

**CABINET MEMBER FOR SAFE AND ATTRACTIVE NEIGHBOURHOODS**  
**14th October, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Astbury and Goult (Policy Advisors).

**J33.       DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at the meeting.

**J34.       AREA ASSEMBLY CHAIRS**

The following report was submitted:-

**AREA ASSEMBLY CHAIRS**  
**MONDAY, 16TH SEPTEMBER, 2013**

Present:- Councillor McNeely (in the Chair); Councillors Atkin, Beaumont, Currie, Dodson, J. Hamilton, N. Hamilton, Johnston, Read, Sims, Swift and Wallis.

Apologies for absence:- Apologies were received from Councillors Falvey, Havenhand and Whelbourn.

**5       MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 17<sup>th</sup> June, 2013, were noted.

**6.       AREA ASSEMBLY CHAIRS/AREA PARTNERSHIP MANAGERS' UPDATES**

Shaun Mirfield, Area Partnership Manager, together with the respective Area Assembly Chairs, gave the following reports:-

**Rotherham North/Rotherham South**

- Walkabout in Ferham at 5.00 p.m. that evening
- Thornhill Recreation Ground – work with Masbrough Youth Forum and Green Spaces in relation to possible siting of mugga on the old site
- St. John's Green – a lot of work had been carried out to try and address problems in relation to crime and anti-social behaviour. Discussions had now started in relation to physical work in an attempt to design out some of the problems
- Deprived Neighbourhoods event to be held on 23<sup>rd</sup> October at the New York Stadium to particularly discuss issues relating to Ferham, Eastwood, East Dene, Canklow and the Town Centre
- Monthly NAG meetings were held with the key issues being:-
  - Safeguarding training for Members and partners had been arranged due to the child sexual exploitation issues and concerns with regard to reporting channels in the area
  - Eastwood Village – there were concerns about a range of issues to which prioritisation had been given. The strategic leads for Eastwood were currently arranging a meeting with the Police District Management Team to discuss some of those concerns and would be reporting back shortly. A Neighbourhood Pride Agreement had been agreed which principally covered noise, waste management and anti-social behaviour and produced in both English and Slovakian. Work was taking place with a

number of organisations and trying to get people to sign up to it and put a sticker in their window.

- Discussions were taking place regarding the ongoing issues around Gerard Road
- Well attended Fun Feast Days held at Eastwood and Mowbray Gardens

#### **Wentworth North**

- Albany Road play area now open
- Area Plan had been implemented
- Dog fouling bags had been purchased and distributed in the area
- Graffiti art project in conjunction with the Police
- Work with RiDO in writing to all local businesses requesting sponsorship for Christmas lights in Wath

#### **Wentworth South**

- Successful funding application for Community Organisers – 5 would be recruited in the East Herringthorpe area
- Successful event at Mowbray Gardens targeted at East Herringthorpe and Eastwood

#### **Rother Valley South**

- Work taking place on the Gallery Town project

#### **Wentworth Valley**

- Holding a number of events, clean ups etc. on Birks Holt, China Town, Model Village and Flanderwell
- Walkabout had continued as well as the concentration of work in the deprived communities

#### **Rother Valley West**

- DDPO signs had been displayed in the villages

Resolved:- That the reports be noted.

## **7. COMMUNITY FIRST UPDATE**

Shaun Mirfield, Neighbourhood Partnerships, submitted an update on Community First as at 17<sup>th</sup> June, 2013, together with the progress of Years 1 and 2 funded projects.

Appendix I to the report submitted showed that 145 projects had benefitted from the funding. Each project was required to submit a monitoring form to the Community Development Foundation (CDF) within a month of completing their work. Panels were seeking to obtain copies so that progress report could be compiled.

All Panels had refreshed their plans/priorities for Year 3 and registered with the CDF by 31<sup>st</sup> March, 2013. Appendix II illustrated that Panels were continuing to make excellent progress with 2/3<sup>rd</sup> of the Year 3 funding having been allocated 6 months into the year as a result of which a further 53 projects would benefit.

As well as the £30M Neighbourhood Grant Programme, the Cabinet Office had highlighted 2 other elements of Community First i.e. £50M Endowment Match Challenge and Community Organisers. A meeting had been arranged with the CDF to clarify the targets for the Endowment Match Challenge and ascertain what links could be made locally with Community First.

A successful application had been submitted for 2 East Herringthorpe Community Organisers, based at High Greave School.

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

(2) That discussions take place with the Rawmarsh High Street Centre with regard to submitting progress reports.

## **8. AREA ASSEMBLIES AND AREA ASSEMBLY CO-ORDINATING GROUPS MEETINGS**

David Richmond, Director of Housing and Neighbourhoods, submitted a report on the purpose of Area Assembly Co-ordinating Group meetings.

