 March 2010 (£)	Variance (£)		Target Spend (£)	Target Spend (£)	Target Spend (£)
Corporation Street Enabling	Patrick Middleton	300,000	300,000	46,142	253,858	Agreement being sought with YF on what this could be spent on in relation to the All Saints site (e.g. preparation costs, new hoardings). Under spend will be rolled into 2010/11 when this has been agreed.	1,734,674	1,734,674	0
Weirside	Mike Shires	200,000	200,000	195,857	4,143	YF set RMBC the target of £200,000 for 09/10, almost achieved.	3,347,615	0	0
Coalfields Site Dinnington	Yorkshire Forward	1,334,000	0	0	0	YF led project, no RMBC input on spend.	991,264	0	0
Townscape Heritage Initiative	Charles Hammersley	600,000	600,000	220,122	379,878	Landscape works at Minister Yard are behind schedule leading to under spend. Working with YF on a variation to contract, rolling funding into 2010/11.	830,000	10,000	0
<b>Theme 5: Creating built and green sustainable environments in urban and rural areas</b>									
Public Realm Gateways	Andy Newton	0	0	0	0	No spend profiled for current year.	1,500,000	0	0



Project Name	Lead officer	Annual Spend Target (£)	2009/10 Quarter 4 Cumulative Approved Spend (£)	Actual Spend to 31 March 2010 (£)	Variance (£)	Reason for Variance / Action Required / Taken	Future Years		
							2010/11 Target Spend (£)	2011/12 Target Spend (£)	2012/13 Target Spend (£)
<b>Children &amp; Young People's Services</b>									
<b>Theme 3: Achieving a major step change in South Yorkshire's Education, Training and Skills base</b>									
Inspire Rotherham	Adrian Hobson	937,901	937,901	937,901	0	Target spend achieved.	1,220,000	200,000	0
	<b>TOTAL:</b>	<b>5,162,524</b>	<b>3,075,377</b>	<b>2,157,316</b>	<b>918,061</b>		<b>14,055,582</b>	<b>5,613,877</b>	<b>115,770</b>

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet</b>
<b>2.</b>	<b>Date:</b>	<b>9th June, 2010</b>
<b>3.</b>	<b>Title:</b>	<b>Final Report – Localised Flooding in June 2009</b>  <b>All Wards</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Environment and Development Services</b>

### **5. Summary**

To provide a final report on the flash flooding event of June 2009 together with actions taken by the Council to date and proposals to further improve resilience against future flooding.

### **6. Recommendations**

- 6.1 that the contents of the Final Report be published on the Council's web site.**
- 6.2 to continue to explore all means of obtaining funding to improve resilience against future flooding.**

## 7. Proposals and Details

On the 9<sup>th</sup> October 2009 a Progress Report and a Post Incident and Initial Investigations Report were presented to the Performance and Scrutiny Overview Committee on the flash flooding event of June 2009 together with actions taken by the Council to date and proposals to further improve resilience against future flooding.

Shortly after the floods the Council's Streetpride, Drainage Team carried out initial drainage investigation surveys to establish the cause of the flooding and to indicate possible solutions and/or improvements needed to existing drainage systems. Interim Progress Reports were prepared and issued to Ward Members, Members of Parliament, Parish Councillors and later published on the Council's web site for residents affected by the floods.

The Final Report has now been completed and provides details of the feasibility works that have been carried out by Streetpride Drainage Team into the cause of the flooding and possible recommendations into improving the flooding problems. Below is a brief summary of the feasibility work carried out:

- September to October 2009 – Topographical and Closed Circuit Television Surveys for all areas in Rotherham affected by the June 2009 floods.
- October 2009 to February 2010 – Feasibility works in Aston, Swallownest and Aughton.
- January to March 2010 - Feasibility works in Todwick, Treeton, Laughton Common, Herringthorpe, Thurcroft, Clifton, Holmes and Thrybergh.
- April 2010 – Completion of the Final Report.

A copy of the Final Report is attached in Appendix A.

In addition to the above information, works have been carried out to minimise the risk of future flooding. A brief summary of these works are detailed below.

- Ongoing discussions are taking place between the Environment Agency and Streetpride Drainage Team, into the possibility of piloting a pluvial (e.g. surface water run off from fields etc), flood warning system in Aston, Swallownest and Aughton.
- Streetpride, Drainage Team has worked closely with Yorkshire Water in identifying problems with public sewers. Yorkshire Water is presently investigating their public sewerage systems in the areas affected by the floods, and the Council is awaiting the results of their investigation works.
- Applications for funding were submitted by the Council to DEFRA for 'Quick Wins' funding from the "Early Action Bids for Tackling Surface Water Flooding" programme. DEFRA have now approved two bids for the sum of £115,000, for the completion of two flood alleviation schemes at Lodge Lane to Heron Hill, Aston, and Kensington Close, Laughton Common. The design works have commenced and the construction works will be completed before April 2011.

- Applications for funding were submitted by the Council to DEFRA for funding through the Property Flood Level Grant. DEFRA have now approved the bids for the sum of £57,000 and for the protection of 10 individual properties in the Eastwood and East Dene area. These works will be completed before April 2011.

Various maintenance and improvement works were carried out by the Streetpride Drainage Team. Some of these works consisted of:-

- Carried out various maintenance works to ditches and outfalls, including diverting a ditch to transfer water away from properties in Windle Court and Shoreland Drive, Treeton, on behalf of Green Spaces.
- Major de-silting works have also been carried out to the highway drain in Worksop Road, Swallownest.
- Works are ongoing to locate a buried culvert downstream of Wetherby Drive within Rother Valley Country Park.
- An existing highway drainage system was relaid at Lodge Lane, Aston. The cost of the scheme was £15,000
- Additional gully cleansing works were carried out in areas affected by the June 2009 floods.

### **8. Finance**

The Council's Streetpride, Drainage Team have now completed the feasibility works, established the cause of the flooding and indicated possible solutions and/or improvements needed to existing drainage systems. In September 2009 CMT approved the sum of £70,000 for the commencement of the drainage investigation and feasibility works.

Various flood alleviation solutions have been identified within the final report. It is proposed to report these schemes early with a view to obtaining funding and achieving timely improvements if possible. Several minor strategic capital allocation bids have been forwarded to the Council for approval, to carry out various flood alleviation works.

DEFRA have approved two bids for the sum of £115,000, in accordance with the 'Quick Win' schemes from the "Early Action Bids for Tackling Surface Water Flooding" programme. The two bids are for the completion of two flood alleviation schemes at Lodge Lane to Heron Hill, Aston, and Kensington Close, Laughton Common. These works are ongoing and will be completed before April 2011.

DEFRA have approved bids for the sum of £57,000, in accordance with the Property Flood Level Grant programme. The bids are for the completion of various flood resilience works required for the protection of 10 individual properties situated at Eastwood and East Dene. These works will be completed before April 2011.

Please note any requirements for additional revenue funding are not reflected in the current medium term financial strategy.

## 9. Risks and Uncertainties

Successful applications for additional funding were submitted by the Council to DEFRA and Environment Agency, for flood alleviation works at Aston, Laughton Common, Eastwood and East Dene. The final report identifies other areas within the Borough of Rotherham where additional funding is required to alleviate further flooding problems. There are no guarantees that future funding will be made available by DEFRA or the Environment Agency to carry out the works outlined in the final report.

It is likely that there will be additional pressures on the Council to carry out some of the improvement works to alleviate future surface water flooding throughout Rotherham. The Council is exploring other means of obtaining funding from other sources but presently the Council has made no financial allowances for these works to be completed.

Some residents affected by the floods are now demanding that the Council take action to resolve the flooding problems. Failure to progress the works could leave the Council vulnerable to future events of this nature and seriously affect the Council's future reputation.

The majority of the surface water overland flooding problems are from privately owned land and will require the full corporation of the landowner(s). The duty of all riparian owners (i.e. private landowners) is to ensure that all flows within a watercourse are not impeded. The Council has a duty to maintain the safety of the highway and has certain permissive powers to ensure that riparian owners carry out their maintenance duties.

## 10. Policy and Performance Agenda Implications

- (1) Sir Michael Pitt Review 2007 Floods, issued December 2008
- (2) Flood Risk Regulations 2009
- (3) Proposed Floods and Water Management Bill 2010

## 11. Background Papers and Consultation

Appendix A – June 2009 Floods – Final Report

The issues contained within this report support the Council's main themes of Rotherham Safe and Rotherham Achieving.

Ward Members in the Wards listed above have been consulted. Further consultations are required.

**Contact Name :** *Graham Kaye, Principal Engineer, ext 2983*  
[graham.kaye@rotherham.gov.uk](mailto:graham.kaye@rotherham.gov.uk)

**APPENDIX A**

# **June 2009 Floods**

## **Flood Investigations Final Report**

**Produced by: Streetpride Drainage Team,  
Environment & Development Services**

*Progress Report April 2010 - June 2009 Floods*

**Date: April 2010**

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## Executive Summary

On Wednesday 10 June 2009, Rotherham was affected by flash flooding. Aston, Swallownest, Aughton, Todwick, Treeton and Laughton Common were particularly badly hit but there was also significant flooding in Herringthorpe, Thurcroft, Clifton, Holmes and Thrybergh. Shortly after the floods the Council carried out preliminary investigations. These investigations demonstrated the need for a more detailed study to establish the cause of the flooding and to indicate possible solutions and/or improvements needed to existing drainage systems.

The Council has committed £70,000 of Capital funding for the completion of the drainage investigation and feasibility works after the June 2009 floods.

Topographical surveys were carried out in all affected areas. Surveys of the existing drainage infrastructure, including CCTV surveys, were carried out as necessary. Many residents were interviewed to obtain eye witness accounts of the flooding.

Where minor defects or blockages in the existing drainage systems were identified during the investigations, these were rectified to ensure that the existing infrastructure is working to its full capacity.

Possible works to reduce future flood risks have been identified. Plans have been included for each area, which in some cases show potential flood alleviation works. These are indicative only and may change during detailed design.

Most of the works identified are over and above the responsibilities of the land owners or property owners. A landowner has a duty as riparian owner to maintain flows within a watercourse which crosses their land, but has no obligation to carry out, or consent to, betterment works such as the creation of flood storage areas. In many cases, these additional works can only be done in private land and only with the consent of the landowners, which include Rotherham MBC, Aston Parish Council and several private individuals.

Funding for any of the proposed works would have to be obtained on a scheme specific basis. Bids for funding from organisations such as Defra are assessed on the basis of cost against benefit. Where flooding has affected properties which have not flooded previously, and unless there is a simple solution available, works are unlikely to be cost effective and are, therefore, unlikely to be successful in obtaining funding. Consideration of the funding available is beyond the scope of this report.

Successful applications were submitted by the Council to Defra for funding from Defra's "Early Action Bids for Tackling Surface Water Flooding" scheme. The bids cover two temporary flood water storage facilities and highway re-alignment at Lodge Lane to Heron Hill, Aston, and a flood relief ditch at Kensington Close, Laughton Common. See sections 2.19, 2.20 and 3.1.

Improvements to the public sewer network are the responsibility of Yorkshire Water. Yorkshire Water are not funded to make improvements to the public sewer system if flooding is calculated to occur only during rainfall events exceeding the design capacity of the system, i.e. with a return period exceeding 30 years.

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Applications were submitted by the Council to Defra for funding in accordance with Defra's "Property Level Flood Protection and Resilience Grant". The grants provide for property flood defences such as flood gates to doors, air vent covers etc. The areas covered by this report where these bids were approved are Herringthorpe Valley Road North and Middle Lane, Clifton. See sections 3.4 and 3.8.

A number of bids have recently been made for the funding of further drainage improvements from the Council's own Capital Maintenance allocation and will be considered alongside other Council-wide priorities.

Ongoing discussions are taking place between the Environment Agency and Streetpride Drainage Team, into the possibility of piloting a pluvial flood warning system in Aston, Swallownest and Aughton.

The Council has carried out various drainage improvement works to reduce the risk of flooding in high risk areas. These works include:- ditching works to Windle Court area, Treeton; replacement of a highway drain at Lodge Lane, Aston; relieving blockages to drains in the Hepworth Drive area, Aston and excavation works to a culvert in Rother Valley Country Park.

The Council also increased its gully cleansing frequency in areas of high flood risk.



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# PROGRESS REPORT OF INVESTIGATIONS INTO THE CAUSES OF THE FLOODING

## ENVIRONMENT & DEVELOPMENT SERVICES

### STREETPRIDE

## 1 INTRODUCTION

On Wednesday June 10 2009 from 17:00 hours onwards, it was recorded that in the Sheffield centre area, 82mm of rain fell in 6 hours, and 51mm of rain fell in 1 hour. Maximum intensity recorded was 177 mm per hour. The storm then travelled eastwards and areas in Rotherham such as Aston, Swallownest and Aughton, experienced similar amounts of intense rainfall.

Based on the rainfall recorded in Sheffield, it is likely that the rainfall at Aston, Aughton and Swallownest was equivalent to a storm with a return period of in excess of 100 years. Although other areas experienced heavy rainfall, the very intense rainfall was very localised and as little as 1 or 2km away from the line of the centre of the storm, the amount of flooding recorded suggests that significantly less rain fell.

On Monday 15 June 2009 at 12:00 hours it was reported that approximately 20 to 40mm of rain fell in 2 hours, on a previously saturated catchment, but only a small amount of flooding occurred.

The high intensity of rain falling in a short period of time (sometimes known as 'flash floods'), caused major flooding to properties and highways. None of the flooding in Rotherham was caused by rivers, most of the flooding was caused by overland flows (i.e. surface water run off from fields etc.). Approximately 175 properties were flooded internally and 8 roads were closed or flooded throughout the Borough of Rotherham.

Shortly after the floods the Council carried out initial drainage investigation surveys. These investigations demonstrated the need for a more detailed study to establish the cause of the flooding and to indicate possible solutions and/or improvements needed to existing drainage systems.

Topographical surveys were carried out in all affected areas. Surveys of the existing drainage infrastructure, including CCTV surveys, were carried out as necessary. Many residents were interviewed to obtain eye witness accounts of the flooding.

It has been determined that Yorkshire Water public sewers are critical to the effectiveness of the drainage system in several areas. Yorkshire Water have carried out their own investigations and the results of these have been incorporated into this report.

Possible works to reduce future flood risks have been identified. Plans have been included for each area, which in some cases show potential flood alleviation works. These are indicative only and may change during detailed design.

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Funding for any of the proposed works would have to be obtained on a scheme specific basis. Bids for funding from organisations such as Defra are assessed on the basis of cost against benefit. Where flooding has affected properties which have not flooded previously, and unless there is a simple solution available, works are unlikely to be cost effective and are, therefore, unlikely to be successful in obtaining funding. Consideration of the funding available is beyond the scope of this report.

Most of the works identified are over and above the responsibilities of the land owners or property owners. A landowner has a duty as riparian owner to maintain flows within a watercourse which crosses their land, but has no obligation to carry out, or consent to, betterment works such as the creation of flood storage areas. In many cases, these additional works can only be done in private land and only with the consent of the landowners, which include Rotherham MBC, Aston Parish Council and several private individuals.

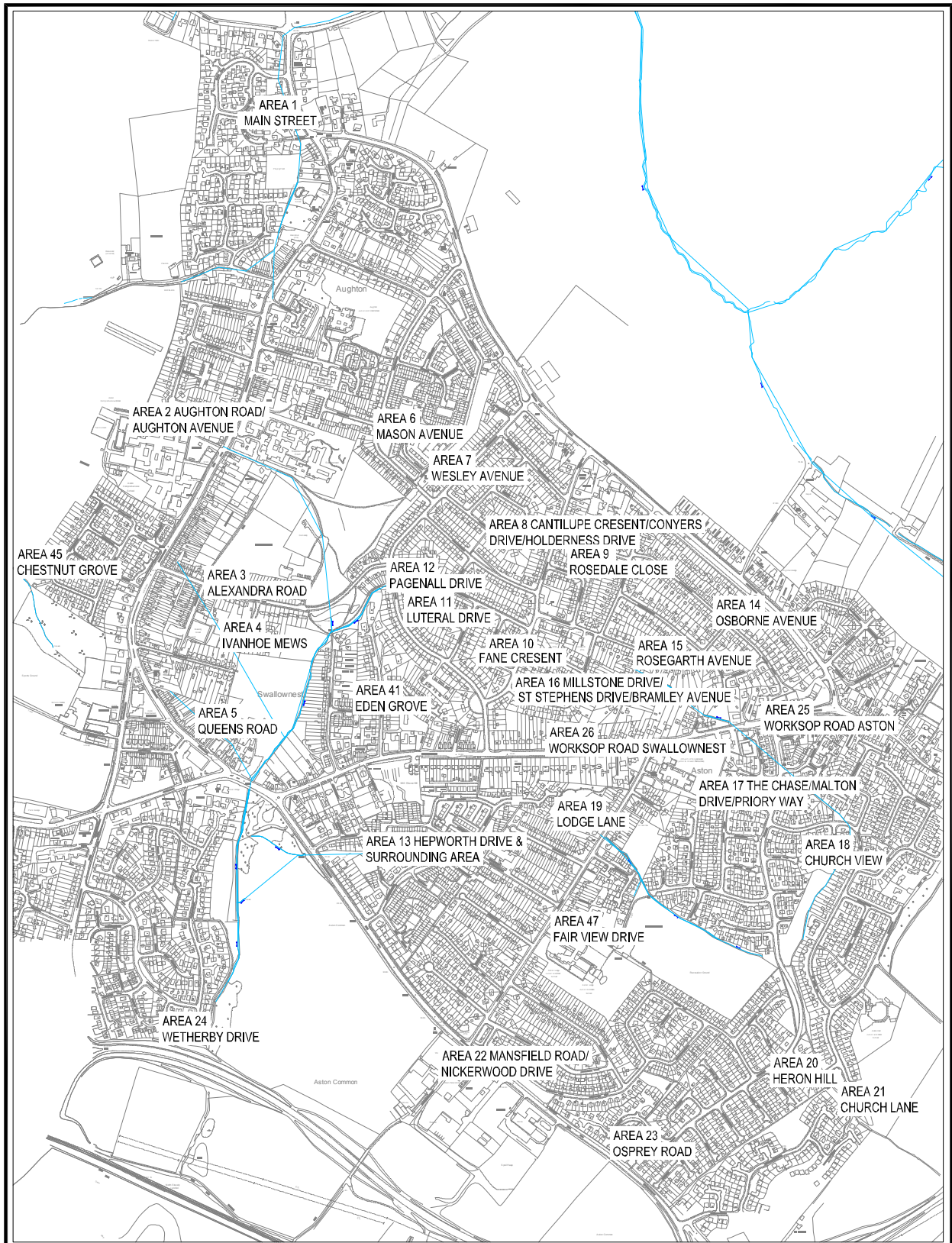
Improvements to the public sewer network are the responsibility of Yorkshire Water. It is extremely unlikely that Yorkshire Water would make improvements to the public sewer system if flooding is calculated only to occur during an event with a return period exceeding 30 years.

Successful applications were submitted by the Council to Defra for funding in accordance with Defra's "Early Action Bids for Tackling Surface Water Flooding". The bids cover two temporary flood water storage facilities, highway re-alignment at Lodge Lane to Heron Hill, Aston, and a flood relief ditch to intercept water from the agricultural catchment which flows overland along a railway cutting at Kensington Close, Laughton Common. See sections 2.19, 2.20 and 3.1

Applications were submitted by the Council to Defra for funding in accordance with Defra's "Property Level Flood Protection and Resilience Grant". The grants provide for property flood defences such as flood gates to doors, air vent covers etc, to properties flooded internally by the June 2007 and/or 2009 floods. The areas covered by this report where these bids were approved are Herringthorpe Valley Road North and Clifton Lane. See sections 3.4 and 3.8.

Ongoing discussions are taking place between the Environment Agency and Streetpride Drainage Team, into the possibility of piloting a pluvial flood warning system in Aston, Swallownest and Aughton.

**2 FINDINGS BY AREA, ASTON AUGHTON AND SWALLOWNEST**



<p>Rotherham Metropolitan Borough Council Environment &amp; Development Services Bailey House, Rawmarsh Road, Rotherham S60 1TD</p>	<p><b>Title</b> AREAS IN ASTON AUGHTON SWALLOWNEST AFFECTED BY FLOODING IN JUNE 2009</p>	
	<p><b>Dwg. No.</b> 187/43/DR02</p>	<p><b>Rev.</b> NTS</p>
<p><b>Drawn</b> ATB</p>	<p><b>Date</b> MARCH 2010</p>	<p><b>Chd. by</b> SL</p>
<p><b>Rev.</b></p>	<p><b>Description</b></p>	<p><b>Date</b></p>

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## **2.1 Area 1 Main Street, Aughton**

### **2.1.1 Flooding History and Mechanism**

A natural valley runs along the rear boundary of properties on Main Street, Aughton, including Aughton Nursery School. Water flowed overland along the natural valley, flooding several properties on Main Street. Water flowed onto the highway, overwhelming an already overloaded system and water then flooded from the highway back towards the properties.

There were also other localised flooding problems further south on Main Street, affecting the post office and the cellars of the houses opposite. These three incidents were not related.

### **2.1.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Additional road gully cleansing works were carried out by the Council along Main Street, shortly after the storm.
- Yorkshire Water have confirmed that there was a problem with a surface water attenuation tank at Ambler Rise which may not have been working to maximum efficiency. The standard criterion for design of such tanks is a 30 year return period, so it is likely that the tank would have overflowed even if it was operating correctly.

### **2.1.3 Possible Solution**

There are no areas of land within the flow path of water (at the rear) that are suitable as temporary storage facilities. The lowest point is mostly on the boundary of properties with significant differences in levels, leaving no room to install any bunding or similar type of protection. The prospect of carrying out any works on the flow path would be a logistical challenge due to the complexity of ownership and the lack of space.

Along Main Street (the front of numbers 113 – 135) the pathway is approximately 200-300mm lower than the road and is the natural flow path for excessive overland flow. The only way to stop ingress into these properties is to stop the water getting onto the footway, which, with the limited amount of space available, would mean restricting the flow to the highway, increased capacity in the system and greater access to this capacity. It is unlikely that flood risk in this area can be reduced to an acceptable level so property level flood protection should be considered.

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## **2.2 Area 2 Aughton Road/Aughton Avenue, Aughton**

### **2.2.1 Flooding History and Mechanism**

Flooding affects the properties on the south side of Aughton Avenue, some on Aughton Road and the northern boundary of Aston Comprehensive School. Several properties in Aughton Avenue and Aughton Road were flooded internally.

