

FORWARD PLAN OF RECORDED DELEGATED DECISIONS TO BE TAKEN BY OFFICERS

The Law requires certain executive decisions made by officers to be recorded and published. The intention behind the legislation is to extend some of the openness and transparency which applies to Cabinet decision-making to decision-making by officers. The requirements do not extend to all executive decisions made by officers. There is no requirement to disclose information which would have been dealt with as confidential or exempt information had the decision had been taken by Cabinet.

The Government has published Guidance on the requirements, “*Open and accountable local government – A guide for the press and public on attending and reporting meetings of local government.*” As the Guidance puts it:

The requirement to record decisions extends only to “executive decisions”. Executive decisions can sometimes be defined in your council’s rules. Decisions which are taken by officers under specific delegations from a meeting of their council’s executive are clearly executive decisions. However, many administrative and operational decisions officers take on how they go about their day to day work will be delegated within the council’s rules and are not in this “executive decisions” category; as such they do not need to be recorded.

In practice there are two burdens imposed by the legislation, firstly to identify decisions which have to be recorded and secondly to produce and publish the necessary records. There is a separate and different set of rules about the recording of Non-Executive decisions.

This document has been prepared to provide Members with details of forthcoming officer decisions to be made using delegated executive and non-executive powers.

This plan is not for wider publication.

Contact Information:

Democratic Services
Riverside House
Main Street
Rotherham
S60 1AE

Email: governance@rotherham.gov.uk

Tel: 01709 822477

What is an Executive Decision?

The majority of Council decisions are executive decisions made by the Cabinet or by officers using powers delegated by the Cabinet. Executive decisions are those which by law, or by the Council's Constitution, do not fall to be made by the Council, or any committee, sub-committee or officer exercising making powers delegated by the Council. Decisions which are not Executive decisions include:

- policy and budget decisions (which are matters for the full Council)
- Decisions to adopt or amend the Council's Constitution (which are matters for the full Council)
- Decisions which are within the remit of the Regulatory and Appeals Committee, the Planning Panels, Governance and Audit Committee, Standards Committee, Licensing Committee or Staffing Committee

Which Officer Executive Decisions have to be recorded?

The Guidance sets out classes of executive decisions which do not have to be recorded and these include:

- decisions to allocate social carers to particular individuals, or for example, to provide walking aids;
- decisions to allocate a social housing unit to an applicant or to send someone to carry out repairs;
- decisions to review the benefit claims of an individual applicant and
- decisions to allocate market stalls to individual traders.

The Guidance also defines classes of executive decisions which do have to be recorded and these include:

- Decisions specifically delegated to an officer by a meeting of the Cabinet.
- Decisions about awarding contracts above a certain value [in the case of the Council above £250,000];
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and/ or provision of allotment land and green spaces;
- awarding of Discretionary Rate Relief
- the opening hours of local libraries; and
- the holding of car boot sales/markets on council-owned land.

Reports considered by officers when making executive decisions

The law requires any report considered by the officer and relevant to the decision or part of any decision to be made available for inspection.

Confidential and Exempt Information

The requirement to publish records of officer executive decisions does not require the disclosure of confidential information in breach of the obligation of confidence. For these purposes confidential information is restricted to information provided by government departments on condition that it will not be disclosed to the public or information which cannot be disclosed by law or by an order of a court. Similarly there is no requirement to disclose exempt information.

When a decision appears to involve either confidential or exempt information advice should be sought from the Monitoring Officer.

What does publication mean?

A copy of the decision record and any report, or part of a report relevant to the decision must be made available for public inspection by members of the public as soon as is reasonably practicable at the Council's offices via Democratic Services and on the Council's website. These records must be retained and be available for inspection for a period of at least six years from the date of the decision.

