

Public Report  
Delegated Officer Decision

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**Committee Name and Date of Committee Meeting**

Delegated Officer Decision – 09 June 2025

**Report Title**

Transport Capital Programme 2025/26 – entry of projects for Minor Works into the programme

**Is this a Key Decision and has it been included on the Forward Plan?**

No, but it has been included on the Forward Plan

**Strategic Director Approving Submission of the Report**

Andrew Bramidge, Strategic Director of Regeneration and Environment

**Report Author(s)**

Andrew Lee, Service Manager Local Schemes and Road Safety  
andrew.lee@rotherham.gov.uk

**Ward(s) Affected**

Borough-Wide

**Report Summary**

Further to the Cabinet report on 17<sup>th</sup> March 2025 (item 137 refers), this report seeks approval for entry of schemes into the Minor Works of the Transport Capital Programme 2025/26 as outlined in Table 1 of the Cabinet report.

**Recommendations**

1. That Minor Works programme described in paragraph 2.1, Appendix 1 and Appendix 2 is approved for entry into the Transport Capital Programme

**List of Appendices Included**

- Appendix 1 Minor Works Scoring matrix
- Appendix 2 List of Schemes to be funded under Minor Works Programme
- Appendix 3 List of all requests scored from 2024 correspondence
- Appendix 4 Initial Equality Impact Screening Assessment – Part A
- Appendix 5 Equality Analysis Form – Part B
- Appendix 6 Carbon Impact Assessment
- Appendix 7 Declaration of Interest by Cabinet Member

**Background Papers**

None

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
Cabinet – 17 March 2025

**Council Approval Required**  
No

**Exempt from the Press and Public**  
No

## **Transport Capital Programme 2025/26 – entry of projects for Minor Works into the programme**

### **Transport Capital Programme 2025/26 – entry of projects for Minor Works into the programme**

#### **1. Background**

- 1.1 On the 17<sup>th</sup> March 2025 Cabinet approved the Transport Capital Programme for the upcoming 2025-26 budget year, for both revenue and capital, including its funding sources and programme areas, and explained how projects will be managed within them.
- 1.2 Within this report an allocation of £200,000 RMBC Capital monies was identified for Minor Works.

#### **2. Key Issues**

- 2.1 Following scheme development and engagement with the Cabinet Member, it is proposed to enter twenty-six projects into the capital programme under the Minor Works theme. Further details on the projects are included at Appendix 2 (List of Schemes).
- 2.2 The process of identifying potential schemes resulted from the scoring of all correspondence received within the Council's Transportation Team in line with Appendix 1 matrix. These were then prioritised based on the highest overall score, ensuring schemes manage expectations in terms of programme delivery and outcomes, whilst providing the greatest overall benefit to road users and the community. Further evaluation ensured projects are feasible and align with current policy.
- 2.3 As funding for the Minor Works programme is limited in terms of requests received, the monies available will be split between Small and Moderate Interventions together with one Higher Value project. Where projects are unable to be progressed, either through objections or unforeseen circumstances, these will be reported separately with alternative projects put forward.

#### **3. Options considered and recommended proposal**

- 3.1
  - Option 1 – do not approve programme entry of the projects. This would delay delivery of the minor works programme. **This option is not recommended.**
- 3.2 Option 2 – approve programme entry as set out.
  - **This is the recommended option.**

#### **4. Consultation on proposal**

- 4.1 Consultation on individual projects takes place at levels consistent with the scale of each project. For example, small schemes will often involve

engagement with Ward Councillors and local community, whereas larger schemes will require wider community and public engagement.

4.2 The Cabinet Member for Transport, Jobs and the Local Economy was consulted on the 2<sup>nd</sup> June 2025 and supports the proposals put forward.

4.3 The Section 151 Officer has been consulted on the 7<sup>th</sup> May 2025 and supports the proposals put forward.

## **5. Timetable and Accountability for Implementing this Decision**

5.1 Following approval of the Council's Transport Capital Programme budget, the programme will be delivered as part of the capital programme of the Council.