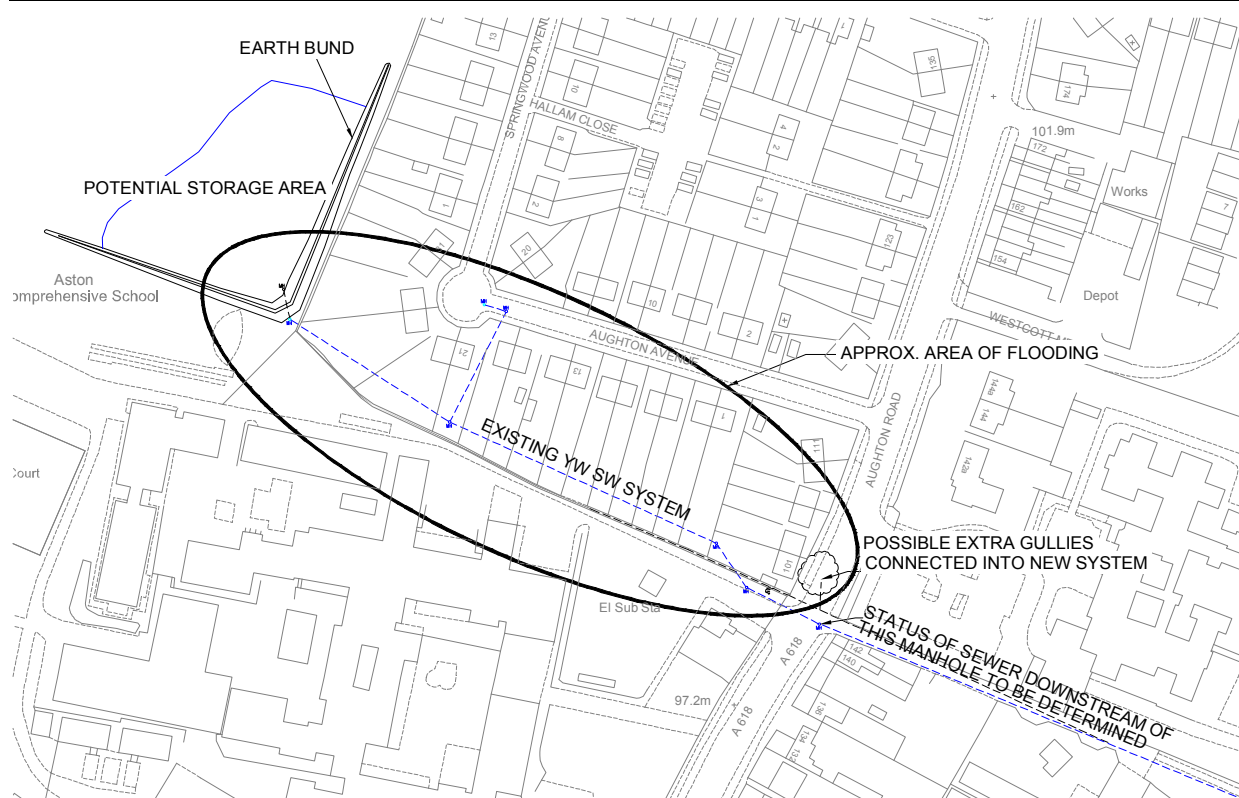
There is a 225mm diameter public surface water sewer running to the rear of Aughton Avenue and a 225mm diameter combined sewer in Aughton Road. These public sewers are owned and maintained by Yorkshire Water. These drainage systems are not designed to drain all the land in the area, including the surface water run off.

It was reported that surface water ran off the Aston Comprehensive School playing field towards the houses in Aughton Avenue and Aughton Road.

Several properties in this area also flooded in June 2007.

### **2.2.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Additional cleansing of road gullies was carried out in Aughton Road shortly after the storm.
- An extensive topographical survey of Aston Comprehensive has been received to aid the investigation and design process.
- Investigations have identified that the surface water sewer from this area does not connect to the combined sewer as shown on the public sewer records, but drains via an uncharted surface water sewer beneath Aughton Road which then runs down the track to the east. This sewer ultimately outfalls to the open watercourse south of Alexandra Road. This sewer has been traced and CCTV surveyed. The condition of the pipe is variable, and in some places is significantly deformed, but the current condition of the pipe does not significantly reduce its capacity. The legal status of this sewer is unclear and the Council and Yorkshire Water are currently working together to resolve the issue of the legal status and ownership.
- Yorkshire Water have recorded several problems on the public combined sewers serving these properties. Most of these were caused by blockages in the sewer. These blockages were cleared by Yorkshire Water and are unrelated to the flooding incidents in this investigation.
- The houses on the west side of Aughton Road are lower than road level, and the existing surface water and combined sewers do not have sufficient capacity to allow water to drain beneath road. The road has a crossfall from east to west, causing ponding on the west side of the road, which then runs into the gardens when the level rises sufficiently.



### 2.2.3 Possible Solution

Minimising flood risk in this area can be achieved by a combination of three strategies, minimising the flows into the area, maximising the outflows and creating areas where any difference between inflow and outflow can be accommodated without causing damage to property.

#### School Playing Field

A bund on the playing field at the rear of Springwood Avenue/Aughton Avenue constructed to a maximum height of approximately one metre would be sufficient to hold back the volume of water contributed by this area of the catchment.

#### Main school buildings

When the school is redeveloped there may potential for creating additional flood storage within the school grounds. Discussions have taken place with the team currently working on the possible redevelopment of the school and flooding issues will be considered as part of any new construction.

#### Aughton Road

It has been determined that there is insufficient capacity in the surface water sewer beneath Aughton Road. To stop the water ponding on the road and effectively drain the properties, there would need to be a significant increase in the capacity of the network beneath Aughton Road, meaning a substantial financial investment for extra gullies and upsizing of the existing system.

When water ponds on the highway, it flows from the highway down the drives and paths at numbers 101 and 103 Aughton Road. At 101 the gates have been altered to minimise this flow. As an interim measure this should be replicated at 103.

A feasibility study is recommended to investigate the possibility of creating flood storage on the land south of Mason Avenue to avoid passing the additional flows downstream and hence making flooding downstream worse – see section 2.6.6 for further details.

The Council and Yorkshire Water are currently working together to resolve the issue of the legal status and ownership.

## 2.3 Area 3 Alexandra Road

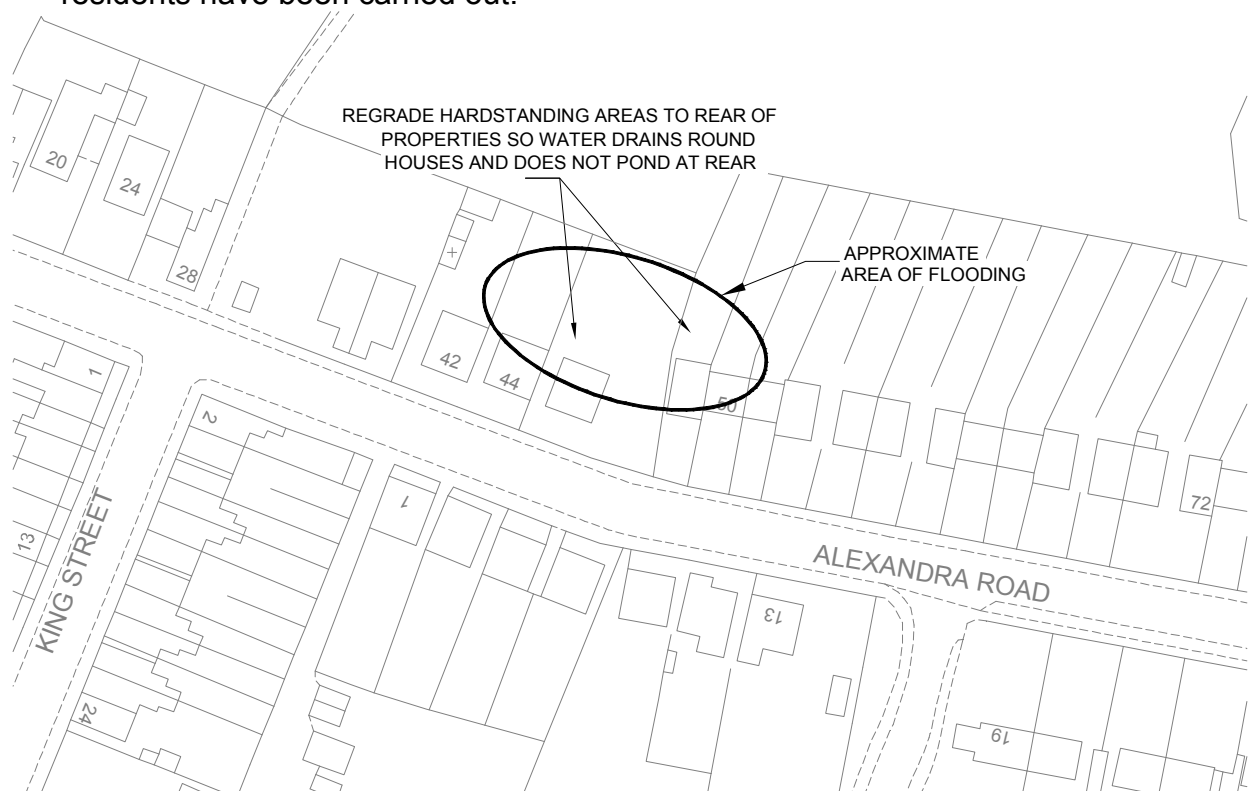
### 2.3.1 Flooding History and Mechanism

Water ran from the adjacent allotments into the gardens which slope down towards the buildings. The drains in this area usually cope, but were overwhelmed, causing water to pond around the back of the buildings because ground levels there are lower than the surrounding land. The water level rises until it flows either into or around the side of the property.

2 properties flooded internally, while one flooded in the garden and garage but because of a higher threshold and existing drainage channel (installed by the owner) they escaped internal flooding.

### 2.3.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.





### 2.3.3 Possible Solution

At numbers 48 & 50 flooding could be prevented by re-grading their rear concreted areas to prevent any standing water being trapped. Any excess water will then run around the side of number 48 and down onto the Alexandra Road. This work is the responsibility of the property owners.

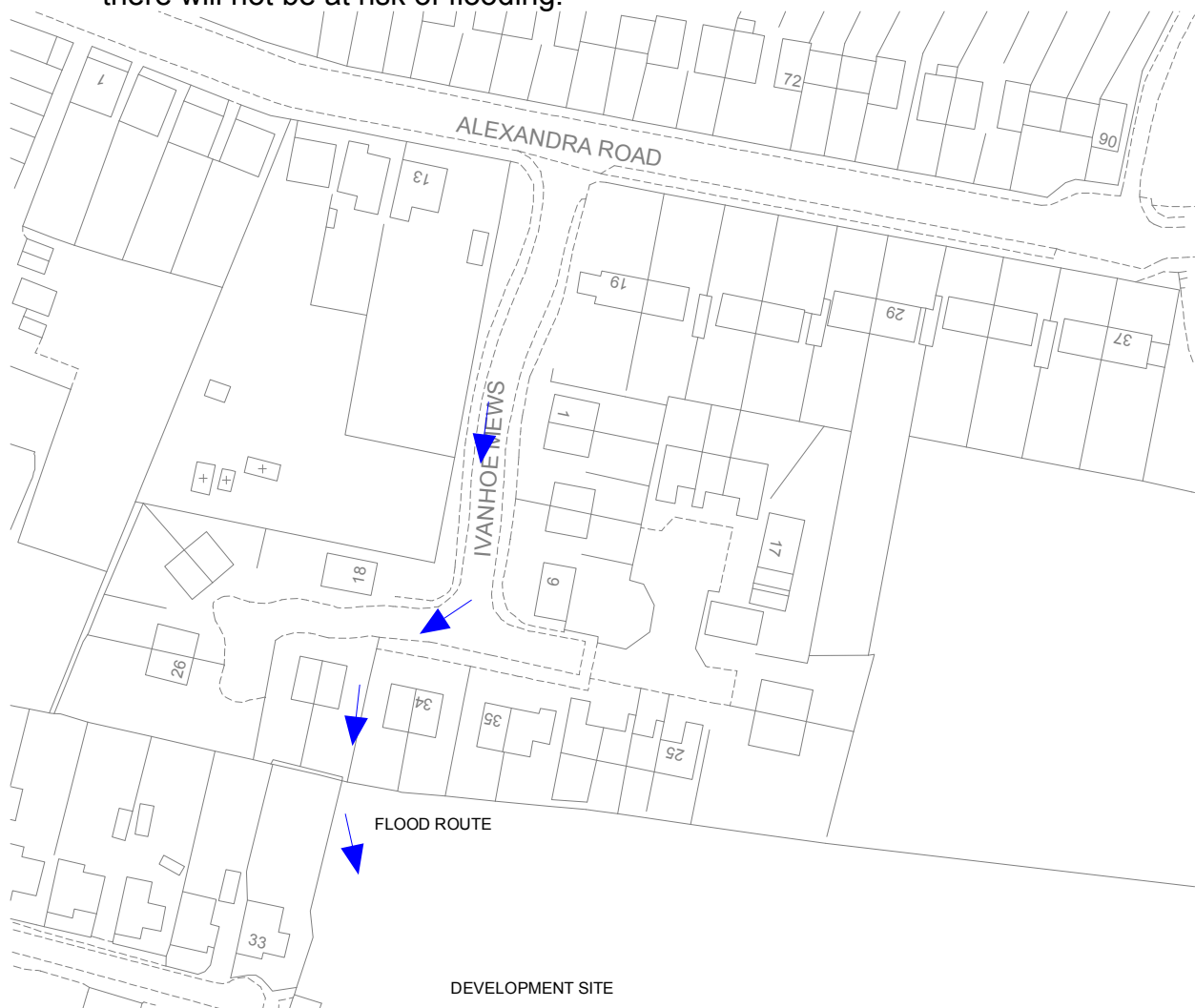
## 2.4 Area 4 Ivanhoe Mews

### 2.4.1 Flooding History and Mechanism

Houses situated at the bottom of a sloping carriageway and the natural flow path is down to the adjacent land at the end of the rear gardens. This means that water has to travel through the garages and builds up in the gardens before over topping the wall and flowing into the adjacent land.

### 2.4.2 Investigations and Actions

- The survey work has been completed. Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Discussions have taken place with the developers of the adjacent site to ensure that if flood water flows from Ivanhoe Mews onto the site, the new properties there will not be at risk of flooding.



### 2.4.3 Possible Solution

Surface water flows through these gardens only in exceptional circumstances. A flood route should be maintained by ensuring that the water can flow around the houses without obstruction.

Weep holes in the garden walls or similar improve drainage system would alleviate some of the water build up in the gardens. This work would be the responsibility of the property owners.

## 2.5 Area 5 Queens Road

### 2.5.1 Flooding History and Mechanism

#### External flooding

The property has walled front garden that traps water with no escape route. Footways on this road are lower than carriageway level so any excess runoff immediately ponds on footways. The gully outside no. 11 was blocked but has since been cleansed.

### 2.5.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- A resident said that the water runs from the path adjacent to 22 Queens Road, then over the gully located in the pathway and across the road toward no. 11.
- At the time of the event the gully outside number 11 was not taking any flow, however, some of the water was directed toward the next gully down, which was working and accepted the additional water, which indicates the system is adequate when running properly.



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### 2.5.3 Possible Solution

Weep holes in the garden walls or similar would improve drainage and alleviate some of the water build up in the gardens. This work would be the responsibility of the property owners.

Additional gullies in front of no.11 should be considered.

## 2.6 Area 6 Mason Avenue Areas

### 2.6.1 Flooding History and Mechanism

Although the flooded properties in this area are located close to each other and there is a certain amount of interaction between them, there are several distinct issues which should be addressed separately.

#### Wharton Avenue

No's 72 & 74 suffered internal flooding due to water flowing down the grass slope at the front of the properties.

No's 44, 46, 50 & 62 suffered internal flooding due to water running into the gardens and having no escape route. Gardens are walled and slope towards the properties and have no drainage to remove the ponding water.

#### Anderson Close

The existing drainage system was unable to cope, causing overland flows which due to the ground profile are directed towards the properties.

#### Gray Avenue, Mason Avenue, Walpole Grove

Several properties on Walpole Grove and Mason Avenue had porches or outbuildings flooded.

No's 44, 46 & 50, Gray Avenue - Water flowing downhill from Wharton Avenue flooded the front gardens of these properties. Drainage in this area is limited to natural soak away through a small grassed area in front of the houses.

No's 28, 32 & 40 Gray Avenue - internal flooding due to blocked guttering and poor construction/maintenance of the structure of the properties, this has caused water to flow in through the roofs and window frames. Gardens are walled with no or insufficient drainage systems in place, meaning water builds up and has no escape route.

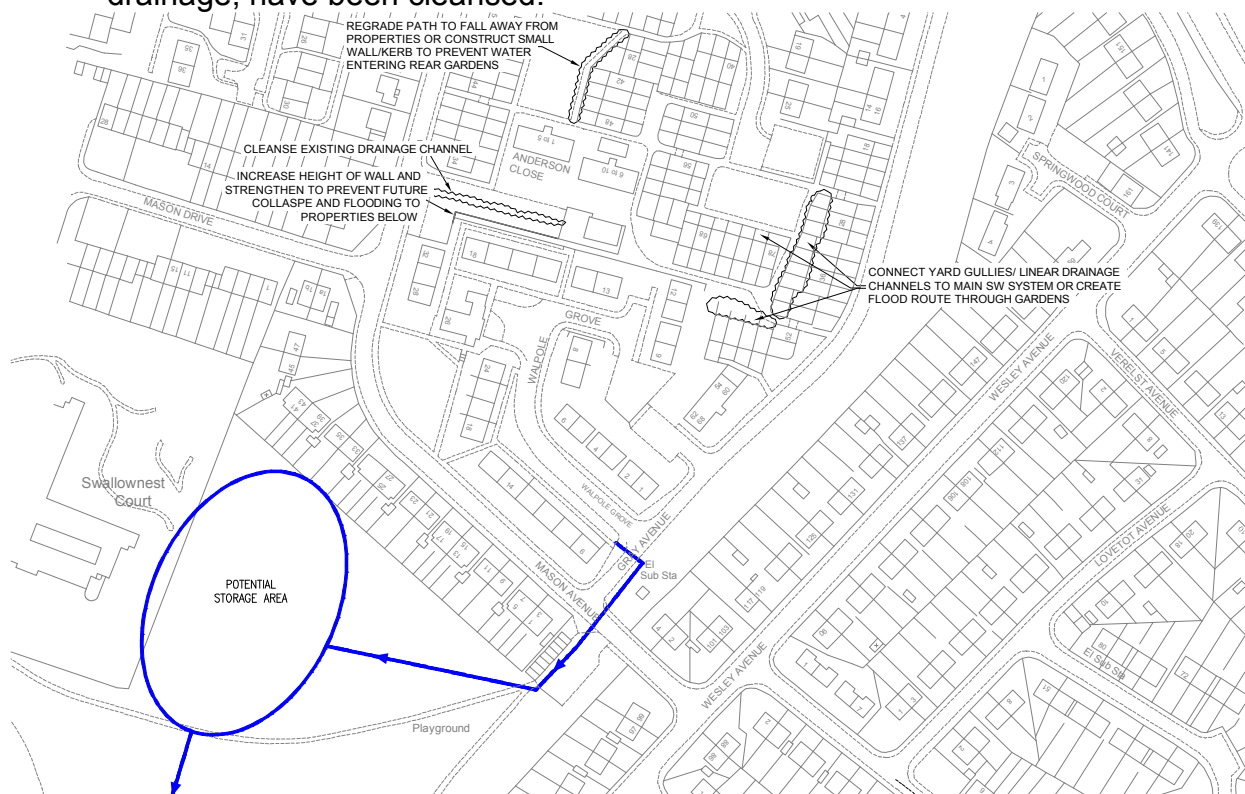
Properties at the bottom end of Mason Avenue have flooded due to insufficient capacity in the sewers. The topography of the surrounding land prevents flood water from flowing away from the properties.

Many of the blocks of properties on this estate have gardens which slope towards the dwellings. During extreme rainfall events, the drainage around the properties is inadequate. The water then starts to pond and cannot drain around the properties because outbuildings, fences or walls obstruct any possible overland drainage routes. Preventing flooding of such properties can be achieved in 2 ways, they are, diverting any overland flows away from the buildings, or ensuring that there is sufficient drainage to cope with everything which drains into the gardens. Installation of new drainage would require the cooperation of all the property owners affected and in some cases would involve the removal or alteration of outbuildings, fences or walls.

- Many gullies draining the properties are blocked and several down pipes are broken preventing water from draining into the sewers.

### 2.6.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- The condition of the drainage system in this area is poor structurally and the system was found to be blocked or partially blocked in several areas. The worst of these have now been cleared but the drains serving the parking area to the north of Walpole Grove are heavily silted.
- The foul sewers in front of Anderson Close were badly blocked and have been cleared.
- In Wharton Avenue, foul and surface water systems including the car park drainage, have been cleansed.



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### **2.6.3 Possible Solution**

The defects on the existing sewers should be repaired and all the drainage in the area should be thoroughly cleansed.

Where gardens slope down towards the properties, additional drainage will be required to intercept any overland flow. Where possible, ground levels should be altered to reroute overland flow away from properties.

#### Wharton Avenue

Proposed land drain, installation of gullies and flood routing, or similar improve drainage system would alleviate some of the water build up in the gardens. This work would be the responsibility of the property owners. It would require co-operation of adjacent property owners who may be unaffected by flooding.

#### Gray Avenue, Mason Avenue, Walpole Grove

A feasibility study is recommended to investigate the possibility of creating a flood storage area on the land south of Mason Avenue. A new surface water sewer would be required to intercept flows in the existing surface water sewers and transfer them to the flood storage.

Changes to ground levels in the garden of 1-7 Mason Avenue would prevent flooding of the properties in the event of the sewer overflowing.

## **2.7 Area 7 Wesley Avenue**

### **2.7.1 Flooding History and Mechanism**

No. 119, which sits lower than the road and surrounding properties, was flooded with water flowing from the carriageway onto driveway and front garden that slope towards the property. The drainage system, including the highway would have been overloaded during the storm.

### **2.7.2 Investigations and Actions**

- An inspection and survey has been undertaken.

### **2.7.3 Possible Solution**

The severity of flooding on Wesley Avenue does not warrant major improvements to the drainage system in this area. The possible works to Area 6 would benefit Wesley Avenue indirectly by reducing flows in the public sewers. During design of these works the possibility of extending the works to include Wesley Avenue should be considered.

## 2.8 Area 8 Cantilupe Crescent, Conyers Drive, Holderness Drive

### 2.8.1 Flooding History and Mechanism

#### Internal Flooding.

Properties owned by Counties Housing Association, private owners and the Council were flooded. The existing drainage system was overwhelmed by the rainfall intensity. Some of the properties are situated in a shallow bowl so any water in excess of the drainage systems capacity is retained in the low lying area.

