

## PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE

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

**Date:** Friday, 14 January 2011

**Time:** 9.30 a.m.

### A G E N D A

1. Apologies for Absence.
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. Declarations of Interest.
5. Questions from Members of the Public and the Press.

#### **For Discussion/Decision:-**

6. Call - in Flash Lane, Bramley - Proposed Traffic Calming Scheme (call-in process, minute and report herewith) (Pages 1 - 11)
7. Planning for the 2011 Census (report herewith) (Pages 12 - 17)

#### **For Information/Monitoring:-**

8. Minutes of the previous meeting held on 17th December, 2010 (herewith) (Pages 18 - 26)
9. Work in Progress (Chairs of Scrutiny Panels to report)

### **Call-In Process – Further Guidance**

The following section offers guidance on the call-in process. If additional information or advice is required, Members should contact Cath Saltis, Head of Scrutiny Services and Member Support, Chief Executive's Department, telephone number 01709 822779 or via email at [cath.saltis@rotherham.gov.uk](mailto:cath.saltis@rotherham.gov.uk).

#### ***What sort of decisions may be called-in?***

**Any** decision of the Executive may be called-in, unless it is:-

- in the form of a recommendation to full Council;
- an urgent decision (as defined by rule 14(2)) of the Overview and Scrutiny Procedures Rules;
- a decision of the Adoption Panel;
- concerned with procedural matters; or
- in connection with an appeal.

#### ***What happens when a decision is called-in?***

The Chair of the Performance and Scrutiny Overview Committee records the decision to which the call-in relates, the lead signatory and the names of the other five Members, or in the case of an education decision, the names of the Members or education representatives, or both.

The Head of Scrutiny Services then requests that arrangements be made for the decision to be called in. The Head of Scrutiny Services will contact the Lead Signatory and notify the decision maker and the appropriate Executive Director, of the call-in request and advise that the implementation of the decision be delayed until the conclusion of the call-in process.

#### ***When will a meeting be arranged for the decision to be called-in?***

In most cases, the Head of Scrutiny Services, in consultation with the Chair of the Performance and Scrutiny Overview Committee, will add the call-in request to agenda for the next following meeting of the Committee, or in the case of an education decision, the next following meeting of the Children and Young People's Services Scrutiny Panel.

#### ***What will happen at this meeting and how will the call-in be dealt with?***

The Members requesting the call-in will be invited to give their reasons. The relevant Cabinet Member(s) will attend, in order to explain why the decision was made.

Having considered the call-in request and the explanation of the decision, PSOC (or Children and Young People's Services Scrutiny Panel) can refer it back to the decision-maker for reconsideration, setting out in writing the nature of its concerns. If the decision is not referred back to the decision maker or the

request for call-in not supported, the original decision can be then implemented.

In exceptional circumstances, PSOC can refer the decision for consideration by the full Council. If the Council supports the requests for call-in, they can refer the matter back to the decision maker to re-consider, stating their concerns. If the call-in is not supported, the decision can be implemented.

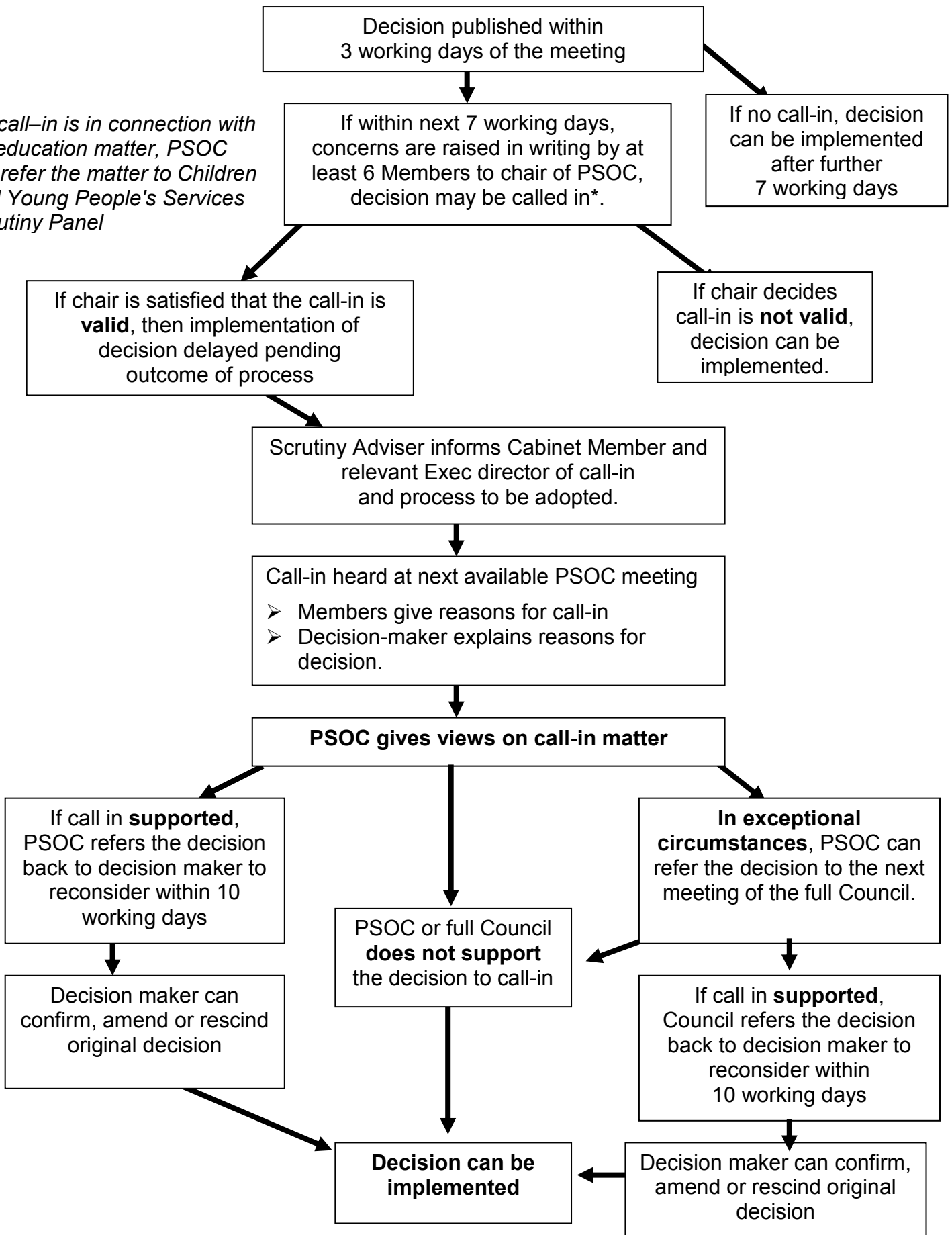
If the decision is referred back by either full Council or PSOC (or Children and Young People's Services Scrutiny Panel), the decision maker (or makers) must reconsider the decision within 10 working days. At this point they can:

- confirm their original decision;
- amend the decision; or
- rescind (and if appropriate) take a new decision.

