

CABINET

**Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH**

Date: Wednesday, 19 January 2011

Time: 10.30 a.m.

A G E N D A

1. To consider questions from Members of the Public.
2. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
3. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
4. Minutes of the previous meeting held on 15th December, 2010 (copy supplied separately)
5. Service Review - Neighbourhood Wardens (report herewith) (Pages 1 - 5)
 - Strategic Director of Neighbourhoods and Adult Services to report.
6. Review of Neighbourhood Partnership Service (report herewith) (Pages 6 - 9)
 - Strategic Director of Neighbourhoods and Adult Services to report.
7. Housing Rent Increase 2011/12 (report herewith) (Pages 10 - 15)
 - Strategic Director of Neighbourhoods and Adult Services to report.
8. Calculation of the Council Tax Base for 2011/12 (report herewith) (Pages 16 - 29)
 - Strategic Director of Finance to report.
9. Local Lettings Policy (report herewith) (Pages 30 - 44)
 - Strategic Director of Neighbourhoods and Adult Services to report.
10. The Growth White Paper, Local Enterprise Partnerships and the Regional Growth Fund (report herewith) (Pages 45 - 52)
 - Strategic Director of Environment and Development Services to report.
11. Rationalisation of Property Assets - Development Of An Asset Transfer Policy And Framework (report herewith) (Pages 53 - 96)
 - Strategic Director of Environment and Development Services to report.

12. Minutes of a meeting of the Local Development Framework Members' Steering Group held on 10th December, 2010 (copy herewith) (Pages 97 - 103)
 - Strategic Director of Environment and Development Services to report.

13. 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 those paragraphs listed below of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006):-

14. Capital Programme - Capital Receipts Update (report herewith) (Pages 104 - 109)
 - Strategic Director of Environment and Development Services to report.

(Exempt under Paragraph 3 of the Act - information relates to finance and business matters)

15. Transportation and Highways Design Review (report herewith) (Pages 110 - 116)
 - Strategic Director of Environment and Development Services to report.

(Exempt under Paragraph 2 of the Act – relates to information that is likely to reveal the identity of an individual)

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet
2.	Date:	19th January, 2011
3.	Title:	Service Review – Neighbourhood Wardens
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

This report describes the progress made in reviewing the structure and functions of the Neighbourhood Wardens Service and recommends a new operating model.

Following the previous report to Cabinet detailing the In-Year Budget Saving Pressures (Cabinet ref C47, 10.8.10) for Neighbourhoods and Adult Services a service review relating to the Neighbourhood Warden Service has been completed and consultation has taken place in accordance with the prescribed process with staff and unions.

The report describes the outcome of the review and a proposed implementation plan of the reconfigured service.

6. Recommendations

That Cabinet:

- **Notes the content of the report, the staffing implications arising from the proposals and the timescale for implementation.**
- **Agrees the structural changes set out in the report.**

7. Proposals and Details

Background

The need to undertake an organisational review relating to the Neighbourhood Warden Service is set against the background of the financial challenges faced by the Council. Cabinet agreed (Ref C47 of 10.8.10) to a series of service reviews, one of which concerns the Neighbourhood Warden's Service.

This review commenced on the 24th September and concluded one month later. The review had two main objectives:

- 1 To develop proposals for a service fit for purpose in the light of current and future anticipated demands, and
- 2 To reduce costs to a more sustainable level.

It is widely recognised that the work of Neighbourhood Wardens is well respected both within the council and by the general public. However whilst it is a frontline customer facing service which contributes to many of the priorities of the Council, the functions undertaken are largely discretionary or could be delivered in a variety of different ways. In view of the significant pressures facing the Authority, the current organisational arrangements are not financially sustainable, and the service needs to reduce its costs. The expected level of savings can only be achieved by reducing the number of posts within the service.

Principles

The service has been reviewed and a new operating model proposed which is capable of:

- Promoting neighbourhood management and enhancing the stewardship of local areas; making the service responsive, effective and action focussed. Making it easier to get things done.
- Reducing handovers; giving staff the authority, training support and tools to tackle problems at the first point of contact, and not passing customers between council departments.
- Promoting a clear approach to those issues the council has a responsibility for, and the thresholds that will be applied to determine services.
- Becoming a critical element of integrated locality based services.

Work is ongoing to develop proposals for a locality based neighbourhood management service. The role of the Neighbourhood Warden will be integral to these changes. However detailed proposals for this new service are not yet complete. Nevertheless there is the potential that such proposals will impact on the service, in particular in relation to the wider team that surrounds and supports the warden service.

Proposals

It is not anticipated that there will be substantial changes to the types of work performed by Neighbourhood Wardens. But the service is likely to increase the emphasis that is placed on enforcement activity, including the issuing of FPN's and focus on work that has a quantifiable outcome. The enforcement role undertaken by the service will become more critical as reductions in staffing numbers take place elsewhere in the public sector.

Principal work activity will include the following areas:

- Fly tipping and graffiti
- Rubbish in gardens/ untidy gardens and estate management support
- Littering and dog fouling
- Community reassurance: patrolling, attending public meetings.

In addition there is an imperative to improve the management of the Town Centre, as part of a wider team.

Critical decisions will need to be taken about what the service can and cannot be expected to deliver. Further careful consideration will need to be given to processes; it is apparent that all organisations are struggling with the 'meetings culture' that has developed over recent years. This has produced many service improvements and helped to integrate the work of different departments and organisations. However, in the future we will need to increase service integration, further reduce barriers between services and develop processes which are more efficient. It is likely that in the future the service will undertake less direct engagement with groups of young people, including such things as the Junior Warden's scheme meetings with schools and other similar requests. Further consideration will also need to be given as to how it is possible to most efficiently undertake such activity as removal of drug litter and environmental clean ups.

The current Neighbourhood Warden Team is composed of 21 Wardens with 3 Supervisors. The Team is aligned to the seven Safer Neighbourhood Team boundaries. It is proposed that in the future neighbourhood wardens will form part of four locality based teams. Three of these will be based upon the existing Safer Neighbourhood Areas; the fourth team will be based on the Town Centre.

It is proposed that the North, Central and South Community Protection Teams will contain 4 wardens each with 2 wardens in the Town Team managed by EDS. The role of Wardens supervisor will disappear, with line management in the future being undertaken from within the Community Protection Team. This is planned to be with the Principal Community Protection Officers. This will result in;

- a net reduction of 7 warden's posts, and
- the loss of the 3 Warden Supervisor posts

In place of the Warden Supervisors a new post will be created of Professional Practice Officer. This post will not undertake direct line management duties but will assist the management of wardens through providing a professional advice and support role. A job profile for the post has been drawn up and assessment of grade will be made at the Pay and Grading Panel where it will be suggested that the role will be at the same grade (Band G) as the current Warden's Supervisor position.

With the reduction in staffing numbers it will be important to prioritise those areas of the Borough with the most significant problems. In part this prioritisation will be directed to council estates, in recognition of the financial arrangements for this. But it is also intended that Area Coordinating Groups will have a role of influence over which areas are prioritised and which forms of work are undertaken.

8. Next Steps

During the review period 5 wardens and 2 supervisors have taken advantage of the voluntary severance scheme. Consequently, if these proposals are acceptable, the service will reduce by a further 2 posts.

If the proposals are acceptable 12 week notices will be issued on 3rd January 2011. Expressions of interest will be invited during the following week with subsequent interviews completed by the middle of January. The new arrangements will be implemented by early February. Compulsory redundancies may need to take place dependant upon the outcome of the restructuring exercise and the ability of remaining staff to either secure other positions within the council or employment elsewhere.

The selection process will focus initially on the recruitment to the Professional Practice Officer post. With this being new post recruitment will be ring fenced firstly to all within the scope of this review and filled via competitive selection.

9. Finance

These proposals reduce the warden's service by 9 posts and the gross cost of the service by 1/3rd. The current cost of the service, after deductions for existing planned savings eg vacancy factor, is £523,000 net of HRA contributions. These proposals amount to a £223,000 saving which provides for a future Neighbourhood Warden Service of £300,000. Whilst savings are almost exclusively from posts, other savings arising from vehicles and other revenue nominals is required (c.£20,000).

Early staff departures via the voluntary severance scheme will accrue £60,000 current year savings against budget which when offset by the vacancy factor will net £52,000.

10. Risks and Uncertainties

The impact of the new service re-alignment will reduce capacity within frontline service that, whilst not affecting the Council's ability to deliver its statutory services, will be noticeable to local communities and partners in the support and action relating to anti social behaviour and enviro crime within localities.

This review presupposes that the NWS will at some future point be assimilated within a wider locality based service. This development will be important in ensuring that we can develop effective streamlined processes. However the NWS is capable of existing without this wider service, but it will be harder and more time consuming to deliver the improvements in services which communities require.

Reductions in the services' ability to support the range of community meetings previously supported, may result in a reputational risk to the Council which will need to be carefully managed.

11. Policy and Performance Agenda Implications

The Neighbourhood Warden Service contributes to the Corporate Plan's objectives of;

- Helping to create safe and healthy communities, and
- Improving the environment

In particularly the service helps maintain the current overall low crime rate in Rotherham, as well as continuing to address people's concerns about anti-social behaviour and their fear of crime.

In addition to contributing to the Community Strategy's **Sustainable Development** cross cutting theme by protecting and enhancing the environment, the work also contributes to **Rotherham Alive** by ensuring a place where people feel good, are healthy and active, **Rotherham Achieving** by helping to improve the quality of life in the most deprived

communities and **Rotherham Proud** by increasing the satisfaction in the local area as a place to live and putting pride in the hearts of our communities.

In addressing the **Rotherham Alive** priorities contaminated land work contributes to delivering the following key Public Health strategic action:

- Tackling Health Inequalities.

Dealing with issues related to contaminated land has clear linkages to the seven outcomes of the Outcomes Framework for Social Care, and importantly includes:

- Improved Health and Emotional Well-being, by promoting and facilitating the health and emotional well-being of people who use the services.

12. Background Papers and Consultation

The proposals have been subject to consultation with affected staff and unions. The formal one month period of consultation commenced with staff on the 24th September. During that period support was provided via a facilitated workshop and a Q&A session with the lead Director exploring team thoughts. Feedback from the team was assessed. Commentary on discussion points being shown in Appendix 1.

Cabinet Report: Tackling in year budget pressures (C47 10.8.10)

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	19th January, 2011
3.	Title:	Review of Neighbourhood Partnership Service
4.	Directorate:	Neighbourhoods and Adult Services

5. Summary

This report describes the progress made in reviewing the structure and functions of the Neighbourhood Partnership Service and recommends a new operating model.

The proposals contained within the report primarily concern a reduction in senior management posts whilst retaining frontline positions. In the light of the current economic climate it is expected that partnership working will have to be more direct and operationally focussed. These proposals take account of such anticipated changes whilst maintaining the capacity to still deliver an effective neighbourhood partnership service.

6. Recommendations

That Cabinet:

- **Notes the content of the report, the staffing implications arising from the proposals and the timescale for implementation.**
- **Agrees the structural changes set out in the report.**

7. Proposals and Details

Background

Cabinet has previously agreed (10/8/10 min. ref. C47) that the Neighbourhood Partnership Service should be reviewed. This review was instigated because, whilst the service has a significant impact on a wide range of council priorities, in itself it is a discretionary service. It was also apparent that the service had a significant number of managerial posts relative to its size and that in view of the significant pressures facing the Authority; the current organisational arrangements were felt to not be financially sustainable.

This review commenced on the 22nd September and concluded one month later. The review had two main objectives:

- 1 To develop proposals for a service fit for purpose in the light of current and future anticipated demands, and
- 2 To reduce costs to a more sustainable level.

Principles

The service has been reviewed in order to create an operating model capable of:

- 1 Undertaking wide ranging area based needs assessments and translating them into action focussed service plans.
- 2 Providing support and stewardship of local communities, and directly influencing housing, environmental and community safety agendas, making it easier to get things done.
- 3 Promoting civic participation and supporting local democratic processes.
- 4 Becoming a critical element of integrated locality based services.

The proposals contained within this report have been developed in anticipation of the need to streamline both decision making and service delivery processes. Currently this service provides a critical role in coordinating the activity of a range of service deliverers. Some of this activity takes place at a strategic level, for example through LSP theme groups, other coordination takes place at a more operational level. This work has been important in ensuring that the services of a range of departments and organisations work together effectively for the benefit of local people. However as we move forward there will be less additional financial resources available for allocation through partnership processes and less organisational capacity to sustain such activity. Consequently it will be critical that focus is placed on significant priorities and operating process are developed that are sleek and efficient.

Consideration is being given at various levels regarding the need to streamline such activity, for example in relation to LSP theme boards. Similarly at the operational level it is widely recognised that the full existing arrangements for operational coordination are not sustainable, and that processes are required which promote cooperation and coordination between staff without the reliance

on so many meetings. One of the ways of doing this will be to promote service integration, and reduce the existing barriers between services which stifle cooperation. The Cabinet has previously been consulted on work taking place to bring about a closer integration of locality based services (10/8/10, min c45), the proposals relating to the Neighbourhood Partnership Service have been developed in anticipation of its future incorporation within a wider range of locality services.

It is also anticipated that the nature of the work undertaken by the NPS will need to contract. Over the years the service has become increasingly involved in an ever increasing wider range of activities. In the future the service will need to focus activity on those issues which it can have the greatest impact upon and those issues which have the greatest affect on communities. In practice this will mean there will be an increasing emphasis placed on support for community engagement and democratic processes particularly in relation to housing, environmental and crime (including ASB) based issues. Issues out side of these themes will not be ignored but there will be an increasing expectation that other services will through NPS supported processes undertake primary responsibility for them.

The Proposals

In the future it is proposed that the building block for the NPS will remain the Area Assembly geography and that the 7 Area Assemblies and their coordinating groups are retained; however it is proposed that services will be delivered from three teams, each with its own manager. It is expected that these teams will operate from three locations, and it is anticipated that in time, they may be joined by other services as part of a wider locality based neighbourhood management service.

It is proposed that the number of Neighbourhood Partnership Managers will reduce to one (from the existing three) and the number of Area Partnership Managers will reduce to three (from the existing seven). It is further proposed that there will be no change to the number of Community Support Officers or Community Involvement Officers. There will be a net loss of six posts.

Since the start of this review, 5 members of staff have taken advantage of the Councils offer of voluntary severance or early release and have either left the service or are to do so imminently.

8. Next Steps

If the proposals contained within this report are supported by Cabinet it is intended that 12 week notices will be issued on the 3rd January 2011. Expressions of interest will be invited during the following week with subsequent interviews completed by the middle of January. The new arrangements will be implemented by early February. Compulsory redundancies may need to take place dependant upon the outcome of the restructuring exercise and the ability of remaining staff to either secure other positions within the council or employment elsewhere.

9. Finance

This will generate annual savings of £360k in a full year, once exit costs have been accounted for.

10. Risks and Uncertainties

This review presupposes that the NPS will at some future point be assimilated within a wider locality based service. This development will be important in ensuring that we can develop effective streamlined processes. However the NPS is capable of existing without this wider service, but it will be harder and more time consuming to deliver the improvements in services which communities require.

There is a risk that the size of the geographic areas covered by each of the new teams will be too large to make an effective impact. This will need to be carefully monitored and consideration given to any learning when finalising the locality review.

There is a risk that the service will no longer be able to support wider partnership processes as desired by other departments and organisations. SYPF understand this potential and are also keen to streamline coordination activity to make it more effective, however services delivering wider agendas such as those relating to health, children's services and economic development will also need to take account of the reduced capacity of the NPS service.

11. Policy and Performance Agenda Implications

This service has an impact on a wide range of performance agendas. In the future it will primarily focus on housing, environmental and crime based issues. Careful consideration will need to be given to ensure that the lack of capacity to assist other agendas does not result in a detrimental impact on wider performance.

12. Background Papers and Consultation

Consultation has been undertaken within the service but not with a wider audience. No formal submissions were received from the service objecting to the specific proposals.

There will be a need to hold further meetings with all staff and trade unions to make them aware of the outcome of the consultation process and the agreement to implement the new structure, should it be supported.

Reports: Cabinet Reports: Tackling the in year budget pressures C47 10.8.10
Localities Review Strategy C45 10.8.10

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	19th January 2011
3.	Title:	Housing Rent Increase 2011/12
4.	Directorate:	Neighbourhoods and Adult Social Services

5. Summary

The purpose of this report is to seek approval from Members for the proposed housing rent, new build rents, garage rent, heating charge and communal facilities increases for 2011/12.