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
ADULT CARE, HOUSING AND PUBLIC HEALTH								
Portland House, Wellgate Place Change of Tenure	27 February 2023	March 2023	The 11 new shared ownership homes at Portland House, Wellgate Place are unsold. A decision is required to change the tenure of 11 shared ownership homes to affordable rent.	Cabinet Member for Housing.	Report 32-23a. Briefing - Wellgate Place Portland Apts DLT	Boston Castle	Open	James Clark James.clark@rotherham.gov.uk
ASSISTANT CHIEF EXECUTIVE/CHIEF EXECUTIVE								
HR & Payroll System Contract	1 August 2022	November 2022	<p>The current contract for the HR & Payroll system ends 31 March 2024, it is proposed to complete a procurement process to enable a direct award to the incumbent supplier (Insight UK Direct Ltd) for a new contractual arrangement beyond 31 March 2024.</p> <p>The direct award will be made via the Crown Commercial Services (CCS); Data and Application Solutions, Framework Contract Number: RM3821, Lot 1a: Resource Planning & Management Solutions including Financial & Commercial.</p>	Procurement, legal and finance departments. Cllr Alam.	Report	All Wards	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Jo Brown Tel: 01709 255269 jo.brown@rotherham.gov.uk
Crisis Support 2023/24	13 March 2023	March 2023	<p>To extend the Crisis Support Service Level Agreement 2020/2023 to cover 2023/24 as follows:</p> <p>The current crisis support provision of crisis loans and food supply to foodbanks will be continued. This will be supplemented by support to purchase food to make up for shortfalls in supply of surplus food, funded through Household Support Fund.</p> <p>The SLA will also involve the development, launch and implementation of a new model of crisis and holistic support including transitional arrangements.</p>	Cabinet member for Social Inclusion. VCS partners.	Report and Appendices	All Wards	Open	Steve Eling steve.eling@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
CHILDREN'S AND YOUNG PEOPLE'S SERVICES								
FINANCE AND CUSTOMER SERVICES								
Authorisation of Court Officers (Non-executive)	1 November 2019	March 2023	To authorise named officers to represent the Council in legal proceedings at the Magistrates Court.	Cabinet Member for Corporate Services and Finance	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Determination of any changes to the Council's financial arrangements in response to the Coronavirus pandemic and Cost of Living Crisis	1 April 2020	March 2023	To determine any decisions required in order to manage the Council's financial position or cashflows, or to support the Council in responding to Directions and Guidance from Government including the issuing of reliefs and discounts and allocation and use of grant funding.	Council Leader or Cabinet Member for Corporate Services and Finance	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Determination of Requests for Early Release or Flexible Retirement (Non-Executive)	27 February 2023	March 2023	To determine requests for early release or flexible retirement in accordance with powers delegated to the Strategic Director of Finance and Customer Services.	Relevant Cabinet Member(s), Assistant Director of Human Resources and Organisational Development.	Report	All Wards	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Determination of Requests for Early Release or Flexible Retirement (Non-Executive)	27 February 2023	April 2023	To determine requests for early release or flexible retirement in accordance with powers delegated to the Strategic Director of Finance and Customer Services.	Relevant Cabinet Member(s), Assistant Director of Human Resources and Organisational Development.	Report	All Wards	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Authorisation of Court Officers (Non-executive)	1 November 2019	April 2023	To authorise named officers to represent the Council in legal proceedings at the Magistrates Court.	Cabinet Member for Corporate Services and Finance.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Determination of any changes to the Council's financial arrangements in response to the Coronavirus pandemic and Cost of Living Crisis	1 April 2020	April 2023	To determine any decisions required in order to manage the Council's financial position or cashflows, or to support the Council in responding to Directions and Guidance from Government including the issuing of reliefs and discounts and allocation and use of grant funding.	Council Leader or Cabinet Member for Corporate Services and Finance.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Appointment of supplier to provide Firewall hardware and related services	30 January 2023	May 2023	To appoint a supplier to provide Firewall hardware, licenses, and maintenance and support services.	Officers within procurement, legal and finance, and the Cabinet Member portfolio holder, in accordance with the Council's procurement procedures, and through the sign-off of the procurement business case.	Report and Appendices		Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Determination of Requests for Early Release or Flexible Retirement (Non-Executive)	27 February 2023	May 2023	To determine requests for early release or flexible retirement in accordance with powers delegated to the Strategic Director of Finance and Customer Services.	Relevant Cabinet Member(s), Assistant Director of Human Resources and Organisational Development.	Report	All Wards	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Appointment of a Microsoft Re-seller	30 January 2023	May 2023	To appoint a supplier to re-sell Microsoft licensing and related services to the Council.	Officers within procurement, legal and finance, and the Cabinet Member portfolio holder, in accordance with the Council's procurement procedures, and through the sign-off of the procurement business case.	Report and Appendices		Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
