

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								
Tenant Engagement Framework 2022-25	24 April 2023	March 2023	Approve and publish the Tenant Engagement Framework 2022-25.	Cllr Amy Brookes, Cabinet Member for Housing and Cllr David Sheppard, Cabinet Member for Social Inclusion.	Report and appendices	All Wards	Open	Lynsey Skidmore Lynsey.Skidmore@rotherham.gov.uk
ASSISTANT CHIEF EXECUTIVE/CHIEF EXECUTIVE								
Household Support Fund October 2022 to March 2023, final allocations	27 March 2023	March 2023	Further to the provisions of minute 47(2) of the Cabinet meeting of 20 th September 2022, to determine revised and final allocations for the Household Support Fund to achieve full spend of the grant.	Cabinet member for Social Inclusion.	Report	All Wards	Open	Steve Eling steve.eling@rotherham.gov.uk
HR & Payroll System Contract	1 August 2022	June 2023	<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

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CHILDREN'S AND YOUNG PEOPLE'S SERVICES								
CYPS Commissioning - Digital Marketing Services	24 April 2023	July 2023	Update on the proposal for Foster Carer Recruitment – Digital Marketing Services.	Relevant Members, Officers and Stakeholders.	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)	Helen Sweaton helen.sweaton@rotherham.gov.uk
CYPS Commissioning decisions	24 April 2023	July 2023	Proposal for the recommissioning / waiving of Standing Orders for short breaks provision currently commissioned with Nexus Academy Trust.	Relevant Members, Officers and Stakeholders.	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)	Helen Sweaton helen.sweaton@rotherham.gov.uk
CYPS Commissioning decisions - Barnardo's	24 April 2023	July 2023	Proposal and options for recommissioning of all services currently commissioned with Barnardo's.	Relevant Members, Officers and Stakeholders.	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)	Helen Sweaton helen.sweaton@rotherham.gov.uk
FINANCE AND CUSTOMER SERVICES								
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

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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
Determination of Requests for Early Release or Flexible Retirement (Non-Executive)	24 April 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 and Appendices	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	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
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Appointment of supplier to provide Firewall hardware and related services	30 January 2023	June 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
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Procurement of cloud-based Telephony solution (including Contact Centre)	27 March 2023	August 2023	To appoint a supplier to provide the Council with a VoIP/cloud-based telephone and contact centre solution/platform.	Cabinet Member for Corporate Services and Finance.	Report	All Wards	Part 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
REGENERATION AND ENVIRONMENT								
A6021 Broom Road and Wellgate proposed amendments to waiting restrictions and speed limit - Active Travel Proposals	31 January 2022	April 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	Simon Quarta Tel: 01709 254491 simon.quarta@rotherham.gov.uk

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Proposed one way street with contraflow cycling, 20mph speed limit, prohibited turns for cyclists and no waiting at any time parking restrictions on Moor Road, Wath upon Dearne	27 March 2023	April 2023	<p>1.1 To consider objections received to proposals to introduce a one way street with contraflow cycling, 20mph speed limit, prohibited turns for cyclists and no waiting at any time parking restrictions on Moor Road, Wath upon Dearne</p> <p>1.2 It is recommended that the Director does not accede to the objections and,</p> <p>1.3 The Head of Democratic Services is asked to make the traffic regulation orders.</p>	<ul style="list-style-type: none"> • Cabinet Member for Transport and Environment • Members for Wath 	Report and Appendices	Wath	Open	Simon Quarta Tel: 01709 254491 simon.quarta@rotherham.gov.uk
Delegation of Powers to City of Doncaster Council	24 April 2023	April 2023	<p>1. To delegate the exercise of the executive functions relating to enforcement set out in the Anti-Social Behaviour, Crime and Policing Act 2014, Environmental Protection Act 1990, Traffic Management Act 2004, Road Traffic Regulation Act 1984, Road Traffic Act 1991, Clean Neighbourhoods and Environment Act 2005 and Health Act 2006.</p> <p>2. To authorise the Strategic Director of Regeneration and Environment, in consultation with the Strategic Director of Finance and Customer Services, begin negotiations to enter into a shared service arrangement with Doncaster City Council.</p>	Cabinet Member.	Report and Appendices	All Wards	Open	Lewis Coates lewis.coates@rotherham.gov.uk
Rother Valley Country Park Contract Award	13 March 2023	May 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

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Transport Capital Programme - entry of projects	27 February 2023	May 2023	Entry of projects into the Transport Capital programme, pursuant to delegations granted by Cabinet in December 2022. Specifically relating to the following workstreams – <ul style="list-style-type: none"> 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 Report - Progression of Sheffield Road cycleways & Maltby Bus Corridor D&B contract to build	27 February 2023	May 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
The Whins	6 April 2023	May 2023	Contract award for final design and construction of The Whins.	Cabinet and Ward Members Councillor Allen Councillor Elliott	Report	Greasbrough	Open	Jayne Slaughter Jayne.Slaughter@rotherham.gov.uk
Templeborough Business Zone: Contract Award	6 April 2023	May 2023	To award a contract under a two-stage design and build approach for the first phase of pre-construction design for improvements at Templeborough.	Cabinet Members for Jobs & Local Economy.	Report	Boston Castle	Open	Lorna Vertigan lorna.vertigan@rotherham.gov.uk
Tender Award - Award of contract for Painting of Manvers Bridge	9 March 2023	May 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