6. Recommendations

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

- **AN AVERAGE RENT INCREASE OF 8.69% BASED ON THE DCLG SUBSIDY AND RENT PROPOSALS WHICH RESULTS IN AN AVERAGE WEEKLY INCREASE OF £5.08 WHEN COLLECTED OVER 48 WEEKS.**
- **AN AVERAGE RENT OF £83.14 ON NEW BUILD COUNCIL PROPERTIES**
- **AN INCREASE OF 4.6% TO GARAGE RENTS**
- **AN INCREASE OF 4.6% TO COMMUNAL FACILITIES CHARGES**
- **THE VARIOUS PROPOSED INCREASES TO HEATING CHARGES INCLUDED IN THIS REPORT**

7. Proposals and Details

Council Rent Setting

- 7.1 From 2002/03 onwards DCLG required all authorities to use a prescribed Formula to calculate each tenants rent and to apply annual increases to actual rents to achieve the Formula Rent (Formula Rent is the rent set under rent restructuring). This formula for 2011/12 produces an average rent increase for RMBC tenants of 8.69%.
- 7.2 For 2011/12, DCLG have set a national guideline rent increase of 6.8%
- 7.3 The guideline rent increase for Rotherham is 7.18% due to historically low rents. CLG increases guideline rents by a factor to move towards the formula rent each year. Due to the low rents charged in Rotherham this “catch-up” is reflected in a higher guideline rent.
- 7.4 The average rent for 2010/11 was £58.54 collected over 48 weeks. The proposed 2011/12 average weekly rent collected over 48 weeks would rise to £63.61, an increase of £5.08 per week.
- 7.5 Total housing rent income generated through the proposed revised weekly rents is estimated to be £62.473m (allowing for a 2% income loss from empty properties and estimated sales of 23 Council Houses in the year).
- 7.6 From February 2006 to December 2010 the Council spend on the refurbishment of Council dwellings (Decent Homes Programme) amounts to £299m.
- 7.7 The Council secured grants of £8.3m during 2009/10 to allow the building of 127 new Council properties which will become available for occupation from April 2011. This grant is to be match funded by prudential borrowing of £7.1m
- 7.8 There is a mixture of housing types across the new build schemes and all will be available for social rent. The cost model used assumes that rents are set and aligned to the Councils existing rent structure but as one of the factors used in rent setting is property value the rents will be higher than those of the existing stock. Consequently the proposed average rent chargeable across all new build properties will be £83.14 over 48 weeks.

Housing Subsidy & Rent Determination

- 7.9 The Final HRA Subsidy & Rent Determination for 2011/12 was released by DCLG on 10th January 2011
- 7.10 The Determination supplies key data to be used in uplifting rents, including the continuation of the limit on the annual increase an individual can be charged at RPI (4.6% for 2010/11) plus 0.5% plus £2 per week.

- 7.11 As a comparator the RPI in September 2009 was -1.4% resulting in an average increase of 2.91%
- 7.12 However Councils are able to set rents at a level above or below the expected increase derived from the above formula. If the Council sets rent below the above formula , for every 1% below the proposed percentage increase this results in a loss of rent income in 2011/12 of £514k and equates to a weekly rent reduction of £0.48 over 48 weeks. This would require a higher percentage increase in future years to achieve convergence by 2015/16.

Garage Rents

- 7.13 The garage site improvement programme received approximately £85k investment in 2010/11 and has had investment of over £1.1m in the last 3 years. It is therefore proposed to increase the rents by inflation of 4.6%. Garage rents were previously increased by 2.91% in 2010/11.

District Heating

- 7.14 In line with the recommendation approved by Cabinet Member in 2007/08 the strategy was to have a phased increase over three years to achieve full recovery of district heating costs, thereby avoiding any shortfall being effectively funded by all council house tenants. This process is still on-going due to increasing utility charges throughout this period.
- 7.15 The proposed charges for pooled schemes excluding St Ann's (984 properties) in 2011/12 are:-

Pooled district heating charges

	11/12	% diff	10/11	% diff	09/10	% diff	08/09	% diff	07/08
Unit Cost	0.062	5%	0.0593	12.95%	0.0525	5.63%	0.0497	47.92%	0.0336
Pre-payments									
Bedsit	12.12	5%	11.54	12.04%	10.30	0.00%	10.30	10.52%	9.32
1 Bed	14.11	5%	13.44	12.00%	12.00	0.00%	12.00	10.50%	10.86
2 Bed	16.19	5%	15.42	15.00%	13.41	0.00%	13.41	10.46%	12.14
3/4 Bed	18.73	5%	17.84	5.00%	16.99	0.00%	16.99	10.40%	15.39

- 7.16 The unit cost in the table above is an amount that tenants pay for each kWh of gas consumed. This is measured by individual dwelling meters fitted on the district heating system. The pre-payment amount is the weekly charge that is raised through the rents system to pay for the heating charges. Tenants will then receive a credit or debit on their rent account depending on how much gas they have used.
- 7.17 It is proposed to increase the unit rate charged from 5.93 pence per kWh to 6.2 pence per kWh (an increase of 5%) in order to recover the costs of the District Heating Service. This is significantly less than last year's increase of 12.95%. National domestic gas increases vary

between 2% and 9.4% for 4 of the major suppliers suggesting an average increase of approximately 5.88%

- 7.18 It is also proposed to increase all of the pooled scheme pre-payments in 2010/11 by 5% in line with the unit rate increase.
- 7.19 The amount charged and the levels of increase to residents as a pre-payment vary depending on previous year's consumption. On average the majority of residents should be in credit by the year end and therefore receive a refund from the scheme, a procedure which has been particularly well received by elderly residents who previously have struggled to pay year end charges.
- 7.20 Tickhill Road (24 properties) has had a meter replacement scheme completed in 2010/11 and has been moved onto the pooled metered scheme from 2011/12 and will be charged prepayments amounts as above.
- 7.21 St Ann's (73 properties) has been added onto this scheme from the prepayment scheme which will ensure that costs of the scheme are recovered and a fair and consistent charge is achieved across all schemes.
- 7.22 In order to minimise the impact on St. Ann's residents it was proposed that a phased approach is used over 3 years commencing in April 2011. This was approved in November 2010.
- 7.23 The proposal for the 2011/12 fixed weekly payment is shown in the table below.

	Year 1 2011/12
1 Bed	£10.00
2 Bed	£12.00
3 Bed	£17.84

- 7.24 Beeverleigh (48 properties) is not part of the pooled, metered district heating schemes. It is proposed that their charges are increased by 5%. The proposed charges are as listed below:-

7.25

Beeversleigh	Proposed Charge 2011/12	Actual Charge 2010/11	% Increase
One bedroom flat	16.13	15.36	5%
Two bedroom flat	18.16	17.29	5%

- 7.24 A third category of district heating is the dwellings charged by the installation of "switch 2" card meters. This is now only to be in operation at Swinton (238 properties) as St Ann's has recently been approved to move onto the pooled scheme. It is proposed that the charges are increased from 3.4 pence per kWh to 3.91 pence per kWh. This amounts to an increase of 15% which is continuing progression

towards the recovery of the costs relating to the dwellings and towards the same unit rate as the pooled schemes. The increase in 2010/11 was 12.58% from 3.02 pence per kWh to 3.4 pence per kWh.

Warden Service and Communal Facilities

- 7.25 The Sheltered Housing Wardens service is to be merged with the Enabling Care service and as such will not attract a service charge from 1st April 2011. This means that the weekly charge of £8.61 is removed but that the “Health & Wellbeing” element of the service can be offered free of charge as is it funded through Supporting People.
- 7.26 The Communal charge for Neighbourhood Centres was not increased in 2009/10 as it was subject to the Warden Service review. It is proposed to increase the average weekly charge by inflation from £4.08 to £4.27 (4.6%) per week to cover increased costs of the service but will be reviewed in greater detail in a future report on the Neighbourhood Centres.

8 Risks and Uncertainties

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

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

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

9 Policy and Performance Agenda Implications

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

10 Background Papers and Consultation

The Housing Rent & Subsidy Settlement – DCLG – 10th January 2011

Sheltered Housing Warden & Enabling Care Merger - Cabinet - 1st December 2010

Shaftesbury House District Heating Scheme – Proposed changes to current charging and payment method – Cabinet Member for Safe & Attractive Neighbourhoods – 29th November 2010

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ROTHERHAM BOROUGH COUNCIL – REPORT TO CABINET
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1)	Meeting:	Cabinet
2)	Date:	19th January 2011
3)	Title:	Calculation of the Council Tax Base for 2011/12
4)	Directorate:	Financial Services

5. Summary

This report provides details of the calculation of the Authority's proposed Council Tax base for the 2011/12 financial year. In accordance with the regulations governing its calculation it is determined that the tax base for the financial year 2011/12 is **75,311.58** Band D Equivalent Properties.

6 Recommendations**That Cabinet**

- **approve submission of this report to Cabinet on 19th January ; and**
- **resolve that the amount calculated by Rotherham Metropolitan Borough Council as its Council Tax Base and those of the Parish Councils shown at Appendix A for 2011/12 shall be a total of 75,311.58 Band D equivalent properties.**

7 Proposals and Details

- 7.1 Regulations under the Local Government Finance Act 1992 require the Council to calculate its annual Council Tax Base before 31 January in the preceding financial year. Although this duty was in the past reserved for full Council, since 2003 it has been possible for Cabinet to determine the Tax Base by resolution, however the deadline of 31 January remains unchanged. Setting the Tax Base is a precursor within the Budget setting process to the determination of the Council Tax level.
- 7.2 The Regulations set out the formula for the calculation and the estimated Tax Base is shown in Appendix A. The Council Tax Base is derived from the total number of properties within the Council's area as at the 13th September 2010, which, in the opinion of the Listing Officer, were subject to Council Tax.
- 7.3 The Council Tax Base however must reflect several changes and adjustments both prior to April 2011 and during the forthcoming 2011/12 financial year such as:
- Changes in banding as a result of adjustments and appeals;
 - The completion of new properties;
 - Discounts, exemptions and reliefs (for example single person discounts -25%, the empty property discount of 50% and reductions in liabilities for disabled persons).
- 7.4 After allowing for the additions, discounts and reliefs the estimated property base is converted into Band D Equivalent properties, giving a total of **77,640.80** Band D Equivalents. Appendix A provides details of the total for both parished and non-parished areas.
- 7.5 It is recommended that an adjustment of 3% should be made to the tax base in respect of non-collection, giving a total of **75,311.58** Band D equivalents. The result of applying the 97% collection rate to the Band D Equivalents for each of the parishes within the Borough and for the Borough as a whole is shown in the final column of Appendix A attached. The Tax Base for the Council as a whole (both parished and unparished areas) is made up as follows:

<u>Tax Band</u>	<u>Band D Equivalent Properties</u>
Band A	34,534.62
Band B	14,530.80
Band C	11,189.15
Band D	7,419.82
Band E	4,605.75
Band F	2,108.78
Band G	869.31
Band H	53.35
TOTAL	<u>75,311.58</u>

- 7.6 Compared to 2010/11 the Council's Tax Base for 2011/12 has increased by just over 240 Band D equivalent properties or 0.32%. Around half of the increase in

Band D Properties - 120.67 properties is in the unparished area of the council, in particular in Wath. For the parished areas, the increase in tax base is largely attributable to new developments in Aston, Thurcroft and Wales parishes. In addition to the increase in property numbers, it should be noted that Parish Boundaries have been adjusted and a new Parish of Hellaby has been created with effect from April 2011.

8 Finance

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

9 Risks and Uncertainties

As the Council Tax base must be set by the 31 January 2011, it contains projections in respect of the additions, adjustments, discounts and reliefs to be granted before the 31 March 2011 and during 2011/12.

10. Policy and Performance Agenda Implications

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

11. Background Papers and Consultation

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

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ROTHERHAM MBC TAX-BASE 2011/2012

	A	B	C	D	E	F	G	H	TOTAL	LESS 3%	BASE
Aston	1482.70	1357.10	675.50	579.50	474.20	119.50	20.00	1.00	4709.50	141.28	4,568.22
Brampton Bierlow	699.10	148.80	88.90	236.80	140.30	0.00	1.70	0.00	1315.60	39.47	1,276.13
Brinsworth	838.40	1246.20	300.00	112.30	12.80	1.40	0.00	0.00	2511.10	75.33	2,435.77
Catcliffe	364.00	118.20	84.40	23.30	0.00	0.70	0.00	0.00	590.60	17.72	572.88
Orgreave	26.30	171.70	22.00	1.00	0.00	1.40	0.00	0.00	222.40	6.67	215.73
Treeton	461.30	176.70	33.80	124.30	84.90	15.20	0.00	1.00	897.20	26.92	870.28
Ulley	10.50	7.80	12.70	9.50	12.80	7.90	5.00	0.00	66.20	1.99	64.21
Wentworth	42.70	112.40	124.00	110.20	104.10	62.80	41.20	4.00	601.40	18.04	583.36
Whiston	455.20	394.50	351.80	131.80	210.20	94.20	50.00	4.00	1691.70	50.75	1,640.95
Anston	550.90	1164.10	420.70	392.30	371.80	174.00	40.80	7.00	3121.60	93.65	3,027.95
Dinnington	1363.20	357.90	348.80	458.30	89.30	37.90	11.70	2.00	2669.10	80.07	2,589.03
Firbeck	7.40	20.00	15.60	12.30	29.60	31.80	22.50	0.00	139.20	4.18	135.02
Gildingwells	2.50	1.60	0.90	7.80	11.90	16.60	1.70	0.00	43.00	1.29	41.71
Harthill	174.20	83.60	102.40	111.00	92.30	84.90	39.60	0.00	688.00	20.64	667.36
Letwell	2.70	1.90	0.70	5.30	18.90	20.90	12.90	0.00	63.30	1.90	61.40
Thorpe Salvin	11.70	9.30	14.70	31.00	42.20	57.10	40.80	2.00	208.80	6.26	202.54
Todwick	38.10	71.80	82.20	256.00	128.00	52.00	42.50	0.00	670.60	20.12	650.48
Wales	945.40	394.70	418.60	251.00	118.20	57.10	22.90	0.00	2207.90	66.24	2,141.66
Woodsetts	76.80	200.00	137.60	94.50	60.80	38.60	26.30	8.00	642.60	19.28	623.32
Bramley	723.10	415.10	682.10	430.30	190.60	12.90	5.80	1.00	2460.90	73.83	2,387.07
Dalton	1490.20	409.30	583.80	213.30	252.40	27.10	10.40	0.00	2986.50	89.59	2,896.91
Hooton Levitt	5.00	8.40	1.80	4.80	15.30	15.50	5.00	1.00	56.80	1.70	55.10
Hooton Roberts	7.30	2.10	8.20	13.00	29.60	17.00	6.70	0.00	83.90	2.52	81.38
Laughton	109.90	56.10	43.60	116.50	75.80	51.90	24.60	0.00	478.40	14.35	464.05
Ravenfield	120.00	112.20	286.40	244.00	208.70	104.00	12.90	0.00	1088.20	32.64	1,055.56
Thrybergh	880.90	46.90	52.00	53.00	41.80	40.10	13.30	0.00	1128.00	33.84	1,094.16
Thurcroft	1194.90	280.00	255.40	176.80	68.40	28.50	22.90	0.00	2026.90	60.81	1,966.09
Wickersley	256.20	759.90	616.30	271.70	313.80	377.40	199.60	2.00	2796.90	83.91	2,712.99
Maltby	2742.00	695.50	681.10	558.30	96.20	29.20	35.80	2.00	4840.10	145.20	4,694.90
Hellaby	32.00	186.80	24.00	15.20	6.70	0.00	0.00	0.00	264.70	7.94	256.76
TOTAL PARISHED	15114.60	9010.60	6470.00	5045.10	3301.60	1577.60	716.60	35.00	41271.10	1,238.13	40,032.97
TOTAL UNPARISHED	20488.10	5969.60	5065.20	2604.20	1446.60	596.40	179.60	20.00	36369.70	1,091.09	35278.61
TOTALS	35602.70	14980.20	11535.20	7649.30	4748.20	2174.00	896.20	55.00	77640.80	2,329.22	75311.58
Less 3%	34,534.62	14,530.80	11,189.15	7,419.82	4,605.75	2,108.78	869.31	53.35	75,311.58		

	2010/11 TAX BASE (ie BAND D EQUIVALENT)								
	TOTAL FOR AUTHORITY								
	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL
1. CTAX D01									
2. Unbanded on CTAX	64.00	25.70	11.50	13.00	9.70	4.20	0.00	0.00	128.10
3. Not Yet on CTAX to be comp by 31/3/11	18.70	19.90	12.50	13.00	8.40	0.00	0.00	0.00	63.70
4. To Be Completed by 31/3/12	54.00	32.00	18.00	13.50	4.20	2.80	0.00	0.00	124.50
5. Banding Amendments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	136.70	77.60	42.00	39.50	22.30	7.00	0.00	0.00	316.30
Parished + Unparished									
1. CTAX D01	35466.0	14909.2	11495.4	7609.8	4725.9	2167.0	896.2	55.0	77324.5
2. Unbanded on CTAX	64.0	25.7	11.5	13.0	9.7	4.2	0.0	0.0	128.1
3. Not Yet on CTAX to be comp by 31/03/09	18.7	19.9	12.5	13.0	8.4	0.0	0.0	0.0	63.7
4. To Be Completed by 31/3/10	54.0	32.0	18.0	13.5	4.2	2.8	0.0	0.0	124.5
5. Banding Amendments	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	35602.7	14980.2	11535.2	7649.3	4748.2	2174.0	896.2	55.0	77640.8
UnBanded props									
Band D									