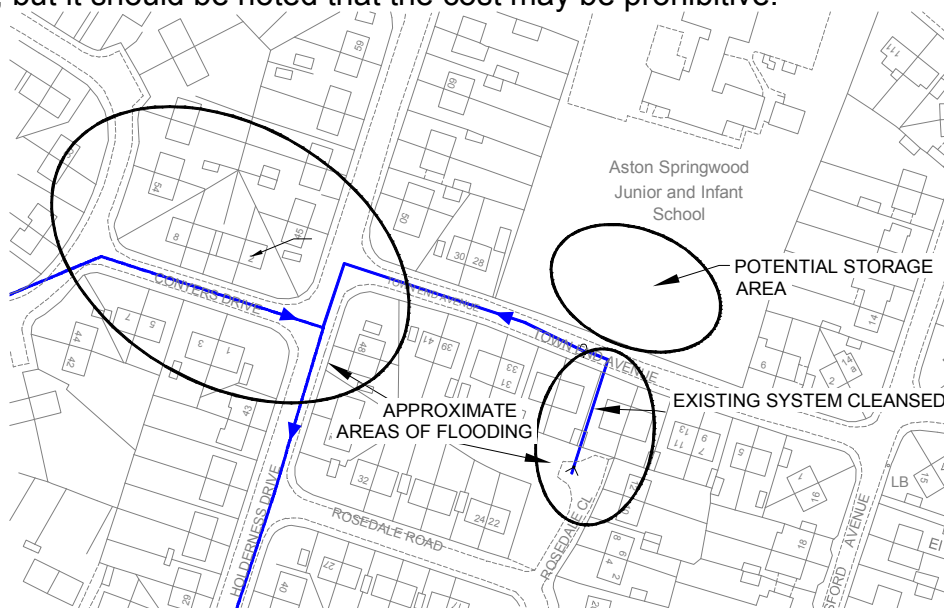
### 2.8.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- This area is among those where it has been determined that the public sewers are fundamental to the effectiveness of the drainage system.
- Calculations suggest that the existing public sewer system is sufficient to cope with a storm with a return period of in excess of 30 years, the usual design criterion, so it is unlikely that the sewers, which are the responsibility of Yorkshire Water, will be improved. Further detailed analysis of the existing drainage system by Yorkshire Water would be required to definitively determine the capacity of the existing network.

### 2.8.3 Possible Solution

Increasing the capacity of the sewer in Holderness Drive would alleviate flooding, but would simply transfer the problem downstream exacerbating the flooding in the several areas which already have a significant flood risk.

A solution incorporating flood storage would benefit this area and those downstream. A feasibility study is recommended to investigate the possibility of creating underground storage capacity in the highway or in the grounds of Aston Springwood Junior & Infant school. The cost and effectiveness of such a scheme could then be accurately assessed, but it should be noted that the cost may be prohibitive.



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## **2.9 Area 9 Rosedale Close**

### **2.9.1 Flooding History and Mechanism**

#### **Flooding in gardens.**

The houses are in natural low point with water flowing down carriageway and slightly sloping rear garden towards properties water building up around houses. The properties were not flooded internally.

### **2.9.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out. Residents on Town end Avenue Reported that the road and some gardens had been flooded, but no buildings were affected.
- This area is among those where it has been determined that the public sewers are fundamental to the effectiveness of the drainage system. Although the nearest public sewer is in Holderness Drive, it is thought that water backs up the private drainage system when the public sewers are overloaded.
- The sewer which runs from Rosedale Close to Town end Avenue, which was partially blocked, has been cleansed.

### **2.9.3 Possible Solution**

Rosedale Close drains via Town end Avenue to Holderness Drive. Flooding at Rosedale Close is therefore dependent on the flooding which affects Area 8 (see above). The properties on Rosedale Close are slightly higher than those in Area 8, and therefore the effects of flooding were less severe. Having cleansed the sewer, it is not proposed to take any further action at this location, but any works carried out to alleviate flooding in Area 8, would also benefit Town end Avenue and Rosedale Close.

## **2.10 Area 10 Fane Crescent**

### **2.10.1 Flooding History and Mechanism**

A small amount of internal flooding occurred. The property is at a low point in the road with water running down carriageway and into driveway via a dropped kerb. Water then flows down the garden and ponds around the front of the property, held by the outbuildings and ground levels.

### **2.10.2 Investigations and Actions**

- A site inspection was carried out with a discussion with the resident.

### **2.10.3 Possible Solution**

The highway drain could not cope with the intensity of the rainfall. Because no significant damage was caused even during such exceptional rainfall, no further action is proposed.

---

## **2.11 Area 11 Lutere Drive**

### **2.11.1 Flooding History and Mechanism**

#### **Internal flooding**

Water flows down steeply sloping rear gardens towards the properties. Natural flood route (entries between properties) has been blocked by 'lean-to' style extensions that connect main house to out houses causing a terraced effect.

No. 18 is affected by water flowing down hill along carriageway and into driveway that slopes towards the property. At the time of the visit, there was nobody at the property so the exact mechanism and extent of the flooding here is unknown.

### **2.11.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.

### **2.11.3 Possible Solution**

Overland flows occurred during the exceptional rainfall. Because there is no record of any previous flooding and the effect of the flooding was small, no further action is proposed.

## **2.12 Area 12 Pagenall Drive**

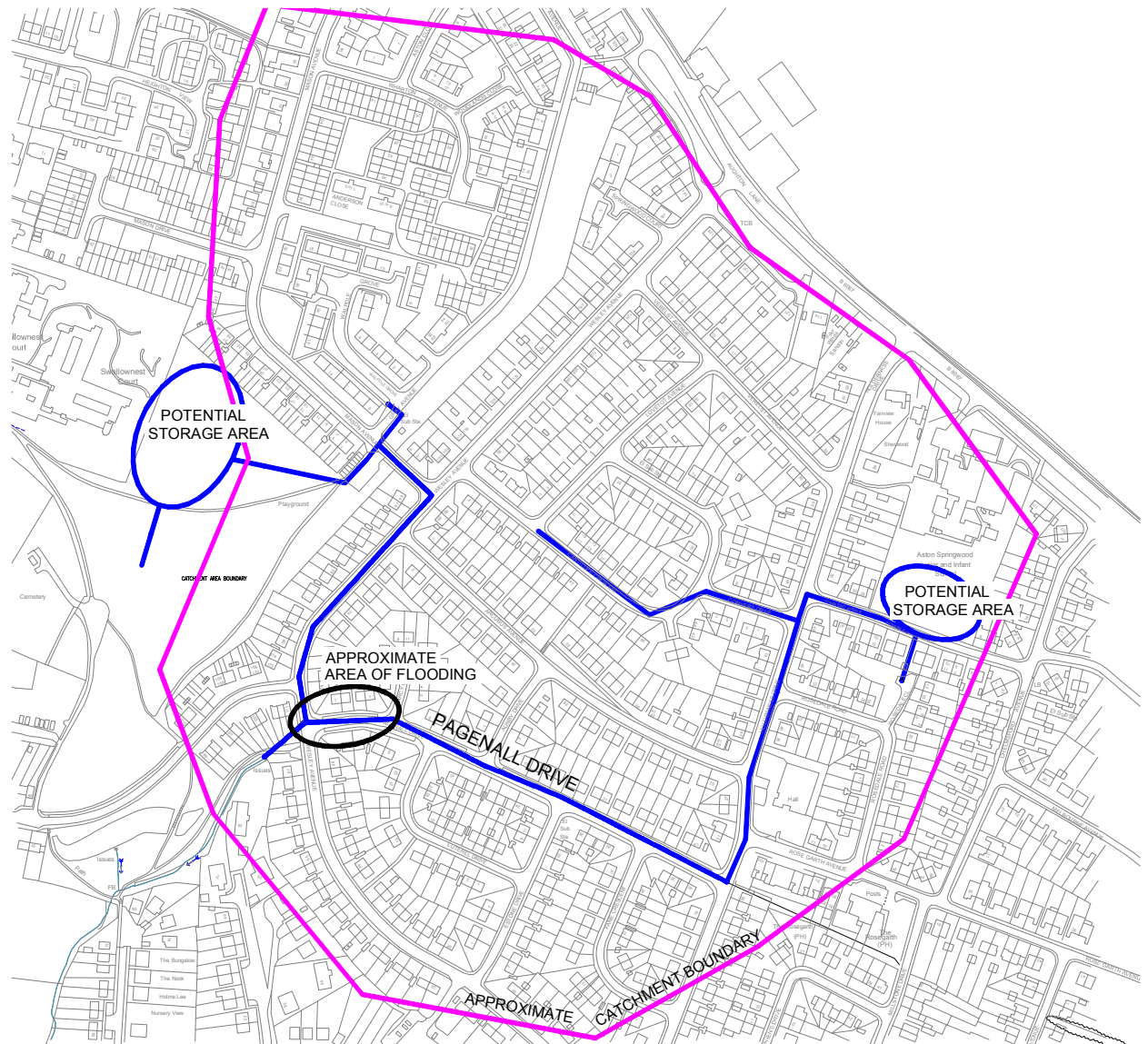
### **2.12.1 Flooding History and Mechanism**

Houses on the north side of Pagenall Drive between Wesley Avenue and Darcy Close were flooded internally. These properties have not flooded previously. There is a large catchment upstream which is drained by public surface water sewers to the watercourse west of Wesley Avenue. The capacity of the public sewer system was exceeded, causing flooding at Pagenall Drive.

### **2.12.2 Investigations and Actions**

- The initial survey work, including surveys of flooded properties, has been carried out and some of the affected residents have been interviewed.
- This area is among those where it has been determined that the public sewers are fundamental to the effectiveness of the drainage system. The effects of possible works on other areas which drain towards Pagenall Drive have been considered.





### 2.12.3 Possible Solution

Calculations suggest that the existing drainage system is sufficient to cope with a storm with a return period of in excess of 30 years, the usual design criterion, so it is unlikely that the public sewer, which is the responsibility of Yorkshire Water, will be improved. Further detailed analysis of the existing drainage system by Yorkshire Water would be required to definitively determine the capacity of the existing network. CCTV surveys of the public sewers have been carried out by Yorkshire Water and have shown that the sewers are generally in good condition and are running clear.

The possible flood storage areas for Area 6 – Mason Avenue and Area 8 Cantilupe Crescent, could redirect some of the surface water from these areas and subsequently away from Pagenall Drive.

Alterations to ground levels to the west of Wesley Avenue could create a flood route and reduce the potential flood level on Pagenall Drive. Any works on this land would require the co-operation of the landowners.

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## **2.13 Area 13 Hepworth Drive Area**

### **2.13.1 Flooding History and Mechanism**

Although the flooded properties in this area are located close to each other and there is a certain amount of interaction between them, there are several distinct issues which should be addressed separately.

Hepworth Drive, Catherine Avenue, Alison Drive, Alison Close, Florence Avenue, Beverley Close, Hilary Way, Stone Hill Drive

Approximately 70 properties were flooded internally on the estate around Hepworth Drive. The estate consists of predominantly council owned housing. The estate is served by private sewers. It is thought that some of the surface water drains to soakaways. There is a surface water culvert which serves the estate which drains towards the west, south of Stone Hill Drive, then beneath Mansfield Road to its outfall into an open watercourse which converges with the watercourse passing beneath Great Bridge, High Street, Swallownest. This watercourse runs to the east of Skipton Road / Wetherby Drive and beneath the A57 Aston Relief Road.

Many of the blocks of properties on this estate have gardens at either the front or the rear which slope towards the dwellings. During extreme rainfall events, the drainage around the properties is inadequate. The water then starts to pond and cannot drain around the properties because outbuildings, fences or walls obstruct any possible overland drainage routes. Preventing flooding of such properties can be achieved in two ways, they are, diverting any overland flows away from the buildings, or ensuring that there is sufficient drainage to cope with everything which drains into the gardens. Installation of new drainage would require the cooperation of all the property owners affected and in some cases would involve the removal or alteration of outbuildings, fences or walls.

Ashley Grove No's 58 & 60 Internal Flooding.

Properties situated at end of the cul-de-sac with carriageway significantly higher than the row of bungalows. Front gardens slope towards the houses. Existing yard gullies were overwhelmed by the rainfall intensity. The natural flood route around properties is blocked by disabled access ramp to no. 58 which is not currently required.

Florence Avenue No's 4, 6 & 12 Internal Flooding, No's 8 & 14 External Flooding Only.

The rear gardens slope towards the houses and there is insufficient or no drainage in the gardens. No.12 has very poorly constructed linear drainage channel that is badly connected to main drainage system. A rain water pipe serving four house discharges into this garden through a damaged inlet gully.

Olive Close

No. 23 has water coming up through the downstairs toilet floor during heavy rain. Water also built up in back garden.

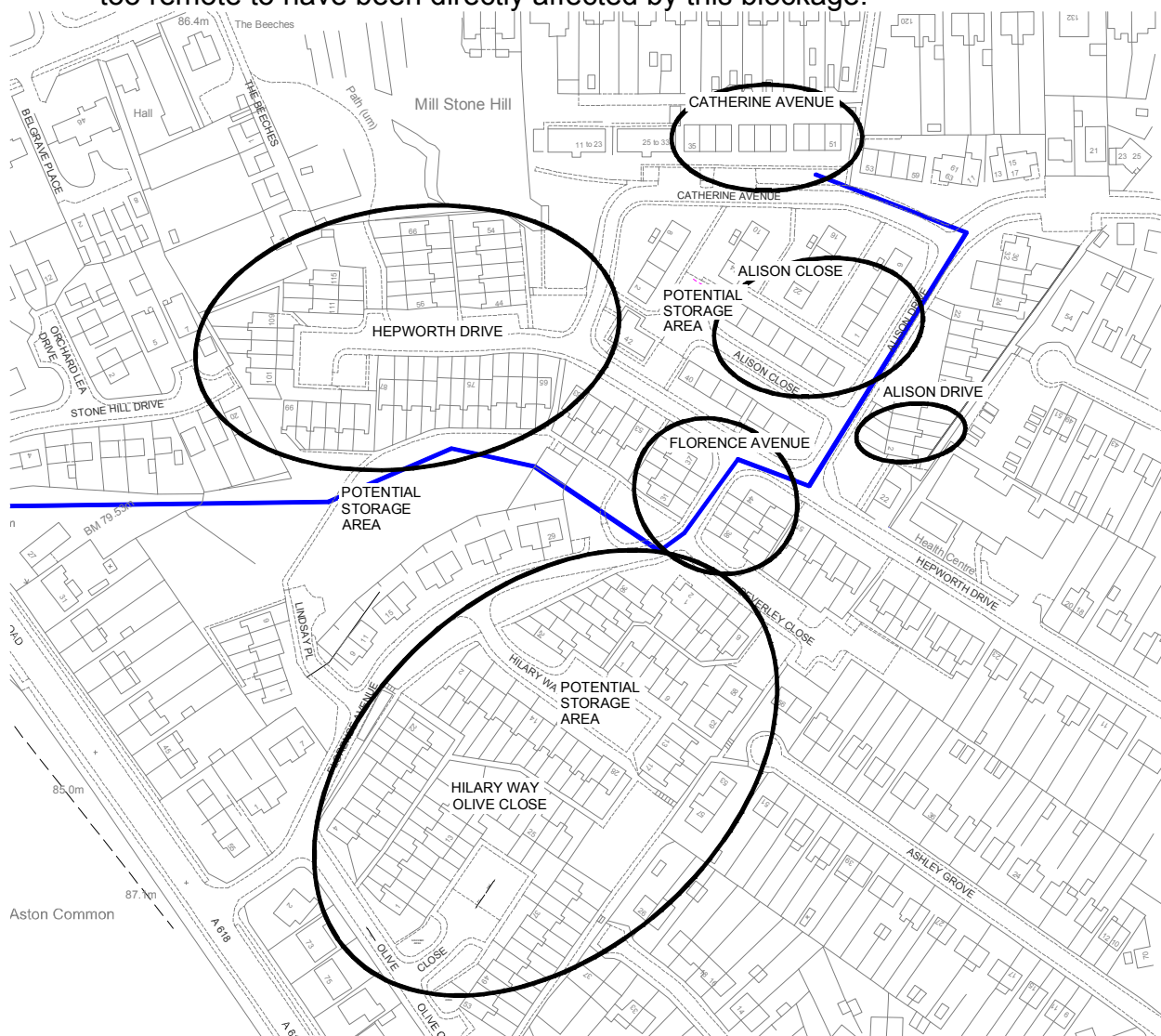
No's 33, 35, 39, 41, 43 & 45 suffered internal flooding due to water flowing down the steeply sloping rear gardens towards the properties, this water originally comes from Elizabeth Road and spills onto the footpath that runs along the top of the gardens.

### Stone Hill Drive

Overland flows through gardens caused the collapse of a large section of a garden wall.

## 2.13.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- The critical surface water sewers have been identified and CCTV surveys of these sewers have been completed.
- A manhole in the open land between Hepworth Drive and Florence Avenue was found to contain a large amount of debris, causing a major disruption to flows. Large items found in the manhole suggest that many items were deliberately put into the manhole. This manhole has been cleared and the system is now running freely. Most of the flooded properties drain through this manhole, but many are too remote to have been directly affected by this blockage.



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### **2.13.3 Possible Solution**

Many of the blocks of properties on this estate have gardens at either the front or the rear which slope towards the dwellings. During extreme rainfall events, the drainage around the properties is inadequate. The water then starts to pond and cannot drain around the properties because outbuildings, fences or walls obstruct any possible overland drainage routes. Preventing flooding of such properties can be achieved in 2 ways, that is diverting any overland flows away from the buildings, or ensuring that there is sufficient drainage to cope with everything which drains into the gardens. Installation of new drainage would require the cooperation of all the property owners affected and in some cases would involve the removal or alteration of outbuildings, fences or walls. Minor improvements to some gardens at modest cost could reduce flood risk for some of the properties.

To avoid transferring flooding downstream, storage tanks would be required to attenuate the additional flows being passed forward. Because much of the flooding in that area was caused by water flowing through properties or water standing only to a shallow depth, the additional flows are relatively small. Further work is recommended to carry out the design of the proposed works and investigate the possibility of creating flood routes and/or storage areas within the Hepworth Drive area or creating storage on Aston Common, which would require the cooperation of the land owner(s). Several possible schemes have been identified, but accurate costing cannot be produced until the designs have been substantially completed.

The disabled access ramp at no. 58 Ashley Grove, could be removed to open up the flood route. Further minor alterations to the drainage or ground levels around the properties may be required.

Better maintenance of existing drainage would improve the situation at all locations.

## **2.14 Area 14 Osborne Avenue, Rosslyn Avenue**

### **2.14.1 Flooding History and Mechanism**

#### **Internal flooding**

Driveways slope down towards properties so any runoff from the adjacent land falls to the houses and builds up against them before breaching the thresholds.

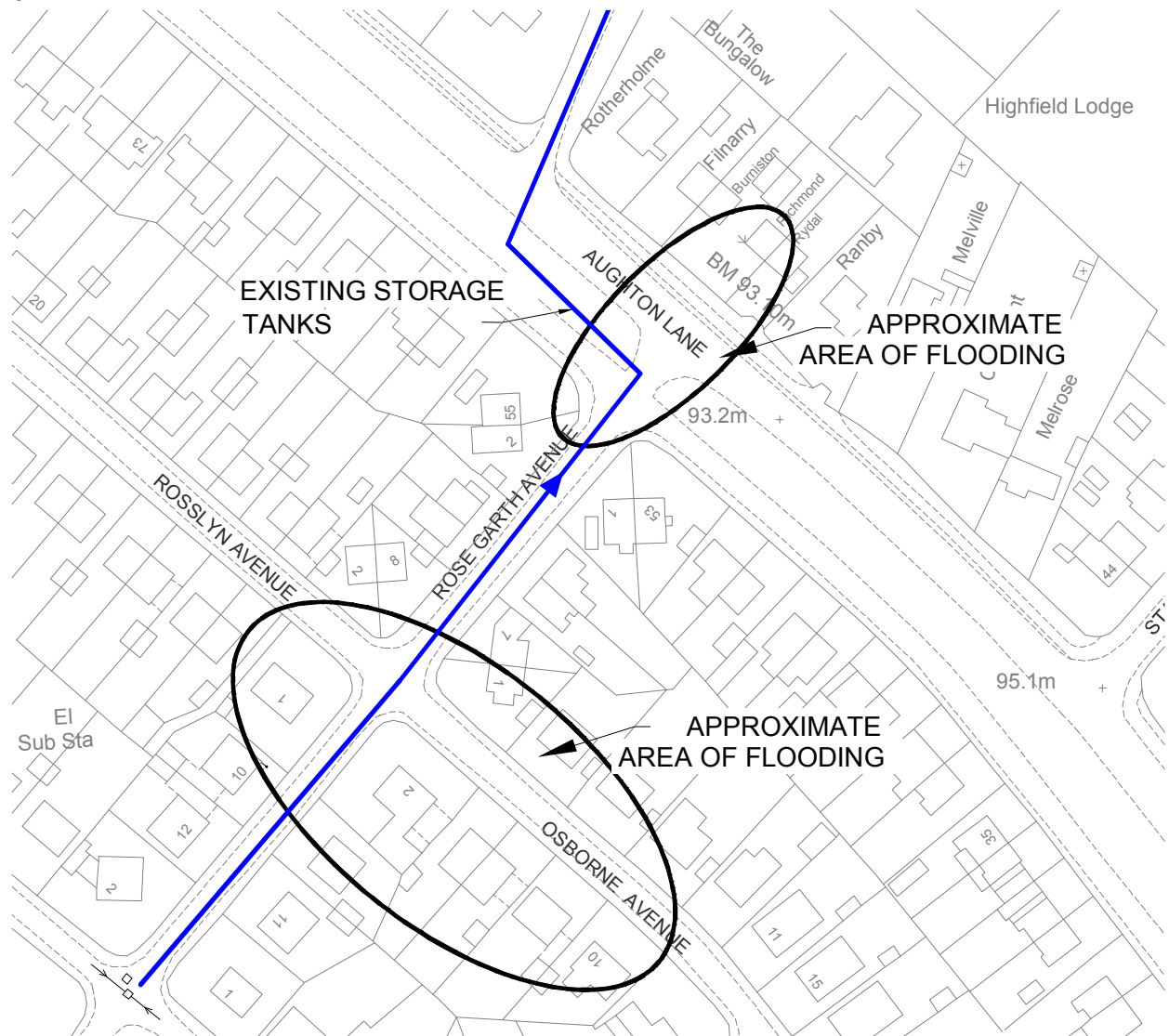
The topographical survey has shown that the land in this area has a bowl shaped surface profile, meaning that the flooded properties are surrounded by higher land on all sides. It is not feasible to create an overland flood route so effective draining of the area can only be achieved by underground drainage systems. When the capacities of the existing drainage systems are exceeded, surface flooding is inevitable.

The highway drainage within Rosegarth Avenue drains towards Aughton Lane (north east). The Yorkshire Water public combined sewer drains in the opposite direction (south west).

Flooding of Aughton Lane causes water to runoff the highway into the garden and garage of "Richmond".

### 2.14.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Drawings showing the drainage constructed when the properties were built and the more recent highway drainage improvements were obtained.
- 



### 2.14.3 Possible Solution

Possible solutions for this area involve either preventing surface flooding from occurring by increasing the size of the existing drainage system, constructing additional drainage, creating storage for the flood water or reducing the impact of surface water flooding by providing property level flood protection and using flood resilient construction.

The risk of flooding could be reduced by constructing a new surface water sewer or by increasing the capacity of the existing surface water sewer draining towards Aughton Lane. Approximately 10 years ago a storage tank was constructed in Aughton Lane. The size of this tank would have to be increased. To avoid possibly causing flooding in Aughton Lane, the system downstream of the tank would also have to be increased in

size as far as Ulley Lane. An outline design for this scheme should be prepared to enable an accurate cost estimate to be produced. However due to the likely cost of this scheme, obtaining funding may be difficult and property level flood protection may be required as a temporary or possibly permanent option.