***Is there a simple guide which explains the process?***

Yes. Attached is a chart which summarises the Councils call-in procedure, its various stages, and what can happen at each of these stages. Part V of the Council's Overview and Scrutiny Procedure Rules outlines the rules regarding the calling-in of executive decisions and copies of this are available from Scrutiny Services.

*\* If call-in is in connection with an education matter, PSOC will refer the matter to Children and Young People's Services Scrutiny Panel*



**G87. MINUTE NO G87 OF THE MEETING OF THE CABINET MEMBER FOR REGENERATION AND ENVIRONMENT HELD ON 13<sup>TH</sup> DECEMBER, 2010 - FLASH LANE, BRAMLEY - PROPOSED TRAFFIC CALMING SCHEME**

Consideration was given to a report, presented by the Transportation Unit Manager, setting out the results of the consultation process regarding the proposed traffic calming scheme on Flash Lane, Bramley.

It was reported that 23 letters of objections, and a petition containing 69 signatures also objecting to the proposed traffic calming scheme had been received.

A summary was provided of the background to the proposed traffic calming scheme and developer contribution.

Details of the main comments raised by the objectors were set out in the submitted report,

It was explained that following various surveys and measurements it was not feasible to provide a controlled pedestrian crossing as the Council's criteria was not met.

However reference was made to the results of the speed survey and as a result it was proposed, as an alternative, to install an informal pedestrian crossing consisting of pedestrian friendly lowered kerbs, associated tactile paving and a footway link to cross the grass verge and tie in with the existing footway. These proposals were illustrated on Drawing No. 126/ 17/ TT142 attached at Appendix B to the submitted report. It was also proposed to place the vehicle activated sign periodically on Flash Lane.

Details of the estimated costs of the informal pedestrian crossing point and other works were set out in the submitted report.

Members present commented on:-

- road humps in adverse weather
- snow plough access
- local aspirations
- effectiveness of speed cushions and noise issues
- requests throughout the Borough for pedestrian crossings
- reasons for the proposed location for the informal crossing point

Resolved:- (1) That the objections to the proposed traffic calming scheme be acceded to and the traffic calming scheme be not implemented.

(2) That an informal pedestrian crossing be implemented between Prospect Close and Wadsworth Road to include lowered kerbs and a short section of footway to link into the existing footway as detailed in the submitted report and illustrated on Drawing No. 126.17/ TT142 (Appendix B).

(3) That the objectors be informed of the above decisions

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1. Meeting:</b>	<b>Regeneration and Environment</b>
<b>2. Date:</b>	<b>13 December 2010</b>
<b>3. Title:</b>	<b>Flash Lane, Bramley – Proposed Traffic Calming Scheme – Ward 5, Hellaby Ward</b>
<b>4. Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

To report the results of the consultation process regarding the proposed traffic calming scheme on Flash Lane, Bramley, including receipt of 23 letters of objection and a petition containing 69 signatures also objecting to the proposed traffic calming scheme.

**6. Recommendations**

**Cabinet Member is asked to resolve that:**

- (i) The objections to the proposed traffic calming scheme are acceded to and the traffic calming scheme is not implemented;**
- (ii) An informal pedestrian crossing is implemented between Prospect Close and Wadsworth Road to include lowered kerbs and a short section of footway to link into the existing footway;**
- (iii) The objectors be informed of the outcome;**

## 7. Proposals and Details

In 2005 Ben Bailey Homes Limited received planning approval for the construction of a new housing development on Progress Drive off Flash Lane, Bramley. As part of this planning approval Ben Bailey Homes Limited entered into a section 106 agreement, which required them to contribute £10,000 towards the cost of a pedestrian crossing on Flash Lane between Prospect Close and Wadsworth Road near to the play area and community facilities. When considering the information submitted in support of the planning application Transportation Officers considered that a zebra crossing may be desirable and an estimate was made of the costs of introducing such a feature, though as always the detailed assessment and design had yet to be carried out and as such no specific reference is made within the Section 106 agreement to providing a zebra crossing. The £10,000 was consequently submitted by the developer and lodged with the Council in October 2006.

Investigations into the feasibility of providing a controlled pedestrian crossing (zebra, pelican etc) commenced in autumn 2007 based on information provided from a summary made of the Traffic Impact Assessment. This investigation entailed undertaking a speed survey, measuring carriageway widths and an assessment of the number of vehicles travelling along Flash Lane as well as pedestrians crossing Flash Lane between Prospect Close and Wadsworth Road. From the number of vehicles recorded, it was shown that there would need to be on average, 225 pedestrians crossing each hour over a 4 hour period in order for a controlled crossing to be considered in accordance with the Councils criteria for implementing a controlled pedestrian crossing. Observations on site clearly demonstrated that even during the peak hours when school children were heading to and from the nearby Wickersley Comprehensive School, the number of pedestrians crossing Flash Lane between Prospect Close and Wadsworth Road did not meet 225 and as such a controlled crossing could not be promoted. However, in view of the developer contribution that Rotherham MBC had received, it was thought that an alternative scheme should be considered which would assist pedestrians to cross Flash Lane not only between Prospect Close and Wadsworth Road but along its full length by reducing vehicle speeds which the surveys had demonstrated were above the existing 30mph speed limit.

This scheme consisted of a flat top road hump between Prospect Close and Wadsworth Road, providing level access across the road for mobility impaired pedestrians and those pedestrians with pushchairs, and a series of speed cushions to reduce vehicle speeds along Flash Lane. These proposals are shown on drawing 126/17/TT19.B, attached as Appendix A. As vertical traffic calming measures require a Statutory Consultation process to be undertaken, the emergency services, bus companies and Ward Members were initially consulted. The proposals were then publicly consulted upon by way of a letter drop to residents directly affected by the scheme and as a result of this consultation exercise, 23 letters of objection and a petition containing 69 signatures also objecting to the scheme were received. Below are the main comments raised within the objections.