5.2 The programme will be delivered during the 2025/26 financial year.

## **6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)**

6.1 Where there is a need to engage third party suppliers to support the delivery of the programme, these must be procured in compliance with the relevant procurement legislation (Public Contracts Regulations 2015 or the Procurement Act 2023) dependent on the route to market undertaken as well as the Council's own Financial and Procurement Procedure Rules.

6.2 The projects described in the report are funded from the Council's Capital programme, for which an allocation of £200,000 for the 2025/26 was approved by Cabinet on the 17<sup>th</sup> March 2025. Although schemes could not be set out at the time of the Cabinet report, authority was delegated to the Strategic Director, Regeneration and Environment, in consultation with the Cabinet Member for Transport and Environment, to identify projects that would be delivered within the fund.

## **7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)**

7.1 There are no specific legal implications associated with the inclusion of the projects in the programme. The projects themselves will have legal implications and require legal assistance. For example, this may include contracts with third party suppliers and the development of Traffic Regulation Orders.

## **8. Human Resources Advice and Implications**

8.1 There are no direct human resources implications arising from this report.

## **9. Implications for Children and Young People and Vulnerable Adults**

9.1 The implications of the programme will depend on the detail of schemes that will be delivered. On account of the minor nature of proposed works, it is

anticipated equalities impacts will be very small. This will be kept under review as schemes are developed.

## **10. Equalities and Human Rights Advice and Implications**

- 10.1 The project includes an allocation of £8,000 for responding to public requests for 'H' markings and disabled parking bays. These can be expected to improve access to properties, kerbsides, and facilities for blue badge holders.
- 10.2 Otherwise, on account of the minor nature of proposed works, it is anticipated equalities impacts broadly will be very small. This will be kept under review as schemes are developed. Both Part A (Initial Equality Screening) and Part B (Equality Analysis Form) have been completed and attached as Appendices 4 and 5 respectively.
- 10.3 All projects within this programme will require an Initial Equality Screening to be undertaken, in line with Part A, and for this to be recorded within the file to ensure appropriate consideration has been given to those with Protected Characteristics, irrespective of the measures proposed.

## **11. Implications for CO2 Emissions and Climate Change**

- 11.1 CO<sub>2</sub> emissions impacts have not been quantified. At high level it is anticipated these will fall into three categories –
- Emissions from transport (impact unknown, likely negligible)
  - Emissions from construction (forecast increase emissions)
  - Operational emissions (forecast increase emissions)
- 11.2 On account of the small-scale nature of the proposed works, it is anticipated the overall impact of the proposal will be very small, albeit increasing emissions. Further detail can be found in the Carbon Impact Assessment at Appendix 6.

## **12. Implications for Partners**

- 12.1. Where required engagement takes place with interested parties during scheme development and at construction. Any implications that may arise through specific measures would be addressed as part the scheme design and / or Traffic Regulation Order process that governs the operation and use of the road network.

## **13. Risks and Mitigation**

- 13.1 Project risks are identified within scheme design, business case preparation and then at operational level during the construction process. These are managed using recognised risk register approaches and in accordance with the Council's contract procedure rules for the approval of any project or programme changes.

## **14. Accountable Officers**

Andrew Lee, Service Manager Local Schemes and Road Safety  
Email: [andrew.lee@rotherham.gov.uk](mailto:andrew.lee@rotherham.gov.uk)

Approvals obtained on behalf of Statutory Officers: -

	<b>Named Officer</b>	<b>Date</b>
Chief Executive	Sharon Kemp	Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	Click here to enter a date.
Assistant Director of Legal Services (Monitoring Officer)	Phil Horsfield	Click here to enter a date.

*Report Author:*            *Andrew Lee, Service Manager Local Schemes and Road Safety*

*[andrew.lee@rotherham.gov.uk](mailto:andrew.lee@rotherham.gov.uk)*

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