## 2.15 Area 15 Rosegarth Avenue

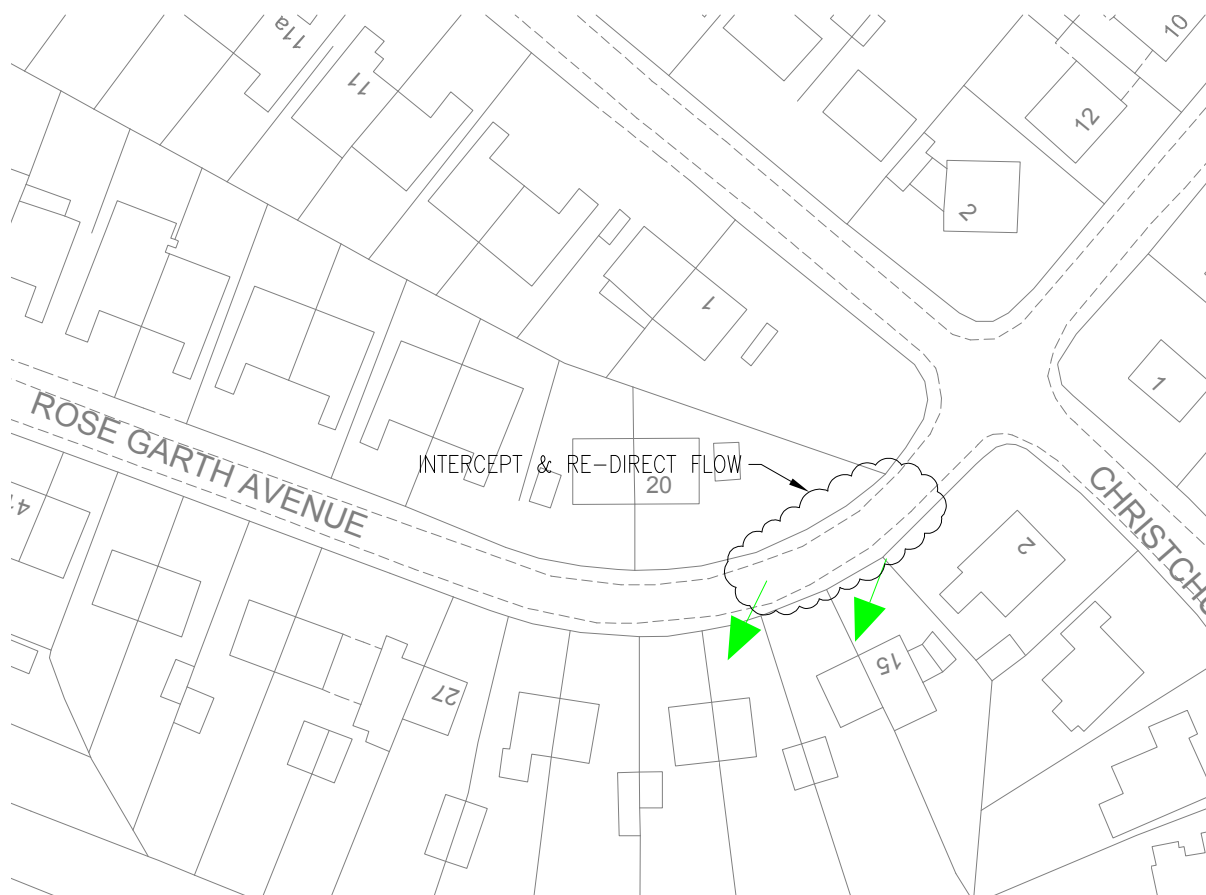
### 2.15.1 Flooding History and Mechanism

#### No. 15 Internal flooding, 17 & 19 external flooding and garage flooding

The affected properties are significantly lower than the road and the driveways slope down towards properties. There may be some runoff from the highway across vehicle access crossings, but the properties are located close to a local high point on the highway so the amount of any runoff from the carriageway must be relatively small. Runoff from the highway and the drives is unable to drain effectively around the properties due to the ground levels and the presence of walls, steps and garages.

### 2.15.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.



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### **2.15.3 Possible Solution**

Minor modifications to the footway or installation of an additional gully would prevent water flowing from the highways. Due to the steepness of the drives, raising the level of the back of the footway may create access difficulties.

Water from the drives and front gardens will still flow towards the properties and it is the property owner's responsibility to ensure that this water is intercepted by a drainage system or is able to flow round the buildings without causing flooding.

## **2.16 Area 16 Millstone Drive, St. Stephen's Drive, Bramley Avenue**

### **2.16.1 Flooding History and Mechanism**

A natural valley runs eastward from the boundary of the Rosegarth public house and the houses on St Stephen's Drive, through Millstone Drive and Bramley Avenue to Brook Close. One of the residents has stated that there is a culverted watercourse which follows the line of this valley, but no record of this has been found. The 1957 historical map shows a watercourse on this line, but it is not recorded on other historical maps. West of Brook Close there is an open watercourse which then passes through several culverts.

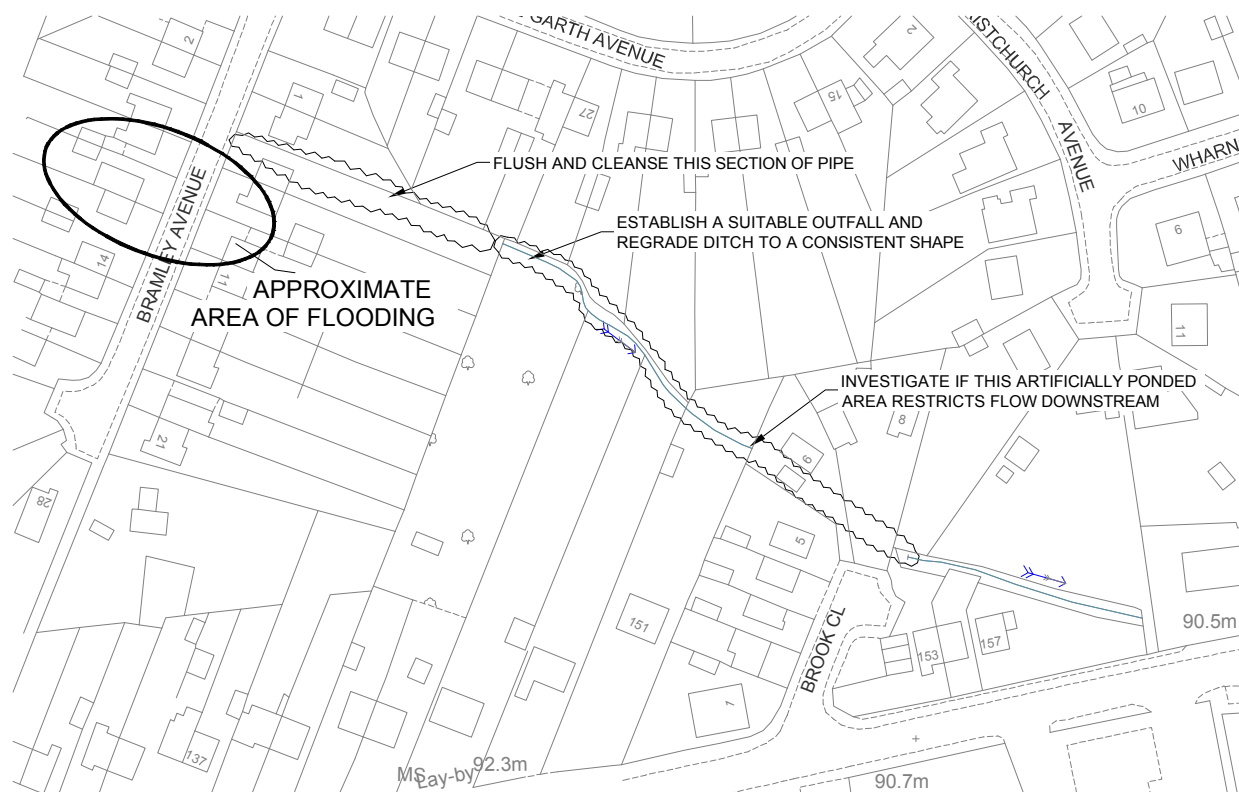
Flooding was recorded at Millstone Drive, St. Stephen's Drive and Bramley Avenue. Bramley Avenue was flooded with sewage, but it is not thought that any properties were flooded internally. Residents report that flooding of the combined sewers is a regular occurrence. The sewers in Bramley Avenue are private sewers.

Highway flooding at Bramley Avenue which occurred in 2001 is thought to have been due to a defect restricting flow which was rectified shortly after.

The public combined sewer which runs through the car park of the Rosegarth public house runs towards the west.

### **2.16.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Gullies outside 52-58 Millstone Drive have been dye tested to prove the suspected connection to the west (via the network that runs behind The Rosegarth public house), between the systems in Millstone Drive and Pagenall Drive.
- The system on Bramley Avenue was flushed and dye tested and found to flow to the east along the rear of properties Worksop Road, under Brook Close and then across Worksop Road down into The Chase.
- This area is among those where it has been determined that the public sewers are fundamental to the effectiveness of the drainage system.
- A CCTV survey of the drainage system has been completed.



### 2.16.3 Possible Solution

#### Millstone Drive, St. Stephen's Drive

Yorkshire Water are to arrange cleansing of the public sewer and subsequent cyclical inspections. This work and the proposed works at Bramley Avenue will increase the effective capacity of the two drainage systems which drain independently in opposite directions.

Any flooding from the public sewer should be reported to Yorkshire Water.

#### Bramley Avenue

It is considered that the four road gullies on Bramley Avenue are sufficient to serve the highway, but cannot cope with the additional surface water from gardens.

The system that runs from Bramley Avenue, through the land belonging to no. 5 Bramley Avenue needs to be flushed and cleansed and a suitable outfall needs to be established. The subsequent channel from this outfall that runs along the rear of five gardens, 143 – 151 Worksop Road (all of which are reported to flood to some degree), needs a small amount of work to produce a consistent channel. This would require the cooperation of the land owners. Note: the ownership of the wooded land at the rear of no 143 & 145 is not confirmed.

There is a restriction in the system at the rear of no. 151 Worksop Road where the watercourse has been artificially ponded and the outfall to this is partially blocked by silt and foliage. Further investigation may be required to establish if this is restricting the forward flow and the inlet pipe needs to be opened up to allow maximum forward flow when required. This would require the cooperation of the land owner.



The culvert underneath Brook Close requires further investigation as to its current condition. Access would require the cooperation of land owners.

The effect caused by works in this area to areas downstream should be considered. Yorkshire Water investigations downstream are continuing and the findings of this report have been passed to Yorkshire Water for their consideration.

## **2.17 Area 17 Malton Drive, The Chase and Priory Way**

### **2.17.1 Flooding History and Mechanism**

Flooding is recorded in 2007 and 2009.

The topographical survey has shown that of the land in this area has a bowl shaped surface profile, meaning that the flooded properties are surrounded by higher land on all sides. It is not feasible to create an overland flood route so effective draining of the area can only be achieved by underground drainage systems. When the capacities of the existing drainage system are exceeded, surface flooding is inevitable.

The ground around Malton Drive is very poorly drained and is often saturated.

### **2.17.2 Investigations and Actions**

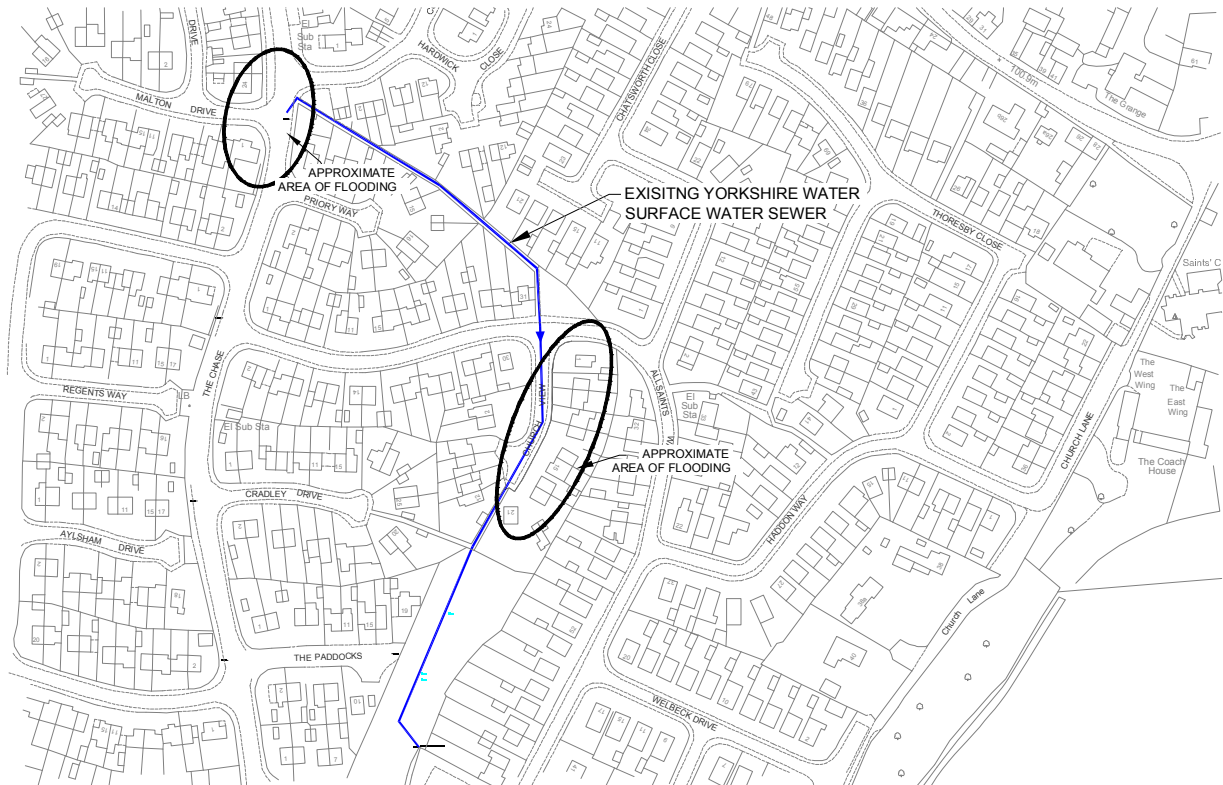
- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- The route of the watercourse from the north side of Worksop Road, beneath the road towards The Chase is not known, but it is thought to connect to the public surface water sewer system. CCTV surveys have been completed and found several incidents of partial collapse or notable degradation of the system. Upstream of Malton Drive, a branch of the sewer system was blocked with roots so the CCTV survey could not be completed.
- This area is among those where it has been determined that the public sewers are fundamental to the effectiveness of the drainage system. Yorkshire Water have carried out their own surveys of the foul sewer and have found that the sewers are generally in good condition. However a drain rod was located in the sewer on Malton Drive and dropped pipe was identified on Cotswold Drive.

### **2.17.3 Possible Solution**

The surface water sewer which runs from the Chase to Church View then through Lineal Park has a number of defects which restrict its capacity. Even if it was in perfect condition, the sewer would not have sufficient capacity to prevent future flooding at the Chase and hence overland flows.

Possible solutions for this area involve either preventing surface flooding from occurring by increasing the size of the existing drainage system, constructing additional drainage systems, creating storage for the flood water or reducing the impact of surface water flooding by providing property level flood protection and using flood resilient construction.

Constructing a new sewer along The Chase is unlikely to be carried out due to the length of sewer required and the depth which would exceed 8m. Replacement of the sewer on the existing line with a larger sewer appears to be the best solution, but this sewer is the responsibility of Yorkshire Water. The results of this investigation have been passed to Yorkshire Water for their consideration.



## 2.18 Area 18 Church View

### 2.18.1 Flooding History and Mechanism

#### No's 17 & 19 Internal Flooding

Flooding in this area is predominantly caused by overland flows from Area 17 (see above). The water then flows down hill along the carriageway and into the driveways of the two properties. Driveways slope down towards the houses and then water builds up against them before breaching the thresholds. There is a public surface water sewer which starts south of Worksop Road, then follows the natural valley before discharging into the open watercourse in Lineal Park.

### 2.18.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- The possible effects of the upstream and downstream catchments and their connectivity have been investigated. CCTV surveys of the main sewers have been carried out.

- This area is among those where it has been determined that the public sewers are fundamental to the effectiveness of the drainage system. Yorkshire Water have carried out additional investigations and CCTV surveys.

### **2.18.3 Possible Solution**

The surface water sewer which runs from the Chase to Church View then through Lineal Park has a number of defects which restrict its capacity. Even if it was in perfect condition, the sewer would not have sufficient capacity to prevent future flooding at the Chase and hence overland flows. The results of this investigation have been passed to Yorkshire Water for their consideration. See Area 17 above for further details.

Overland flows caused by exceptional rainfall or a blockage would remain a possibility so it recommended that a potential flood route is maintained through the gardens

## **2.19 Area 19 Lodge Lane, Aston**

### **2.19.1 Flooding History and Mechanism**

Properties on the even number (west) side of Lodge Lane were flooded in 2007 and 2009.

Several residents were interviewed about the causes of flooding in 2007 and 2009 and it was reported that the water came from the public highway, the Parish Council field to the rear and the Yorkshire Water combined sewer at the rear of the houses.

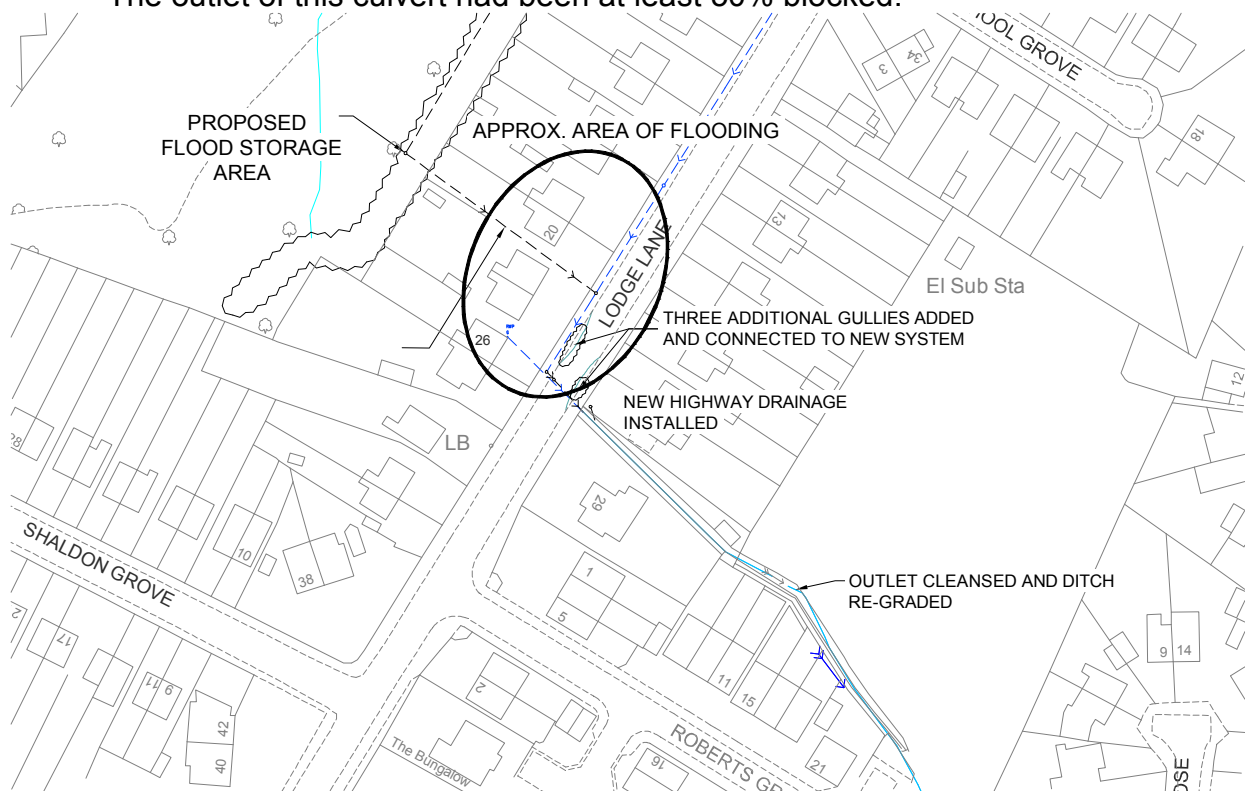
Shortly after the 2009 storm, a 150mm diameter uncharted pipe was discovered in the watercourse adjacent 27 Lodge Lane. This pipe had been buried under silt/debris but the pressure of water coming down the pipe forced the silt/debris from over the outlet of the pipe. The pipe appeared to run under Lodge Lane, however, it was not obvious what this pipe served.

25 and 27 Lodge Lane have a history of groundwater problems and have had water under the floors, but have never been flooded internally.

### **2.19.2 Investigations and Actions**

- Additional cleansing of road gullies was carried out shortly after the storm
- A detailed topographical survey has been completed.
- A CCTV survey and probing of the uncharted pipe, to establish its condition and route has been undertaken. The pipe was found to be in good condition and led to what appeared to be a buried inspection chamber in the front garden of 26 Lodge Lane. Subsequent excavations by the property owner proved that the down-pipe from the property, a land drain and the private pipe which crosses the road all converged at this point, but there was no chamber present and no evidence that any sort of inspection chamber or manhole had ever existed at that location. An inspection chamber has now been constructed and all the above pipes have been connected to it.
- Dye testing has been carried out to establish the efficiency of the gully network along Lodge Lane, which was found to be in good working order.
- The gullies along the even side of Lodge Lane have been flushed and cleansed.

- The downstream catchments have been investigated to establish any influence on Lodge Lane.
- The gully outside number 26 Lodge Lane was lowered to improve drainage of the highway locally.
- A CCTV survey of the existing 225mm diameter highway drainage system under the footway (from the manhole outside 30 Lodge Lane upstream (i.e. towards Worksop Road)) revealed no blockages in the system. There was a small amount of silt in the pipe (approximately 10% of the cross-sectional area of the pipe) which was removed from the highway drainage system (between 2 and 40 Lodge Lane) in December 2009.
- The culvert between 27 & 29 Lodge Lane and the open watercourse downstream in the land to the rear of 7 - 23 Roberts Grove has been cleared. The outlet of this culvert had been at least 50% blocked.



### 2.19.3 Possible Solution

A temporary solution has been implemented to help alleviate the flooding on Lodge Lane. This consists of:

- The installation of three new road gullies, two outside 24 Lodge Lane, the other outside 27 Lodge Lane, which connect to a new 300mm diameter highway drain which discharges into the watercourse adjacent to 27 Lodge Lane. The existing highway drain under the footway outside 2 to 30 Lodge Lane remains, however, when this pipe is overloaded at times of heavy rainfall, water will spill from the existing system to the new 300mm diameter pipe via a new chamber constructed in the footway outside 26 Lodge Lane. This work was completed at the end of March 2010.