Determination of any changes to the Council's financial arrangements in response to the Coronavirus pandemic and Cost of Living Crisis	1 April 2020	May 2023	To determine any decisions required in order to manage the Council's financial position or cashflows, or to support the Council in responding to Directions and Guidance from Government including the issuing of reliefs and discounts and allocation and use of grant funding.	Council Leader or Cabinet Member for Corporate Services and Finance.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Authorisation of Court Officers (Non-executive)	1 November 2019	May 2023	To authorise named officers to represent the Council in legal proceedings at the Magistrates Court.	Cabinet Member for Corporate Services and Finance.	Report	All Wards	Open	Judith Badger Tel: 01709 822046 judith.badger@rotherham.gov.uk
REGENERATION AND ENVIRONMENT								
A6021 Broom Road and Wellgate proposed amendments to waiting restrictions and speed limit - Active Travel Proposals	31 January 2022	March 2023	To seek approval from Assistant Director to implement a package of traffic regulation orders subject to no objections being received. If objections are received the report will be considered by Assistant Director.	Cabinet and local Ward Members (Boston Castle), statutory consultees (e.g. fire, ambulance, Police, Passenger Transport Executive etc.) the public via notices on site and in the Rotherham Advertiser.	Report	Boston Castle	Open	Andrew Butler andy.butler@rotherham.gov.uk
Acquisition of land at Kimberworth, Rotherham	13 March 2023	March 2023	The decision is to approve the negotiated settlement of the acquisition of the subject land; and therefore the instruction to legal services to complete the necessary documentation to acquire this land, pursuant to Cabinet resolutions on 8 July 2019.	Ward Members and the Cabinet Member for Jobs and the Local Economy were previously consulted on this at the stage before Cabinet approval was obtained on 8 July 2019. Further consultation will be undertaken as part of the planning process when the site is being brought forward for residential development. Legal Services and Finance will be consulted.	Report	Rotherham West	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Sharon Langton sharon.langton@rotherham.gov.uk
Acceptance of South Yorkshire Mayoral Combined Authority Grant: Rotherham Markets & Library Complex	13 March 2023	March 2023	For the Assistant Director for Planning, Regeneration & Transport to sign the SYMCA Funding Agreement in relation to the acceptance of the Rotherham Markets and Library Complex grant under the delegated powers: 'The implementation of any functions associated with any grant regime, including National Grants, City Region Grants & Programmes and European Funding'.	Cabinet Member Jobs & Local Economy.	Report	Boston Castle	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Lorna Vertigan lorna.vertigan@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
4 Corporation Street - Works to support Culture and Leisure Quarter Regeneration	13 February 2023	March 2023	<p>The Wilkinson store, 4 Corporation Street is land locked by Mecca Bingo to the North, Corporation Street to the East, Forge Island site B to the South and the River Don to the West. Therefore, access for the demolition works to be carried out can only come from either the East or South.</p> <p>Corporation Street is a main bus route servicing Rotherham Interchange, the SYPTTE have indicated that they will not support the closure of this road for a prolonged period, meaning the only workable access is from the South, site B.</p> <p>Bowmer & Kirkland commenced works on the Forge Island scheme which incorporates site B, in October 2022 and will be on site until Spring 2024. They have raised concerns over the demolition of 4 Corporation Street stating that there is a real danger of both delays to the programme and a risk to health and safety if another contractor is brought into the scheme to work in the same space at the same time as the main works are progressing.</p> <p>Bowmer & Kirkland have a wealth of experience in completing demolition and refurbishment schemes and would be looking to commence the works as soon as possible to minimise the impact to the HV /substation installation and the works around the entrance. Logistically, they would be able to incorporate the demolition whilst carrying out works on site B, this would take a large amount of planning in terms of access and egress, however if they had control over both sites this would be manageable.</p> <p>This approach has been agreed by Senior Management, Procurement and Finance.</p>	Cllr D Lelliott, Cabinet Member for J&LE Finance Ward Members for Boston Castle	Report and appendices	Boston Castle	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Rory Battye Tel: 01709 254472 rory.battye@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