	2011/2012 TAX BASE (ie BAND D EQUIVALENT)								
	PARISHES								
	A	B	C	D	E	F	G	H	TOTAL
Aston (070)									
1. RRV708	1479.3	1351.6	675.1	570	474.2	119.5	20	1	4,690.70
2. Unbanded	0.7	3.1		6					9.80
3. Complete 31/3/11	2.7	0.8		3					6.50
4. Complete 31/3/12		1.60	0.40	0.50					2.50
5. Bandings									0.00
Total	1,482.70	1357.1	675.50	579.50	474.20	119.50	20.00	1.00	4,709.50
B.Bierlow (072)									
1. RRV708	699.1	148	88.9	236.8	140.3	0	1.7	0	1,314.80
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12		0.8							0.80
5. Bandings									0.00
Total	699.10	148.80	88.90	236.80	140.30	0.00	1.70	0.00	1,315.60
Brinsworth (073)									
1. RRV708	838.4	1246.2	300	112.3	12.8	1.4	0	0	2,511.10
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	838.40	1246.2	300.00	112.30	12.80	1.40	0.00	0.00	2,511.10
Catcliffe (074)									
1. RRV708	364	118.2	84.4	23.3	0	0.7	0	0	590.60
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	364.00	118.20	84.40	23.30	0.00	0.70	0.00	0.00	590.60
Orgreave (078)									
1. RRV708	26.3	171.7	22	1	0	1.4	0	0	222.40
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	26.30	171.70	22.00	1.00	0.00	1.40	0.00	0.00	222.40
Treeton (082)									
1. RRV708	461.3	173.6	33.8	124.3	84.9	15.2	0	1	894.10

2. Unbanded		0.8							0.80
3. Complete 31/3/11									0.00
4. Complete 31/3/12		2.3							2.30
5. Bandings									0.00
Total	461.30	176.70	33.80	124.30	84.90	15.20	0.00	1.00	897.20
Ulley (083)									
1. RRV708	10.5	7.8	12.7	9.5	12.8	7.9	5	0	66.20
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	10.50	7.80	12.70	9.50	12.80	7.90	5.00	0.00	66.20
Wentworth (084)									
1. RRV708	42.7	112.4	124	110.2	104.1	62.8	41.2	4	601.40
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	42.70	112.40	124.00	110.20	104.10	62.80	41.20	4.00	601.40
Whiston (085)									
1. RRV708	455.2	394.5	350.9	131.8	210.2	94.2	50	4	1,690.80
2. Unbanded			0.9						0.90
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	455.20	394.50	351.80	131.80	210.20	94.20	50.00	4.00	1,691.70
Anston (160)									
1. RRV708	550.9	1164.1	420.7	388.3	368.8	173.3	40.8	7	3,113.90
2. Unbanded									0.00
3. Complete 31/3/11				2	1.2				3.20
4. Complete 31/3/12				2	1.8	0.7			4.50
5. Bandings									0.00
Total	550.90	1,164.10	420.70	392.30	371.80	174.00	40.80	7.00	3,121.60
Dinnington (161)									
1. RRV708	1349.2	357.9	348.4	457.8	89.3	36.5	11.7	2	2,652.80
2. Unbanded	14					1.4			15.40
3. Complete 31/3/11									0.00
4. Complete 31/3/12			0.4	0.5					0.90
5. Bandings									0.00
Total	1,363.20	357.90	348.80	458.30	89.30	37.90	11.70	2.00	2,669.10
Firbeck (162)									
1. RRV708	7.4	20	15.6	12.3	29.6	31.8	22.5	0	139.20

2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	7.40	20.00	15.60	12.30	29.60	31.80	22.50	0.00	139.20
Gildingwells (163)									
1. RRV708	2.5	1.6	0.9	7.8	11.9	16.6	1.7		43.00
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	2.50	1.60	0.90	7.80	11.90	16.60	1.70	0.00	43.00
Harthill (164)									
1. RRV708	174.2	83.6	102.4	110.5	91.1	84.9	39.6		686.30
2. Unbanded					1.2				1.20
3. Complete 31/3/11									0.00
4. Complete 31/3/12				0.5					0.50
5. Bandings									0.00
Total	174.20	83.60	102.40	111.00	92.30	84.90	39.60	0.00	688.00
Letwell (165)									
1. RRV708	2.7	1.9	0.7	5.3	18.9	20.9	12.9		63.30
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	2.70	1.90	0.70	5.30	18.90	20.90	12.90	0.00	63.30
T. Salvin (166)									
1. RRV708	11.7	9.3	14.7	31	42.2	57.1	40.8	2	208.80
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	11.70	9.30	14.70	31.00	42.20	57.10	40.80	2.00	208.80
Todwick (167)									
1. RRV708	38.1	71.8	82.2	256	128	52	42.5		670.60
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	38.10	71.80	82.20	256.00	128.00	52.00	42.50	0.00	670.60
Wales (168)									
1. RRV708	937.1	394.7	417.3	249	117	57.1	22.9		2,195.10

2. Unbanded	7.3				1.2				8.50
3. Complete 31/3/11				1					1.00
4. Complete 31/3/12	1		1.3	1					3.30
5. Bandings									0.00
Total	945.40	394.70	418.60	251.00	118.20	57.10	22.90	0.00	2,207.90
Woodsetts (169)									
1. RRV708	76.1	200	137.6	94.5	60.8	38.6	26.3	8	641.90
2. Unbanded	0.7								0.70
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	76.80	200.00	137.60	94.50	60.80	38.60	26.30	8.00	642.60
Bramley (171)									
1. RRV708	723.1	412.7	680.8	429.3	187	10.1	5.8	1	2,449.80
2. Unbanded		0.8				1.4			2.20
3. Complete 31/3/11		1.6			2.4				4.00
4. Complete 31/3/12			1.3	1	1.2	1.4			4.90
5. Bandings									0.00
Total	723.10	415.10	682.10	430.30	190.60	12.90	5.80	1.00	2,460.90
Dalton (175)									
1. RRV708	1484.8	408.1	583.8	212.8	252.4	27.1	10.4	0	2,979.40
2. Unbanded	2.7								2.70
3. Complete 31/3/11	2.7								2.70
4. Complete 31/3/12		1.2		0.5					1.70
5. Bandings									0.00
Total	1,490.20	409.30	583.80	213.30	252.40	27.10	10.40	0.00	2,986.50
H. Levitt (176)									
1. RRV708	5	8.4	1.8	4.8	15.3	14.8	5	1.00	56.10
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12						0.7			0.70
5. Bandings									0.00
Total	5.00	8.40	1.80	4.80	15.30	15.50	5.00	1.00	56.80
H. Roberts (177)									
1. RRV708	7.3	2.1	8.2	13	28.4	17	6.7	0	82.70
2. Unbanded									0.00
3. Complete 31/3/11					1.2				1.20
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	7.30	2.10	8.20	13.00	29.60	17.00	6.70	0.00	83.90
Laughton (178)									
1. RRV708	109.9	56.1	43.6	115.5	75.8	50.5	24.6	0	476.00

2. Unbanded						1.4			1.40
3. Complete 31/3/11				1					1.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	109.90	56.10	43.60	116.50	75.80	51.90	24.60	0.00	478.40
Ravenfield (179)									
1. RRV708	120	112.2	286.4	243.5	208.7	104	12.9	0	1,087.70
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12				0.5					0.50
5. Bandings									0.00
Total	120.00	112.20	286.40	244.00	208.70	104.00	12.90	0.00	1,088.20
Thrybergh (180)									
1. RRV708	867.9	46.9	51.1	53	40.6	40.1	13.3	0	1,112.90
2. Unbanded					1.2				1.20
3. Complete 31/3/11	2								2.00
4. Complete 31/3/12	11		0.9						11.90
5. Bandings									0.00
Total	880.90	46.90	52.00	53.00	41.80	40.10	13.30	0.00	1,128.00
Thurcroft (181)									
1. RRV708	1192.6	268.3	248.7	174.3	66.6	28.5	22.9	0	2,001.90
2. Unbanded									0.00
3. Complete 31/3/11		3.1	1.8	1	1.2				7.10
4. Complete 31/3/12	2.3	8.6	4.9	1.5	0.6				17.90
5. Bandings									0.00
Total	1,194.90	280.00	255.40	176.80	68.40	28.50	22.90	0.00	2,026.90
Wickersley (186)									
1. RRV708	254.9	759.9	616.3	271.7	308.9	377.4	199.6	2	2,790.70
2. Unbanded					4.9				4.90
3. Complete 31/3/11	1.3								1.30
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	256.20	759.90	616.30	271.70	313.80	377.40	199.60	2.00	2,796.90
Maltby (120)									
1. RRV708	2740.7	695.5	681.1	557.8	96.2	29.2	35.8	2	4,838.30

	2011/2012 TAX BASE (ie BAND D EQUIVALENT)								
	UNPARISHED								
	A	B	C	D	E	F	G	H	TOTAL
Swinton (030)									
1. RRV708	2088.40	1070.40	787.10	334.50	204.70	32.10	8.30	0.00	4525.50
2. Unbanded			0.90						0.90
3. Complete 31/3/11				4					4.00
4. Complete 31/3/12		5.80	1.80	4.00					11.60
5. Bandings									0.00
Total	2088.40	1076.20	789.80	342.50	204.70	32.10	8.30	0.00	4542.00
Rawmarsh (040)									
1. RRV708	3532.10	727.20	370.90	487.80	84.60	14.40	4.20	1.00	5222.20
2. Unbanded		6.20	5.30						11.50
3. Complete 31/3/11									0.00
4. Complete 31/3/12		0.80	0.40						1.20
5. Bandings									0.00
Total	3532.10	734.20	376.60	487.80	84.60	14.40	4.20	1.00	5234.90
Wath (050)									
1. RRV708	2333.40	527.90	636.90	379.50	138.10	38.60	7.50	3.00	4064.90
2. Unbanded			4.40						4.40
3. Complete 31/3/11	1.30	2.30	0.90		1.20				5.70
4. Complete 31/3/12	9.00	5.80	3.60	0.50					18.90
5. Bandings									0.00
Total	2343.70	536.00	645.80	380.00	139.30	38.60	7.50	3.00	4093.90
Area 1 (211)									
1. RRV708	904.60	481.30	545.80	286.30	363.00	315.20	99.60	13.00	3008.80
2. Unbanded	18.00								18.00
3. Complete 31/3/11	2.70								2.70

4. Complete 31/3/12	28.00				0.60				28.60
5. Bandings									0.00
Total	953.30	481.30	545.80	286.30	363.60	315.20	99.60	13.00	3058.10
Area 2 (212)									
1. RRV708	325.50	614.80	1719.60	472.00	304.00	103.30	7.90	1.00	3548.10
2. Unbanded									0.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12		0.80							0.80
5. Bandings									0.00
Total	325.50	615.60	1719.60	472.00	304.00	103.30	7.90	1.00	3548.90
Area 3 (213)									
1. RRV708	490.20	98.20	53.10	5.50	7.90	4.30	0.80	0.00	660.00
2. Unbanded	1.30								1.30
3. Complete 31/3/11									0.00
4. Complete 31/3/12									0.00
5. Bandings									0.00
Total	491.50	98.20	53.10	5.50	7.90	4.30	0.80	0.00	661.30
Area 4 (214)									
1. RRV708	4167.30	324.70	65.30	25.30	7.90	6.50	4.20	2.00	4603.20
2. Unbanded		0.80							0.80
3. Complete 31/3/11	6.00	1.60	2.70						10.30
4. Complete 31/3/12		0.80							0.80
5. Bandings									0.00
Total	4173.30	327.90	68.00	25.30	7.90	6.50	4.20	2.00	4615.10
Area 5 (215)									
1. RRV708	551.60	77.40	36.20	11.00	3.70	2.20	0.00	0.00	682.10
2. Unbanded		3.10							3.10
3. Complete 31/3/11			2.20						2.20
4. Complete 31/3/12									0.00

5. Bandings									0.00
Total	551.60	80.50	38.40	11.00	3.70	2.20	0.00	0.00	687.40
Area 6 (216)									
1. RRV708	1868.70	1050.20	358.40	108.80	30.60	7.20	3.30	0.00	3427.20
2. Unbanded	14.00								14.00
3. Complete 31/3/11									0.00
4. Complete 31/3/12	2.00	1.20	0.40						3.60
5. Bandings									0.00
Total	1884.70	1051.40	358.80	108.80	30.60	7.20	3.30	0.00	3444.80
Area 8 (218)									
1. RRV708	4139.30	951.20	464.00	476.50	297.90	72.60	43.80	0.00	6445.30
2. Unbanded	4.00	10.90		7.00	1.20				23.10
3. Complete 31/3/11		3.90	2.70	1.00	1.20				8.80
4. Complete 31/3/12	0.70	2.30	2.60	0.50					6.10
5. Bandings									0.00
Total	4144.00	968.30	469.30	485.00	300.30	72.60	43.80	0.00	6483.30

1. RRV708	20401.10	5923.30	5037.30	2587.20	1442.40	596.40	179.60	20.00	36187.30
2. Unbanded	37.30	21.00	10.60	7.00	1.20	0.00	0.00	0.00	77.10
3. Complete 31/3/11	10.00	14.40	10.70	5.00	2.40	0.00	0.00	0.00	33.70
4. Complete 31/3/12	39.70	17.50	8.80	5.00	0.60	0.00	0.00	0.00	71.60
5. Bandings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Totals	20488.10	5969.60	5065.20	2604.20	1446.60	596.40	179.60	20.00	36369.70

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	The Cabinet
2.	Date:	19th January 2011
3.	Title:	Local Letting Policy for New Build Council Housing
4.	Programme Area:	Neighbourhoods and Adult Services

5. Summary

The proposed Local Letting Policy report was originally presented to Cabinet Member for Safe and Attractive Communities on 28th October 2010. As the proposal represents a major change to the current Housing Allocation Policy, The Cabinet are required to agree the policy change. This report also provides a summary of the consultation responses.

6. Recommendations:

That Cabinet:

- 1. AGREE THE LOCAL LETTING POLICY FOR NEW BUILD COUNCIL HOUSING AND SUBSEQUENT LETTINGS DETAILED IN APPENDIX 1 TO TAKE EFFECT INITIALLY FOR 12 MONTHS FROM JANUARY 2011.**

7. Proposals and Detail.

7.1 The proposed Local Lettings Policy, which will be included as part of the Council's Housing Allocation Policy, is set out in Appendix 1, for the initial and subsequent lettings of 127 new Council homes for rent. At the end of 12 months, the Policy would be reviewed, with a view to extending it for a further 12 month period. The properties covered are 36 properties at Wood Street/School Street in Thrybergh, 29 properties at Albert Road, West Melton, 29 properties at Rother View, Canklow, 21 properties at Albany Road, Kilnhurst, 8 properties at Newlands Avenue, Maltby, and 4 properties at Stone Park Close in Maltby. In total there are a 5 properties for disabled people on Wood Street (1) Albert Road (2) Newlands Avenue (2). All the new homes will be available for social rent through Key Choices and will be managed and maintained by 2010 Rotherham Ltd. The properties at Wood Street are expected to be ready for letting in February 2011.

7.2 As the proposal represents a major change to the current Housing Allocation Policy, the Cabinet Member for Safe and Attractive Neighbourhoods agreed that wide consultation should take place. Therefore to ensure that Elected Members, Registered Social Landlords, statutory and voluntary agencies, local residents and other applicants were involved in this proposal a series of meetings were held and a survey used to capture the views of local communities and other housing applicants throughout the Borough.

174 customers completed and returned the survey/ questionnaire and the consultation also included individual meetings with the Strategic Housing Partnership, Credit Crunch Group, Rotherfed, Ward Members and the chair of Rotherham Older Peoples Forum. Information was distributed to Elected Members, Housing Associations, Supporting People Providers, Citizens Advice Bureau and Shelter. A news article and 2 advertisements were published in the Rotherham Advertiser, and information was published on the Internet.

In summary, the majority of feedback from meetings held supported the proposals to let the new build properties to existing Council tenants transfers with a good tenancy record in the previous two years. Feedback from the survey was not as clear cut with 55% of respondents disagreeing with the proposals on prioritising Council tenants. However, in relation to employment, the views were different again with survey respondents largely supportive of the employment quota being proposed (51% in favour). Of these 55% thought it should be increased beyond 10%. Respondents in meetings showed much less support for increasing the %, with the majority accepting the 10% proposal or preferring it was removed.

7.3 Equalities Impact Assessment – this was completed at the start of the process and was revisited throughout the consultation exercise. The key findings were that:

- the proposed Local Letting Policy is potentially discriminatory against good tenants living in other types of tenures as many households will be excluded from applying.

- The employment quota could be seen as potentially discriminatory against those not in work such as older people and people with disabilities.

There is however mitigation for both of these impact areas. Firstly, the percentage of properties affected by the Local Letting Policy is very low - amounting to less than 0.6% of the Council's overall housing stock. This means that those potentially excluded will be able to access the vast majority of properties that become available for letting in the normal way. In addition, a number of properties are being specifically prioritised for people with a disability and these properties will be exempt from the employment quotas. Although the proposed policy is designed to give preference to Council tenants it will also release existing council properties to other applicants on the Housing Register.