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It was reported at the time of the 2007 floods that surface water run off came from the direction of Austen Park at the rear of 4 to 30 Lodge Lane. To deal with this it is proposed that a holding pond be constructed to intercept any overland flow across the field to prevent the flows from discharging unrestricted into the rear gardens of no's 4-28 (evens) Lodge Lane. This is Parish Council land and would require the co-operation of the Parish Council.

The scheme will be achieved by constructing an earth bund along the rear boundary of 10 – 28 Lodge Lane. This creates a natural flood plain for the entire field to drain to with the aid of additional land drains. The water that accumulates within the flood plain and earth bund will be released back into the system at a manageable rate.

### **DEFRA – Quick Win Application - Approved**

An application was made on 30/11/2009 to DEFRA under their 'Early Action Bids for Tackling Surface Water Flood Risk' scheme. Submission Value - £85,000. This bid is for various flood alleviation works between Lodge Lane and Heron Hill (see section 20). Due to a delay in the bid decision, it was decided that the Council would proceed with the improvements to the highway drain in Lodge Lane and these works have been completed. The scheme intercepts the water on the highway on the even numbers side of the road and directs it to the watercourse between numbers 27 and 29 Lodge Lane. Detailed design of the remainder of this scheme is currently ongoing and under the terms of the grant, this work must be completed before the end of March 2011.

## **2.20 Area 20 Heron Hill, Aston**

### **2.20.1 Flooding History and Mechanism**

#### **Internal Flooding No.s 22, 24, and 26**

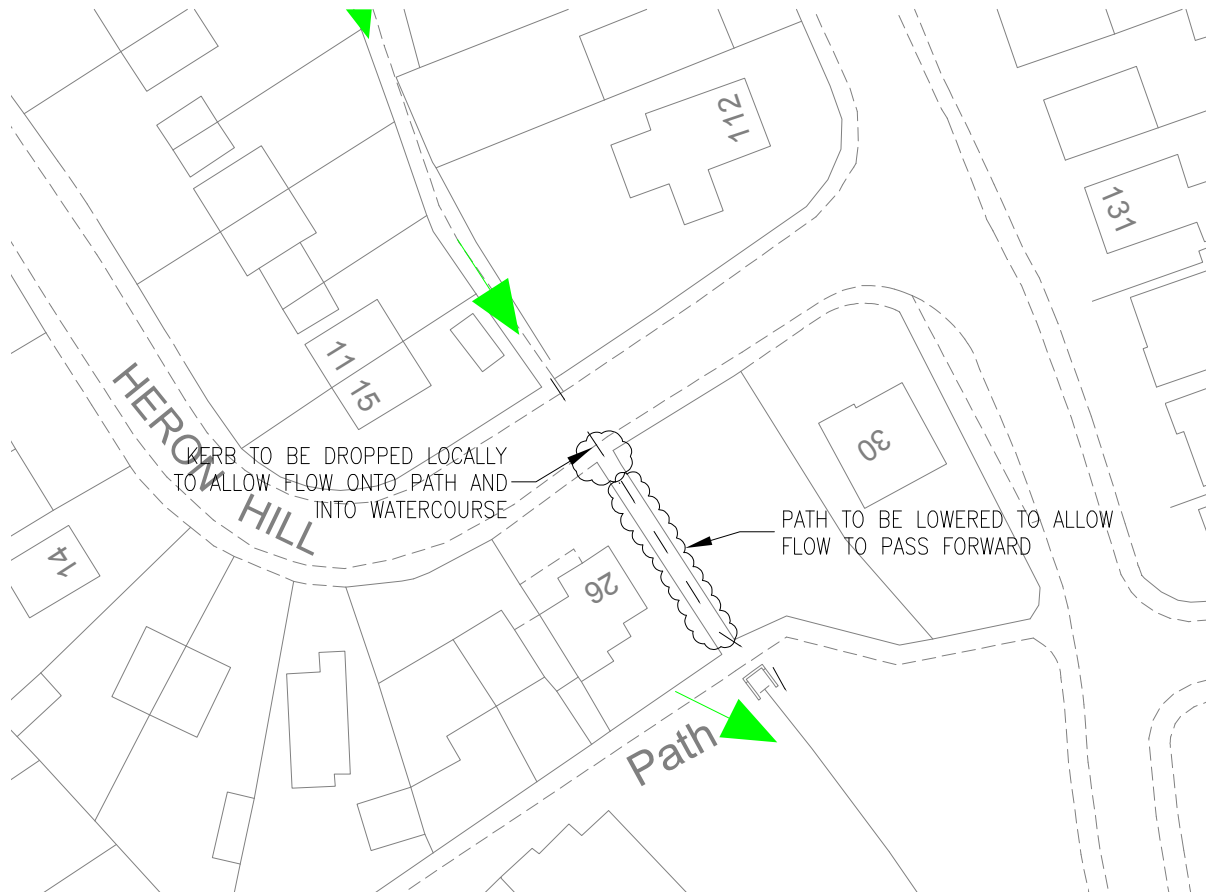
There are 2 separate watercourses which flow into separate inlets before combining together on The Chase. One of the watercourses starts near Lodge Lane, then runs along the boundary of the parish council recreation ground, to the inlet behind 28 The Chase. The other starts on the north side of Worksop Road, runs along the rear boundaries of Hardwick Close and Priory Way, then between the rear boundaries of Church View and All Saints Way, before emerging in open channel again through the lineal park then into an inlet near to the rear of 98 All Saints Way. The combined culvert outlet is at the rear of 26 Heron Hill.

There are grills on the inlets and the outlet. It is known that the outlet grill was partially blocked and Council staff broke off the padlock to allow the grill to open increasing the flow. The condition of the inlet grill at the time of the flooding is not known, but shortly afterwards there was a large amount of debris around both inlets, which has been moved since the incidents. There is open land upstream of both inlets, owned by Aston Parish Council. Responsibility for maintenance of the watercourses in these area lies with the riparian landowners, i.e. the Parish Council and property owners. The watercourse in the recreation ground area contained a large amount of branches and logs. Many of these had been saw cut, indicating that they had been either dumped or left there intentionally.

## 2.20.2 Investigations and Actions

- Detailed topographical survey and dye testing has been undertaken.
- A significant amount of investigation has been undertaken to establish the contributions from upstream catchments and their exact points of connection.
- Investigation into providing flood storage areas upstream in the open land and provision of an emergency overland flood routes is ongoing.

Aston Parish Council employed contractors to clean and remove debris from the channel at the recreation ground, during November 2009.



## 2.20.3 Possible Solution

A possible solution has been devised to help alleviate the flooding at numbers 22, 24, and 26 Heron Hill:

- The overland flow runs down the footpath at the rear of 15 Heron Hill, across the road and onto number 26's garden. This flow could be redirected over the footpath running along the side of no.26 by lowering the kerb (outside number 26) which would drive the water straight across the road, over the lowered kerb (the new low point) and down to the open channel at the rear of 26.
- The owners of number 26 are reportedly constructing a wall at the front of their property in an effort halt any water ingress, which could assist the above solution.

Further upstream the pass forward flow can be restricted at the recreation ground by forming additional flood storage above ground.

### DEFRA – Quick Win Application - Approved

An application was made on 30/11/2009 to DEFRA under their 'Early Action Bids for Tackling Surface Water Flood Risk' scheme. Submission Value - £85,000. This bid is for various flood alleviation works between Lodge Lane and Heron Hill. Detailed design of this scheme is currently ongoing and under the terms of the grant, this work must be completed before the end of March 2011. These works will reduce flood flows in the watercourse, reducing the occurrence of overland flow. Lowering of the path at the side of 26 Heron Hill will alter the overland flood route, diverting water away from the properties when flooding does occur.

## 2.21 Area 21 Church Lane, Aston

### 2.21.1 Flooding History and Mechanism

#### External flooding

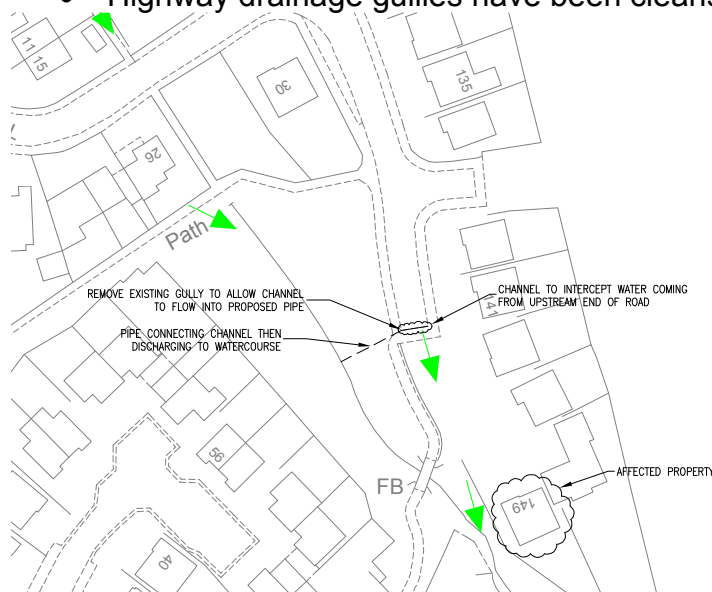
During heavy rain the foul manhole on drive way overflows. The house is situated adjacent to the downstream part of the watercourse mentioned above.

There is a private sewer system which serves this development. There is a manhole on this system situated close to the front door of no. 149. It is not known whether water from the flooding above entered this system, exacerbating the flooding.

The gullies at the end low end of Church Lane were blocked and have now been cleansed.

### 2.21.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Highway drainage gullies have been cleansed



### 2.21.3 Possible Solution

There is no indication that the sewers are not suitable for the usual criterion for design of a 30 year return period. It is inevitable that when this is exceeded, as it was in June 2009, flood water will overflow from the sewer system. The ground levels currently allow flood water to drain toward the properties. Minor alterations to ground levels in the front garden could divert this water away from the properties on the rare occasions when the sewers are overloaded.

## 2.22 Area 22 Mansfield Road

### 2.22.1 Flooding History and Mechanism

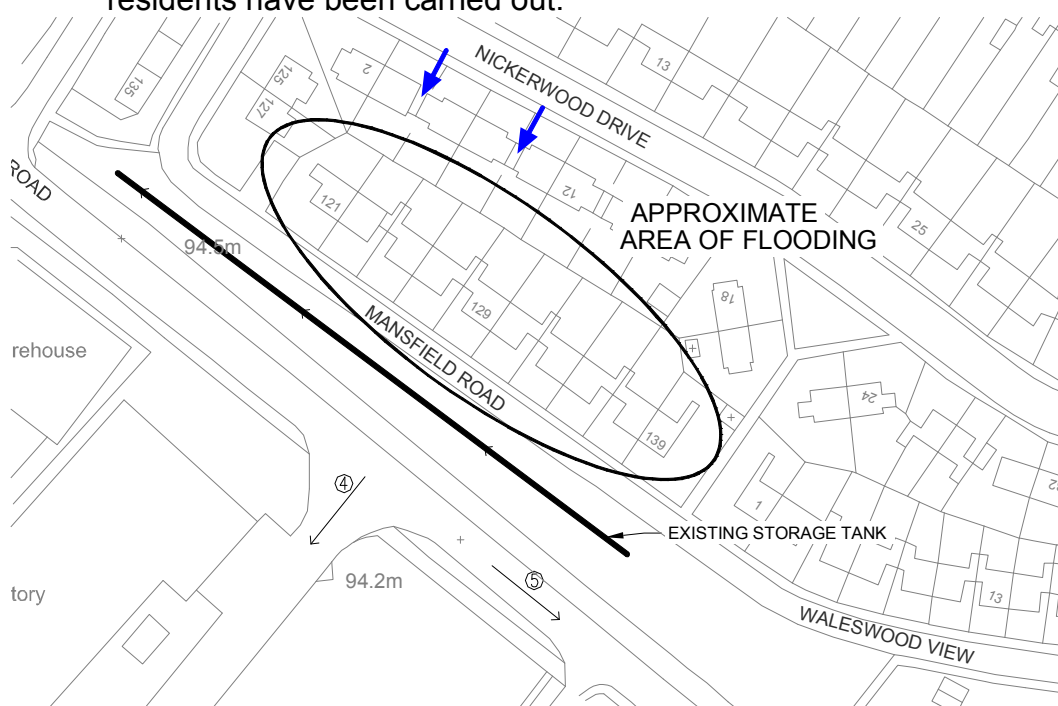
No's 121-139 all affected by external flooding with most being internally flooded.13 Nickerwood Drive External flooding

Surface water flows towards the rear gardens of Mansfield Road from Nickerwood Drive. Flows in excess of what is drained by the highway drainage runs between the houses on Nickerwood Drive and into the rear gardens of the properties on Mansfield Road. The outbuildings to the properties on Mansfield Road are attached to the houses creating a terraced effect.

The topographical survey has shown that the land in this area has a bowl shaped surface profile, meaning the flooded properties are surrounded by higher land on all sides. It is not feasible to create an overland flood route so effective draining of the area can only be achieved by underground drainage systems. When the capacities of the existing drainage systems are exceeded, surface flooding is inevitable.

### 2.22.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.





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### **2.22.3 Possible Solution**

Overland flows need to be restricted across the back gardens from Nickerwood Drive which could be addressed in part by adding additional gullies. In exceptional rainfall, the highway drainage system is overloaded, so additional gullies would not be effective.

Preventing surface water flooding would necessitate installing additional drainage from the rear to the front of the properties, then beneath the road to connect into the existing drainage. This work would involve considerable disruption to the residents and alterations or removal of existing outbuildings. In addition to the normal funding issues, any scheme is dependent on the willingness of the residents to accept the effects of such a scheme on their properties.

## **2.23 Area 23 Osprey Road**

### **2.23.1 Flooding History and Mechanism**

#### **No. 1 Garage Flooding**

Flooding of the garage at no. 1 occurs when water runs from the highway, down the drive. An inspection was carried during persistent heavy rainfall and the drainage system was observed to be working well, with no indication of any possibility of flooding. The resident reports that on rare occasions large amounts of water run down Duckham Drive, then across Osprey Road towards the dropped kerb, across the footway the down the drive.

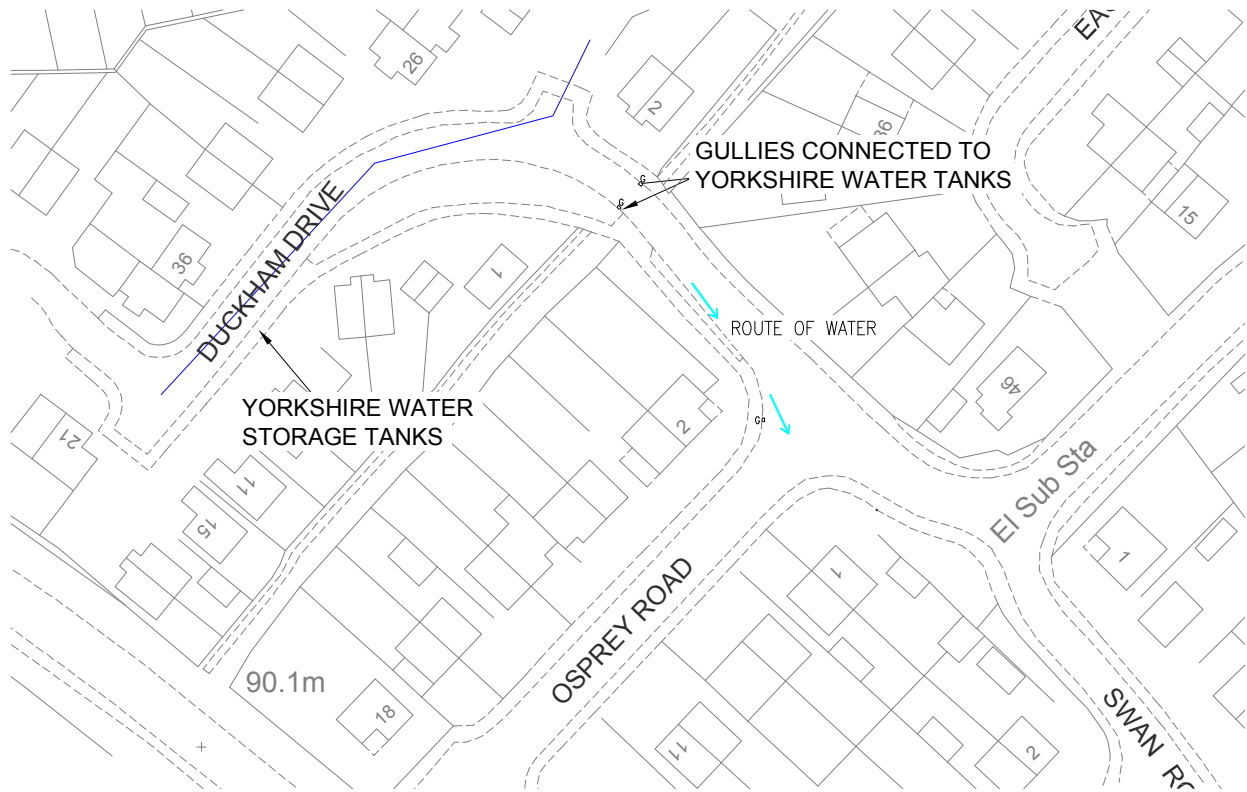
After the flooding in June 2009, there was evidence of damage to the path to the side of 2 Duckham Drive, cause by water flow, indicating overland flow from the Waleswood View / Marlborough Rise area. This water may have contributed to the flooding but is more likely to have run down the east side of the carriageway away from Osprey Road. There is a surface water storage tank which is part of the Yorkshire Water public sewer system on Duckham Drive. The June 2009 flooding was in excess of the design rainfall for this tank, so it is probable that the tank filled up during that event. The lowest point of connection to this tank is the road gully opposite no2. Duckham Drive, so when the tank is full, water would overflow from this gully. This is consistent with the gully operating effectively during heavy rainfall, but with a large flow out of the gully in exceptional rainfall. When water overflows from this gully, it is not effectively drained by the gully on the corner of Osprey Road.

There is a small drainage channel to prevent water flowing into the garage. This is effective during light rainfall, but cannot cope with large amounts of water flowing from the highway. The gullies on Osprey Road and Duckham Drive are not blocked, but cannot drain the road and the overflow from the storage tank.

There is a surface water gully at the front of the property which drains the shared down-pipe serving the front half of the roofs. This drains to a soakaway which is unable to cope with very heavy rainfall. The ground levels around the front of the property cause a small amount of ponding during moderate rainfall.

### 2.23.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Yorkshire Water has checked the public sewers in the area and has found no problems.



### 2.23.3 Possible Solution

A non return valve could be fitted to the connection to the road gully opposite no.2 Duckham Drive. Overflow from the tank would then first occur from the gully on the opposite side of the carriageway, away from Osprey Road.

A gully at the tangent point of the kerb at the side of no. 2 Osprey Road would more effectively deal with water from the direction of Duckham Drive.

Improvements to the drainage and minor alterations to the ground levels around the front of nos. 1 & 3 Osprey Road would reduce the ponding which occurs there and would provide additional protection against flooding in the most exceptional rainfall events. This would be the responsibility of the property owners.

## 2.24 Area 24 Wetherby Drive

### 2.24.1 Flooding History and Mechanism

Four properties flooded internally, with water depths in the properties of up to 2m. Electrical control gear serving Yorkshire Water sewage pumping station flooded resulting in sewage contamination of flood water.

A watercourse runs in a deep cut to the east of Wetherby Drive. It flows into a culvert under the A57 Aston Relief Road. This culvert is a 94m long, bitumen lined corrugated steel culvert with a diameter of 1100mm. The downstream half of the culvert has been relined and has a diameter of 900mm. The culvert discharges to an open watercourse to the south which then enters another culvert beneath the railway line which extends into Rother Valley Country Park. This culvert is some 165m in length with no obvious access points. There is a landslip downstream of the railway caused by water escaping through defects in the culvert which is blocked and/or collapsed near the downstream end.

Flooding occurred upstream of the A57 culvert and also between the A57 and the railway.

Before the June 2009 flooding, the area between the A57 and the railway had been flooded. It has since been reported that this flooding lasted for several months. Because this area is private land with poor access, this flooding was not reported prior to the flooding of Wetherby Drive.

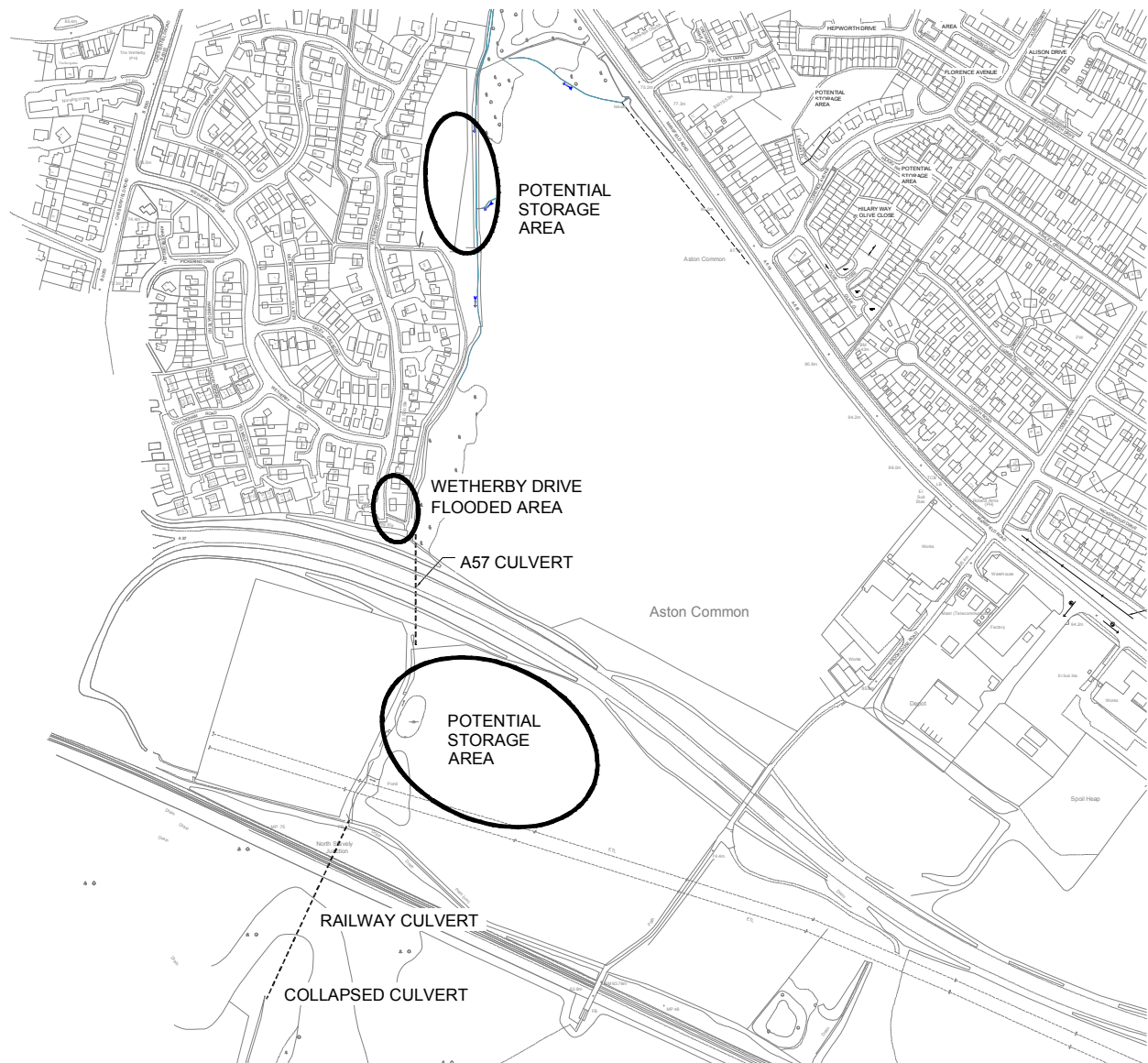
#### **2.24.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- A topographical survey was carried out on the upstream and downstream ends of both culverts, which measured ground levels and flood levels.
- An inspection of the culvert carried out in January 2010 confirmed the presence of debris within the culvert at the position of the reduction in diameter. This has been removed. It is not known whether the debris was present before the flood or whether it was washed into the culvert by the flood water. It is known that debris has been trapped at this point in the past.
- The survey also found that the upstream unlined half of the culvert is badly corroded and is in need of lining or some other sort of remedial action. If this is not carried out, collapse of the culvert and associated flooding is a significant risk. Due to the height of the embankment, dealing with a culvert collapse would be an extremely difficult, disruptive and costly operation.
- Excavation works to locate the downstream end of the railway culvert within Rother Valley Country Park were commenced in December 2009. At the position where water was flowing up through the ground, approximately 30m upstream of the assumed outfall, the top of the culvert was located within the excavation, but due to its depth (approximately 4m) and the high water levels, it was not possible to fully expose the culvert. Works were then suspended due to very wet ground conditions. Works recommenced in March 2010 and the downstream end of the culvert was located approximately 2m below the existing bed level of the downstream watercourse.