New build housing development off Brecks Lane, Introduction of 20mph limit / zone	16 January 2023	March 2023	To seek approval from Assistant Director to implement a traffic regulation order subject to no objections being received. If objections are received the report will be considered by Strategic Director.	Cabinet and local Ward Members (Wickersley North), statutory consultees (e.g. fire, ambulance, Police, Passenger Transport Executive etc.), the public via notices on site and in the Rotherham Advertiser.	Report and Appendices	Wickersley North	Open	Nigel Davey Tel: 01709 822380 nigel.davey@rotherham.gov.uk
Highways Asset Management Software	13 February 2023	March 2023	To make a direct award and appoint Symology Ltd for the provision of Highways Asset Management Software to the Council, as detailed within the procurement business case.	Councillor Beck (Cabinet Member for Transport and Environment).	Report and Appendices	All Wards	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Richard Jackson richard.jackson@rotherham.gov.uk
Tender Report - Progression of Sheffield Road cycleways & Maltby Bus Corridor D&B contract to build	27 February 2023	March 2023	Approval of procurement of Stage 2 build works for the Sheffield Road cycleways and the Maltby Bus Corridor project.	Cabinet member, ward members and leader have been engaged on the project, though decision is purely a procurement one.	Report and appendices	Boston Castle; Hellaby & Maltby West; Thurcroft & Wickersley South; Wickersley North	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Nat Porter Nat.Porter@rotherham.gov.uk
Review of Gambling Act 2005 Statement of Licensing Policy (approval to commence consultation)	27 February 2023	March 2023	To commence a three month period of consultation in relation to the review of the current Gambling Act 2005 Statement of Policy.	Cabinet Member and Chair of Licensing Committee will be consulted in relation to this decision.	Report and appendices	All Wards	Open	Pogorzelec, Alan alan.pogorzelec@rotherham.gov.uk
Approval of the DRAFT RMBC Cycling Strategy Delivery Plan	9 March 2023	March 2023	Approval of the delivery plan for provision of the Council's cycling and active travel programme of work and improvement schemes.	Cabinet Member for Transport and Environment.	Report and appendices	All Wards	Open	Andrew Moss andrew.moss@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Riverside Residential Quarter Enabling Works	9 March 2023	March 2023	To award a contract under a two-stage design and build approach for the first phase of pre-construction design for enabling works at Riverside Residential Quarter, Sheffield Road, Rotherham.	Cabinet Member for Jobs and the Local Economy.	Report	Boston Castle	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Lorna Vertigan lorna.vertigan@rotherham.gov.uk
Rother Valley Country Park Contract Award	13 March 2023	March 2023	To award a contract under a two-stage design and build approach for the first phase of pre-construction design for improvements at Rother Valley Country Park.	Cabinet Members for Jobs & Local Economy Cabinet Member for Social Inclusion Ward Members	Report	Wales	Open	Lorna Vertigan lorna.vertigan@rotherham.gov.uk
Compulsory Purchase of 3-7 Corporation Street	13 February 2023	April 2023	The decision will be the making and implementation of a Compulsory Purchase Order for 3-7 Corporation Street.	Assistant Director of Legal Services Cabinet Member for Jobs and the Local Economy Ward Members Landowner and neighbouring property owners Notices posted on site and published in the Advertiser for 2 weeks	Report and appendices	Boston Castle	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Lucy Mitchell lucy.mitchell@rotherham.gov.uk
Transport Capital Programme - entry of projects	27 February 2023	April 2023	Entry of projects into the Transport Capital programme, pursuant to delegations granted by Cabinet in December 2022. Specifically relating to the following workstreams – • Local Neighbourhood and Road Safety.	Cabinet member to be consulted late February 2023. Ward members will be consulted on scheme-by-scheme basis in advance of presentation to cabinet member.	Report and appendices	All Wards	Open	Andrew Moss andrew.moss@rotherham.gov.uk
Tender Award - Award of contract for Painting of Manvers Bridge	9 March 2023	April 2023	Formal approval for the procurement of contractor to paint Manvers Bridge and all associated traffic management.	Cabinet member, ward members and leader have been engaged on the project, though decision is purely a procurement one.	Report	Wath	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Simon Moss Tel: 01709 823815 simon.moss@rotherham.gov.uk