A workshop held in November, 2012, with Area Chairs had identified that some of the Groups' work was now taking place in other forums. It was acknowledged that the extent of this varied in each area depending upon the area's priorities and the number of other forums within that particular area.

It was felt it would be beneficial to have a more flexible approach to partnership and meeting structures which were relevant to and met the needs of each Area Assembly area enabling more decision making and empowerment at a local level. It would also allow individual Area Co-ordinating Groups to review their membership based on local issues and requirements within their areas. It would also support strengthening links with disadvantaged communities' activity, Community First, addressed major issues such as Welfare Reform and increase capacity with the voluntary and community sector.

It was proposed that the following be discussed at Area Co-ordinating Groups and their views sought on (numbering refers to sections of Article 12 of the Council's Constitution):-

### **Recommended Changes to Article 12**

(3) Area Assemblies shall meet at least 6 times a year at publicised locations within the areas they cover

*Recommended Change: Area Assemblies shall meet at least 4 times a year at publicised locations within the areas they cover.*

(6) The Co-ordinating Group shall comprise the 9 Elected Members for the Electoral Wards within the area, 6 representatives of partner organisations and 3 community representatives

*Recommended Change: The co-ordinating Group shall comprise of the 9 Elected Members within the area, representatives of partner organisations and community representatives*

Individual Co-ordinating Groups would have the flexibility to determine who and how many partners/community organisations would sit on the Group with partners/community organisations invited as appropriate in line with the Group's Area Plan/priorities.

### **Recommended Changes to Terms of Reference**

(3) The role of the Area Assemblies shall be to:-

- Encourage access and participation from local residents in the democratic process
- Develop a single Area Plan for the Area Assembly that is recognised by all agencies operating within the area
- Set local delivery targets and monitor progress towards these targets

- Review the impact and co-ordination of Council policies and services and those of other organisations who deliver services in the areas which the Assembly covers
- Consider issues of local concern and to submit reports to the relevant Cabinet Member, Cabinet, Scrutiny and Rotherham Partnership on these
- Comment on issues referred by Cabinet, the relevant Cabinet Member, Scrutiny and Rotherham Partnership
- Indicate views on a range of issues which require local consultation
- Receive and consider the report of any Task and Finish Group set up by the Co-ordinating Group and determine any appropriate action
- Consider funding proposals for the expenditure of devolved budgets submitted to the Area Assembly by the Co-ordinating Group

*Recommended Change: Remove 'single Area Plan' and replace with 'develop partnership Area Plans where required as identified by the Co-ordinating Group'.*

*Recommended Change: remove 'set local delivery targets and monitor progress'. Add in 'work with community and voluntary organisations to ensure their involvement in local decisions and where possible to increase their capacity to deliver within their community'.*

(4) Area Assemblies shall hold public meetings at least six times a year at publicised locations within the areas they cover. Such meetings shall be attended by the Elected Members, representatives of other public bodies, voluntary and commercial organisations operating within the area (whether or not represented on the Area Assembly Co-ordinating Group) and members of the public.

*Recommended Change: Area Assemblies will hold meetings at least 4 times a year. The format and dates for these meetings to be decided by each Co-ordinating Group.*

(6) The Co-ordinating Group shall comprise:-

- The nine Elected Members for the electoral wards within the area.
- Six representatives of partner organisations.
- Three community representatives.

*Recommended change: The Co-ordinating Group membership shall comprise the 9 Elected Members for the Electoral Wards within the area. The partner and community organisations will be identified by the Co-ordinating Group on an annual basis based on local needs identified through Area planning processes.*

(8) The six representatives of partner organisations shall in all cases include a representative of South Yorkshire Police, 2010 Rotherham Limited, NHS Rotherham and where applicable a Parish Council representative to be chosen by the Parish Councils within the area. These representatives and the Elected Members shall jointly appoint the remaining representatives of partner organisations.

*Recommended change: Delete this paragraph. See recommended changes to (6) above.*

(9) The three community representatives will be appointed by the Elected Members and the representatives of partner organisations following public advertisement within the area, for a term of four years.

*Recommended change: Remove 'four' and change to 1 year of office. Add in 'a community representative who wishes to continue as a member of the group after his/her term of office has expired may, with the agreement of the co-ordinating group, extend his/her representation for a further year. The post does not need to be publically advertised'.*

(10) The Co-ordinating Group may co-opt representatives of other partner organisations or community representatives for such particular projects or periods of time as the Co-ordinating Group shall determine.

Recommended change: include the wording 'when approved by the Chair of the Co-ordinating Group'.

(11) Meetings of the Co-ordinating Group shall be held at least six times a year. A quorum must include at least three of the Elected Members of the Co-ordinating Group and at least three other members of the Group.

Recommended change: Meetings of the Co-ordinating Group shall be held at least twice a year.