The open watercourse downstream of the culvert contains large amount of material washed down from the landslip above and possibly elsewhere, raising bed levels.

Both culverts had an effect on the flooding of Wetherby Drive. The restriction to flow caused by the culvert beneath the railway caused water to stand above the outfall of the A57 culvert. This would have reduced the effective capacity of the culvert.

If both culverts had been clear, with free outfall, flooding would still have occurred on 10 June, but the peak level would have been lower.



### 2.24.3 Possible Solution

The downstream watercourse in Rother Valley Country Park should be cleared to restore a clear outfall for the culvert. This involves removing a depth of up to 2m of silt across the width of the watercourse for a length in excess of 100m.

When a free outfall has been established, the culvert can be investigated and cleared working upstream from the downstream end. When the blockage or collapse has been rectified, the culvert which is currently full of water will drain and a full inspection is then recommended.

The upstream unlined section of the A57 culvert should be relined. The diameter of the upstream lining should be no less than the diameter of the already lined section. A trash screen should be installed at the inlet to prevent debris entering the culvert.

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Protecting the properties on Wetherby Drive to an acceptable level would involve either increasing the flow capacity beneath the A57, probably by forming a new culvert and creating flood storage downstream, or by reducing the flow within the watercourse by creating flood storage upstream. Possible flood storage areas have been identified to the north and south of the A57 embankment. Both potential flood storage areas would involve works on private land so would require the consent of the landowners.

Both these options require a full feasibility study and preliminary design to be carried out to produce a workable scheme, acceptable to all parties. Funding for the feasibility and design would be required prior to seeking funding for the works.

## **2.25 Worksop Road, Aston**

### **2.25.1 Flooding History and Mechanism**

2 no. properties and 1 no. garage were flooded internally due to surface water running off the public highway. It would appear that the public sewer in Worksop Road was overloaded and water was issuing out of the road gullies, indicating that the public sewer was surcharged and backing up the drainage systems before overflowing from the gullies.

### **2.25.2 Investigations and Actions**

- The survey work and site investigations have been completed.

### **2.25.3 Possible Solution**

Alterations to the kerbline could prevent water flow from the highway. A flood route should be maintained around the properties to minimise flooding in extreme events.

## **2.26 Worksop Road, Swallownest**

### **2.26.1 Flooding History and Mechanism**

Several gardens were flooded due to surface water running off the public highway.

### **2.26.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Cleansing works and additional investigation works (including a CCTV survey) have revealed a defect to the highway drainage system serving the road gullies and footway gullies.

### **2.26.3 Possible Solution**

A repair to the highway drain is currently programmed to be carried out May 2010.

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## **3 OTHER AREAS WITHIN THE BOROUGH OF ROTHERHAM**

### **3.1 Kensington Close, Laughton Common**

#### **3.1.1 Flooding History and Mechanism**

In June 2007, water flowed from the railway onto Kensington Close. There were problems with the railway drainage which has since been cleared out. Water still ponds on the railway, even during relatively dry conditions. In January 2008 after the flood study had been completed, during heavy rainfall, water from the railway again flowed onto Kensington Close causing flooding to the garden of number 22. No properties were damaged during that event. Several properties flooded again in June 2009.

Ensuring the railway drainage is kept clear is a priority for alleviating future flooding, but will not eliminate flooding. The railway drainage is designed to drain the railway, but is unlikely to cope if large amounts of water flow onto the railway from adjacent land.

The railway drain on the east of the track crosses under the railway to discharge to the west. There is no known positive drainage from the railway into the new estate, but it is likely that before the area was developed, excess water from the railway would run naturally onto this land.

During the heavy rainfall in January 2008, it was observed that there was a large quantity of water flowing above ground down the railway land. The land on the housing estate is generally just higher than the railway land, but adjacent to Kensington Close, there is a dip in the ground profile, allowing the water to flow onto the estate.

#### **3.1.2 Investigations and Actions**

Improvements to the drainage by construction of a new ditch draining to Eel Mires Dike have been agreed with Network Rail.

#### **3.1.3 Possible Solution**

##### **DEFRA – Quick Win Application - Approved**

An application was made on 30/11/2009 to DEFRA under their 'Early Action Bids for Tackling Surface Water Flood Risk' scheme.

300m of flood relief ditch will be constructed to intercept water from the agricultural catchment upstream which flows overland along the railway cutting, before flowing onto the adjacent housing estate. Submission Value - £30,000.

These works commenced in April 2010.

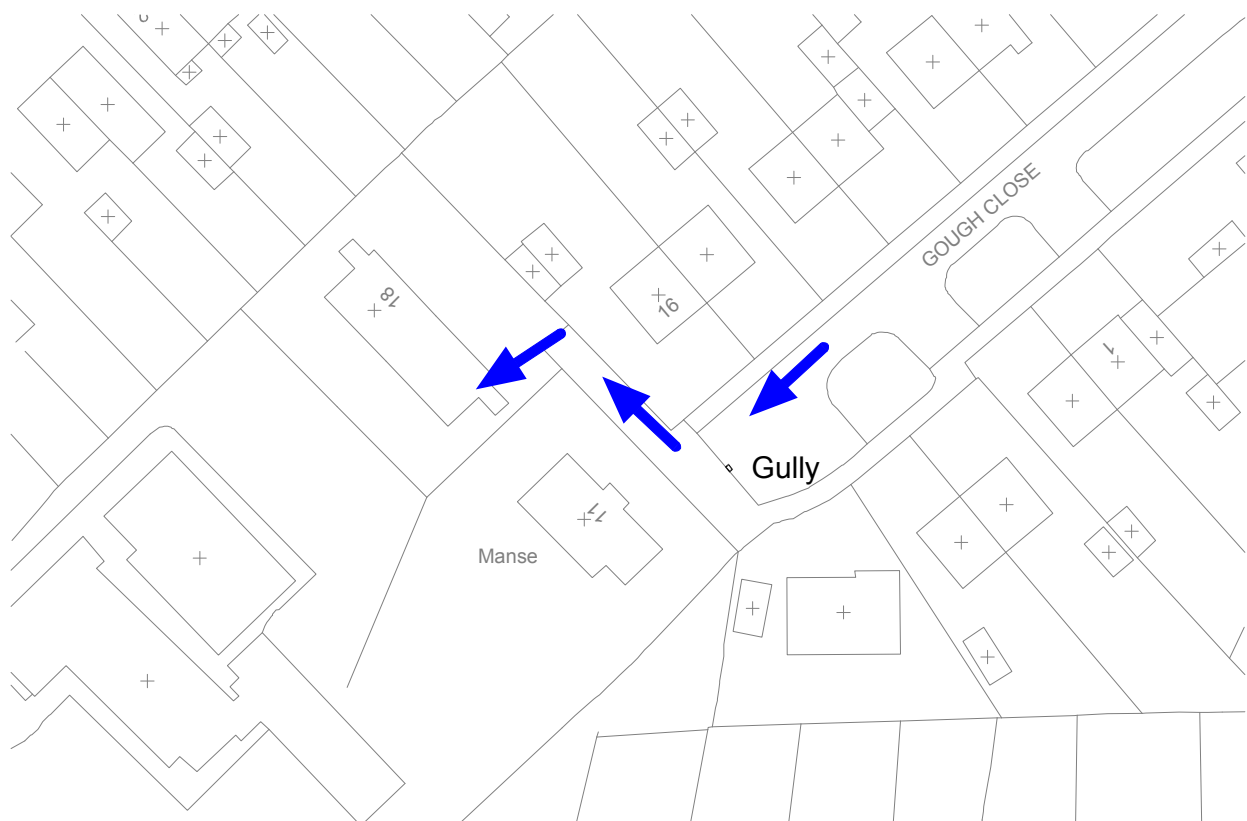
## 3.2 Gough Close, Herringthorpe

### 3.2.1 Flooding History and Mechanism

Gough Close is a cul-de-sac which slopes steeply down towards the hammerhead end. There is a dropped kerb along the full width of the hammerhead and the gullies do not adequately intercept the water, allowing it to run across the footway towards no 11. The residents report that this is a longstanding problem. Recently no 11 has been extended on both sides and a new wall has been constructed along the front boundary. Some of the water still flows into no 11 affecting the garage, but the wall has diverted much of the water towards no 18. The drive of no 18 slopes towards the integral garage and there is a small drainage channel to prevent water flowing into the garage. This is effective during light rainfall, but cannot cope with large amounts of water flowing from the highway.

### 3.2.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.



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### **3.2.3 Possible Solution**

The kerb at the end of the hammerhead should be raised slightly to drain the road more effectively.

The owner of no 18 should investigate forming a flood route or additional drainage along the side of the property to prevent the garage flooding during exceptional rainfall.

## **3.3 Goose Carr Lane and The Pastures, Todwick**

### **3.3.1 Flooding History and Mechanism**

Road and two gardens affected. Further damage was avoided by a resident forming an emergency flood route through his garden.

On open ditch on the west side of Goose Carr Lane enters a culvert 30m north of the corner where the road changes to The Pastures. The culvert, which is approximately 100m long, passes between Meadow House, Goose Carr Lane and 36 The Pastures. A 900mm diameter public surface water sewer runs down The Pastures and discharges to the culvert.

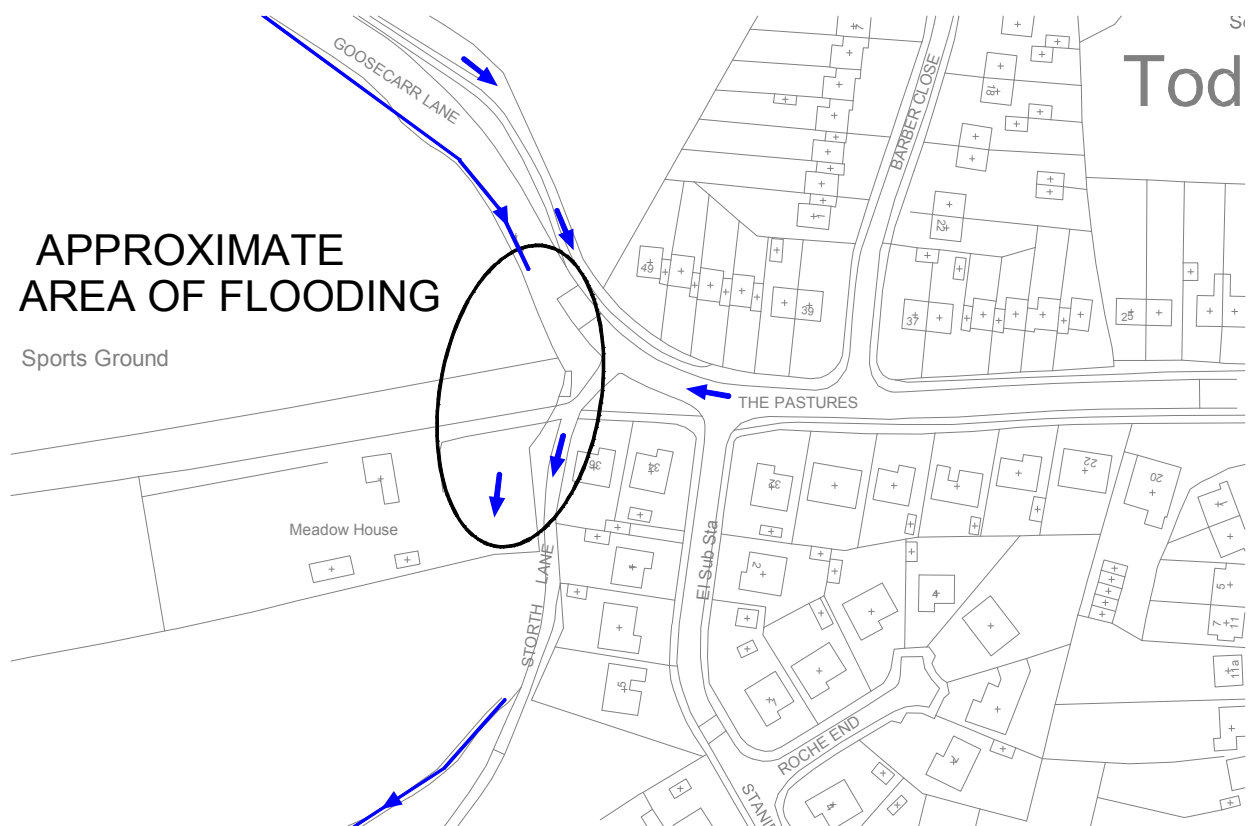
The grill on the culvert inlet was 80% blocked. The excess water, which could not get into the culvert, flooded the road and the recreation ground, before flowing overland along Storth Lane and across the gardens to flow back into the open watercourse downstream. It is suspected but unconfirmed that water flooded onto Goose Carr Lane near the entrance to the allotments due to the capacity of a small culvert under the road being exceeded. This water then ran down the road as far as the corner where it added to the flooding.

The culvert inlet and first 40m are within adopted highway. There are other smaller culverts upstream, some of which appear to serve no purpose and require further investigation. These are also within adopted highway. The grill and culverts are not on a maintenance schedule.

### **3.3.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out. Photographs of previous flooding have been obtained.
- The culvert inlet has been cleared and it has been added to a regular maintenance schedule.
- A surface water drain running from the verge adjacent to no 49 has been discovered and the previously buried inlet has been uncovered.





### 3.3.3 Possible Solution

The flooding which affects Goose Carr Lane is predominantly due to runoff from adjacent agricultural land. There are a number of piped sections of drains which were unrecorded and therefore were not regularly maintained. Blockages in these pipes caused water to drain onto the carriageway of Goose Carr Lane and there was insufficient drainage of the carriageway to effectively drain this water back into the existing drainage systems. The culvert inlet on the west side of Goose Carr Lane has now been added to the Council's schedule for regular inspection and maintenance.

The previously buried inlet to a pipe which runs from near number 49, beneath Goose Carr Lane to connect into the public surface water sewer has been uncovered. To prevent this inlet silting up again, the area upstream of the inlet should be cleared and a proper inlet structure should be constructed. Additional gullies on the West side of Goose Carr Lane and cleansing of the public surface water sewer would also increase the effectiveness of the existing drainage system and therefore minimise flooding of the road, and reduce the possible risk of flooding of the adjacent properties.

## 3.4 Herringthorpe Valley Road (North), Mowbray Street

### 3.4.1 Flooding History and Mechanism

Herringthorpe Valley road near Mowbray Gardens library flooded in June 2009 and the water was very close to flooding the library. In June 2007, the road flooded on 2 occasions, and 2 properties on Mowbray Street were flooded internally. In 2009, neither the library nor any of the residential properties flooded internally.

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The 2009 incident has not been investigated separately, but evidence from 2007 suggests that the public sewer system is inadequate to cope with intense rainfall events. There is a watercourse which enters a culvert in Valley Park which discharges into the public surface water sewer near the allotments.

### **3.4.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents were carried out after the 2007 floods.

### **3.4.3 Possible Solution**

The recorded flooding incidents in this area have been due to rainfall events considered as exceptional by Yorkshire Water and therefore no action is proposed.

Applications were submitted by the Council to Defra for funding in accordance with Defra's "Property Level Flood Protection and Resilience Grant". The grants provide for property flood defences such as flood gates to doors, air vent covers etc. Property level grants are available for this area and individual property owners will be contacted when full details of the grant scheme have been received from Defra.

## **3.5 Herringthorpe Valley Road (South) and Broom Lane**

### **3.5.1 Flooding History and Mechanism**

Herringthorpe Valley Road, Broom Lane and Worrygoose roundabout were flooded causing traffic problems and flooding 5 gardens. The extent of the flooding is such that an elderly disabled resident is unable to access or leave his property and his carer was only able to enter his property by climbing over a garden wall.

Flooding of the area has long been a problem and approximately 15 years ago, a new sewer was laid in Worrygoose Lane by Yorkshire Water, which was intended to alleviate the problem. The surface water sewer overflowed at the junction of Worrygoose Lane and Moorhouse Lane, causing extensive damage to the highway surface. There is also a partially culverted watercourse east of Worrygoose Lane. The extent of the interaction between the surface water sewer and the watercourse is not known.

The footways in front of the affected gardens are not high enough to contain the standing water on the roundabout, so water runs across the footways flooding the gardens. The gardens are lower than the surrounding land, so once flooded, the gardens stay underwater for several days.

### **3.5.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.

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### **3.5.3 Possible Solution**

Minor alterations to the footway should be made to reduce the incidence of water running off the highway.

Additional drainage within the gardens should be considered to drain floodwater from the gardens.

The highway gullies should be inspected regularly to ensure that the system is working to its maximum capacity.

## **3. 6 Josephine Road, Holmes**

### **3.6.1 Flooding History and Mechanism**

Cellar flooded due to blocked gully. Cars are often parked over the gully preventing it being cleansed. There is a build-out in the carriageway which prevents the water continuing down the carriageway when the gully is blocked.

### **3.6.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.

### **3.6.3 Recommendation**

Additional gully cleansing required with the co-operation of the residents. Alterations to the build-out could prevent flooding if the gully blocks again.

## **3.7 Meadow Street, Laughton Common**

Flooding of over 40 properties on Meadow Street occurred in 2007. The investigations carried out as a consequence of that flooding, identified 2 culverts downstream as critical to the flows in the downstream watercourse and therefore as critical to minimising future flood risk. The culvert which created the largest restriction to flows was beneath Monksbridge Road and therefore the responsibility of the Council, as Highway Authority. This old stone culvert has recently been replaced with a much larger reinforced concrete box section. The other culvert is within private land and is therefore the responsibility of the landowner, who has already carried out extensive clearance of the sections of open watercourse. The Council is currently working with the landowner with a view to ensuring that this culvert is improved.

## **3.8 Middle Lane, Clifton**

### **3.8.1 Flooding History and Mechanism**

Two separate flooding incidents were recorded on Middle Lane. Water from the highway ran over the footways, into the cellar of no 110 and into the gardens of nos. 10 and 12.

The road gullies were clear so it is thought that there is a capacity problem with the sewers to which the gullies drain.

### **3.8.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, and level surveys have been carried out.
- The gullies affecting these areas have been scheduled for an additional cleansing operation as a result of this investigation.

### **3.8.3 Possible Solution**

The system along the entire length of Middle Lane, from Doncaster Road to Wickersley Road, has been cleansed and flushed where required.

Applications were submitted by the Council to Defra for funding in accordance with Defra's "Property Level Flood Protection and Resilience Grant". The grants provide for property flood defences such as flood gates to doors & air vent covers etc. Property level grants are available for this area and individual property owners will be contacted when full details of the grant scheme have been received from Defra.

## **3.9 Staple Green, Thrybergh**

### **3.9.1 Flooding History and Mechanism**

Two Properties affected. No internal flooding.

Water runs from the adjacent land down the slope towards the properties. The tenants report that this has been a problem for a few years. In the past, water has caused problems with the gardens, but the water could run around the houses preventing a build up.

A concrete access ramp has been constructed to no. 22, which prevents the overland flow of water. As levels build up, the water will eventually flow the other way round the two properties along the path at the side of no. 24. Part of this path has been recently repaired and there is a gully in the path, which the tenant has confirmed is effective. However the surface profile of the path is such that water is held back by a high spot before the gully. It is therefore impossible to access to no 24 during heavy rainfall without paddling through water or using a neighbour's garden.

This property did not flood internally, and, because there is a route for the water to drain once it reaches a certain level, future internal flooding is unlikely. If the path is re-laid, it is important that the finished levels are not raised to an extent that would prevent flow of water from front to rear.

### **3.9.2 Investigations and Actions**

A site survey, drainage survey and discussions with residents have been carried out.

### **3.9.3 Possible Solution**

To resolve the problems at this location would require the following.

- 1 Install a land drain across the front of the properties.

- 2 Form an opening through the concrete ramp to permit water to flow through.
- 3 Re-lay the path at the front and side of no.24 to shed water towards the existing drainage.
- 4 A land drainage scheme addressing all the drainage problems on the land upstream.

Without item 4, water from the surrounding land would still drain towards the property during heavy rain, but would then drain away without causing a problem.

### 3.10 Sycamore Drive, Thurcroft

#### 3.10.1 Flooding History and Mechanism

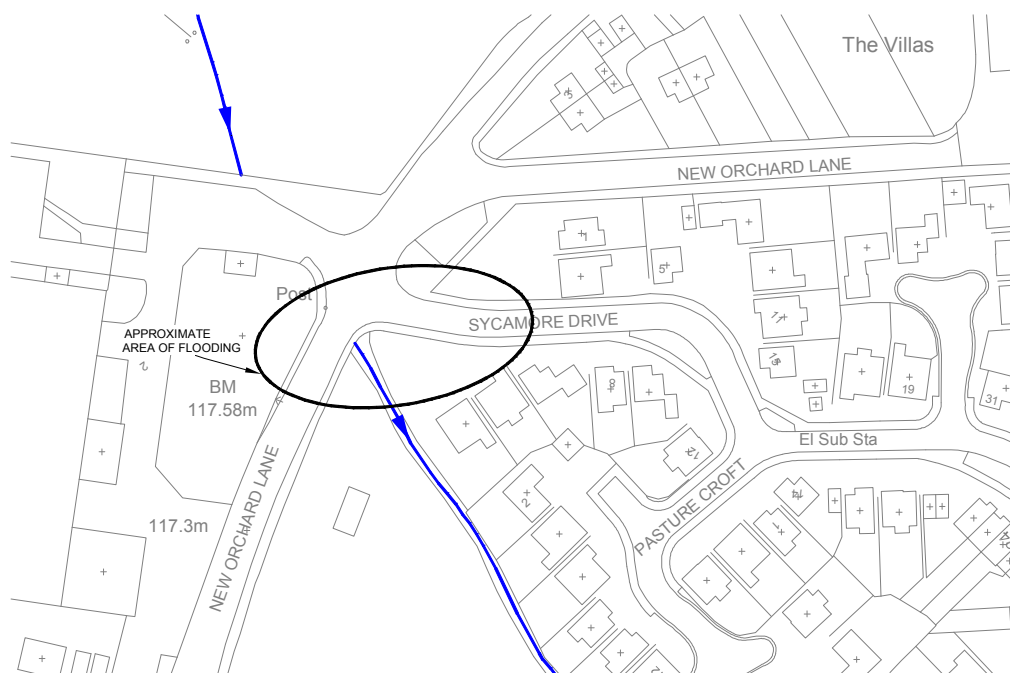
An un-named watercourse runs from the north, through a culvert under New Orchard Lane, then between the houses on Sycamore Drive and the cricket field to Brookhouse Dike.