Decision title	Date added to the Forward Plan	Anticipated date of decision	What is the decision	Who will be consulted	Documents to be considered	Wards affected	Is the decision to be made in private	Directorate and contact for further information
Cumwell Lane, Hellaby proposed no waiting at any time restriction.	16 January 2023	May 2023	To seek approval from Assistant Director to implement a traffic regulation order subject to no objections being received. If objections are received the report will be considered by Strategic Director. The effect of the order would be to introduce a length of no waiting at any time restriction on Cumwell Lane, Hellaby.	Cabinet and local Ward Members (Hellaby & Maltby West Ward), Hellaby Parish Council, statutory consultees (e.g. fire, ambulance, Police, Passenger Transport Executive etc.), and the public via notices on site and in the Rotherham Advertiser.	Report and Appendices	Hellaby & Maltby West	Open	Nigel Davey Tel: 01709 822380 nigel.davey@rotherham.gov.uk
Disposal of property at 32-34 Corporation Street (former Lloyds Bank Building)	13 February 2023	May 2023	The delegation will seek to dispose of the property at 32-34 Corporation Street at less than best consideration Under Section 123 of the Local Government Act 1972 to the adjoining landowning Developer to enable continued regeneration of the Town Centre. Approval has been given to the Assistant Director for Planning, Regeneration and Transport to negotiate and finalise the disposal of the asset.	Cabinet Member, Town Deal Board, Asset Management Board.	Report and Appendices	Boston Castle	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Lorna Vertigan lorna.vertigan@rotherham.gov.uk
Rotherham Construction Partnership (RCP5) Framework	27 February 2023	July 2023	To implement the delegated authority from Cabinet to the Strategic Director of Regeneration and Environment, in consultation with the Cabinet Member for Jobs and the Local Economy and the S151 Officer, to enter into the framework agreements for the Rotherham Construction Partnership (RCP5) Framework.	Cabinet Member for Jobs and the Local Economy.	Report and appendices	All Wards	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Michael Mullins michael.mullins@rotherham.gov.uk
Bateman Road and Ridgway Close, Hellaby, time limited waiting restriction.	16 January 2023	August 2023	To seek approval from Assistant Director to implement a traffic regulation order subject to no objections being received. If objections are received the report will be considered by Strategic Director. The effect of the order would be to introduce a length of time limited waiting restriction on Bateman Road and Ridgway Close, Hellaby.	Cabinet and local Ward Members (Hellaby & Maltby West Ward), Hellaby Parish Council, statutory consultees (e.g. fire, ambulance, Police, Passenger Transport Executive etc.), and the public via notices on site and in the Rotherham Advertiser.	Report and Appendices	Hellaby & Maltby West	Open	Nigel Davey Tel: 01709 822380 nigel.davey@rotherham.gov.uk