- Speed cushions damage vehicles;
- The scheme does not include a zebra crossing as promised;
- Flash Lane is a route to the cemetery and traffic calming will result in an undignified final journey;
- Traffic calming is a waste of money and doesn't work;
- Vehicles are not speeding along Flash Lane

Clearly some of the objections were based on the premise that there was a legal obligation to provide a controlled pedestrian crossing point on Flash Lane as part of the section 106 agreement. However, there is clearly a message from some residents on Flash Lane and roads adjacent to Flash Lane that traffic calming is neither desired or is appropriate. In view of the large number of objections received and no letters of support it is recommended that these objections are acceded to and that the scheme to implement a full width road hump and the speed cushions are not implemented.

As an alternative, it is proposed to install a informal pedestrian crossing consisting of pedestrian friendly lowered kerbs, associated tactile paving and a footway link to cross the grass verge and tie in with the existing footway as shown on drawing 126/17/TT142, attached as Appendix B. In view of the results of the speed survey, we also propose to include Flash Lane on our rota of locations where the vehicle activated flashing 30mph slow down sign can be placed on a temporary basis. There are already playground warning signs on Flash Lane on each approach to the play area.

## **8. Finance**

It is estimated that the cost of the proposed traffic calming scheme is £45,000. This is funded by the £10,000 developer contribution and £35,000 from the Local Transport Plan Integrated Transport Programme 2010 / 2011. The estimated cost of implementing the informal pedestrian crossing point, footway link and placing the vehicle activated sign periodically on Flash Lane is £10,000. This will be met by the developer contribution.

## **9. Risks and Uncertainties**

Acceding to the objections will result in vehicle speeds along Flash Lane remaining at their present level. However, it is proposed to mitigate this with the periodic use of a vehicle activated sign indicating to those drivers travelling along Flash Lane in excess of the posted speed limit to slow down.

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

The scheme is in line with objectives set out in South Yorkshire Local Transport Plan, in conjunction with the Council's Road Safety Strategy, for improving road safety and managing traffic.

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

Consultation with the Emergency Services, Bus Companies, Ward Members and Bramley Parish Council were undertaken. No objections were received from the Emergency Services or Ward Members, however objections were received from Bramley Parish Council, Powells Bus Company and SYPTE. Powells Bus Company objected on the grounds that full width road humps and speed

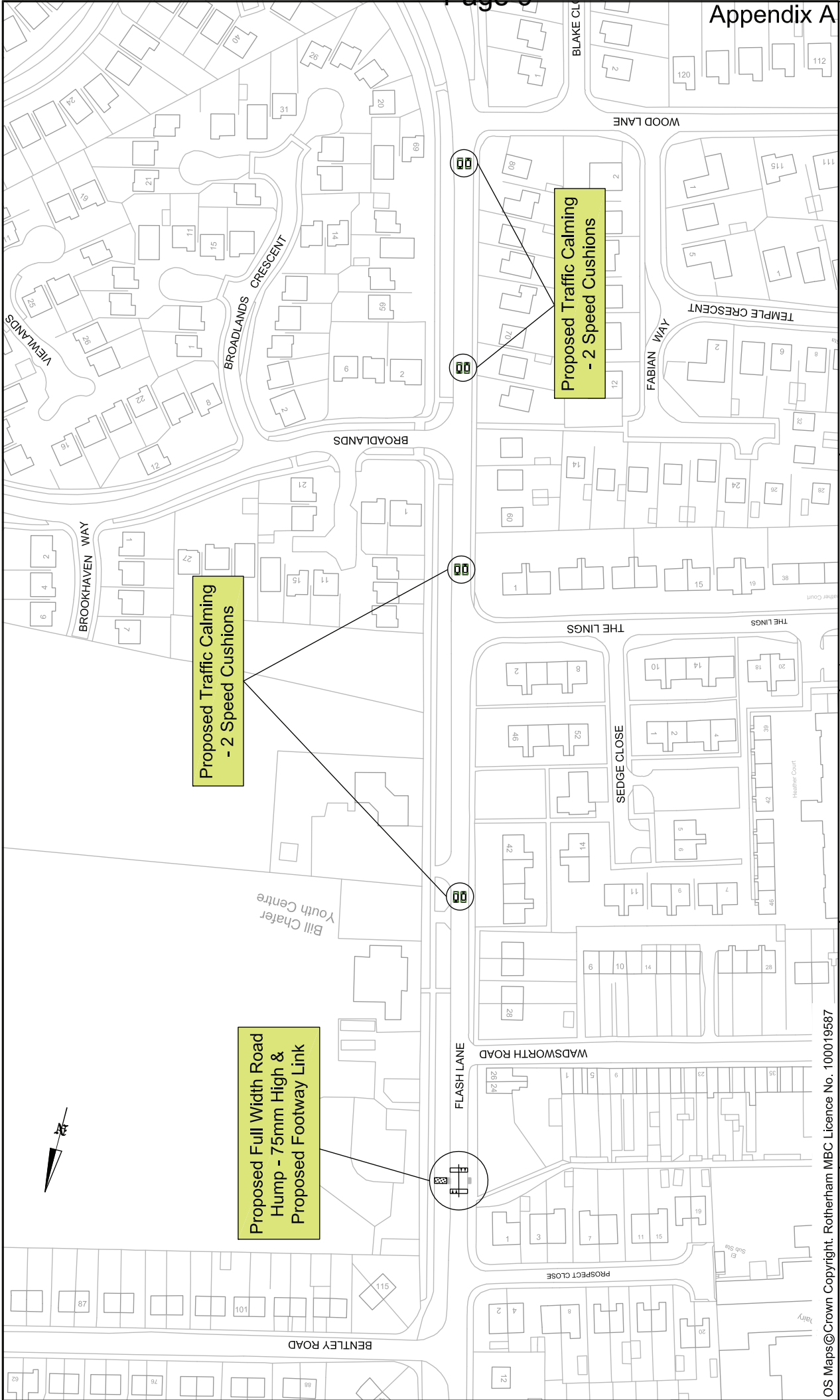


cushions are not bus friendly. SYPTE objected on the grounds that the full width road hump was not a bus friendly road hump and that they did not wish to see speed cushions located at bus stops. Bramley Parish Council objected on the grounds that a “proper pedestrian crossing” should be provided as part of the scheme and the road humps would not provide a dignified procession to the nearby Cemetery.