During heavy rainfall, the culvert is unable to cope and water runs overland. Due to the topography of the junction, water runs from New Orchard Lane onto Sycamore Drive. There is a low spot on the road near the drives on nos. 2 and 4, where water builds up until it runs down the drives towards the houses. The residents have carried out works within their gardens to direct the flood water back into the watercourse, and combined with sandbagging across the ends of the drives, internal flooding of the properties was avoided, but the garages were flooded.

When flooding occurred in 2007, there may have been a partial blockage of the culvert outfall, but it is thought that this was clear in 2009.

#### 3.10.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.



### **3.10.3 Possible Solution**

The watercourse downstream of the culvert appears to have sufficient capacity. Maintenance of the culvert is required by the riparian owners, in this case the adjacent factory and the Council.

Additional drainage from the highway via gullies draining to the watercourse would prevent water standing on the highway and therefore prevent water flowing from the highway towards the properties.

## **3.11 105 The Meadows, Todwick**

### **3.11.1 Flooding History and Mechanism**

Water from the fields behind the property and the adjacent properties ran across the gardens and flooded the lower ground floor of no. 105. There is a longstanding problem with the private drainage and the resident said there may be a problem with tree roots in the private drainage system.

The garage has been converted and is at a lower level than the rest of the property. Water from the land at the rear ran across the garden, down the path at the side of the house and flooded the lower level room.

### **3.11.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.

### **3.11.3 Possible Solution**

The private drain should be checked to ensure it is working effectively, but is unlikely to significantly affect the flooding because any overflow from this would run down the steeply sloping drive away from the property.

There is a bund at the rear of the property which may or may not have been formed purposely, limiting the possibility of water running off the field at the rear and onto the garden. Minor alterations to the path and gate would minimise flows adjacent to the house and therefore minimise flooding.

## **3.12 Windle Court and Shorland Drive, Treeton**

### **3.12.1 Flooding History and Mechanism**

Surface water ran off land adjacent to 7A Windle Court. 5 properties were flooded internally and 15 gardens flooded. Residents reported water overflowing from 2 ditches (one either side of the path which leads up the hill away from the houses, on Council owned land) and a ditch at the rear of 9 Windle Court. The adjacent land slopes steeply towards the houses and it was reported that there was a blockage at the inlet to the culvert.

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### **3.12.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.

### **3.12.3 Possible Solution**

The Council has carried out maintenance works to the inlet of the culvert and constructed a connecting pipe between the ditch at the rear of 9 Windle Court and a nearby drainage system.

Further investigation works are required to prevent surface water run off from the adjacent hillside. Some of the land is owned by the Council.

Investigate the possibility of providing flood storage areas in the upstream open land and provision of an emergency overland flood route.

Investigate the possibility of carrying out flood resilience works to protect the properties (e.g. flood gates etc).

## **4 PROPERTIES ADDED TO LIST SINCE SEPTEMBER 2009**

The following areas were added to the investigations as they were reported to the Council and are beyond the scope of the original remit. Investigations in some of these areas are still ongoing.

### **4.1 Eden Grove, Swallownest**

#### **4.1.1 Flooding History and Mechanism**

(2009) Flooding from overflowing drain in road (blocked) outside number 29 and 31 Eden Grove.

(2007 & 2009) Flooding due to inadequate drainage from SW sewer outside numbers 15-19 Eden Grove.

15 – 19 are situated at the low point of the catchment of Eden Grove/Eden Glade. Property was flooded, but there is a natural slope across the properties from front to back and water stands in both the rear and front gardens.

The owner of number 47 Manvers Road stated that water runs off Eden Grove and runs along Manvers Close through the gardens of 37 – 49 Manvers Road to the stream at the rear of Manvers Road. The outfall was located and observed to be submerged and effectively buried in silt. The stream currently floods a number of gardens at the rear of Manvers Road approximately 4 times a year.

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In June 2009 there was only surface water present, but in previous events sewage was observed.

#### **4.1.2 Investigations and Actions**

- The survey work has been completed.
- Site investigations have been completed.
- Yorkshire Water have CCTV surveyed their sewers and found no defects.
- The Council have, previously considered replacing the running underneath numbers 45 & 47, but this did not happen due to land ownership issues.

#### **4.1.3 Possible Solution**

Investigations in this area are ongoing.

### **4.2 12 Windle Court, Treeton**

#### **4.2.1 Flooding History and Mechanism**

Six properties currently at risk of receiving significant overland flow from the adjacent fields during periods of heavy rainfall as the lie of the land naturally flows towards this property.

#### **4.2.2 Investigations and Actions**

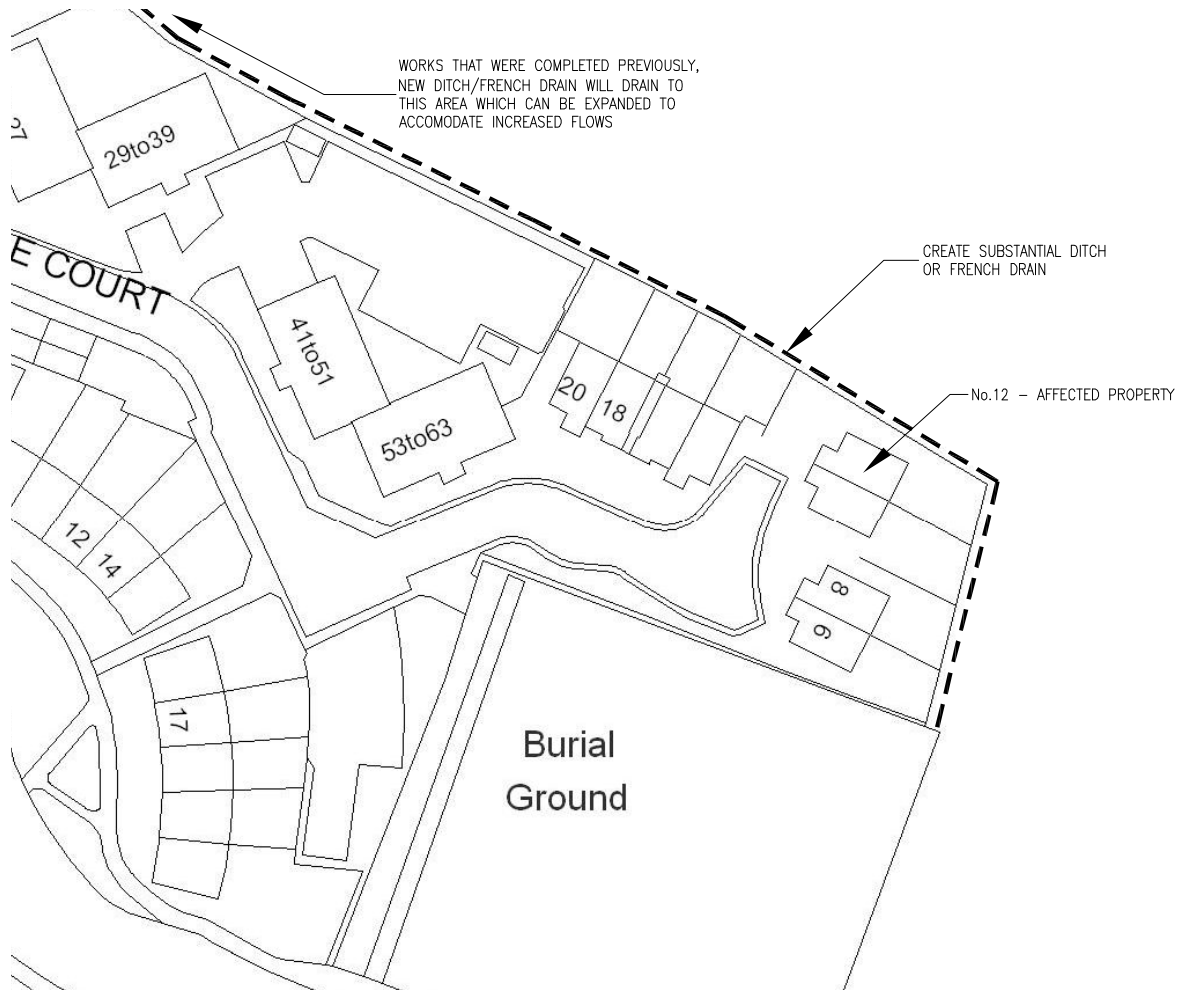
- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- There are no visible signs to indicate there are any drainage systems along the flow path at the rear of the affected properties on Windle Court.
- Historical records indicate that there the area around Windle Court has not previously had any drainage systems in place.

#### **4.2.3 Possible Solution**

Flooding in this area is caused by overland flow, which currently takes the natural flow path following the low ground down the shallow valley. There is not a significant amount of standing flood water. To prevent flooding of the gardens the water should be diverted around the boundary. The simplest way to do this would be to install land drainage or to form a ditch within the farmland which would require the cooperation of the land owner and/or tenant. Alternatively, the works could be done in the gardens, which would be more expensive and disruptive.

This scheme would not pass forward any additional flow, or cause any additional flooding downstream.





### 4.3 Brookside Farm, Common Road, North Anston

#### 4.3.1 Flooding History and Mechanism

A home (built in 1995) is situated on a plot of land just off Common Road and is surrounded by three substantial land drains that converge at the rear of the property (Eel Mires is culverted on one side and is an open channel on two others). There are also three ponds of varying sizes adjacent the property (including Strait Mile Fishery) and when we visited there were areas on the surrounding fields that had significant standing water.

#### 4.3.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- This property was constructed in 1995 and has suffered a number of incidents since.
- It is apparent from the flat nature of the area and from the size of the catchments contributing to the land drainage system, it is highly likely that this area has been suffering from regular flooding incidents for many years, but, being uninhabited, these events were not reported or even noticed.
- The property is shown as being within the 1% per annum flood risk zone on the Environment Agency's Flood Map.

### **4.3.3 Possible Solution**

Due to the topography of the area and the level of the property relative to the watercourses, it is unlikely that flooding can be effectively prevented in this location. Property level flood protection should therefore be considered. This would be the responsibility of property owner.

## **4.4 23 Wentworth Avenue, Aston**

The resident reported that flooding has been an issue for approximately 25 years to varying degrees.

Water runs down the road and is not drained adequately by the gullies. Water floods from the manhole, indicating that the system to which the gullies drain is overloaded.

At first water ran around or through what is now the garage, but water now enters the house in times of heavy rainfall. None of the surrounding properties are affected by the flooding

Further investigation of the existing drainage systems in this area is required.

## **4.5 Chestnut Road, Swallownest**

### **4.5.1 Flooding History and Mechanism**

Flooding from the highway drainage system affects 2 discrete locations, numbers 31 and 45&49 (there is no number 47).

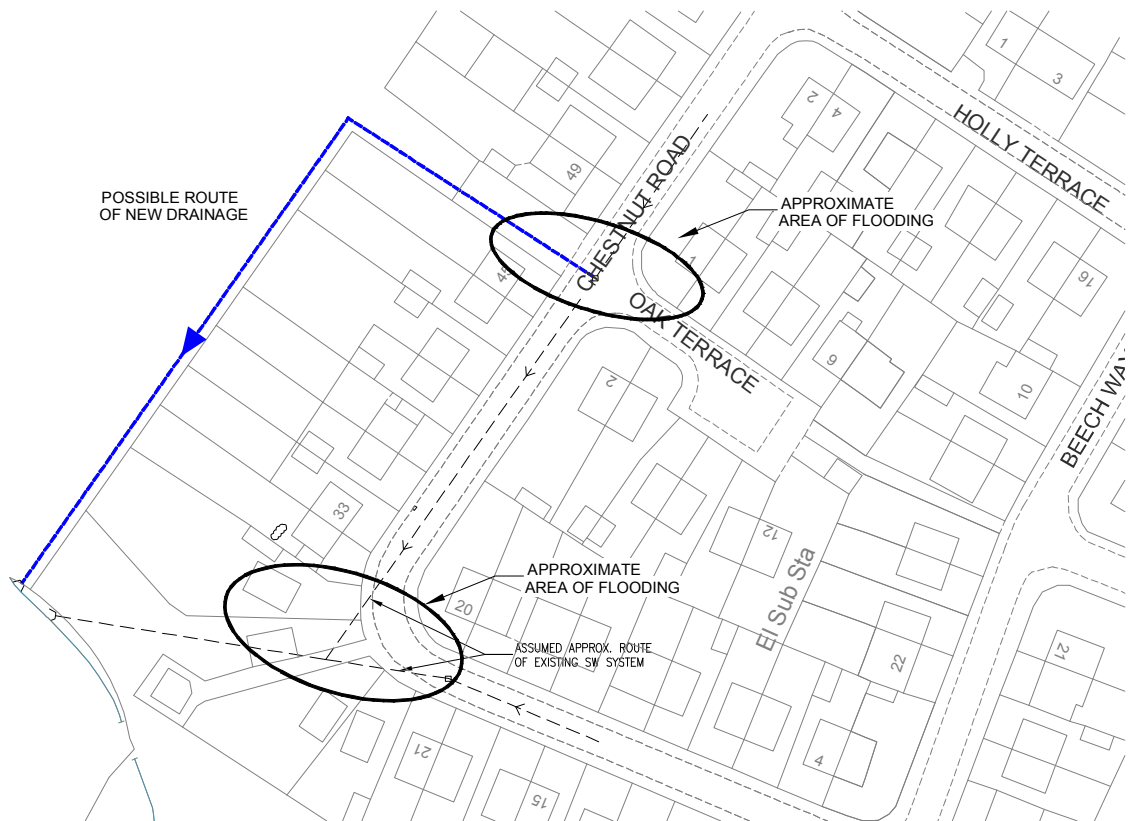
45 and 49 properties lie at a low point along Chestnut Road and water overflows from the gullies in Chestnut Road and flows down Oak Terrace. Ground levels then rise before falling steeply towards the corner where number 31 is situated.

Several instances of flooding have been reported in recent years.

The gully outside number 31 Chestnut Road regularly overtops and water flows down the driveway.

### **4.5.2 Investigations and Actions**

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.
- Water cannot move across the front of number 31 as the driveway is sealed in by a boundary wall and the natural escape route through the garage area is blocked by a door – the owner did however say that when the water builds up he stands at the back of the garage area and holds the door open to let the water escape.
- Following earlier flooding a hydraulic model was constructed which confirmed that the highway drainage system has insufficient capacity.



#### 4.5.3 Possible Solution

With the co-operation of the landowner, a new highway drain could be constructed through the land between 45 and 49 used as access to the field, then down the edge of the field to discharge to the watercourse at the rear of number 27. Preliminary discussions with the landowner have taken place.

This scheme would reduce the flows towards number 31, so would also alleviate flooding there. Flooding caused by exceptional rainfall or a blockage in the highway drain would remain a possibility so it would be prudent to maintain a potential flood route along the drive.

Lowering of the kerb and footway in front of the field access would minimise the potential for water to stand on the highway before running into the adjacent properties.

It is understood that the residents at 45 and 49 have already taken action to improve drainage of their properties locally

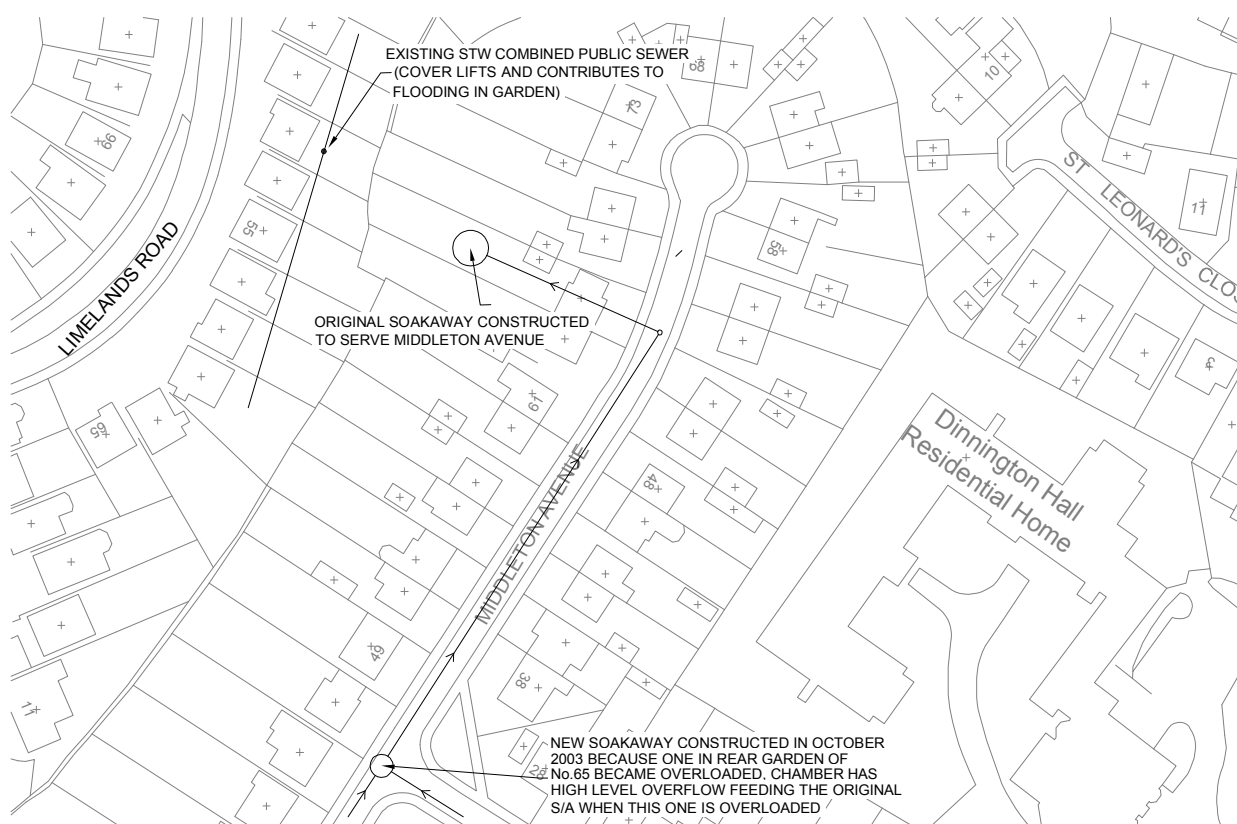
## 4.6 51 Limelands Road, Dinnington

### 4.6.1 Flooding History and Mechanism

Flooding from an overwhelmed soakaway in the rear garden of 65 Middleton Avenue & from the public combined sewer manhole in the rear garden of 51 Limelands Road flooded the rear garden of 51 Limelands Road on 10 June 2009 and 15 June 2009. The resident reported that it would have flooded the house internally had they not been in. The resident redirected the floodwater away from the house.

### 4.6.2 Investigations and Actions

- Inspections, a survey of the existing drainage, level surveys and interviews with residents have been carried out.



### 4.6.3 Possible Solution

There are currently two soakaways in Middleton Avenue. The second soakaway was constructed to alleviate previous flooding and had been effective until June 2009. Soakaways become ineffective when the ground surrounding them becomes saturated. The operation of the public sewer is therefore critical during very heavy rainfall. It is unlikely that Severn Trent Water would take action to improve the sewer unless properties were flooded internally. All incidents of flooding from the sewer should be reported to them as the frequency and severity of flooding as reported to them are critical factors in prioritising works.

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## **4.7 Fair View Drive, Swallownest**

### **4.7.1 Flooding History and Mechanism**

Numbers 5, 7 & 9 were reported (in October 2009) to have suffered from external flooding during the events of June 2009.

### **4.7.2 Investigations and Actions**

- When visited on 04 March 2010 all three property owners were present and gave an explanation of the events of June 2009.
- According to the residents:
  - A 'wave' of water ran down Fair View Drive from the direction of Lodge Lane and in the space of five minutes had left standing water on each garden.
  - Water did not enter any of the properties.
- The fact that each of the properties are at different levels, with the lowest property, number 5, significantly lower than its neighbour, and each one suffered a similar fate (that being standing water to similar depths), indicates that this was a single, very quick incident with no prolonged contribution.
- If this had been a sustained event number five would have sustained internal flooding, being at the lowest point.
- However, the residents did point out that the road regularly suffers from significant ponding, (none of which enters any of the properties), most probably from runoff from the school opposite, and there have been talks with the council in the past about putting a drainage channel in the hedgerow boundary with the school (the south side of the road), discharging onto the Recreation Ground.
- It was also noted that this ponding effect had worsened significantly outside number nine, since the car park of the adjacent pavilion on the Recreation Ground was given a permanent surface.

### **4.7.3 Possible Solution**

The ponding on the private road is an issue to be addressed by the owners of the road. Because no significant damage was caused even during such exceptional rainfall, no further action is proposed.

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## 5 RECOMMENDATIONS

Many of the flooding incidents were caused by underground drainage being overwhelmed, leading to overland flows. Where improvements to the underground drainage are proposed, it should be recognised that a risk of future overland flow will always remain. Where improvements to underground drainage and changes to overland flood routes are proposed, the cost effectiveness of these should be assessed against the reduction in flood risk they provide both separately and when used in combination.

All flooding incidents related to public sewers should be reported to the Water Companies (Yorkshire Water or Severn Trent) as their records of frequency and severity of flooding are a critical consideration when prioritising improvement works.

It should be recognised that the recommendations within this report would cost several million pounds to implement and that money is not readily available. £172,000 has been obtained from Defra for flood alleviation schemes in Aston and Laughton Common and properly level flood protection in Eastwood and East Dene. Several bids to the Councils Capital Programme have been made.

Riparian owners have a duty to maintain flows within their land and if necessary can be compelled to take action. No landowner or other organisation has a general responsibility for carrying out or funding flood alleviation works beyond those associated with riparian ownership. Funding for flood defence works is usually obtained from central government and is allocated on a scheme specific basis.

Flood storage areas could be created, but this would require the agreement of the landowner and for a source of funding to be obtained.

Possible sources of funding are government departments such as Defra, or government agencies such as the Environment Agency or Yorkshire Forward. Applications to bodies such as these would require a certain amount of feasibility work to have been carried out. The cost of the feasibility works would have to be borne by the Council, but may be eligible to be reclaimed if funding was approved.