7.4 Consultation feedback regarding lettings to Council tenants - As stated above, the majority of the feedback from the individual meetings facilitated by the Housing Choices service was in support of the proposal that Council tenants be given preference. This was not the case in the feedback from the consultation survey in that 33% agreed and 55% disagreed and 12% didn't have a view.

The verbal feedback from the meetings was that people supported the proposals because they felt that Council tenants who have looked after their property would be rewarded and that by targeting Council tenants this in turn would free up another home from someone else. There was however concerns raised about the Right to Buy for the new Council tenancies, as this will still apply (with the exception of the Disabled Persons Units). However, some felt that because the maximum discount a tenant can receive is £24,000 and the market value of the new build properties will be high, this may deter any prospective buyers. Some of the individual comments included:

- *"Great idea, this frees up houses for someone else."*
- *"This is an real incentive for Good Council tenants to move into a nice new home, this shouldn't cost too much for the Council as the tenants moving out will have looked after their home and we can relet it quickly"*
- *"By offering a percentage of properties for people who are in employment will help in creating more mixed communities and regenerate the area".*

7.5 Consultation feedback regarding 10% of properties to be set aside for people in employment - The feedback from the meetings regarding the proposed 10% of properties set aside for tenants in employment was a mixed view. Some felt that the percentage should be removed altogether with only 2 people thought that the percentage should be increased to 20%. The majority of views were that either the 10% was an acceptable percentage, or that it should be removed. Some of the individual comments included:

- *"I am worried that people in work may not be able to afford the higher rent"*
- *"In this economic climate should we be stipulating that you should be in work"*
- *"By targeting those in employment are older people and disabled people disadvantaged?"*

- *“Its good to get a mix of people, those in work will be able to contribute to the economy in the local area”*

In mitigation of these concerns, it is useful to note that without giving any preference to those households in employment, during the last 3 years between 20% and 26% of Council lettings have been made to applicants who are in employment. The feedback from consultation survey was however more supportive with 51% of people supporting the proposal. Of these, 55% said the % should be increased.

7.6 Additional issues raised – there were a number of additional issues during the consultation. These included:

- **Local Connection** – some feedback indicated that preference should be given to households with a local connection to properties in **Canklow, Maltby, West Melton and Kilnhurst**. (In relation to Kilnhurst, the Ward Members requested that the local connection be extended to those who have a connection to Swinton). This was not the case for feedback relating to **Wood Street, Thrybergh** where it was felt that all applicants in Rotherham should be considered to encourage and attract other applicants into the area to support the regeneration of the area. The feedback from the survey was that 52% agreed that preference should be given to Council tenants living in the local area, 36% disagreed and 12% had no view. The current proposal does not specifically address Local Connection and would further specific consultation before being included.
- **Newlands Avenue, Maltby - during the discussion at Scrutiny, an issue emerged relating to** the previous 86 residents of this estate whom it was felt had been assured they would get priority to move back (if they wished to do so). Of these, 82 residents have been permanently rehoused, 1 former tenant died and 3 remain on site awaiting rehousing. In order to address the concern raised, specific correspondence could be addressed to these residents drawing attention to the development and proposed lettings criteria. In all cases that have been rehoused the households would need to be eligible for the property type/bedroom need and adaptations. With regard to the 3 remaining families, it is proposed that all must meet the proposed letting criteria. However 1 of the remaining tenants, who has expressed an interest to move on the estate, hasn't been a tenant for the 2 year period. The family have lived on the estate for a number of years, previously as an owner occupier. **It is proposed that an exception to the Local Letting Policy be adopted (for this family only) to be rehoused to New Lands Avenue.**
- **Home Visits to verify applications and to check property standards -** The survey results were that 93% agreed that a home visit should be undertaken to check that the property hasn't been damaged before an offer of accommodation is made. In addition 67% told us that a home visit should be undertaken after 4 weeks of moving in and also every 6 months there after. Housing Choices will work with 2010 Rotherham to take this forward to ensure that a home visit will be undertaken to verify the transfer application and to complete an affordability check prior to every letting.

- **References/checks** 60% of survey respondents felt that references/checks should be requested before being offered a property and that these are considered prior to an offer of accommodation. The reference/checklist will therefore need to include details of any tenancy breaches, including anti social behaviour issues.

8. Finance

8.1 It is anticipated that the Local Lettings Policy will create more sustainable communities, which should lead to fewer empty properties (voids) on that particular estate. The view is that there will be high demand from existing Council tenants but there is no evidence to back this up, therefore to avoid the risk that empty properties may take longer to let due to the restrictive local lettings policy, it is imperative to avoid void rent loss that other households are then considered. It is therefore proposed that where the shortlist has been exhausted that properties will be offered in accordance with the normal Allocation Policy to those applicants who have made a request.

8.2 There will be additional costs for the letting process, including staff time to produce the advert, the shortlist, verify the application, undertaking the viewing, making the offer and sign up procedure. In effect this policy will incur over 250 lettings. A dedicated Officer could focus on the new lettings, void relets and intense housing management of the new tenancies, for a 6 month period. Discussions will take place with 2010 Rotherham and Housing Choices to establish how best to take this forward.

9. Risks and Uncertainties

9.1 There is no 100% guarantee that previous Council tenants with a good tenancy record will not have housing management problems into the future. As many checks as possible will be undertaken to try and mitigate this risk.

10. Policy and Performance Agenda Implications

10.1 The Allocation Policy is delivered at a local level and via the Key Choices Property Shop and Neighbourhood Offices, which supports the Council's commitment to providing greater accessibility to services, meeting social needs by helping to ensure a better quality of life, improving fair access and choice, protecting, keeping safe vulnerable people and specifically addresses the diversity agenda, by tailoring services to the needs of hard to reach groups.

11. Background Papers and Consultation

Wider consultation has taken place to enable other applicants, organizations and housing organizations to be given the opportunity to comment. A consultation programmed was drawn up and the findings are included in the report in Appendix 2.

Background papers have included:

- The Allocation Policy (1st December 2008)
- Local Lettings Policies
- The Homelessness Act 2002.
- Housing Act 1996, Parts VI and VII
- The Code Of Guidance in Allocation [CLG 2007]
- The Homelessness Code of Guidance

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Local Lettings and Allocations for new build Council properties – JANUARY 2011 – JANUARY 2012

2010 Rotherham Ltd will manage the new build stock on behalf of Rotherham Metropolitan Borough Council. A total of 127 new build properties will be added to existing stock.

How will properties be advertised?

Properties detailed over the page, with the exception of the 5 Disabled Persons units (DPU), on Wood Street (1) Albert Road (2) Newlands Avenue ((2) will be advertised on a quota basis in Key Choices Letting Scheme. All properties (with the exception of the DPU's) will only be let to secure Council Transfer applicants living in Rotherham with a good management behaviour history over the past 2 years. This will free up more accommodation for applicants on the housing register.

The DPU's will be offered to any household irrespective whether they are a Council tenants or not, with a medical need for the adaptations contained within the DPU. E.g. the successful applicant for the DPU's may not necessarily be a Council tenant.

These 127 properties will be advertised and let in accordance with this separate Local Lettings Policy as follows:

All of the 127 properties will be advertised in accordance with the normal advertising quotas and be let in accordance with Local Lettings Policy as follows:

All properties will be offered to the Priority Plus group first. However only secure Rotherham Council Transfer applicants with a clear rent account and who haven't had any management issues (defined in the table below) including anti social behaviour, or who have damaged or misused their property over the past 2 years will be considered in this group.

Properties will then be offered solely to existing Rotherham Council Tenant Transfer applicants who have held a Council tenancy in Rotherham for the past 2 years and whom have a clear rent account and no housing management issues i.e. – history of anti social behaviour, property damage or misuse etc.

For those qualifying applicants the approach to be followed is:

- 50% Priority Group
- 30% to the General Plus Group
- 20% to the General Group.

Of these lettings 10% of the total vacancies will be let to Rotherham Council Transfer applicants who are employed. This will be based on the main applicant or the joint applicant whom must be employed or self employed when the offer of accommodation is made. Tenants who lose their employment status after moving in will not be expected to leave the accommodation. .

The Right to Buy still applies with the exception of the Disabled Persons Units, which are exempt from the Right to Buy

The local lettings will be closely monitored and reviewed in six months time following the date of the first lettings. i.e If the date of the first letting is February 2011 the review date will be September 2011.

Area	Address	Local Letting Policy Criteria Preference will be given to applicants who:	Rationale
Wentworth South	36 properties – Wood Street / School Street Thrybergh 8 x 2b apartment 14 x 2b house 10 x 3b house 3 x 4b house 1 x 4b DPU house	<ul style="list-style-type: none"> • Are Rotherham Council Transfer applicants with a clear rent account and has a good management behaviour history over the past 2 years. • Have not been convicted of anti social behaviour within the previous 12 months. • Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council demonstrated good behaviour in the 	<p>Reduce ASB and increase sustainability.</p> <p>Reduce high levels of anti social behaviour or crime statistics which have been supplied as evidence by Safer Neighbourhood teams, Crime Involvement Unit or Joint Action Groups.</p>

		<p>Community within the last 12 months.</p> <ul style="list-style-type: none"> • Demonstrated good behaviour in the Community for the last 12 months. • Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago. • Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction. • Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme. • Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months. 	
<p>Wentworth South</p>	<p>21 properties at Albany Road, Kilnhurst</p> <p>8 x 3b house 1 x 4b house (detached) 4 x 4b house</p>	<ul style="list-style-type: none"> • Are Rotherham Council Transfer applicants who have a clear rent account and has a good management behaviour history over the past 2 years. • Have not been convicted of anti social behaviour within the previous 12 months. 	<p>Reduce ASB and increase sustainability.</p> <p>Reduce high levels of anti social behaviour or crime statistics which have been supplied as evidence by Safer Neighbourhood teams,</p>

	<p>8 x 2b house</p>	<ul style="list-style-type: none"> • Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council demonstrated good behaviour in the Community within the last 12 months. • Demonstrated good behaviour in the Community for the last 12 months. • Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago. • Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction. • Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme. • Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months. 	<p>Crime Involvement Unit or Joint Action Groups.</p>
<p>Wentworth North</p>	<p>29 properties Albert Road, West Melton</p> <p>4x2b houses 10x3b houses 1x4b houses</p>	<ul style="list-style-type: none"> • Are Rotherham Council Transfer applicants who have a clear rent account and has a good management behaviour history over the past 2 years. • Have not been convicted of anti social behaviour 	<p>Reduce ASB and increase sustainability.</p> <p>Reduce high levels of anti social behaviour or crime statistics which have been</p>

	<p>1x2b DPU bungalow 1x4b DPU houses 9x2b apartment 3x1b apartment</p>	<p>within the previous 12 months.</p> <ul style="list-style-type: none"> • Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council demonstrated good behaviour in the Community within the last 12 months. • Demonstrated good behaviour in the Community for the last 12 months. • Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago. • Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction. • Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme • Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months. 	<p>supplied as evidence by Safer Neighbourhood teams, Crime Involvement Unit or Joint Action Groups.</p>
<p>Wentworth Valley</p>	<p>Newlands Avenue, Maltby (8 properties)</p>	<ul style="list-style-type: none"> • Are Rotherham Council Transfer applicants who have a clear rent account and has a good 	<p>Reduce ASB and increase sustainability.</p>

	<p>4 x 4b Houses 2 x 3b Houses 2 x 2b DPU bungalow</p>	<p>management behaviour history over the past 2 years.</p> <ul style="list-style-type: none"> • Have not been convicted of anti social behaviour within the previous 12 months. • Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council demonstrated good behaviour in the Community within the last 12 months. • Demonstrated good behaviour in the Community for the last 12 months. • Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago. • Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction. • Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme • Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months. 	<p>Reduce high levels of anti social behaviour or crime statistics which have been supplied as evidence by Safer Neighbourhood teams, Crime Involvement Unit or Joint Action Groups.</p>
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<p>Wentworth Valley</p>	<p>Stone Park Close, Maltby</p> <p>4x1 bed flats</p>	<ul style="list-style-type: none"> • Are Rotherham Council Transfer applicants who have a clear rent account and has a good management behaviour history over the past 2 years. • Have not been convicted of anti social behaviour within the previous 12 months. • Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council • Demonstrated good behaviour in the Community within the last 12 months. Demonstrated good behaviour in the Community for the last 12 months. • Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago. • Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction. • Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme 	<p>Reduce ASB and increase sustainability.</p> <p>Reduce high levels of anti social behaviour or crime statistics which have been supplied as evidence by Safer Neighbourhood teams, Crime Involvement Unit or Joint Action Groups.</p>
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		<ul style="list-style-type: none"> • Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months. 	
Rotherham South	<p>29 properties at Rother View, Canklow</p> <p>1 x 5b bungalow 16 x 4b house 12 x 3b house</p>	<ul style="list-style-type: none"> • Are Rotherham Council Transfer applicants who have a clear rent account and has a good management behaviour history over the past 2 years. • Have not been convicted of anti social behaviour within the previous 12 months. • Where the conviction resulted in a custodial sentence they MUST have also in the opinion of the Council demonstrated good behaviour in the Community within the last 12 months. • Demonstrated good behaviour in the Community for the last 12 months. • Do not have a police record of anti social behaviour, where the last offence is less than 12 months ago. • Have not been prosecuted for an offence within the last 12 months where illegal drug use played a major part in the conviction. e.g. stolen goods to pay for drug addiction. 	<p>Reduce ASB and increase sustainability.</p> <p>Reduce high levels of anti social behaviour or crime statistics which have been supplied as evidence by Safer Neighbourhood teams, Crime Involvement Unit or Joint Action Groups.</p>

		<ul style="list-style-type: none">• Do not have a drug or alcohol problem unless they can demonstrate that they are actively engaging in a rehabilitation treatment programme• Have not been requested to sign an Anti Social Behaviour Contract (ABC) within the last 12 months.	
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ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	Cabinet
2.	Date:	19th January 2011
3.	Title:	The Growth White Paper, Local Enterprise Partnerships and the Regional Growth Fund
4.	Programme Area:	Environment and Development Services

5. Summary

This report updates Cabinet on progress and recent developments with regard to the Government's White Paper on Local Growth, the establishment of Local Enterprise Partnerships (LEPs) and the Regional Growth Fund (RGF).

It highlights potential issues and opportunities for Rotherham arising from this legislation and those local projects which could potentially be brought forward under the RGF.

6. Recommendations

- **To note the report**
- **Task Officers to work with partners to identify potentials bids that may be submitted under future rounds of the RGF.**
- **Task Officers to work with Yorkshire Forward on options for the future ownership of YF assets within Rotherham**

7. Proposals and Details

Local Growth White Paper

This was launched by Rt. Hon Vince Cable on 28th October. Its key points being to:-

- Outline the Government's approach to local growth with the aim to shift power away from central government to local communities, citizens and independent providers.
- Set out details of the agreed Local Enterprise Partnerships (LEPs), the Regional Growth Fund (RGF) and transfer of RDA functions.
- The paper criticises previous approaches to sub-national development, arguing that regions are an artificial representation of functional economies and that their approach ignored the private sector, local authorities and communities.
- The Government believes that shifting power to the right levels is key to sustainable economic growth.

Transition from the RDAs

- Due to be abolished by 31st March 2012, but accepted there may be need for residual activity beyond this date.
- Seek to devolve functions to the local level wherever possible, but set out those functions which would be best co-ordinated or delivered at a national level (including sector policy, international trade, business improvement, etc)
- Some RDA functions will stop, including provision of regional workforce skills strategies and some sectoral activities.
- New delivery structures will be put in place to administer ERDF; increasing local accountability and private sector leverage, whilst minimising the administrative burden. These will be announced in the 2011 Budget. There is a debate as to who should be the accountable body for ERDF funding as Europe prefers to deal with regions and a transfer to sub-regional LEPs will not be easily achieved especially as UK regions are not all covered by LEPS. Currently existing YF ERDF staff are meant to transfer to CLG in Summer 2011.

RDA assets

- Assets and liabilities will be disposed of wherever possible; aiming to achieve the best possible outcome for the region consistent with achieving value for the public purse. Potential YF assets in Rotherham include land and buildings at the AMP and the reclaimed colliery site at Dinnington;
- The existing statutory framework governing RDAs remains in place and will continue until new legislation comes into force. In practice, this will mean that disposal decisions will continue to reflect the RDAs statutory purposes particularly the need to further economic development and regeneration within the relevant area;
- In considering the candidates taking over the asset or liability, the planned new owner must be capable of ensuring the asset will prosper within its custody or that any liabilities will be properly handled;
- Local demands and ambitions will be met, so far as possible, by the proposed approach to disposal/transfer;
- A reasonable balance is reached as part of disposal/transfer between national deficit reduction, national policy aims and local ambitions/opportunity;
- That an appropriate balance is struck between the purpose behind an asset's purchase and the views of localities on best use;

Local Enterprise Partnerships

The Government agreed 24 LEPs in the first phase; this included both the Sheffield and Leeds City Regions.