In addition 23 letters of objection were received and a petition with 69 signatures objecting to the proposal, attached as Appendix D. No letters of support were received. Of the letters received and the signatures on the petition 11 were received from residents of premises that front onto Flash Lane, all the other objectors lived locally, many of which were side roads off Flash Lane.

Appendix A      Drawing No. 126/17/TT19.B  
Appendix B      Drawing No. 126/17/TT142  
Appendix C      First signature page of petition

**Contact Name:** *Peter Henchley, Engineering Technician, 54485  
peter.henchley@rotherham.gov.uk*



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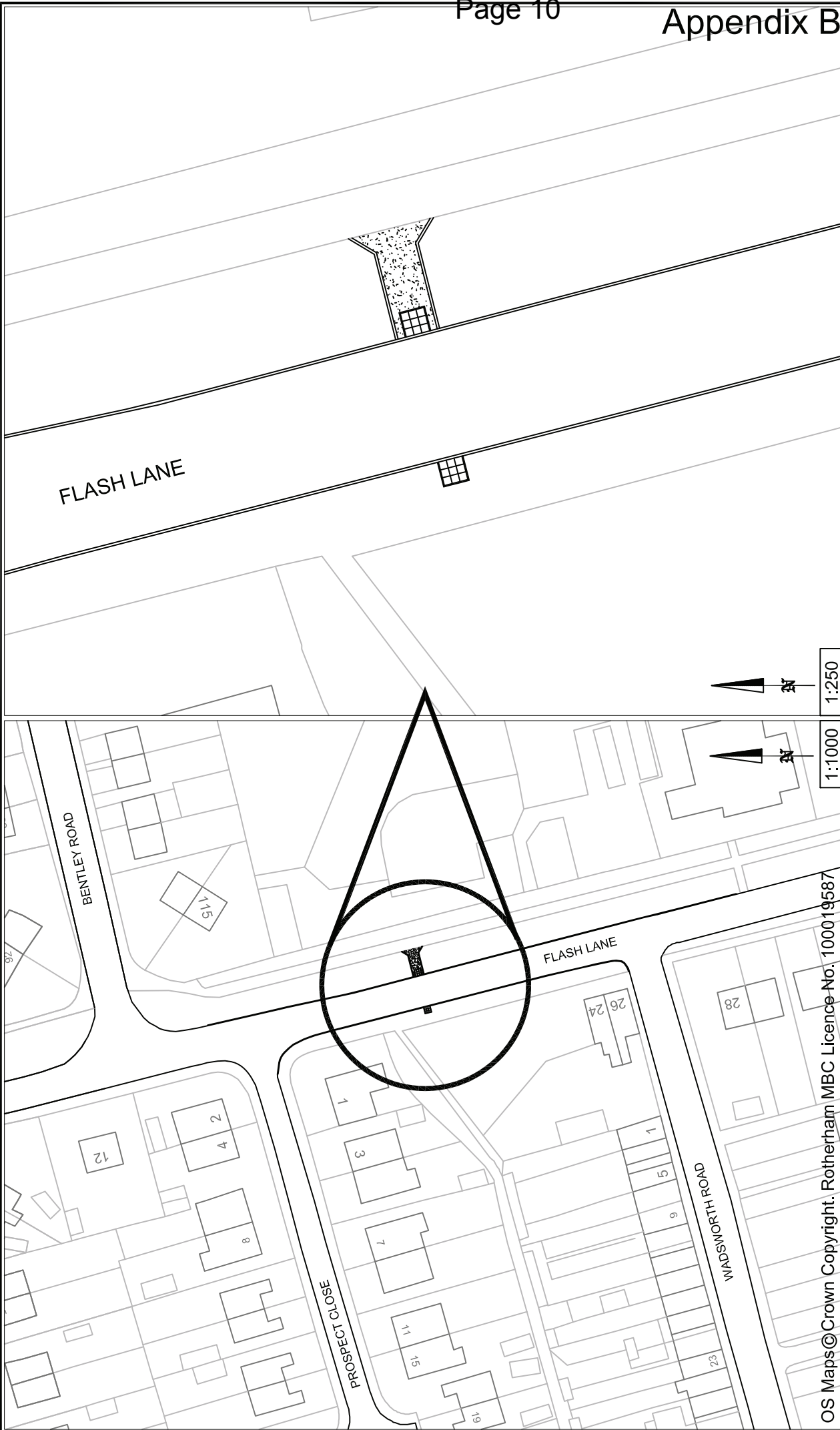
**Rotherham Metropolitan Borough Council**  
 Environment & Development Services  
 Bailey House, Rawmarsh Road,  
 Rotherham S60 1TD

Strategic Director:  
 Karl Batterby Bsc (Hons) MRTPL MTRPI

**Client:**  
 Rotherham Metropolitan Borough Council  
 Environment & Development Services  
 Bailey House, Rawmarsh Road,  
 Rotherham S60 1TD

Rev.	Description

<b>Title</b> Flash Lane, Bramley Proposed Traffic Calming and Crossing Point	
<b>Dwg. No.</b> 126/17/TT19.B	<b>Rev.</b>
<b>Drawn</b> PH	<b>Scales (if A3)</b> 1:1250
<b>Date</b> Oct 2010	<b>Chd. by</b> SS



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<p><b>Client:</b></p> <p>Rotherham Metropolitan Borough Council          Environment &amp; Development Services          Bailey House, Rawmarsh Road,          Rotherham S60 1TD</p>		<p><b>Title</b></p> <p>Flash Lane, Bramley          Proposed Dropped Kerbs With Tactile Flags</p>	
<p><b>Rotherham Metropolitan Borough Council</b>          Environment &amp; Development Services</p>		<p><b>Dwg. No.</b></p> <p>126/17/TT142</p>	<p><b>Scales (if A4)</b></p> <p>Various</p>
<p><b>Environment &amp; Development Services</b></p> <p>Strategic Director:          Karl Battersby Bsc (Hons) MTPL MTRPI</p>		<p><b>Drawn</b></p> <p>PH</p>	<p><b>Date</b></p> <p>Nov 2010</p>
		<p><b>Chd. by</b></p> <p>ND</p>	

**Objections to the proposed traffic calming and crossing point on  
Flash Lane, Bramley. 8 cushions + 1 full width Hump**

We the undersigned object strongly to the above proposals for Flash Lane for a number of reasons, the main one being that there has been no thought given to the fact that this a route to the cemetery and would be totally insensitive to mourners. There is no proper pedestrian crossing other than a Hump which is an unidentified 'crossing point' lower down Flash Lane and not located near enough to the youth centre and children's play area and including the recreational facilities i.e. MUGA. Also no facility for crossing the road safely adjacent to, The Lings and Heather Court sheltered housing complexes close to the bus stops.