A number of bids have recently been made for the funding of further drainage improvements from the Council's own Capital Maintenance allocation and will be considered alongside other Council-wide priorities.

The Floods and Water Management Act is currently going through parliament. This Act imposes additional statutory duties on the Council and the recommendations of this report should be considered together with the requirements of complying with the new act.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>CABINET</b>
<b>2.</b>	<b>Date:</b>	<b>9<sup>TH</sup> JUNE, 2010</b>
<b>3.</b>	<b>Title:</b>	<b>GROUNDWORK TRUSTS PANEL – MINUTES OF MEETING HELD ON 14<sup>TH</sup> APRIL, 2010</b>
<b>4.</b>	<b>Programme Area:</b>	<b>CORPORATE</b>

**5. Summary**

Minutes of the quarterly meetings with the Groundwork Trusts Panel are submitted to Cabinet for consideration.

**6. Recommendation:-**

That the minutes of the meeting of the Groundwork Trusts Panel held on 14th April, 2010, be received, and the continued excellent partnership work of both Groundwork Trusts be noted.

## **7. Proposals and Details**

The Panel was established in March 2000 to provide a forum to discuss the on-going partnership between the Council and the two Groundwork Trusts in pursuit of the economic, social and environmental regeneration of the Borough.

The two Groundwork Trusts – Groundwork Dearne Valley and Groundwork Creswell - are able to use the quarterly meetings to raise and discuss issues with Councillors and officers.

The Groundwork Trusts make an important contribution to the regeneration of the Borough and to individual local communities. The Groundwork Trusts Panel provides an important opportunity to exchange ideas and experiences, and co-ordinate actions to maximise impact and efficiency.

## **8. Finance**

A small fund was established to enable community groups to access third party funding in support of WREN bids. The partnership working arrangements with the two Trusts enables the delivery of a wide range of projects and initiatives.

## **9. Risks and Uncertainties**

Without the partnership working with the two Trusts many community based and environmental projects would not be able to be delivered.

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

Sustainability is the heart of the work and operations of the two Groundwork Trusts. The Council and Groundwork Dearne Valley jointly fund a Local Action 21 officer for example.

The joint working of the Council and the Groundwork Trusts provides effective environmental protection, addresses social needs and creates employment opportunities for local people.

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

A copy of the minutes of the meeting of the Groundwork Trusts Panel held on 14<sup>th</sup> April, 2010, is attached.

Contacts:-

Karl Battersby, Strategic Director, Environment and Development Services, ext 23801



**GROUNDWORKS TRUSTS PANEL  
WEDNESDAY, 14TH APRIL, 2010**

Present:- Councillor Wyatt (in the Chair); Councillors St. John, R. S. Russell, Smith and Swift.

together with:-

Darren Pollard	Group Construction Manager, Groundwork Creswell
George Griffith	Chairman, Groundwork Creswell
Sam Upton	Education/Training Manager, Groundwork Creswell
Janet Johnson	Executive Director, Groundwork Dearne Valley
Alex Evans	Rotherham/Doncaster Team Leader, Groundwork Dearne Valley
Rob Saw	Development Manager, Groundwork Dearne Valley
Nick Illingworth	Interim Regional Manager, Groundworks Yorkshire and Humberside
Asif Akram	Project Development Officer, RMBC Culture and Leisure Services
Wendy Foster	RMBC Place Shaping Officer

**1. INTRODUCTIONS/ APOLOGIES FOR ABSENCE**

Councillor Wyatt welcomed everyone to the meeting and introductions were made.

He explained that he was chairing the meeting as Councillor Sharman was recovering from a knee operation.

Apologies for absence were received from:-

Councillor Sharman	RMBC
Councillor Falvey	RMBC
Andy Shaw	RMBC Streetpride Community Delivery Manager
Nick Barnes	RMBC Principal Project Development Officer
Steve Mellard	RMBC Landscape Delivery Manager
Tom Bell	RMBC Neighbourhood Investment Manager
Alan Hartley	Chairman, Groundwork Dearne Valley

**2. MINUTES OF THE PREVIOUS MEETING OF THE PANEL HELD ON 20TH JANUARY, 2010**

The minutes of the previous meeting held on 20<sup>th</sup> January, 2010, were agreed as a correct record.

### 3. MATTERS ARISING FROM THE PREVIOUS MINUTES

The following issue was raised:-

#### **Page 6 – Minute No. 5 re:- Turning the Corner:-**

It was clarified that at the last meeting this was in the application stage for the BIG Lottery. The bid had now been sent and was being considered by the BIG Lottery Fund.

### 4. QUARTERLY REPORT - GROUNDWORK CRESWELL

Darren Pollard introduced the quarterly report which covered the period 1<sup>st</sup> January to 31<sup>st</sup> March, 2010.

Sam Upton, Education Manager, highlighted the following:-

#### **Improvements to a number of recently installed play areas:-**

It was reported that this had been put on hold during the winter, and a meeting with Nick Barnes was to be arranged to discuss a potential programme.

#### **Work on Play areas:-**

Work was projected to be complete in April at:- Woodhall Lane, Harthill and Skipton Road, Swallownest

#### **Davies Court, Dinnington:-**

Groundwork had been awarded a small planting scheme involving local residents. Members present noted the current state of the grounds at this home.

**It was agreed:-** (1) That the issue of ground maintenance and management at this home be discussed with the Cabinet Member for Adult Services and Health.

#### **Fixed wheel at Thrybergh:-**

A design for this work had been presented.

#### **Child Safety Measures:-**

It was explained that this was in conjunction with Sure Start Centres. This was a RoSPA scheme to improve safety for children up to 2 years of age and was based on A & E reports of accidents to young children. It was a fixed term programme which would end in March 2011.

#### **Ex-Offenders “V” Programme:-**

It was reported that this was a voluntary programme and therefore was not counted towards reparation hours.

**Employment:-**

Groundwork had secured the contract for delivery of a new employability programme – Community Task Force. The trust was meeting Simeon Leach, Economic Strategy Manager, and Andy Shaw, Streetpride Community Delivery Manager, to formulate a possible work programme. Groundwork asked those present whether there was a suitable base/classroom from which they could deliver this activity in particular the 5 hours employability skills.

Members of the Panel suggested consideration of Treeton Parish Council's Cyber Café; Aston Parish Hall; Anston Library. Members noted the difficulty Groundwork may have in paying rent, and suggested further discussion about the programme and what it delivered.

**It was agreed:-** (2) That this item be kept on the agenda for future meetings.

**Community Learning:-**

.It was reported that the post of Community Development Worker had been out to advert, and short listing would take place next week.

**It was agreed:-** (3) That the contents of the report be noted.

(4) That Groundwork Creswell be thanked for their informative report and continued involvement in projects.

## 5. QUARTERLY REPORT - GROUNDWORK DEARNE VALLEY

Janet Johnson introduced the quarterly report which covered the period 1<sup>st</sup> January to 31<sup>st</sup> March, 2010.

Alex Evans highlighted the following:-

**Rawmarsh and Parkgate Village Regeneration**

Work had focussed around the key project - the skate park, and planning permission had been granted conditionally. The tender process was being progressed. However a complaint had been made and was being dealt with by Andy Lee, RMBC Operations Manager. Members present stressed it was crucial that the WREN funding was not lost, and pointed out that the planning process had been carried out.

**It was agreed:-** (1) That an update on this issue be presented to the next Panel meeting.

**Sandhill Playground**

It was reported that there was some uncertainty about the future of the playground and therefore discussions were taking place with the Wentworth South Area Assembly and RMBC Greenspaces. It was proposed that consultation be carried out on the site in May/June having

noted the issues of the location of the site and vandalism.

**It was agreed:-** (2) That an update on this issue be presented to the next Panel meeting.

### **Maltby Village Regeneration**

Work had continued with the Play Pathfinder project, and the construction of the play area on the West-side of Rotherham Road open space had been completed. Groundwork was working with Living Streets to look at rectifying the access issues at the site.

Abbey Reach:-

Reference was made to a visit by MP's.

Tickhill Road Entrance feature:-

This had received planning permission.

Manor Fields:-

Groundwork and the Maltby PCSO's were looking into installing some outdoor gym equipment on a green space in Maltby.

### **Chesterhill**

Magna Lane Green Corridor:-

Work continued on access and it was hoped to link into the Local Transport Plan to include a new footpath. The Future Jobs Fund team were carrying out work along the stream.

St. Gerard's School:-

Groundwork continued to work with the school on the development of a wildlife garden

Former bonded warehouse site:-

Groundwork was helping the Area Assembly with consultation on a community art wall. The newly appointed "Turning the Corner" youth worked had assisted with sessions at the youth club.

### **Play Pathfinder**

Janet Johnson reported that most sites of the Year 2 had been completed. The final site was due for completion in early April, together with some minor works.

Jenny Yates had been asked to continue to work around the programme to develop voluntary input from locals to help the future maintenance of the playgrounds.

It was noted that a site at Packman Way, West Melton had been replaced by Henley Rise, Thornhill. It was suggested that the future of the Packman Way site needed to be investigated.

Concerns was expressed about the location of some of the play area

signs and it was reported that in some instance there had been no consultation with the Parish Council.

**It was agreed:-** (3) That the issue of the location of the play area signs be discussed with Nick Barnes and Jenny Yates.

### **Local Action 21**

Rob Saw reported on –

Abbey School:-

Continued work to support the school at the South Yorkshire Leadership Academy on CO2 reduction.

Rotherham Environment Forum:-

Attendance at a meeting of the forum focussing on 'Pay As You Save' and 'The Single Conversation'.

Green Check:-

Work continued with various schools, noting Rawmarsh Community School the first secondary school to adopt the programme. Groundworks Business Plan included the recruitment of a volunteer to build capacity around this.

Turning the Corner:-

Noting the appointment of the new Youth Worker, Carole Foster, funded from a regional bid in partnership with the NE region to the BIG Lottery fund.

### **Miscellaneous Regeneration Projects**

Brampton Bierlow BMX Tack:-

Work continued with the Parish Council and Football Foundation to plan Years 2 and 3 which had to be delivered by the end of May 2011, and to make best use of funds. The Parish Council was keen to encourage more new young users.

Swinton Playing Fields:-

The consultation report had been passed to RMBC Green Spaces to feed into the Playing Pitch strategy.

### **Alternative Curriculum**

Work had continued with Milton School, and at Swinton Comprehensive School this had included preparation of portfolios as evidence towards their new Horticultural Qualification.

### **NEETS**

The 2<sup>nd</sup> cohort were working towards their horticultural qualifications. Those present discussed the issue of providing apprenticeships, and it was noted that the Horticultural Trust had funds available for training. It was pointed out that this needed long term programmes of work which Groundworks struggled to obtain. It was reported that the Rother Valley

Country Park may be offering opportunities. The Council was also looking into this.

**It was agreed:-** (4) That Rob Saw would investigate funding available for the provision of apprenticeships.

### **Future Jobs Fund**

Reference was made to the impact of the outcome of the forthcoming national election on this Fund. Work had been carried out in the North of the Borough for Brampton Bierlow Parish Council, and with Green spaces and Streetpride in Rawmarsh, Wath and Swinton. Groundwork was planning to fill 60 more places in the next few months, and look at working on more urban activities e.g. ginnels and works accessed within the public domain. Over the life of the programme Groundwork anticipated engaging 180 people.

It was reported that the Council was looking at 240 people, and that the Council had been shortlisted nationally in the work programme "Access All Areas"

Groundwork reported that the aim was to put redundant people back into work. However, current experience was with those who had never been in work. Everyone agreed that the programme was working well.

### **Bike4All**

The Cycle Project in Maltby had now moved to the Academy. In Dinnington delivery would commence shortly of the City and Guilds 3993 (Cycle Maintenance and Repair) qualification.

Bikeability – this had replace the former Cycling Proficiency Test. The project was being developed using reclaimed bikes which youngster repaired. Once they had passed the test they were able to keep the bikes. Concern was however expressed in terms of health and safety. It was confirmed that all youngsters on this programme were provided with helmets, lights and a bell.

It was also reported that Groundwork paid mileage allowance to any of their staff who travelled by bike and insisted that a helmet was worn.

### **Deerne Valley Eco Vision:-**

Groundwork continued to develop working relationships with Sheffield City Region Eco Vision Team and the local authority, and had attended the EcoVision Core Group. Janet Johnson, Executive Director, had given a presentation on the 'Green Doctor' programme.

### **Steps to Nature – Access to Nature Lottery Funding bid**

Groundwork was working in partnership with Green Spaces and NHS Rotherham. If the bid for funding was successful this project would facilitate access to the natural environment within 5 identified areas of Rotherham for people who traditionally have poor access to green

spaces.

The 5 proposed sites for this project were:-

- Maltby Common
- Thrybergh County Park
- Boston Park (Canklow)
- Bradgate Brick Pits
- Catcliffe Flash – Treeton West

**It was agreed:-** (5) That the report be received and contents noted.

(6) That the officers from Groundwork Dearne Valley be thanked for their informative report and continued involvement in projects.

## 6. OPPORTUNITIES FOR PARTNERSHIP WORKING - UPDATE/ DISCUSSION

Janet Johnson referred to meetings with the Chair of this Panel about ways in which both Groundworks could contribute by 'Changing Places, Changing Lives' in Rotherham and helping to meet the goals of the Rotherham Sustainable Community Strategy 2005-2011 and the Corporate Plan 2005-2011, as well as delivering improved performance for many National Indicators in the Local Area Agreement and adding to the Comprehensive Area Assessment.

Nick Illingworth distributed copies of an Executive Summary of the range of Groundwork programmes and how they fit with the themes of Rotherham's Local Strategic Partnership.

It was explained that the work programmes had been group according to priority, with Priority 1 being active programmes currently being delivered in Rotherham; Priority 2 – projects Groundwork would like to see developed in conjunction with RMBC Green Spaces and Green Check. The overall report contained details of each of the programmes.

Those present discussed the promotion of allotments and raised the following points:-

- the current unmet demand in Rotherham
- Link with Future Jobs Fund
- Issues of maintenance and management of sites
- Need to link with Parish Councils as well
- Need to set up smaller starter allotments
- Assistance with site clearance for new allotment holders
- Experience of both Groundworks Trusts of developing and delivering allotment programmes

Those present welcomed the information about the variety of work carried about by both Trusts. Groundworks asked for the opportunity to discuss

this document further.

**It was agreed:-** That the overall report be submitted to the Panel in sections for further discussion.

**7. PROPOSED CHANGES TO REPORTING FORMAT TO REFLECT JOINT WORKING**

Janet Johnson raised the issue of the reporting format for reports submitted to the Panel. The suggestion was made that the reports could be better integrated and include reference to Local Strategic Partnership themes and National Indicators.

The Chair stated that the current reporting format was helpful and that minutes of Panel meetings were submitted to the Cabinet and were made public.

**It was agreed:-** That the decision be left for both Groundworks to decide.

**8. ANY OTHER BUSINESS**

There were no further items of business.

**9. DATE, TIME AND VENUE OF THE NEXT MEETING OF THE PANEL**

**It was agreed:-** That the next meeting of the Panel be held on WEDNESDAY, 14<sup>TH</sup> JULY, 2010 at 2.30 p.m. in Bailey House.



<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>CABINET</b>
<b>2.</b>	<b>Date:</b>	<b>9<sup>TH</sup> JUNE, 2010</b>
<b>3.</b>	<b>Title:</b>	<b>MINUTES OF A MEETING OF THE LOCAL DEVELOPMENT FRAMEWORK (LDF) MEMBERS' STEERING GROUP HELD ON 23<sup>RD</sup> APRIL, 2010</b>
<b>4.</b>	<b>Programme Area:</b>	<b>ENVIRONMENT AND DEVELOPMENT SERVICES</b>

### **5. Summary**

In accordance with Minute No. B29 of the meeting of the Cabinet held on 11<sup>th</sup> 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 23rd April, 2010 is therefore attached.

### **6. Recommendations:-**

**(1) That consideration be given to the proposed consultation on the Employment Land Review.**

**(2) That progress to date and the remaining 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.

The following issues are highlighted for Cabinet's attention:-

Minute No. 4 – LDF Constitution and Terms of Reference:- this issue has already been considered by Cabinet on 28<sup>th</sup> April, 2010.

Minute No. 5(2) – Employment Land Review – Cabinet is asked to consider the consultation strategy.

Minute No. 6 (iii) Joint Waste Plan – Cabinet is asked to note the proposed consultation.

## **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 23rd April, 2010.

**Contact Name : Karl Battersby, Strategic Director,  
Environment and Development Services  
Ext 3801  
[karl.battersby@rotherham.gov.uk](mailto:karl.battersby@rotherham.gov.uk)**

**ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP**  
**Friday, 23rd April, 2010**

Present:- Councillor Sharman (in the Chair); Councillors Dodson, Jack and St. John.

together with:-	
David Edwards	Area Environmental Planning Team Leader
Ken MacDonald	Solicitor
Bronwen Peace	Planning Manager

**1. APOLOGIES**

The Chairman welcomed everyone to the meeting.

Apologies for absence were received from:-

Councillor Austen	
Councillor Pickering	
Councillor Smith	
Councillor Whelbourn	
Councillor Wyatt	
Andy Duncan	Strategic Policy Team Leader
Neil Finney	Technical Assistant
Helen Sleigh	Senior Planner

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH MARCH, 2010**

Consideration was given to the minutes of the previous meeting held on 19<sup>th</sup> March, 2010.

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

**3. MATTERS ARISING**

There were no matters arising from the previous minutes.

**4. LOCAL DEVELOPMENT FRAMEWORK MEMBERS' STEERING GROUP - CONSTITUTION AND TERMS OF REFERENCE**

Consideration was given to a report, presented by David Edwards, Area and Environmental Planning Team Leader, setting out proposed revisions to the Local Development Framework Members' Steering Group Constitution and Terms of Reference.

Reference was made to the appendices which set out the current constitution and delegation scheme (Appendix 1) and proposed constitution and terms of reference (Appendix 2).

Those present discussed the primary purpose of the Steering Group and noted changes in Government Guidance and Regulations since the establishment of the Group.

It was pointed out that the Planning Advisory Service had recognised the value of the Steering Group, together with corporate support and adequate resources, as essential pre-requisites to the successful delivery of the LDF.

Ken MacDonald, Solicitor, pointed out that Cabinet had expressed the desire to see a review of the operation and constitution of this Group. The Delegation Scheme for the Director of Planning was also being reviewed as part of the annual review of the Council's Constitution. It was hoped that together with the current review of the LDFSG's constitution and terms of reference would lead to adoption of the respective revised proposals following the "full" Council meeting on 21 May, 2010. It was pointed out that the revised constitution and terms of reference for this Group would reflect the recent changes outlined above, and continue to facilitate the timely delivery of the Core Strategy and Allocations DPD. It was confirmed that the ultimate decision making remained with Cabinet and with recommendation(s) to Council.

Resolved:- (1) That the proposed revisions to the Local Development Framework Members' Steering Group Constitution and Terms of Reference, as now detailed in Appendix 2 to the submitted report, be forwarded to Cabinet for consideration.

(2) That Cabinet be asked to recommend to Council adoption of the revised LDF Members' Steering Group Constitution and Terms of Reference.

## **5. EMPLOYMENT LAND REVIEW - UPDATE**

Consideration was given to a report, presented by David Edwards, Area and Environmental Planning Team Leader, relating to an update of the 2007 Employment Land Review.

He explained that the review had been undertaken to form part of the evidence base which will support and inform preparation of the Local Development Framework, and inform planning decisions. The main purposes of the review were:-

- (i) assess the current position
- (ii) assess future Employment Land required to meet projected employment levels
- (iii) consider future allocations

Reference was made to the impact of the recession and the take up of allocated development sites and major windfalls. It was reported that it was anticipated that around 250 hectares of employment land may be required to meet the needs of the LDF period to 2027 and 5 hectares of land may be required to accommodate forecast office space requirements.

It was pointed out that the Employment Land Review did not commit the Council to any future uses and site recommendations would need further consideration as part of preparing the LDF Final Draft Core Strategy and the Site Allocations Document. Currently details of individual sites were not available as these would be part of the consultation process. It was, however, pointed out that there was no specific requirement to consult on this particular part of the LDF but once consulted upon the Employment Land Review would form part of the evidence base for the LDF.

The Steering Group was advised of an anticipated delay in the consultation period due to work pressures within the Forward Planning Section. Therefore the updated Employment Land Review would be consulted on mid year.

Members present commented on:-

- the need to begin to identify specific sites and map them
- the need to explain why Greenfield sites would be needed for employment land
- the reasons for the review
- the technical nature of the documents
- the consultation strategy and proposed timescale
- the current economic position and house building sector
- the difficulty in trying to forecast to 2020 and beyond
- the Regional Spatial Strategy housing and employment land targets and Growth Point and how realistic was it that the Council could meet the trajectory
- the need for better community/estate design

Resolved:- (1) That the Steering Group notes this report and the contents of the Employment Land Review Update.

(2) That the consultation strategy for the Employment Land Review Update be referred to Cabinet for consideration.

(3) That a further report be submitted to the June meeting of the Steering Group.

## **6. ANY OTHER BUSINESS**

The following items were raised:-

- (i) South Yorkshire Residential Design Guide – Better Places to Live in South Yorkshire 2001

Bronwen Peace, Planning Services Manager, reported that Transform South Yorkshire (TSY) had issued a draft update of this guide and was seeking to move forward to consultation. It was pointed out that this was a technical document covering standards for residential design, sustainability, access etc. The purpose of the Guide was so that developers and local authority officers could assess planning applications and it would also help inform LDF policy making.

It was reported that TSY would make the consultation arrangements and provide materials, therefore Rotherham's role would be to act as facilitator.

Resolved:- That Rotherham act as facilitator for the consultation process in respect of this Design Guide subject to no significant costs being incurred.

- (ii) Car Parking Standards

David Edwards, Area and Environmental Planning Team Leader, reported that since the Transportation Section had issued interim Parking Standards in 2002, both PPG 13 and the Regional Spatial Strategy had lead to amended Standards. It was therefore suggested that a Supplementary Planning Document be issued, and approval was sought to prepare and consult on the revised local Standards.

The consultation draft would be submitted to a future meeting of the Steering Group for consideration.

Members present commented on:-

- reducing the number of car parking spaces
- strategies to encourage other modes of transport
- overspill into adjacent streets at new Council developments
- the role of car parking in regeneration of town centres

- (iii) Joint Waste Plan

David Edwards, Area and Environmental Planning Team Leader, referred to Minute No 10 of the meeting of the Steering Group held on 18th September, 2009, in respect of the above.

He explained that the proposed consultation had not yet taken place. He confirmed that there had been no substantial changes to the document and it was now proposed to consult mid year 2010 on this document.

Ken Macdonald explained that this was a significant Development Plan

Document and would come forward for an Examination in Public in due course. It was important that the Council complied with the regulations and consultation requirements of the LDF process.

The Steering Group and Cabinet notes the proposed consultation.

**7. DATE, TIME AND VENUE OF NEXT MEETING**

Resolved:- That the next meeting of the Steering Group be held on FRIDAY, 18<sup>TH</sup> JUNE, 2010 at 10 a.m., Bailey House.

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