Recommended change – a quorum must include at least three Elected Members and at least 1/3<sup>rd</sup> of the remainder of the Group

*The quorum must remain as 3 Elected members, but the recommendation changes the partnership/community representatives from a specific number to 1/3 of the remainder of the group including partners and community representatives. The Chair or Vice-Chair would still need to be present to hold the meeting. Please note that Standing Order 22 (2) requires at least 3 members to hold a meeting which is a committee of the Council.*

(12) Substitute Members are not permitted at meetings of the Co-ordinating Group. If a partner representative or community representative fails to attend the Co-ordinating Group for three consecutive meetings, then the Co-ordinating Group shall consider the reasons for non-attendance and may appoint a replacement partner or community representative as the case may be.

Recommended change: Change the terms "partner representative" and "community representative" and replace with the term "co-optee".

(14-21) Area Assembly Devolved Budget Procedure.

Recommended change: remove attachment, but not reference to the budget. The procedure is outdated and is no longer relevant. New procedures will be drawn up specific to any allocated future budgets. Reference to the devolved budget to be retained to allow capacity for Co-ordinating Groups to administer any devolved budgets in the future.

(23) The Area Chairs shall meet at least six times a year together with the Cabinet Member for Neighbourhoods who shall chair each meeting.

Recommended change: The Area Chairs shall meet quarterly.

### **Voting Rights**

It was proposed during the consultation that all members of the co-ordinating group should have voting rights. Concern had been expressed that representatives from the community would not engage with the process fully if they did not have voting rights while 1 Co-ordinating Group acknowledged the benefits of accountability of Elected Members if they had sole voting rights. However, the value of co-optees was also recognised. The consensus was that partners and community representatives should have voting rights.

Legal Services had been consulted and advised that changes could be made subject to Cabinet approval. No proposals for change were recommended.

Discussions ensued on the report and of the purpose of Co-ordinating Groups in general. The majority opinion was that they had no purpose now that there was no devolved budget and that it was quite often a repetition of discussions at the NAG/Area Assemblies. Given staffing resources within the Authority and partner agencies, the Co-ordinating Groups were an extra burden.

Resolved:- (1) That consultation take place as to whether Co-ordinating Groups should continue.

(2) That a further report be submitted on the outcome of the consultation.

#### **9. AREA PARTNERSHIP TEAM STAFFING UPDATE**

Area Assembly Chairs expressed their concerns regarding the workload for the remaining Area Assembly Team.

Thanks were given to the Area Partnership Managers and their Teams for their ongoing work.

The Director of Housing and Neighbourhoods reported that Sarah's post, during her period of maternity leave, would be advertised and recruited to.

#### **10. COMMUNITY RESILIENCE**

Colleagues in Emergency Planning would be sending a letter to Parish Councils following up on a workshop. Once that information had been gathered, a report would be submitted to a future Area Assembly meeting.

#### **11. DATE AND TIME OF NEXT MEETING -**

Resolved:- That a further meeting be held on Monday, 11<sup>th</sup> November, 2013, commencing at 2.00 p.m.

It was noted that Sarah Currer's period of maternity leave had been advertised and recruited to.

### **J35. NEIGHBOURHOODS GENERAL FUND BUDGET MONITORING**

Consideration was given to a report presented by the Finance Manager in relation to the budget monitoring and financial forecast for the Neighbourhoods General Fund within the Neighbourhoods and Adult Services Directorate to 31st March, 2014, based on actual income and expenditure for the period ending 31st August, 2013.

The latest forecast showed an overall underspend of £30,000 against an approved net revenue budget of £2.463M as follows:-

Safer Neighbourhoods (+£13k)

- Staffing cost pressures due to lower than expected staff turnover within Community Protection
- Savings through vacancy management but pressure on income due to reduced EPA applications
- Essential health and safety work on landfill sites

## Business Regulation (-£30k)

- Pressures on staffing costs within Health and Safety, Food and Drugs and Animal Health budgets
- Offset by additional income from Dignity contract and savings within Trading Standards due to vacant posts

## Housing and Communities (-£7k)

- Forecast underspend on Supplies and Services as a result of the moratorium on non-essential spend

## Strategic Housing and Investment Service (+£2k)

- Small shortfall on staffing budget

## Central (-£8k)

- Small underspend due to savings on Supplies and Services

To date there had been no spend on Agency or Consultancy within Neighbourhoods' General Fund budgets.

Resolved:- That the report be received and the latest financial projection against budget for 2013/14 noted.

**J36. HOUSING REVENUE ACCOUNT BUDGET MONITORING**

Consideration was given to a report presented by the Finance Manager, Neighbourhood and Adult Services, on the Housing Revenue Account which was forecasting an outturn on budget with a transfer to working balances (HRA reserves) of £2.110M, a reduction of £489,000 against the approved budget.