Print Name and Address	Signature	Further Comments you might like to add
JOAN FOXTON 5. THE LINGS	J Foxton	R.M. B.C. were not allowed to have you Put humps on main street Bramley because of <del>humps</del> <sup>hearse</sup> and mourners at St Frances church
David & Susan Robbins 9 The Lings	D. Robbins S. Robbins	So the cemetery doesn't seem to matter!!! A proper crossing and a camera is what is needed.
D. Allen 15. The Lings	D. Allen	The police use their cameras at the end of The Lings quiet often Just think of all the revenue!!!
D Walker 13 The Lings	D Walker	So please think again.
Ju Steven J M STEVENSON 36 HEATHER CT THE LINGS	Ju Steven	
H STEVENSON 36 HEATHER COURT THE LINGS H. Stevenson	H Stevenson	
P. A. Flinders 35 Heather Court The Lings Bramley	P.A. Flinders	
G. Flinders 35 Heather Court The Lings Bramley	G. Flinders	
E Manchester 34 Heather Court Bramley	E Manchester	

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO PSOC</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Performance and Scrutiny Overview Committee</b>
<b>2.</b>	<b>Date:</b>	<b>14<sup>th</sup> January 2011</b>
<b>3.</b>	<b>Title:</b>	<b>Planning for the 2011 Census</b>
<b>4.</b>	<b>Directorate:</b>	<b>Chief Executive's</b>

### **5. Summary**

The next UK Census will take place on 27<sup>th</sup> March 2011. The Office for National Statistics (ONS) is working in partnership with local authorities to benefit from their knowledge of local areas. Rotherham MBC can help ONS to achieve the highest possible coverage in Borough which will improve the accuracy of local statistics and maximise Government funding determined by census data.

The 2011 Census will offer online completion for the first time, as well as postal response. ONS has begun recruiting staff who will work on the Census with local agencies and communities to maximise response from those who have difficulty in completing the form, or who otherwise do not respond.

Rotherham MBC and partner agencies are supporting the Census Area Manager to make use of local knowledge, experience and additional sources of data to ensure the success of the 2011 Census.

### **6. Recommendations**

**PSOC is asked to:**

- a) **Note the importance of the 2011 Census to local intelligence and funding, and contribution which the Council and partners can make to its success locally.**
- b) **Note the key role which the Council and local partners can play in promoting the Census, maximising coverage and thereby ensuring the accuracy of data for planning and funding purposes.**
- c) **Note that Cabinet agreed that Rotherham MBC work with ONS and local partners as set out in the Draft Census Partnership Plan, summarised in sections 7.5 and 7.6 of this report.**

## 7. Proposals and Details

### 7.1 Background

There has been a national Census in England and Wales every 10 years since 1801, with the exception of 1941. The Census is the only national survey of the entire population and unlike other surveys is compulsory under the 1920 Census Act.

The Census is required to provide consistent detailed information about the population at national, regional, local authority and small area level. Census data is used widely at all levels of government to allocate resources, plan investment and services, guide policy development and benchmark equalities. The Census also provides a reliable baseline for population estimates for the years between each Census and for future projections.

The Census provides extensive data down to very small areas of 125 households (Output Areas), giving details about age structure, family structures, socio-economic characteristics and denominators for calculating rates from other statistics.

### 7.2 Maximising Response

The Census is unique in being a survey of the entire national population or as near as possible to this target. ONS have learned from the mistakes made in the 2001 Census and are determined to ensure that they do not recur in 2011, particularly the under count of inner city populations, the oldest age groups and some BME groups.

Growing challenges facing ONS are the increased mobility & migration of the population, rising numbers aged over 85 (often living alone), complexity of family structures & living arrangements, new communication channels, gated communities and growing mistrust of authority. Response rates to other surveys have been falling and younger people are least willing to comply.

ONS will estimate the non-response to the Census using a post-Census survey to identify the characteristics of those missed. This will then be used to increase the population represented in the data, if required, through a process called imputation.

### 7.3 Census Content & Topics

#### Population & Usual Residence

The Census will count usual residents and residents of second homes if occupied for at least 30 days a year. Address of place of study is required for students. Migrants will be counted but not classed as usually resident unless resident for over six months. The Census will take account of civil partnerships as well as marriage. There will be a number of additional or modified questions in 2011 compared to the 2001 Census, which will provide more detailed and relevant information as follows:

#### Housing

- The number of **bedrooms** will be asked for the first time ever to provide a better measure for overcrowding and under-occupancy.
- The type of central heating will be asked for the first time, useful for planning energy efficiency measures.

### **National Identity**

National identity will be asked for the first time with the following options:

- English
- Scottish
- Welsh
- Northern Irish
- British
- Other

### **Ethnicity**

Ethnicity will be asked as in 2001 with some changes in group description as follows:

- White English / Welsh / Scottish / Northern Irish / British
- Gypsy & Irish Traveller (grouped under White)
- Arab (useful for Yemenis) (grouped under Other Ethnic Group)
- Mixed / multiple ethnic groups (not Mixed or Dual Heritage)
- Black / African / Caribbean / Black British
- Chinese will be grouped under Asian / Asian British

### **Language**

English language proficiency (spoken) will be asked for the first time.

### **Health**

There will be five categories of General Health instead of three.

Long term illness will be updated to the **DDA** definition, asking:

- “Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?”

The question on carers will be asked again (after successful lobbying).

### **Migration**

Address one year ago will be asked. Those born outside the UK will be asked what month & year they arrived. People will be asked what passport(s) they hold and intended length of stay if they intend to return to their home country.