The Sheffield City Region (SCR) LEP Board will comprise a private sector chair, 6 private sector reps, the Leaders of the 6 local authorities who are full members of the LEP, plus the Mayor of Doncaster, and Professor Philip Jones, Vice Chancellor, Sheffield Hallam University, representing the Universities.

James Newman (former Master Cutler) has been appointed as private sector chair, with six openly recruited private sector Board Members. They are:-

- Philip Bartey, The Adsetts Partnership Ltd
- Nigel Brewster, Sewell Moorhouse Recruitment Group
- Simon Carr, Henry Boot Construction
- David Grey, OSL Group Holdings
- Chris Scholey, Manufacturing Sector and Chairman of Doncaster & Bassetlaw NHS Trust
- Lee Strafford, PlusNet PLC and Co-founder of Project Sheffield

The LEP Board met for the first time on 20th December 2011, where there was; a solid debate about the initial activities for collective action and collaboration across the LEP area, a commitment to clear communications, the Board acknowledged that economic development activity takes place at a local level and that these projects would continue – the added value of the LEP Board would be the catalyst for action that would speed up or allow progress to be made differently.

Work has taken place on developing a “business plan” for the LEP, led by Sylvia Yates’ Sheffield City Region Team.

Other key points regarding LEPs include:-

- LEPs will not be defined in legislation, but may need a legal personality or accountable body if they wish to own assets or deliver certain functions.
- LEPs should be chaired by a prominent business leader, with business reps comprising at least half the board. Elected mayors can also chair a LEP.
- Groupings of LEPs which contain key sector clusters will be encouraged to work collaboratively with relevant national industry bodies and also collaborate around particular themes.
- LEP bids to the RGF will not receive any preferential treatment.
- Possible roles for LEPs highlighted in the White Paper include housing, transport and supporting high-growth businesses.
- It has been agreed the SCR LEP will have a Joint Housing and Home and Communities Agency (HCA) Board sitting underneath it. The Sheffield City Region Team are currently developing a SCR Local Investment Plan which will articulate high level neighbourhood and housing priorities to the HCA.

Regional Growth Fund

The Regional Growth Fund will be used to encourage private sector enterprise, create sustainable private sector jobs and help places currently reliant upon the public sector make the transition to sustainable private sector led growth. It will complement other rebalancing interventions, such as access to finance, banking reform, the work programme and other mechanisms to promote sustainable growth, including the Green Investment Bank.

- The 2 main objectives of the RGF are:
 - Stimulate enterprise by providing support for projects and programmes with significant potential for economic growth and create additional sustainable private sector employment;
 - Support in particular those areas and communities that are currently dependent on the public sector make the transition to sustainable private sector-led growth and prosperity.
- **Applications that meet one of the two objectives will be considered, but those that meet both will have priority**
- As announced in the CSR, the Fund has increased to £1.4bn over three years – £580m capital and £840m resource funding. It will be operational until the end of April 2014, but reviewed after two years.
- Bids can take three forms – stand-alone projects, project packages and programme proposals. (see below for definitions)
- The first round of bidding is now open and will close on 21 January 2011. Its total value is £250m and it will only support projects and project packages.

- The Fund will only provide the minimum amount of public support required for a project to go ahead, with the majority of funding expected to come from the private sector.
- There will be at least three bidding rounds. The second round will be announced soon after the first closes and will involve two stages.
- **Public-sector only bids will not be accepted**, although parts of some schemes may ultimately be delivered by the public sector. Social enterprises may bid.
- The Fund will be managed as a challenge fund and all bids will be considered on their individual merits.
- The Advisory Panel will provide an independent view and a Ministerial group will then make the final decision.
- There will be a series of regional roadshows running between November and February 2011, with one held in Rotherham on January 12th 2011.

Projects - Some bids will comprise individual projects that make a specific and significant contribution in their own right to the core aims of the Regional Growth Fund. These bids will individually need to meet the minimum bidding threshold of £1 million.

Project packages - Project packages will either a) bring together a number of small (less than £1 million) projects in a coherent way that collectively meets the minimum bidding threshold, or b) represent a strategic partnership of individual projects that individually already meet the threshold, but collectively present a more compelling proposal.

Programmes - Proposals are also invited for strategic investment programmes, the collective aim of which meet the criteria of the Regional Growth Fund. This is designed to make provision for a collaborative approach to delivering smaller end proposals that are too diffuse to be included within specified project packages, yet fall within the broader remit of a strategy for economic growth.

Possible RGF projects that are being looked at and discussed with partners include:-

The Sheffield – Rotherham Don Valley – joint activity with Sheffield, looking at strategic infrastructure investment to enable further development of the area. The Sheffield/Rotherham corridor is seen as a major economic driver for the City Region which has further growth potential and key regeneration sites – e.g. Templeborough, Waverley, AMP and the British Land site near Meadowhall. There are also a number of key infrastructure proposals which could help unlock economic activity and drive growth – e.g. Waverley Link Road, BRT rapid bus, and the ‘fixed link’ around junction 34 of the M1. Building on the global significance of the AMP and AMM sector this investment could be drawn together under a “manufacturing super park” concept that links strategic infrastructure investment with national status as AEM growth hub, workforce skill development and manufacturing business support particularly focused on market information, innovation and export.

Community Stadium – possible RGF application for site reclamation, flood works and business support infrastructure. This will need to be considered by the Football Club.

HMR Contractual Commitments Rotherham has £3.5m of contractual commitments to deal with following the end of HMR on a variety of projects including Canklow and the Bellows Road neighbourhood retail centre. There are also £9.5m of moral commitments that result from engagement with communities through masterplans. These activities will enable the transition of neighbourhoods to achieve a tipping point when the private sector takes a lead on growth and economic prosperity.

High Growth SME Pilot - Rotherham, Barnsley, Sheffield, Doncaster, Bolsover, NE Derbyshire councils are jointly working on developing a pilot project to create a private sector led and financially sustainable business support system which will deliver economic benefits for the Sheffield City Region by targeting a small number of SMEs in our identified priority sectors. This approach would be financially sustainable through businesses paying back into the service if they grow successfully as a result of the support received.

Waverley - Harworth Estates (part of UK Coal) are considering a possible RGF application to deliver the Waverley masterplan, which proposes the mixed use redevelopment of the 600 acre former colliery site just off Junction 33 of the M1, including 3,900 new dwellings, 645,000 sq ft of new commercial floor space and a new country park. The scheme has a resolution to grant planning permission.

It is understood that a number of private sector companies may be considering bids for RGF funding, which range from regeneration schemes through to capital investment projects which would assist them in expanding their capabilities and creating further jobs.

Planning

The paper also introduces a number of measures around planning, with further details included in the recent Localism bill, these include:-

- Introduce a national presumption in favour of sustainable development, which will apply to decisions on all planning applications
- Creation of neighbourhood plans, which will give local communities the freedom to bring forward more development than is set out in the local authority development plan
- New “right-to-build” powers, enabling communities to deliver small-scale development (e.g. energy efficiency/low carbon energy projects) without the need for a separate planning application
- A new statutory duty to collaborate on LAs and other bodies – public or private – involved in, or “critical to”, planning.
- Introduction of the Community Infrastructure Levy, allowing local authorities to set charges which developers must pay when bringing forward new development in order to contribute to new infrastructure.

Incentives for Growth

- New Homes Bonus – scheme to start in 2011/12 and will see government match fund the additional council tax generated for each new home or property brought back into use.
- Reforming business rates system to incentivise growth by allowing councils to retain locally-raised business rates or at least a proportion of any annual growth.
- Tax Increment Financing – legislate to allow LAs to borrow against future additional uplift in their business rates base, initially to be introduced via bid-based process.
- Local communities that host renewable energy projects will be allowed to keep the business rates they generate

8. Finance

A total of £1.4bn over 3 years is available through the RGF. Although public sector organisations cannot bid directly for RGF, they can bid in conjunction with the private sector and can deliver funded activity.

Given that the Fund will in part replace RDA monies, it would not be unreasonable to argue that the allocation of funds across the regions should be broadly proportional to the former RDA budgets, in which case Yorkshire and Humber would receive approximately £210m of the £1.4bn total.

It is intended that where possible RGF monies be used to match against available ERDF funds.

LEPs are expected to fund their own day-to-day running costs

9. Risks and Uncertainties

Rotherham must support the completion of projects already started if it is to prevent legal and contractual challenges coming from the community and business, so where the case can be made to draw down RGF for such projects then this should be fully explored along with all other competing priorities.

The RGF is a competitive bidding process against set criteria, with no ringfencing of money for specific areas or activities.

RDAs must “review their current contractual commitments and should exit projects unless this is poor value for money, or would impact upon key flagship projects. This could potentially impact on a number of projects fully, or partially, funded through the Single Pot.

Government have acknowledged that RGF will invest in some high risk projects and as such there will be some failures within supported projects/programmes

10. Policy and Performance Agenda Implications

RGF could fund any of the Community Strategy objectives that support sustainable economic growth of the Rotherham economy. Those objectives that seem to fit most closely with RGF guidance appear to be:-

- Promote business start ups, growth and inward investment.
- Improve access and remove barriers to work
- Promote innovation, enterprising behaviour, competitiveness and sustainability.
- Promote business growth and improved productivity by supporting employers to develop and train existing staff.

It is expected that Rotherham will feed its economic objectives, taken from the Rotherham Economic Plan, into the LEP business plan. The RGF is also a potential source of funding for any activities identified through the Economic Plan

All activity should support delivery of the council’s new corporate plan, particularly the following priority actions:

- Promote and support local development, creating more job opportunities for local people, by marketing Rotherham as an attractive business location, particularly for advanced manufacturing, and helping businesses start up and grow by providing suitable premises and support
- § Work with business and other partners, locally and sub-regionally, to drive Rotherham’s economy.
- § Continue to support the establishment of a new railway station, community stadium and other major town centre schemes

11. Background Papers and Consultation

A copy of the Government’s Local Growth White Paper is available at the following link.

<http://bis.gov.uk/assets/biscore/corporate/docs/L/PU1068%20-%20Local%20growth>

Widespread consultation was undertaken in the development of the RGF. A joint response was submitted in September 2010, from RMBC and the Local Strategic Partnership; this is attached as Appendix 1.

Colleagues from Finance, Chief Executives and NAS have been consulted on, and contributed to, this report.

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Rotherham MBC and Rotherham Local Strategic Partnership
Response to consultation on the Regional Growth Fund.

Q1. Are there benefits to be had from allocating different elements of the fund in different ways?

Allocation of the funding must always be on the basis of a strong investment proposal but must be targeted at those areas that

- have a weak or under-performing private sector
- are overly dependent on the public sector
- are suffering from high levels of deprivation

The majority of the funds should be ringfenced for the LEPs to give them the capacity to support its local priorities and make the changes needed in the structure of their economies. Allocation of funds at this level is in line with the government commitment to self determination. Whilst only strong proposals should be accepted there should be some weighting system whereby the more deprived areas get access to a larger proportion of the pot.

Q2. What type of activities, that promote the objectives outlined above, should the fund support and how should the fund be best designed to facilitate this?

The Fund needs to be as flexible as possible in the range of activities it will support with the capability to support any measures that are consistent with government policy in meeting the objectives of private sector-led growth in rebalancing the local economy.

This will ensure that interventions can be targeted as locally as possible in meeting the needs of these areas.

Q3. Do you think these are the right criteria for assessing bids to the Regional Growth Fund?

The Growth Fund will need to back the strongest 'Investment proposals' whilst taking account of the fact that areas of greatest deprivation, which arguably are most in need of support through the Growth Fund, are also going to find it most difficult to attract high levels of private sector investment. These difficulties must be considered within the judging of the bidding process. It would also be useful if there were some geographical allocations underpinning the bidding process, to make sure that disadvantaged areas received a "fair outcome."

With the setting up of Local Economic Partnerships (LEP) to provide strategic leadership for an area, we think it is vital that any bids for the Growth Fund need to have received the endorsement of the relevant LEP before being able to access Growth Fund support.

Q4. Do you think we should operate a two-stage bidding process?

The criteria a bid must meet are very wide ranging and challenging, which is as it should be. However, to have the first round of bidding closing by the end of December 2010 could provide an advantage to any projects that are already "on the shelf" and disadvantage new projects that are being developed from scratch, particularly as LEPS will still be very much in their infancy by this point. As such a 2 stage bidding process originally requiring initial outline bids seems eminently sensible.

Q5. Should a Regional Growth Fund become a long-term means of funding activity that promotes growth?

Any proposal should recognise the need for long-term funding with the return commensurate with the level and risk of that investment. Short term funding streams such as SRB, ERDF, and WNF have acted as a barrier to longer term investments. However, the Fund needs to be run for a couple of years with any issues identified and resolved, and demonstrating that it is having a beneficial impact on the economies of the areas (particularly the more disadvantaged) before any commitment to a long term solution is made.

The effectiveness of the fund should be reviewed after 3 rounds.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet
2.	Date:	19th January, 2011
3.	Title:	Rationalisation of Property Assets - Development Of An Asset Transfer Policy And Framework All Wards
4.	Directorate:	Environment & Development Services

5. Summary

To consider the development of an asset transfer policy framework and the creation of an asset transfer policy working group.

6. Recommendations

That:

- 1. Cabinet note the contents of the report and consider the options presented**
- 2. Cabinet approve Option 3 at 7.3 below and an Asset Transfer Policy Framework Working Group is initiated and that all current and future applications are deferred until completion and adoption of the policy**
- 3. That progress reports are submitted to Capital Strategy and Asset Review Team at regular intervals**
- 4. Once the Asset Transfer Policy And Framework is finalised it is submitted to Cabinet for approval**

7. Proposals and Details

The Strategic Property Team has recently received two official requests for Asset Transfers for two very different assets which are as follows;

a) Request by Age UK (formally known as Age Concern) for a freehold transfer at a nil (£0) consideration for the property known as 49-53 St Anne's Road Rotherham. (see plan at Appendix 1)

This an office/day care centre currently occupied by Age UK under an expired lease granted on the 21st April 1982 at an annual rent of £1. Under the terms of this lease the tenant is responsible for the full repair and insuring of this property, which is utilised by Age UK as its base within the Borough.

This asset is currently held by EDS – Asset Management, and has a full Market Rental Value of £6,250 per annum, and if sold, a capital value of around £90,000.

b) Request by the Maltby Model Village Community Association (MMVCA) for a lease at a nominal rent (£50 per annum) of an area of land known as the former Maltby Craggs Infant & Junior School Site (see attached plan at Appendix 2) located off Blyth Road, Maltby.

Following demolition, the site was subsequently appropriated to Culture & Leisure Services as Urban Greenspace. The MMVCA wish to retain the area of land as Urban Greenspace for the local community and, in the longer term construct a community centre on a small part of the site.

The aim of this report is to consider a way forward in dealing with both these two applications and future applications that the Council may receive. At the time of writing an additional two initial requests have been received, though further details of these are being awaited from the applicants. It is anticipated that due to the publication of the Decentralisation and Localism Bill on the 13th December 2010, further applications will be received over the coming months.

7.1 Option 1 – utilise existing disposal policy for dealing with asset transfer requests

In June 2003 Cabinet agreed to a Disposal Policy which included the disposal of assets to the third sector; a copy of the report is attached at Appendix 3.

This suggested that a business case approach be adopted when considering the disposal of land or premises to a community or similar group. It also ensured that the proposals minimised the financial burden and/or risk to the Council and that the 'Sponsoring' service, in consultation with the applicant, produced a robust business case to justify the disposal.

The presumption was to lease rather than dispose of the freehold interest of the asset. Using this approach this gave 3 options available as follows;-

- 1) Lease the asset at its full Market Rent with the occupier being responsible for all repairs and running costs. A duty on the sponsoring service was imposed to ensure that the occupant made full use of any grants available and ensure that the occupier is capable of fulfilling its obligations under the terms of the lease.

If the conditions of this option could not be satisfied then;-

- 2) As above, but the sponsoring service grants a subsidy to the occupier to cover the Market Rent which would be due under the terms of the lease.

If no internal or external funding or subsidy were available, then;-

- 3) In exceptional circumstances a lease is granted at a nominal rent of £50.00 per annum to cover administration costs.

Pros

- The policy is already in place and no further work and/or consultation is required.
- Decisions can be made for existing and forthcoming applications straight away - this involves reporting to the Capital Strategy and Asset Review Team under the existing policy

Cons/Risks

- The existing policy does not fully support the objectives of the 2006 Local Government White Paper and the principles of the Quirk Review promoting opportunities for community asset ownership/management, and promoting asset transfer as part of a local authority's 'place-shaping' role.
- The policy does not take into account the current economic situation with reduced budgets which will result in fewer 'sponsoring services' being able to support asset transfers by way of offering subsidies.
- This may lead to inconsistencies and unfairness – some services may be able to subsidise rents and others may not.

7.2 Option 2 – deal with asset transfer requests on a case by case basis

This option would result in each application being presented to the Capital Strategy and Asset Review Team and Cabinet by a Council officer as individual cases arose.