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Disposal of property at 32-34 Corporation Street (former Lloyds Bank Building)	13 February 2023	May 2023	<p>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.</p> <p>Approval has been given to the Assistant Director for Planning, Regeneration and Transport to negotiate and finalise the disposal of the asset.</p>	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)	<p>Lorna Vertigan</p> <p>lorna.vertigan@rotherham.gov.uk</p>
Amendment to the boundaries of Regionally Important Geological Sites R66 Redhill Quarry and R68 Kiveton Lodge 2 in Rotherham	27 March 2023	May 2023	That the proposed new boundaries of R66 Redhill Quarry and R68 Kiveton Lodge 2 Regionally Important Geological Sites in Rotherham are approved and used in the Local Plan and determination of planning applications.	Cabinet Member and relevant Ward Members.	Report and Appendices	Anston & Woodsetts; Wales	Open	<p>Rachel Lindsay</p> <p>Tel: 01709 254746</p> <p>rachel.lindsay@rotherham.gov.uk</p>
Rotherham Integrated Mainline and Tram Train Station Outline Business Case funding approval and contractor appointments	24 April 2023	May 2023	<p>Recommendations:</p> <ul style="list-style-type: none"> To implement the 24 April Cabinet decision to approve use of SYMCA CRSTS funding for the preparation of the Integrated Station Outline Business Case; and appointment of Network Rail and Transport for the North to undertake key workstreams to inform this. To sign SYMCA funding agreement. To sign Network Rail Development Services Agreement. To sign contract with Transport for the North. 	Cabinet Member for Transport and Environment.	Report and Appendices	Boston Castle; Rawmarsh West; Rotherham West	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	<p>Lucy Mitchell</p> <p>lucy.mitchell@rotherham.gov.uk</p>
General Enforcement Policy	24 April 2023	May 2023	That the revised General Enforcement Policy which has taken account of internal and external stakeholder views is adopted and published.	Cabinet Member.	Report and Appendices	All Wards	Open	<p>Craig Cornwall</p> <p>Tel: 01709 823118</p> <p>craig.cornwall@rotherham.gov.uk</p>

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Integrated Incident Management (formerly Major Incident Plan)	27 March 2023	June 2023	The approval of a revised Major Incident Plan, Council Recovery Framework and Council Critical Activities (Business Continuity), and policy statement.	<ul style="list-style-type: none"> • Cabinet Member. • Resilience, Health, Safety and Wellbeing Governance Group (all Directorate representation). • Functional areas specifically highlighted within the plan. 	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)	Claire Hanson claire.hanson@rotherham.gov.uk
Cumwell Lane, Hellaby proposed no waiting at any time restriction.	16 January 2023	June 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
Rotherham Town Centre Riverside Gardens Public Realm Redevelopment Contract award decision (Develop and Construction)	27 March 2023	August 2023	Having undertaken a competitive single stage develop and construction procurement tender for Riverside Gardens, the decision required is to award a contract to the successful contractor to undertake the works.	<p>The Riverside Gardens scheme has had significant stakeholder engagement and public consultation throughout the design process, and during the planning application process.</p> <p>The Councils procurement process will be followed included production of a Procurement Business Case and tender evaluation report, consulting colleagues in Finance, Legal, Comms and HR.</p>	Report	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

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Rotherham Construction Partnership (RCP5) Framework	27 February 2023	August 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
Fleet Transport Policy Review and Recommendations	27 March 2023	December 2023	<p>To implement recommendations found through a policy review process.</p> <p>The current Policy was published in 2015 and is no longer fit for purpose. The Fleet department has undergone significant change in the last 24 months, and enhancements to the driver training programme have been introduced as well as improved management of Goods Vehicle Operator Licensing compliance. It is now necessary to reflect this within a revised edition.</p> <p>A cabinet report dated March '23 also refers to the corporatisation of fleet acquisition, usage and disposal and will be included in the policy refresh.</p> <p>It is also relevant to include new policy content around fleet telematics and drug/alcohol misuse, as these are commonplace industry practices and necessary elements of fleet policy.</p>	<ul style="list-style-type: none"> • Cllr Dominic Beck – Cabinet Member for Transport & Environment • Senior Leadership Team / Directorate Leadership Team – RMBC • RMBC Fleet Users 	Report and Appendices		Open	Karen Mudford Tel: 07554 436548 karen.mudford@rotherham.gov.uk