### **2011 Census Data**

Data from the 2011 Census will provide the richest source of national and local statistical data ever published in the UK. As with the 2001 Census, the data will be made available free of charge through the ONS online service Neighbourhood Statistics and other means. The first wave of data from the 2011 Census will be made available to users in September 2012 with further releases in 2013.

Individual Census returns will be retained in confidence for a hundred years after which they will form a resource for historians and research into ancestry.

## **7.4 Census Operation**

The UK Census will involve approximately 60 million people in 24 million households and in Rotherham will involve an estimated 256,000 people in 112,000 households. Census forms will be posted to all known residential addresses from 7<sup>th</sup> March 2011 and people can either fill them in and post back or complete online.

Where there is no response, Census Collectors will be sent to knock on the relevant doors from 6<sup>th</sup> April to encourage people or help them if they have difficulty. ONS is employing 35,000 temporary staff to conduct the Census, mainly to collect forms from households. Over a hundred temporary staff are to be employed in Rotherham, many in collection roles suitable for those employed for the annual Electoral Canvass.

A Census Area Manager (CAM), Michael Whetton, has been appointed to manage Census operations in Rotherham and Doncaster through a team of Census Co-ordinators currently being recruited.

A Census Rehearsal involving 135,000 households took place in 2009 to test the Census fieldwork. The lessons learned have helped to refine the process and clarify the types of contribution which local authorities and other organisations can make.

### **7.5 Contribution by Rotherham MBC**

In 2009, every local authority was asked to nominate two officers to liaise with ONS about the 2011 Census.

Matt Gladstone was nominated as the **Census Liaison Manager** (CLM) to lead the Council's contribution and ensure that assistance is provided as required.

Miles Crompton was nominated as the **Assistant Census Liaison Manager** (ACLM) to work directly with the Census Area Manager (ONS) to plan for and manage the Census, and work with local officers and partners who can also provide assistance.

A number of other officers whose expertise is likely to be needed (media, electoral, LLPG, community involvement, equality & diversity, housing, mapping) have been identified and in some cases already been involved.

A Draft Census Local Partnership Plan for Rotherham has been developed by the ACLM and CAM to set out the contributions which the ONS, Council and local partners will make, which has been approved by the CLM. The Draft Plan is based on an ONS template which has been customised with information to create a Rotherham Census Partnership Plan. The Plan will deliver communications with the public in general and engagement with the main 'Hard to Count' groups. The communication activity will encourage participation the Census and offer assistance with Census completion where required. Further work will be undertaken to complete the Draft Plan over the next few months. Areas where the Council can contribute are:

#### **Address Register**

- The Local Land & Property Gazetteer (LLPG) Custodian (Pat Creswell) has already helped to ensure the accuracy of the 2011 address list.
- EDS (Planning) has Identified new housing sites likely to be completed or part completed by March 2011.
- Address verification & location for field operations has been completed.



## **Enumeration and Intelligence**

- Identify target areas for collection where response rates are known to be low from the Electoral Canvass (Electoral Services)
- Identify areas better suited to hand delivery of forms
- Supply information on neighbourhood characteristics which may affect response rates e.g. BME communities and community languages (ACLM)
- Identify any difficult locations where lone collectors may be in danger

## **Community Engagement**

- Assist in developing a strategy for community liaison (ACLM)
- Briefings for Elected Members (Scrutiny)
- Develop a community contact list of organisations & individuals (ACLM)
- Identify and assist in engagement with 'hard to reach' groups such as new BME communities, homeless, very elderly (ACLM)

## **Recruitment and Logistics**

- Promote field staff job opportunities and encourage/identify potential applicants (via Vacancies Website and Electoral Services)
- Investigate the possibility of offering office/training accommodation and/or storage space for local supplies of materials and equipment (ACLM)

## **Communications and Publicity**

- Identify potential local media (CX Comms)
- Reserve space in Rotherham News & other Council publications (CX Comms)
- Publicise and encourage completion on Council website
- Advise/assist the public with queries and direct them to online help resources

**Elected Members** can be good ambassadors for the Census and their involvement will be vital. It is proposed that this report be considered at PSOC and Members briefed well in advance of Census Day.

## **7.6 Contribution from Rotherham Partner Organisations**

Communication and engagement with local communities can be greatly enhanced by working with local organisations to reach target groups in the population. Key contacts outside the Council have been identified which can assist with engaging with those people or groups at highest risk of being missed in the Census or who will need assistance in completing the form. Priority groups in Rotherham are older people aged 80+, the Roma community, Black African communities (esp. French speaking) and the Pakistani / Kashmiri community. The CAM has already held initial meetings with the following local organisations:

- Rotherham 2010
- Age Concern Rotherham
- Rotherham Citizen Advice Bureau (CAB)
- Rotherfed
- Rotherham Ethnic Minority Alliance (REMA)
- Roma Khamoro Project (Unity Centre)
- GROW Project

The Census operation will be a partnership between ONS, RMBC and the above listed organisations. RMBC and REMA are already seeking to raise awareness amongst BME communities through Rotherham Ethnic Communities Network, the Mosque Liaison Group and Eastern Air on BBC Radio Sheffield.

Community completion events will be planned to take place in March and April 2011 at community centres, mosques, churches and similar venues where local volunteers can assist, particularly where there are language difficulties. However, it is important to note that completed Census forms can only be handed in to Census (ONS) staff, not RMBC or other staff and that a Census Co-ordinator should therefore be in attendance at any community event to receive the forms.

Organising and liaising with a large temporary workforce presents some difficulties for the ONS Census Manager. Arrangements are being made with SY Fire & Rescue to use community rooms at three local fire stations for Census staff meetings. In addition meeting rooms in Council or other partner organisations may be needed.

### **8. Finance**

The 2011 Census will cost the Government £480 million but there will be no direct cost to Rotherham MBC. During 2010 and 2011 there will be in-kind contributions through officer time to support preparation for and implementation of the Census.

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

The risks involved with the Census largely relate to response rate and how accurately the data represents the actual population which are the responsibility of ONS. There is a risk to Rotherham MBC from an under-count of population because a large amount of Revenue Support Grant is based on Census data. It is therefore in the interests of the Council to assist in maximising Census coverage locally.

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

The Census is used to inform policy development through profiling, social trends and needs assessments. It is important to update those which are currently based on the 2001 Census as they are becoming increasingly unreliable as a source of information for current and future decisions. Performance measures depend on the Census to provide denominators for population and to re-base population estimates. Without accurate population denominators, many population linked indicators such as health, employment and crime rates cannot be calculated.