Pros

- No requirement to produce or adhere to a policy
- Quick decision making process as and when applications are made

Cons/Risks

- Decisions will be made on an ad hoc basis. This will inevitably lead to inconsistencies and unfairness which could lead to criticism of the Council and challenge
- Recommendations would be subject to case officers judgement rather than a robust policy framework. This could lead to ill informed decisions

7.3 Option 3 – Develop a Comprehensive Asset Transfer Policy

In June 2008, offices within Neighbourhoods and Adult Services with some input from Environment and Development Services produced an assessment framework for the potential and actual impact of Community Asset Management (CAM) Proposals. This was presented to Area Chairs on the 16 June 2008 – attached at Appendix 5.

This goes some way to address the principles behind the development of a Comprehensive Asset Transfer Policy, but does not fully address the need to develop a robust business case amongst other issues.

Suggested context and principles behind the development of a Comprehensive Asset Transfer Policy are set out in Appendix 4 for further consideration.

In order to develop these principles further it is recommended that an Asset Transfer Policy Framework Working Group is established in order to develop both a comprehensive asset transfer policy and to further expand and develop a Community Asset Management Process Review template.

This working group, led by EDS Asset Management, should be made up of officers from both Neighbourhoods & Adult Services and Children & Young People Services.

It is recognised that transfer of assets into the third sector will be challenging, not least in capacity building within the community.

Once this Working Group on Asset Transfer is running, progress on the development of the Asset Transfer Policy Framework should be reported back to members of CSART at regular intervals.

Pros

- A comprehensive policy will be developed and implemented across the Council as a whole.
- A working group made up of different members from each Directorate will ensure that a wide range of knowledge and skills and that is required for an effective asset transfer are brought together.
- All applications made will be subject to both a rigorous business case test and investigation in to any potential loss of capital receipts to the Council.
- A fully informed decision making process can be demonstrated which will provide a clear audit trail

- A robust community asset management transfer process will reduce the risks of failure, for both the organisation taking on the asset and for the Council who will need to monitor the organisation, to ensure the original aims and objectives are satisfied

Cons/Risks

- It may take up to 12 months to develop the necessary policy due to a requirement to consult with a number of agencies and interested parties.
- Existing applications that have been received may need to be deferred until the full policy is formally adopted which could lead to criticism of the Council
- Due to the ongoing restructures and cuts in posts there may not be the capacity for officers to dedicate the necessary time for contributing to the Working Group and capacity building in the community.

8. Finance

The rationalisation of property assets is essential to reduce budget pressures and to deliver front line services in the most cost effective way possible.

Financial impacts upon individual assets will be reported as part of the policy framework

It is anticipated that the funding for the development of an asset transfer policy framework will be found from existing budgets in the Departments of Asset Management, Children and Young People Services and Neighbourhood and Adult Services

9. Risks and Uncertainties

The risks and uncertainties have been explored in 7.1 -7.3 above.

10. Policy and Performance Agenda Implications

None reported at this stage

11. Background Papers and Consultation

Report on Rationalisation of Property Assets - Development of an Asset Transfer Policy and Framework – Strategic Leadership Team 29 November 2010

Report on Rationalisation of Property Assets - Development of an Asset Transfer Policy and Framework - Capital Strategy and Asset Review Team 22 October 2010
EDS Finance Manager 18 November 2010

Appendix 1 & 2 - Location Plans

Appendix 3 - Report on the Council Policy for the disposal of land or buildings by sale or Lease – Cabinet 11 June 2003

Appendix 4 - Initial Draft Asset Transfer Policy Principles

Appendix 5 - Report on the assessment framework for the potential and actual impact of Community Asset Management (CAM) Proposals – Area Chairs 16 June 2008

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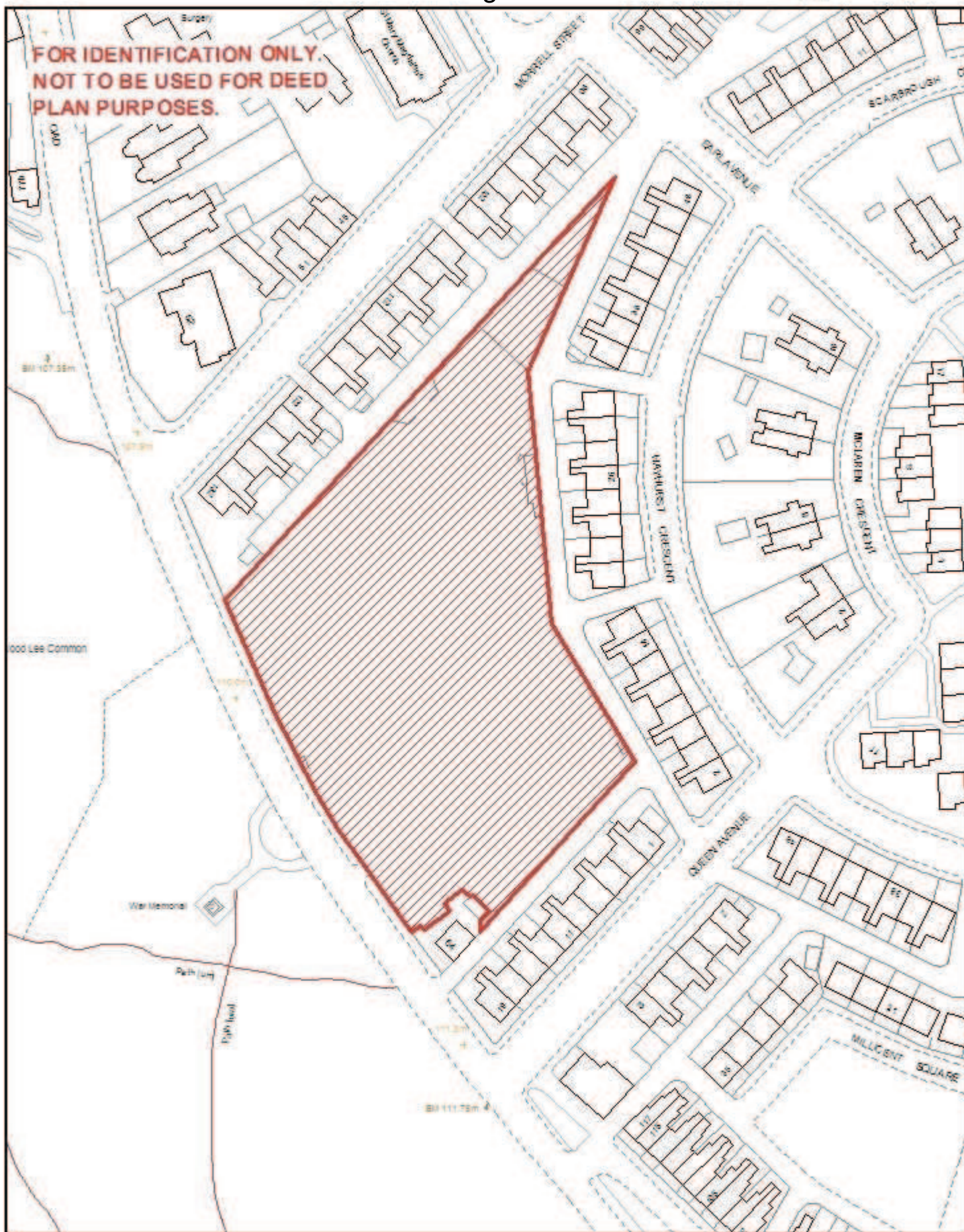


Scale 1:1250

Age UK
49-53 St Anne's Road
Rotherham

Rotherham MBC
Acting Strategic Director: Karl Battersby
Environment & Development Service
Bailey House, Rawmarsh Road
ROTHERHAM S60 1TD





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Scale 1:1250

**MALTBY CRAGGS FORMER
PRIMARY SCHOOL
BLYTH ROAD
MALTBY
ROTHERHAM**

Rotherham MBC
Strategic Director: Adam Wilkinson
Environment & Development Service
Bailey House, Rawmarsh Road
ROTHERHAM S60 1TD



ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**1. Meeting**

Report to the Cabinet

2. Date of Meeting

11 June 2003

3. Title

Council policy for disposal of land and premises (Continuous Improvement)

4. Originating Officer

Carole Smith, Strategic Property Manager, Design and Engineering Service - extension 2192 e-mail: carole.smith@rotherham.gov.uk
Divisional Manager - Ian Smith, Head of Design and Engineering Service - extension 3850 e-mail: ian.eds.smith@rotherham.gov.uk

5. Issue

This report provides an update on existing land and premises disposal policy to incorporate best practice on asset management, to reflect organisational changes and refine reporting procedures.

6. Summary

See above.

7. Clearance/Consultation

Leaders Group 10 June 2003.

8. Timing

As soon as possible

9. Background

The current disposal policy and reporting procedures were last reviewed in June 2002. The policy and process implemented has proved successful in introducing a more corporate and structured approach to the way we deal with property disposals but can be further amended to shorten the time period between declaring an asset surplus to requirements and its eventual sale or re-use. Appendix 1 shows the proposed streamlined process for this. If the new procedure is adopted the fundamental principles previously agreed by Members (which have been subject to external and internal audit), will remain unchanged. These are as follows: -

- the time period between declaring an asset surplus to requirements and its sale/re-use must be minimised
- the marketing strategy will reflect the Council's need to produce capital receipts to finance the medium term Capital Programme, in an agreed timescale
- conditional contracts prior to marketing will be produced to minimise, as far as possible, the opportunities of third parties to make late bids
- an independent valuation will be obtained for private treaty sales where the estimated capital receipt is over £100,000

- a covenant in the sale of any land/premises for social housing or job creation will be imposed to ensure that the Council can buy back upon failure to develop in the manner for which the land has been sold
- the disposal process will comply with the probity requirements of the Council
- confidentiality will be maintained throughout the marketing period until legal completion
- offers to purchase will not be accepted from persons in debt to the Council unless that debt is cleared. Financial checks shall be made to ensure an applicant is able to pay
- in the event of an offer being made by or any person who is related to or has a business relationship with any Elected Member or senior officer of the Council or is a Member or senior officer of the Council then the decision to accept such an offer shall be made by the Executive Director, EDS or Cabinet Member, EDS, as appropriate
- a sale of an asset will be for the best consideration that can be achieved, except in certain defined circumstances which are set out below.

Service delivery is increasingly becoming a partnership with voluntary or other organisations and we must have a process that supports this in a transparent, equitable manner that is capable of being audited.

There are many instances throughout the Council where land and premises are being let at subsidised rents on many different kinds of tenancy and lease agreements. An audit is being carried out on such arrangements in all services to determine the extent of the practice and a further report will be brought to Members on the outcome.

¹⁰ **Argument**

A council may dispose (sell, lease or grant a tenancy) land and premises in any way it wishes providing it acts reasonably, with due regard to its financial duty to the taxpayer and as stated above, gets the best consideration (meaning income) reasonably obtainable. There are certain exceptions to this latter proviso – set out in brief in Appendix 2 – which permit a council to enter into disposal arrangements, generally for the public good, at less than best consideration. It is likely that these powers will be widened in the near future but greater freedom will make it even more important to demonstrate that decisions made are in an open, equitable and auditable way.

Business Case Approach

It is suggested that a business case approach is adopted when considering the disposal of land or premises to a community or similar group and that the following principles are applied:

- evaluate the potential of the asset by applying the evaluation model developed by the EDS, Asset Management Team which looks at the social, economic and environmental contribution the asset makes
- ensure that the decision making process leaves a clear audit trail
- ensure that the proposal minimises the financial burden and/or risk to the Council
- ensure that the sponsoring service, in consultation with the applicant, produces a business case to justify the action
- set time limits against any proposal to enable the Council to revisit at some future date if required
- lease rather than sell the asset, which secures the future use for the undervalue originally given.

Using these principles, it is suggested that, one of the following options should be considered and utilised as a conclusion to the business case:

Option 1

- Lease the asset on the basis of an open market value with the occupier being responsible for all repairs and running costs associated with the proposed use
- Impose a duty on the sponsoring service to ensure that the community group or voluntary organisation makes full use of any external grant available to pay for any building conversion works, running costs (i.e. rent, rates, utilities etc.) and reflect that financial contribution in the lease terms
- Impose a duty on the sponsoring service to ensure that the community organisation is capable of fulfilling its obligations under the terms of the lease

Only if the conditions of the preceding option can not be satisfied, the following option should be pursued:

Option 2

As above, but use any available internal grant the Council is empowered to make to support the project. This will always involve a lease at full market value, obligations as above, but the sponsoring service may wish to grant back to the organisation certain costs to support the use. While this could include the value of the rent, the subsidy will be clear and capable of review.

Option 3

If the sponsoring service confirms that it is impossible for external or internal funding to support the project then a lease shall be granted at the nominal rent of £50.00 to cover administration costs. This option shall only be selected in exceptional circumstances, with time limits if possible, because: -

- it will cause inequity across the Borough and all potential groups will assume they can obtain Council property at nil value almost as of right, which tends to happen now
- it sets the market value of rents for such property at £0, which when reviewed, may provide evidence towards disposing of the property anyway because the income can not support the liabilities of retaining the property
- as a principle, it does not support best practice in asset management planning as advocated by the ODPM
- it can lead to arbitrary decisions

In all three options the sponsoring service shall hold in its budgets the full costs of servicing the lease in the event that the tenant defaults and pays for all legal and estates costs in setting the agreements in place.

Adopting a corporate approach to dealing with community assets is fair and open and streamlining the process of asset disposal will support continuous improvement of our service

¹¹ **Risks and Uncertainties:** Community aspirations may be raised which can not be fulfilled if the application of the business case approach demonstrates that a particular project is not viable. Under these circumstances the sponsoring service may be faced with additional costs to make the project viable. The sponsoring service may also incur costs if the project folds or does not meet its obligations. In certain cases the business case may demonstrate that a high capital receipt could be forthcoming by a disposal on the open market and under these circumstances it is more appropriate to dispose of the asset to support the capital programme. In all cases a project management approach to using the asset should be taken to ensure outcomes are achieved.

¹² **Finance:** The implementation of a revised disposal process will support the medium term capital programme.

¹³ **Sustainability:** The adoption of a clear policy and procedure will safeguard the Council's property assets.

¹⁴ **Wards Affected:** All.

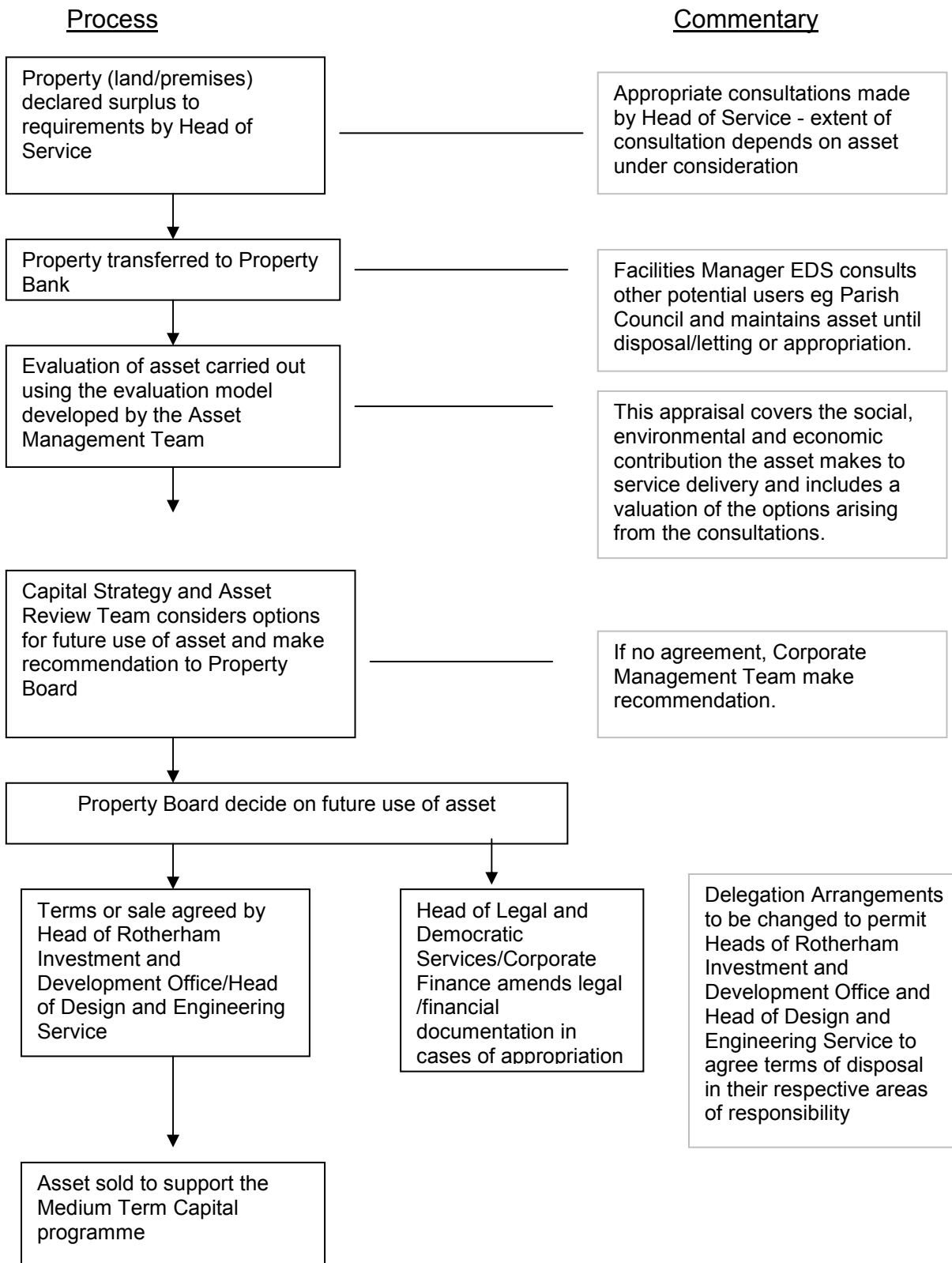
¹⁵ **References:** Capital Strategy and Asset Review Team on 13 February 03. Cabinet on 05 June 02.

¹⁶ **Presentation:** The proposals contained in this report, if adopted, provide a clear auditable trail on the decision making process for property disposals.

¹⁷ **Recommendations: that**

- (i) **the reporting process as set out in Appendix 1 will be adopted for property disposals and that delegation arrangements will be changed to reflect the streamlined process;**
- (ii) **the principles outlined in this report are approved and set out in the form of guidance notes to be presented to members of the Capital Strategy and Asset Review Team/ Property Board by the Executive Director, Economic and Development Service;**
- (iii) **the business case method of dealing with community disposals is adopted; it supercedes all previous resolutions of the Council and all cases are brought to the Capital Strategy and Asset Review Team for consideration;**
- (iv) **a report be brought to the Property Board on the extent of the assets currently let at less than market value and that these assets will then be scheduled for review.**

DISPOSAL PROCESS: KEY EVENTS



Appendix 4

Initial Draft Asset Transfer Policy Principles

Introduction

This document sets out the recommended principles that the Council should adopt to provide clarity as to how Rotherham Metropolitan Borough Council will approach the transfer of community buildings or land to the Third Sector (voluntary and community organisations) and other Not For Profit Organisations.

National Policy Context

The 2006 *Local Government White Paper* confirmed the Government's intention to increase opportunities for community asset ownership and management, and promoted asset transfer as part of a local authority's 'place-shaping' role. The Secretary of State for Communities commissioned Barry Quirk, Chief Executive of LB Lewisham to carry out a review into the barriers preventing community asset transfer.

The 'Quirk Reviews' findings *Making Assets Work* were published in May 2007. All the Review's recommendations were accepted by the Government and published a week later as an implementation plan in *Opening the transfer window: the government's response to the Quirk Review*. The Government's plan for taking the review forward included a demonstration programme with local authorities and their partners, a guide to managing risks in asset transfer and a series of regional awareness-raising workshops.

The Quirk Review found that a careful increase in the community's stake in an asset can bring a wide range of additional benefits for the community, the organisation receiving the asset and the local authority facilitating the transfer. The benefits of community ownership and management can outweigh risks and opportunity costs.

The Government's Empowerment Action Plan published in 2007 includes actions relating to the transfer of assets and to a programme of support for community anchors, including the availability of further funding to support the development of anchors.

In July 2008 CLG White Paper "Communities in Control: real people real power" confirmed ongoing support for the Quirk review, announced the establishment of a national Asset Transfer Unit, extended the Advancing Assets programme by a further year and announced a £70m Communitybuilders fund. The origins of this agenda go back to the ODPM's 2003 *Communities Plan (Sustainable Communities: Building for the future)*. This acknowledged that sustainability is only possible where local communities play a leading role in determining their own future development.

This position has been further reinforced with the recent launch of the Decentralisation and Localism Bill that was published on the 13th December 2010.

The Legal position

Section 123 of the Local Government Act 1972 imposes a legal obligation not to dispose of land (other than tenancies of seven years or under) for consideration "less than the best that can reasonably be obtained" – unless the Secretary of State gives consent to such a disposal at undervalue.

The Courts have taken a restrictive interpretation of "consideration", effectively requiring it to have commercial value of some form to the Council in question.

The General Disposal Consent 2003 relaxes the situation by giving blanket general consent of the Secretary of State to under value disposals, subject to certain pre-conditions clearly linked back to the well-being powers in the Local Government Act 2000 where;

- (a) The Council "considers that the purpose for which the land is to be disposed is likely to contribute to the achievement" of any or all of the promotion or improvement of the economic, social or environmental well-being of the whole or any part of its area, or of all or any persons resident or present in its area"
- (b) The undervalue is no more than £2m being the difference in the disposal value and Market Value or the difference in the capitalised rental value and Market Rent Value in the case of leases granted.

The consent gives authorities autonomy to carry out their statutory duties and functions and to fulfil such other objectives as they consider to be necessary or desirable but authorities must remain aware of the need to fulfil their fiduciary duty in a way which is accountable to local people. None of the above removes the Council's discretion in deciding whether or not to dispose of an asset in the first place.

The Basis of Asset Transfer

Asset transfer is considered to relate to freehold and/or leasehold arrangements at less than best consideration. Asset transfer may take a number of legal forms. At one extreme, a transfer of the Council's freehold interest in land or property would mean the entire ownership of the asset would pass from the Council to the community based group. However, restrictions (called „covenants“) will ensure the property remains available to local people to use and prevent it being sold for development.

A lease will give a community based group the exclusive right to use the asset for the duration of the lease. A lease can run for any period - commonly from a few months, up to 125 years. At the end of the lease the asset will return to Council control. The Council will write in to such leases an appropriate clause under which the asset would revert to the Council, for example: in the case of bankruptcy; in the case of corruption;

if the anticipated benefits of transfer are not realised or if the organisation wishes to develop and move into bigger premises. In addition, an appropriate review period will be written into any community asset transfer contract.

The Council will discuss with community based groups what sort of transfer will be most suitable to meet the needs and expectations of the groups and local people.

The default position should be that the Council should seek to retain the freehold interest of the property and grant a lease to the community based group, though the Council should consider other options if it is in the best interest of local people.

Criteria for considering requests for Community Asset Transfer

The asset transfer decision involves the assessment of a number of criteria including:

- Benefits to respective parties eg Council, Community, Third Sector generated by the transfer of the asset to the community
- Raising of capital receipts for future investment in direct service provision.
- Loss of any existing income
- Potential loss of opportunity costs arising from transfer
- Retention of assets for direct service delivery

The Asset Subject To Transfer

The asset that is capable of transfer shall be defined as follows;

- An asset is either land or buildings or both in the ownership of the Council. A policy should not specifically include or exclude any asset from potential transfer to a community group, allowing each case to be considered on its own merits and in the context of the Councils existing disposal policy
- An asset that is not currently needed or identified for future investment value or identified within the Capital Receipts programme.
- An asset that is not currently required for service delivery, which could best be provided directly by the Council rather than through the community, Third Sector or other Not For Profit Organisations.
- The transfer will be an asset that will assist in delivering the core purpose and corporate outcomes of the Council.
- The asset is fit for purpose and would not impose an unreasonable liability to the Third Sector or Not For Profit Organisation or the Council
- That the transfer or management of an asset would not be contrary to any existing obligation placed on the Council

The Applicant

The applicant should be a third sector voluntary, community or not for profit organisation - i.e. it must be a legal entity which:-

- Is non-governmental - not part of the statutory sector;
- Is non-profit distributing - it must reinvest any surpluses to further its social aims / community benefits;
- Has well defined community benefit objectives
- Is appropriately constituted, for example, a registered charity, a community interest company or a charitable incorporated organisation, a not for profit company; a co-operative.
- Holds a constitution that can allow for the management/ownership of buildings and or provision of services.
- Can demonstrate that it understands health and safety issues and compliance with legislation/statutory requirements arising from ownership or management of the asset and or running a service.
- Can demonstrate good governance by operating through open and accountable co-operative processes, with adequate monitoring, evaluation and financial management systems;
- Can demonstrate management experience and/or expertise
- Can demonstrate how they will address any capacity building requirements within their organisation.
- Can demonstrate that the organisation is sustainable.
- Can provide copies of the accounts of the organisation.
- Can demonstrate a track record of delivering services or property management
- Can demonstrate that the organisation has a clear purpose and understanding of the activities it wishes to deliver.
- Can demonstrate that it has the skills and capacity within, or available to, its managing body to effectively deliver services and manage the asset;
- Can embrace diversity and work to improve community cohesion and reduce inequalities
- Can engaged in economic, environmental or social regeneration in Rotherham or be providing a service of community benefit in line with the Councils core purposes

Proposed use

The applicant should be able to provide a clear and unambiguous use for the asset and be able to demonstrate that;

- The proposed use will assist in the delivery of the Councils core purpose and corporate outcomes.
- The proposed use will ensure extensive reach into the community and will be open to all.

- The proposed use will maximise opportunities to ensure sustainability, for example, through income generation, social enterprise and the hiring of space and facilities
- There is an evidenced need and demand for the activities being proposed within the local community
- The applicant has established how much space it requires to deliver its proposals, and how they will make good use of such facilities.
- The applicant will need to demonstrate how the premises will be managed on a day to day basis, and take account of legislation affecting occupation of premises

Jonathan R Marriott, Principal Estates Surveyor, Asset Management

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Area Chairs
2.	Date:	16th June 2008
3.	Title:	Assessment Framework for the Potential and Actual Impact of Community Asset Management (CAM) Proposals
4.	Programme Area:	Neighbourhoods and Adult Services

5. Summary

Community Asset Management (CAM) is a way of helping organisations in achieving financial independence, which in turn can cultivate entrepreneurship and reaffirm links with the community, by releasing building and land assets currently owned/managed by a statutory agency.

This paper describes an Impact Assessment Framework and the work currently being undertaken by a Neighbourhood Investment Team/EDS working group. It explains how the assessment should work, what the scores mean, and lays out the assessment questionnaire.

6. Recommendations

- 1. That Members recommend adoption of the framework contained herein**

7. Proposals and Details

The Quirk review has stimulated thinking within local authorities, statutory organisations and communities regarding the most appropriate management and ownership of assets currently owned by statutory organisations.

The Quirk review permits the council to look a fresh at how it can continue to serve the needs of communities and opportunities to encourage partners including the community and voluntary sector to support this aim.

Some assets will always be best owned and managed by the Council and the Quirk review recognises that where local authorities are best placed to manage assets to provide quality local services this should continue. However, some VCOs will aspire to take more responsibility for services, property and/or building to bring about a better quality of life and environment where they live.

The Council is required to develop a framework to enable assets to be owned and managed in a way which supports community and strategic needs

This paper sets out a framework outlining the steps necessary to ensure the VCO sector is able to be supported in providing services and managing land and property to deliver effective and efficient services throughout the Borough, providing an impact assessment framework that attempts to assess the project's potential before permission is given to go ahead; and an assessment of the projects impact following its completion (or at an agreed length of time after the project has begun).

A recent report from the National Council for Voluntary Organisations (NVCO) also makes the following recommendations:

- Impacts assessment needs to be approached as a tool for enhancing performance improvement and organisational development within VCOs, not simply as a reporting requirement.
- It is crucial that impact is evaluated in a way that is meaningful to users and that any learning is acted upon.
- There is a clear need for skills development and capacity building in relation to the assessment of impacts for both VCOs working in rural areas and those organisations that fund them.
- The Capacity Building and Infrastructure Framework, currently being developed by the Active Communities Directorate in the Home Office, should support exemplars of good practice in relation to the evaluation of impacts and act as a catalyst for development at a local level.
- Impacts assessment needs to be built in to projects rather than bolted on after the event.
- Assessment criteria should be negotiated during grant or contract discussions and should not be altered during the course of the programme except by mutual consent.
- VCOs and funders should consider the potential value of evaluating global impact rather than focusing on component projects in isolation. This should allow

organisations to produce a single impact report that they could 'passport' across different funders.

- A database of indicators of impact could be developed along similar lines to the successful Office for National Statistics social capital questions bank to meet the need of VCOs and funders for support in developing appropriate tools for assessing impact.
- Both funders and VCOs should think about the impact of impact assessment on activities they wish to support. In particular they will need to make a balanced assessment about any capacity that may be diverted from delivery activity towards assessment activity and make a judgement about the degree of assessment they require on that basis.

The attached framework follows many of these recommendations whilst remaining easy to complete yet providing all relevant information, including equal opportunity monitoring on a project's objectives. It provides a simple scoring process to help assist the organisations involved to assess a project's potential prior to being given the go ahead. By also allowing for a post assessment within the main document, it cuts down on the number of forms required, and allows an easy to track project development map that captures relevant comment.

The proposed procedure for the assessment of a community proposed asset management project¹ is as follows:

1. The community group/organisation contacts the local Area Assembly office or 2010 Neighbourhood Team to discuss their proposals informally with named council officers and discuss the capacity building opportunity.
2. The group is sent the Impact Assessment Form should this be appropriate.
3. The organisation returns the completed PART ONE self assessment form to the designated Assessment Officer who also answers the relevant questions.
4. If the PART ONE Assessment is rejected- for example because the proposed project is significantly contrary to other plans or priorities, then the designated Assessment Officer will write to the group explaining why the proposal has been rejected.
5. Should the assessment be recommended for support, the organisation should then complete PART TWO. They may request help and information from the relevant agencies to assist them.
6. The Part Two Section A of the form would then be provided to both the Lead officer of the Corporate Asset management team and the lead officer of the Neighbourhood investment asset management team. The appropriate officer, dependent on General Fund asset or Housing Asset, would complete PART TWO Section C and present a recommendation to CESART after appropriate service and Member consultation.
7. If the proposal is not supported the designated Assessment Officer will write to the group explaining why the proposal has been rejected.
8. If the scoring "passes" the proposal, then the application is sent to the REGEN Board for final approval/rejection with comments made on the form accordingly (PART TWO SECTION D).

¹ As opposed to a RMBC proposed scheme which has an HMR managed procedure

9. If successful, the designated Assessment Officer will complete the Impact Assessment form either on completion of the project or at an agreed date to monitor the projects effectiveness.

8. Finance

The paper costs of producing the Assessment Form are negligible, but officer time in helping groups assess the viability of their project proposals is likely to be extensive, especially at the start of the process.

Questions need to be addressed as to who provides the support, who funds the support, how is the assessment of competency conducted.

Officers nominated to provide this service will need Impact Assessment training, and it is likely that RMBC will have to work with RotherFED in devising a community IA training programme.

9. Risks and Uncertainties

At this stage the risk is the ability of officers and groups to be able to conduct comprehensive impact assessments.

Furthermore finance proposed from external agencies such as the DTA to assist councils and community groups with CAM proposals are still, for the most part, just proposals.

This process ends with approval for the project 'in principle'. There will need to be a competency assessment and this inevitably will require a time lag as the competency will follow the setting up of new constitutions and legal structures to allow some community organisations to receive an asset or sign legally binding contracts with the council and others. It will in many cases require capacity building and an assessment of the management body and their business plan. It will require a clause within the memorandum of understanding and articles of association or IPS rules which clarifies what happens to the asset should things go wrong.

10. Policy and Performance Agenda Implications

Delivery of the proposed pilot will have positive implications to RMBC policies and strategies regarding:

- Community Call for Action
- Our Futures 3 Devolving, Empowerment and Communities
In particular OF3 objectives around Participatory Budget Pilot and Community Involvement Objectives and specifically **Ref 29.**: A clear set of evaluation criteria (including risk assessment) to enable us to understand capacity within the community will need to be devised to consider the benefits of community control of assets, allowing for consideration on a case by case basis
- The Community Strategy
- The Area Assembly agenda

11. Background Papers and Consultation

Community Asset Management (Area Chairs Report)

Our Futures 3

The Quirk Review

Asset Management Procedures by Arnold Murray

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Appendix 1

Rotherham Council Impact Assessment for Community Asset Management (CAM) Proposals

The Assessment Framework

COMMUNITY MANAGEMENT ASSET PROCESS REVIEW TEMPLATE

Instructions to Reviewers

The practice of Community Asset Management is constantly evolving and open for improvement to ensure that all stakeholders involved benefit as fully as possible. Use of this Review Template should:

- assist organisations and institutions to rate and thereby improve their projects and proposals in order to realize better project and development outcomes
- assist the principle budget holder (e.g. RMBC) assess the likely impact of supporting a scheme

The review template serves as a guide for the proposee, the reviewer and the REGEN Board (who will give the final go ahead for a scheme to take place) in analysing how suitable a proposal is. The template should be used as a guide in undertaking the review. The template can also be used as a reference to assist the planning and implementation of a CAM proposal should it be successful.