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

2011 Census White Paper, December 2008

2011 Census Order, December 2009

2011 Census Regulations, March 2010

ONS Consultation with Regional Chief Executives, May 2009

Draft Rotherham Census Local Partnership Plan, September 2010

#### **Contact Name:**

Miles Crompton, Research Co-ordinator, extension 22763

[Miles.Crompton@rotherham.gov.uk](mailto:Miles.Crompton@rotherham.gov.uk)

**PERFORMANCE AND SCRUTINY OVERVIEW COMMITTEE**  
**17th December, 2010**

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

Also in attendance was Councillor Currie for item 101 below (Review of PE and Sport in Schools)

Apologies for absence were received from The Mayor (Councillor McNeely), Councillors Jack and Whysall.

**93.           DECLARATIONS OF INTEREST.**

There were no declarations of interest made at this meeting.

**94.           QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS.**

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

**95.           REQUIREMENT TO PUBLISH SPEND ABOVE £500**

Further to Minute No. C97 of the meeting of Cabinet held on 3rd November, 2010, the Committee considered a report by the Strategic Director of Finance, which set out that as part of its Open Data Agenda, the Secretary of State for Communities and Local Government wrote to all local authorities in June, 2010 committing them to publish items of spending over £500 including tenders, contracts and actual payments by January, 2011. The Government had also recently announced its intention to publish certain information on salaries by this date. This report did not consider this aspect of the open data agenda which was being considered by Strategic HR and RBT HR/ Payroll.

A previous report to the Strategic Leadership Team indicated the intention of publishing the Council's actual payments greater than £500 using internal resources. Subsequent to that report, further regulatory guidance had been released and there had been an opportunity to meet with a specialist, external data analyst, Spikes Cavell, who currently provided the Council with data analyst services for the procurement activity. This report, therefore, considered the potential business benefits and mitigation of adverse risks that could be achieved by using Spikes Cavell, to process and publish spend data via their 'Spot Light on Spend' website.

Further information was provided on Spikes Cavell Ltd and on the publishing of supplementary information.

The annual cost of working with Spikes Cavell would be £8,310 for the provision of the Contracts Module and the provision of monthly spend data (£500) that would be published on the website. It was understood that the Yorkshire and Humber RIEP was now expected to provide funding to Local Authorities to undertake such spend analysis using Spikes Cavell. The company had confirmed that a refund or credit for any sum paid prior to funding being received would be returned to the Council.

The use of Spikes Cavell in processing and publishing contract and spend data would help to mitigate the risk that the Council did not fully meet the evolving open data agenda and publicised data that breached data protection legislation.

Stuart Booth, Director of Central Finance, gave a presentation which covered:-

- Why the need to publish?
- What needs to be published?
- Rotherham's plan and timeline
- Communication with the public
- Spotlight on spend publication
- Spend with supplier
- Data download format

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

- work done by Spikes Cavell
- number of transactions above £500
- need for a counter mechanism to identify 'hits' on the site
- assistance available for any interested parish councils
- data security
- costs to the Authority
- potential for capturing information regarding shared/ joint services

Resolved:- That the information and resolutions set out at Minute No. C97 of Cabinet held on 3rd November, 2010 be noted.

**96. PAYMENT OF INVOICES WITHIN THIRTY DAYS - FORMER BVPI 8**

Sarah McCall, Performance Officer, presented the submitted report setting out details of the former Best Value Performance Indicator 8 which measured the payment of undisputed invoices within 30 days. The Council had agreed an average annual target of 96% for performance of BVPI8 for 2010/ 11.

Outturn performance for recent years had achieved:-

2006/ 07	91%
2007/ 08	94%
2008/ 09	92%
2009/ 10	94.65%

Performance against BVPI8 was not as consistent as it should be and it had been recognised that the Council should act to instil and embed good practice in this area and work was ongoing to that effect.

Recent performance for the new financial year had achieved:-

April	98.15%
May	96.90%
June	94.87%
July	94.84%
August	94.21%
September	94.47%
October	93.12%
November	95.55%

If the Council under performed on BVPI8 then this may have an effect on our CPA score. Vulnerable smaller suppliers may also experience financial difficulties due to delayed payment which goes against our commitment to the SME Friendly Concordat.

Making late payments to suppliers could damage relationships between the Council and suppliers and could potentially cause cash flow difficulties for suppliers, dependant on invoice values and suppliers' turnover. It was possible that late payments could result in suppliers putting our account 'on stop' which could cause delays to Council projects. Ultimately late payment could result in the matter being referred to court.

Resolved:- That the current position in respect of BVPI8 be noted.

## **97. PROCUREMENT STRATEGY ACTION PLAN**

Sarah McCall, Performance Officer, presented the submitted report setting out details of the purpose of the Procurement Strategy which was to set out how the Council intended to procure its goods, works and services in order to support the Authority's overall aims and objectives over the life span of the Strategy. It outlined the Council's current position and clearly pointed to areas where we needed to improve, with a supporting action plan to deliver those areas. The action plan would be managed by the Council's Procurement Panel,

The Strategy was aligned with the Council's Corporate Commissioning Framework which examined how the Council could strategically pull together all commissioning activity to ensure maximum gain from any efficiencies that may be generated.

If the actions in the above plan were not met the refreshed Corporate Procurement Strategy may not be fully implemented and embedded across the Council which could impact on the Council's ability to evidence value for money.

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

- potential for the red rated equality and diversity issues to impact adversely on the Council's excellent equalities standard
- Democratic Renewal Scrutiny Panel to look at the issue of conducting equality and diversity audits on two key supplier per year
- progress meeting regarding use of Fairtrade products in all Council owned cafes

Resolved:- That the current position in respect of the action plan be noted.

#### **98. PROCUREMENT LOCAL PERFORMANCE INDICATORS**

Sarah McCall, Performance Officer, presented the submitted report setting out details of the local indicators developed in 2007 to measure the Council's procurement function in terms of delivery of the Procurement Strategy and day-to-day management of the procurement function. The suite of indicators was updated in 2009 to ensure effective monitoring.

The report set out details of the indicators, targets and performance for quarter two of the financial year 2010/ 11.

Performance against these LPIs would reflect how the Corporate Procurement Strategy was being implemented and embedded across the Council which could impact on the Council's ability to evidence value for money.

Resolved:- That current performance be noted.

#### **99. RBT QUARTER 2 PERFORMANCE**

Mark Gannon, Transformation and Strategic Partnerships Manager, presented the submitted report summarising the performance of RBT against contractual measures for July, August and September, 2010 and key areas of work for the year 2010/ 11 across the areas of Customer Access, Human Resources and Payroll, ICT, Procurement and Revenues and Benefits.

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

- extending payment options
- avoidable contact Siebel enhancement
- academies
- network migration costs/ savings
- Mod.gov
- IT equipment, Town Hall

Resolved:- (1) That RBT's performance against contractual measures for July, August and September, 2010 be noted.

(2) That the Member Training and Development Panel be provided with an update on Mod.gov.

(3) That the Chairs and Vice-Chairs of scrutiny panels consider having an item on their respective panel agendas regarding IT equipment in the Town Hall including a demonstration on the use of laptops.

**100. LOCAL GOVERNMENT REFORM IMPLEMENTATION PLAN - UPDATE ON IMPLICATIONS OF GOVERNMENT POLICY**

Further to Minute No. 39 of the meeting of this Committee held on 23rd July, 2010, Steve Eling, Principal Policy Officer (Parliamentary Analysis) presented the submitted report providing an update following key policy announcements, the comprehensive spending review and business plans and the emerging legislative framework.

The Council's Local Government Reform Implementation Plan had been developed further and aligned to the themes of the Council's Corporate Plan. This enabled the Council to identify issues arising from the Council's priorities from specific Government policy implementation.

The report set out, at headline level, the most important Government policy announcements and papers to date, together with planned announcements aligned to the Council's following priorities:-

- Making sure no community is left behind
- Providing quality education, ensuring people have opportunities to improve skills, learn and get a job
- Ensuring care and protection are available for those people who need it most
- Helping to create safe and healthy communities
- Improving the environment
- Outside of priorities of priority themes

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

- briefing for Members
- special briefing on the Localism Bill
- requirements for an elected Mayor
- planning changes

- requirement for a Standards Committee
- viability of returning to the 'committee' system
- business rates
- petitions
- scrutiny arrangements

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

(2) That the policy implications and risks associated with the development and implementation of the new Government policy be noted.

(3) That further reports be submitted as appropriate on policy developments and implementation, including relevant legislation.

#### **101. REVIEW OF PE AND SPORT IN SCHOOLS**

Councillor Currie presented the submitted report which set out the findings and recommendations of the scrutiny review of P.E and Sport in Schools.

The subsequent change of Government in May, 2010 had meant a fundamental shift in policy around sport in school at national level and recent announcements would enforce changes to the way in which school sports partnerships were funded if they were to survive. As a result the review group had reconvened to revise its original recommendations.

The background to, and rationale for, the review was outlined along with the changes resulting in the revised recommendations.

Also submitted was a draft business plan template with regard to the maintenance of school sport partnerships in Rotherham.

The Committee welcomed Paul Harper and Matt Wainwright from the Wickersley and Rawmarsh School Sports Partnerships respectively who gave a presentation which covered:-

- Schools Sports Partnership
- The Rotherham Offer
  - Structure
  - Strategies
  - Wide Range
  - High Engagement
- Inter School Festival Activity



- 3 Questions
  - What opportunities
  - To what extent
  - What can we do to support any school not engaged
- What will happen if school sports partnerships cease to exist
- Data : Primary Cluster, Secondary Schools Engagement, Overall Learning Community Engagement, Summative engagement description
- Roll of Honour Data
- Partnership Data

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

- reduction in funding regime for school sports partnerships
- importance of timescale regarding budget considerations
- essential everyone engaged : schools, heads, governors, etc.
- essential to feed considerations into budget process
- need to publicise sport in schools e.g. UK School Games in Sheffield next year.

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

(2) That the review report, together with the findings and revised recommendations, be forwarded to Cabinet with a view to action in the light of changes to the funding regime for school sports partnerships.

(3) That, in the light of the timescale given for funding cuts to be imposed (31st March, 2011) Cabinet be requested to respond urgently.

(4) That every effort be made to discuss this matter as part of the current budget process.

## **102. GOVERNMENT CONSULTATIONS**

Further to Minute No. D56(3) of the meeting of this Committee held on 24th September, 2010, Cath Saltis, Head of Scrutiny, presented the submitted report regarding proposals for the development and management of responses to Government consultations.

The proposed process allowed for a differentiated approach which enabled a speedy response where timelines were short and which was proportionate to the strategic significance of the consultation.

Processes for dealing with strategic consultations and service specific consultations were outlined.

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

(2) That a further report be prepared for approval by the Strategic Leadership Team and Cabinet aimed at establishing a formal process for consultation responses and ensuring that members were engaged appropriately and effectively.

(3) That the report include a schedule of a known forthcoming consultations identifying the appropriate leads and approach for approval.

### 103. MINUTES

Resolved:- That the minutes of the meeting held on 12th November, 2010 be approved as a correct record for signature by the Chairman.

### 104. WORK IN PROGRESS

Members of the Committee reported as follows:-

(a) Councillor G. A. Russell reported that the latest meeting of the Children and Young People's Services Scrutiny Panel had considered:-

- Teenage Pregnancy Strategy : Annual Report 2009
- Scrutiny Review : Personal, Social, Health and Economic Education (PSHE)
- Prevention and Early Intervention Strategy and Parenting Support Update
- Child Poverty Needs Assessment and Strategy

(b) Cath Saltis (on behalf of The Mayor, Councillor McNeely) reported the following issues which had been raised at the Sustainable Communities Scrutiny Panel:-

- need for workforce planning to ensure that when people leave the Authority, their knowledge is retained. Also to ensure continuity of business should someone be on holiday or absent through sickness etc.
- need for scrutiny panels to consider which performance indicators need to be retained and which may be desirable to add as our own
- need for scrutiny members to attend performance clinics

Resolved:- That scrutiny panels consider the performance indicator issue relating to their own service areas.

**105. CALL-IN ISSUES**

There were no formal call in requests.

**106. SARAH MCCALL**

The Chairman reported that this was to be Sarah's last meeting presenting performance reports.

The Committee placed on record its thanks to Sarah for her service to the Committee and wished her all the very best for the future.