Structure of the Template

The review template is divided into two main sections:

- **PART ONE:** An initial SELF ASSESSMENT form. This section will enable groups to assess whether Community Asset Management is the correct way forward to achieve the outcomes desired.
- **PART TWO:** A detailed proposal section, allowing appraisal scoring, comprising a table with a series of questions on the following topics:
 - **The project's objectives:** questions related to the aims, objectives, methodology and approach of the project
 - **Practical implementation:** questions related to the practical implementation of the project, techniques used and how issues arising in the public process were dealt with; and,
 - **Practitioner and stakeholder attitudes:** questions related to the behaviour of various stakeholders and the practitioner in the public process.

Undertaking the Review

The following is a suggested review methodology:

- Read through the questions in the template prior to embarking on the review of the project. They provide a framework in which the review can be undertaken as well as providing a useful indication of the nature of information that has to be acquired;
- Review all relevant documentation on the assessment process and community asset management processes. This may include the Scoping Reports, other Assessment Reports, minutes of meetings, information documentation sent to stakeholders, comments submitted by stakeholders, advertisements, media reports etc;
- Review the legal requirements;
- If possible, interview key participants in the project from a variety of stakeholders groups. Interviews can take the form of on site interviews, email or telephonic interviews. Interviewing participants in the process will provide a more balanced and textured view of the public process than a review of documentation alone;
- Complete the template as outlined below.

Using the Template

As indicated above, the review template is divided into two sections.

a) PART ONE: Self Assessment Form

- Part 1 should be completed before Part 2. It should allow the proposing group to assess whether or not the project is truly applicable. **The Group should not complete Part 2 until Part 1 has been reviewed by the nominated officer.**

b) PART TWO

- As indicated, there are a series of questions on aspects of the project and provides the interface to the technical aspects of the assessment process. These will be scored by the reviewer, but the applicant should also consider the question as a prompt to determine whether:
 - **The aspect was complete and / or well done (Score C/ 10 Pts):**
 - Answering thus, implies that this aspect of the process represents best practice; legal requirements have been met or exceeded; or community participation in the process was/will be optimal.
 - **The aspect was adequate (Score A/ 5 pts):**
 - Answering thus, implies that although this aspect of the process may not meet best practice requirements, and there is room for improvement, community participation in the process was not unduly compromised, and decision making would not be compromised. It also implies that this aspect meets legal requirements.
 - **The aspect was poor and / or incomplete (Score I/ 0 pts):**
 - Answering thus, implies that this aspect has compromised the community's ability to meaningfully participate in the assessment; that legal requirements have not been fulfilled and/or that additional work is required to ensure decision making is not compromised.
 - **Unknown (Score U/ 0 pts):** Answering thus implies that insufficient information is available on this aspect to enable the reviewer to make a judgement.

Generally speaking, a rule of thumb on the applicability of a proposed project going forward for consideration to the REGEN Board for support would be based on the points gathered, *although some conflicts with other priorities may also take precedence over the success or otherwise of an application.*

90 pts plus = Project passes initial assessment; pass to Steering Group with recommendation to proceed.

75 to 85 pts = Project has potential. Review Requested by Steering Group.
50- 70 pts = Not acceptable but assessor may request further detail
0- 45 pts = Not acceptable; project fails initial assessment.

PART ONE: Self Assessment Form

Name of Project: _____

Name of Organisation: _____

Contact Details: _____

Lead Officer for Assessment:

New	Existing

1. Is this an assessment of a new or existing proposal?
2. What is the main purpose and aims of the project?

3. List the main activities and outcomes of the Project?

4. Who will be the main beneficiaries of the Project?

5. Do you have monitoring data available on the number of people who are using the existing service/asset and/or will be affected by your Project? If so, what are these?

6. Risk Assessment Relating to Quirk Principle.

6a. For the Organisation/Community Group and the Assessment Officer: <i>Please take your time and make as objective as possible your assessment of the following risks.</i>	Community Group Answers Y/N	Assessment Officer Answers Y/N
Does your organisation have the capacity to take over and manage the asset?		
Are you able to raise the funds needed to purchase or refurbish the asset offered?		
Are public bodies able to support your application?		
Does your organisation have the skills needed to effectively manage the asset?		
Are your plans representative of the wider community, inclusive to all, including vulnerable groups within your neighbourhood, and therefore used in the public interest?		
Are your plans sustainable?		
Do you have resources for professional/support staff?		

6b. For the Assessment Officer Only	Assessment Officer Answers Y/N	Reason for answer
Does transfer of ownership of this asset impair strategic objectives of the local authority and/or its LSP partners? Are any of these significant enough to deny progress of the proposal?		
Is there confusion and lack of awareness over roles, responsibilities and liabilities between the landlord and the organisation?		
Is there any conflict between conflicting community organisations over ownership or management of assets?		

PART TWO: FULL PROPOSAL AND ASSESSMENT

<p>Section A – General Information:</p> <p>1. What is the project definition? <i>NOTE – insert name of the project being impact assessed (include also the full range of the management institution’s duties and powers, ie. everything that the institution does, whether formal or informal, written or unwritten)</i></p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p> <p>Has the Project kept to its original definition? If not, what has changed and why?</p>
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<p>Section A – General Information:</p> <p>2 – What is the aim, objective or purpose of the project? <i>NOTE – Wherever possible quote directly from function documentation linking with Vision, Aims, Values, Objectives and good practice for all stakeholders.</i></p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p>
		<p>Has the project achieved its aims and objectives? <i>If yes, please state how.</i></p>

<p>Section A – General Information:</p> <p>3 – What outcomes are intended through this project and for whom? <i>NOTE – Outcomes are different from your aims and objectives. They should be very specific. For example an outcome may be that you will have held 10 community events within 12 months. Wherever possible in responding to these questions, be specific & name the stakeholders involved & base your answers on all the related requirements.</i></p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p>
		<p>Has the project delivered against the key outcomes? <i>Please list those outcomes achieved and those unachieved. If unachieved please list reasons why. Also list unexpected outcomes should there be any.</i></p>

<p>Section A – General Information:</p> <p>4 – What factors will contribute to the intended outcomes of the project?</p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p> <p>How did the project take full advantage of the factors?</p>
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<p>Section A – General Information:</p> <p>5 – What barriers if any, could detract from the projects intended outcomes?</p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p> <p>How did the project mitigate against any potential negative factors?</p>
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<p>Section A – General Information:</p> <p>6 – How do the intended outcomes link with other institutions and groups? Does your project link with other projects within the neighbourhood or borough?</p>		<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p>
			<p>Did the project take full advantage of these potential links? How did the project make these links work?</p>

<p>Section A – General Information:</p> <p>7 – Who defined or defines the project and determines the intended outcomes?</p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p> <p>Was there continuity of resource within the project?</p>
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<p>Section A – General Information:</p>	
<p>8 – Who is responsible and accountable for implementing the project and what training have they had, or qualifications do they hold?</p>	
<p>Score</p>	
<p>This column to be completed by Reviewer post project (or on an agreed review date).</p>	<p>In your opinion, did the project take full account of these skills and experiences?</p>

<p>Section A – General Information:</p> <p>9 – Who are the stakeholders, both inside and outside the institution, who should be involved with this function? What roles do the stakeholders play in the implementation of the Project and how?</p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p>
		<p>Were the stakeholders clearly defined and properly identified as having a part to play within the project? Were these stakeholders utilised correctly? Were any additional stakeholders involved at a later stage and if so, why?</p>

<p>Section A – General Information:</p> <p>10 – Are there any concerns the project could have differential impact on the grounds of age, sex, religious, racial or ethnic origin and if so why?</p>	<p>Score</p>	<p>This column to be completed by Reviewer post project (or on an agreed review date).</p> <p>Did the project fulfil equal opportunities regulations?</p>
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<u>Section B: EXAMINE THE DATA AND RESEARCH AVAILABLE</u>	Score
<p>1 – What information (including data) is available and/or is needed, to inform the assessment of the impact of the project?</p> <p>EXAMPLES/THINKING PROMPTS:</p> <ul style="list-style-type: none"> • Demographic data and other statistics • Recent research findings • The results of consultations or recent surveys (NB qualitative and quantitative data) • Information from groups and agencies directly in touch with particular groups in the communities we serve (for example, qualitative studies by trade unions and voluntary and community organisations) • Comparisons with similar projects elsewhere • Recommendations of inspection and audit reports and reviews • Recommendations/reports by representative groups/bodies 	

 Project Signature

 Title

Date

Assessor's Comments

Section C: Assessors Comments

This section to be completed by the designated assessment officer prior to decision on support.

1. Does the project help RMBC achieve any other objectives? Or, does the project support any other RMBC initiatives/targets etc? If so, which? (add 5 pts per additional initiative)

2. Does the project conflict with any other objectives/initiatives/targets etc? If so, which? (deduct 5 pts per initiative)

3. Overall, does the project meet the necessary criteria to progress?

(Y/N)

Final Score

4. What are your reasons?

Section C: Assessors Comments

This section to be completed by the designated assessment officer prior to decision on support.

5. Any Further Comments

Assessor Signature Title

Date

Assessor Signature following Title
Review

Date

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	CABINET
2.	Date:	19TH JANUARY, 2011
3.	Title:	MINUTES OF A MEETING OF THE LOCAL DEVELOPMENT FRAMEWORK (LDF) MEMBERS' STEERING GROUP HELD ON 10TH DECEMBER, 2010
4.	Programme Area:	ENVIRONMENT AND DEVELOPMENT SERVICES

5. Summary

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

A copy of the minutes of the LDF Members' Steering Group held on 10th December, 2010 is therefore attached.

6. Recommendation:-

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

7. Proposals and Details

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

The proposed policy change of the new Coalition Government should be noted re: the Localism Bill and implications for the LDF.

8. Finance

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

9. Risks and Uncertainties

- Failure to comply with the Regulations.
- Consultation and responses to consultation.
- Aspirations of the community.
- Changing Government policy and funding regimes

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 10th December, 2010.

**Contact Name : Karl Battersby, Strategic Director,
Environment and Development Services
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ROTHERHAM LOCAL DEVELOPMENT FRAMEWORK STEERING GROUP
Friday, 10th December, 2010

Present:- Councillor Smith (in the Chair); Councillors Austen, Dodson, Jack, Pickering, R. S. Russell, St. John, Sharman and Whelbourn.

together with:-

Andy Duncan	Strategic Policy Team Leader
Neil Finney	Assistant Technician
Ken Macdonald	Solicitor
Bronwen Peace	Planning Manager
Nick Ward	Planner

10. INTRODUCTIONS/APOLOGIES

The Chairman welcomed those present to the meeting.

Apologies for absence were received from the following members of the Steering Group and officers:-

Councillor Hussain	Cabinet Member, Community Development, Equality & Young People's Issues
Councillor Lakin	Cabinet Member, Safeguarding & Developing Opportunities for Children
Councillor Walker	Senior Adviser, Regeneration & Environment
Councillor Wyatt	Cabinet Member, Resources & Commissioning
Councillor Whysall	Chair, Regeneration Scrutiny Panel
Adrian Gabriel	Waste Manager
Tracie Seals	Sustainable Communities Manager (Interim)

11. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH NOVEMBER, 2010

Consideration was given to the minutes of the previous meeting held on 19th November, 2010.

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

12. MATTERS ARISING

The following issue, from the previous minutes, was raised:-

Houses in Multiple Occupation:-

It was confirmed that officers were working on the requested briefing note

for all Members and the three local MP's. It would be issued at the earliest opportunity.

13. STRATEGIC HOUSING MARKET ASSESSMENT (SHMA)

Nick Ward, Planner, presented a report relating to Rotherham's Strategic Housing Market Assessment. This is a key part of the evidence base which will support and inform preparation of the Local Development Framework, and inform planning decisions.

The report provided an update of the key outputs and had been produced in the light of the substantial changes to the housing market and wider economy since the original was produced.

Reference was made to:-

Assessment of current need:- total (net) annual affordable housing need estimate = 1,155. It was noted that this was much larger than could be met through developer contributions.

Assessment in the longer term:- based on the most recent ONS projections, it was recommended that a target of 35% of new homes should be affordable.

Reference was made to the Council's policy re: employment of consultants and to relatively small size of this piece of work.

Resolved:- That Steering Group notes the content of this report and the final draft of the Strategic Housing Market Assessment Update.

14. STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)

Nick Ward, Planner, presented a briefing note in respect of the Strategic Housing Land Availability Assessment which would also form part of the evidence base for the Local Development Framework.

The assessment indicated how likely it was that land would come forward within the plan period. The assessment looked at 2 areas:-

(i) overall 15 year supply:- this was important for the overall LDF process. It was reported that the Borough should have more than enough sites from which to choose,

and

(ii) 5 year supply:- which was more concerned with development control. It was pointed out that following consultation with partners from the house building industry this was likely to result in a smaller supply figure. This figure would be complicated by the RSS requirement and reference was made to the latest ONS household projections of 824 houses per year.

In order to provide clarification for the Panel, Ken Macdonald, Solicitor, summarised the background, recent events and decisions surrounding the RSS. It was noted that a further Court hearing was scheduled in January, 2011. Reference was also made to proposals within the Localism Bill.

It was pointed out that this was still work in progress.

Resolved:- That the contents of the briefing paper be noted.

15. SUBMISSION OF THE BDR JOINT WASTE PLAN

Neil Finney, Assistant Technician, presented a report in respect of the Barnsley, Doncaster & Rotherham (BDR) Joint Waste Plan that has been produced by the three local authorities in order to provide policies to determine planning applications for waste management facilities, as a Development Plan Document (DPD), and which will form part of the Local Development Framework.

It was pointed out that the Council, at the meeting held on 27th October, 2010 (Minute No. A60 refers), resolved that the formal publication of the BDR Joint Waste Plan be approved.

It was explained that the formal publication activated a statutory six week period during which only representations on the soundness of the DPD could be made. After this period, the regulations provide that the DPD should be submitted to the Secretary of State, together with any representations, to be considered by a government inspector who will hold an examination in public to decide if it is 'sound' (fit for purpose and meets statutory requirements). Local authorities are required to publish the document they intend to submit to the Secretary of State, under the premise that the Plan is considered sound at the time it is published. Planning officers from the three authorities consider that the Plan is sound and valid for submission.

Reference was made to the designation of 4 sites for strategic waste management facilities together with the reasons for them being chosen. It was also pointed out that the BDR Joint Waste Plan proposed to safeguard important existing facilities and would prevent the loss of waste management sites and loss of treatment capacity.

The following issues were raised and discussed:-

- timescale of the approvals process (29 weeks - noting this would be driven by Government)
- consultation with Ward Members
- possible community pay back

In order to facilitate the timely submission of the BDR Joint Waste Plan, members of the Steering Group were asked to consider recommending to

Cabinet the submission of this DPD.

Resolved:- That this Steering Group recommends that a report be submitted to Cabinet seeking approval for the submission of the BDR Joint Waste Plan.

16. LOCALISM BILL

Andy Duncan, Strategic Policy Team Leader, presented a briefing paper in respect of issues emerging from the Localism Bill.

Reference was made to:-

(i) **Neighbourhood groups to shape where they live:-** a general right for a neighbourhood, parish council or neighbourhood forum to produce a Neighbourhood Plan, subject to a "light touch inspection" by an independent inspector. If these Neighbourhood Plans were in line with the Council's plan and national planning guidance, and had approval through a local referendum, then councils would have to adopt them.

It was envisaged that councils would step in to mediate re: neighbourhood boundaries and to provide resources to help neighbourhood prepare these plans.

Members present referred to

- already emerging tensions
- the need to get communication right with existing parish councils, noting the existing Parish Charter
- the need to bring together and review all existing neighbourhood plans, noting some overlap
- areas of Rotherham not parished
- the need for an all Members seminar and/or discussion at the Democratic Renewal Scrutiny Panel
- resourcing and costs
- confusion and delay arising from the way the Government was working i.e. announcing framework legislation followed up by regulations and guidance 1 – 2 years later

(ii) **Direct democracy:-** power to local community to approve certain types of development.

Concerns were expressed in regard to:-

- How this would work in practice
- Legal and professional aspects
- Probity
- Complexity
- How to ensure consistency

(iii) **Local benefits:-** incentives e.g. New Homes Bonus to encourage the right kind of development and financially reward councils and communities that deliver new homes and businesses in their area. Reforms to the Community Infrastructure Levy whereby a proportion of the levy is handed over to the local neighbourhoods where development takes place.

Concerns were expressed whether this approach would work and what evidence there was.

(iv) **Vanguards:-** Government's call for communities to come forward to act as vanguards to trial Neighbourhood Plans – noting that to date six had volunteered.

Reference was also made to the impact on housing targets and the confusion around the RSS. Members present were also reminded that there was a requirement to consult in 2011 and it was noted that the latest projections from the ONS (824 per year) might form the middle ground. However consultation would take place on 2 or 3 targets.

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

(2) That a report on the RSS and housing targets be submitted to a future meeting of this Steering and Group and Cabinet early in 2011.

17. **DATE, TIME AND VENUE OF NEXT MEETING.**

Resolved:- That the next meeting of the Local Development Framework Members' Steering Group be held on Friday, 21st January, 2011 at 10.00 a.m. in the Town Hall, Moorgate Street, Rotherham. S60 2TH.

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