Appendix A of the report provided the Budget Operating Statement for 2013/14 showing the various income and expenditure budget lines which made up the net cost of delivering the Service. The latest forecast net cost of Service was £6.302M, together with Revenue contribution to Capital costs and interest received, would result in an overall deficit of £2.110k to be transferred from Working Balances.

## Expenditure

Based upon expenditure and commitments to date, total expenditure was forecast to outturn at £73.026M compared to a budget provision of £73.090M, a decrease in spend of £63K. The main variations were:-

## Contributions to Housing Repairs

- Repairs and Maintenance – Forecasting an overall slight underspend. The Empty Homes budget was difficult to forecast given it being a responsive service together with a forecast overspend on cyclical works. This was offset by forecast underspends within Responsive repairs, Planned works budgets and fluctuations in overhead costs

#### Supervision and Management

- Forecast to outturn at £20.058M, overall overspend of £7k due to lower than expected staff turnover and slippage on implementing the review of structures across a number of teams. There had also been a transfer to the Furnished Homes reserve due to additional income as more clients used the Scheme

#### Income

- Total forecast income collectable was £79.329M, an increase of £426k above budget
- Dwelling rental income was projected to over-recover by £85k as well as non-dwelling rents by £6k due to additional income from garage sites
- Income from charges for services and facilities were forecasting an outturn of £3.877M, an over-recovery of £276k mainly due to additional income on Furnished Homes due to increase in the number of clients. However, there was a forecast under-recovery of income from clients using Sheltered Neighbourhood Centres services as tenants opted out of the laundry charge and more than the anticipated level of voids on District Heating Schemes resulting in a slight under-recovery of income
- Other fees and charges were forecasting an over-recovery of income of £59k related to additional unbudgeted income in respect of the sale of tenants contents insurance and from utility companies for the use of solar panels

Discussion ensued with the following issues raised/clarified:-

- Increased take up of Tenant's Contents Insurance
- Possible separation of minor and major voids and the recharging thereof – the new Housing Allocations Policy addressed the rehousing of those with previous debt

Resolved:- That the latest financial projection against budget for 2013/14 be noted.

### **J37. COMMUNITY GRANTS TO ENCOURAGE COMMUNITY SERVICE DELIVERY**

The Director of Housing and Neighbourhoods reported on an opportunity that had arisen through the development of a small grants scheme to work with and engage the voluntary and community sector to support Streetpride Services and undertake environmental improvements.

Discussions between Streetpride and Rotherfed had taken place to explore opportunities for joint working. Through the development of a small grants scheme, the Council would provide the means of working with the voluntary and community sector to support Streetpride's Environmental Services. For example:-



- The Environment Exchange Grant Scheme  
Rotherham community groups and TARAs could apply for a small annual grant (up to £250) to assist with running costs in exchange for their commitment to undertake specific, mutually agreed activities on the communal areas of estates such as litter picking, emptying litter bins, grubbing out weeds etc.
- Improving your Community Grant Scheme  
Rotherham community groups and TARAs could apply for a small annual grant (up to £250) which must be spent on improving their community/environment through schemes such as adopting a street or flowerbed, litter picking, basic gardening equipment

Rotherham had agreed in principle to manage the grant and would look to hold an event for Members and other community groups with the purpose of launching the grant, scoping potential projects and promoting the Streetpride Volunteers Scheme to ascertain what linkages could be made between volunteers and community groups.

The Community First Fund was a Government funded initiative that would run for 4 years until March, 2015. The Programme would help communities come together to identify their strengths and local priorities in order to plan for their future and become more resilient. 11 of Rotherham's 21 Wards were identified as being eligible for Community First funding and offered a total grant of £712,110 to 31<sup>st</sup> March, 2015.

Groups who applied to the 2 environmental grant schemes could potentially use the funding as match for Community First funding which enable community groups to undertake larger scale projects or sustain projects for a longer period of time.

Discussion ensued on the proposal with the following issues raised:-

- Ensure the publicity clearly stated it was a Council initiative
- Ensure that community groups outside deprived areas were included

The report was to be considered by the Cabinet for Communities and Cohesion at his meeting on 21<sup>st</sup> October, 2013.

Resolved:- That the proposal be supported.

### **J38. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved: - That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs, indicated below, of Part I of Schedule 12A to the Local Government Act 1972.

**J39. PROCUREMENT OUTTURN - WINDOWS AND DOORS**

The Director of Housing and Neighbourhoods reported on the tender process undertaken for the renewal of windows and doors, inclusive of some flat doors, and the renewal of fascias, soffits, bargeboards and rainwater goods at properties across the Borough.

The report set out the risks and uncertainties and financial implications.

It was noted that the windows and doors works would start in November, 2013 and be completed no later than 31<sup>st</sup> March, 2014. The renewal of fascias, soffits, bargeboards and rainwater goods works would start mid-November, 2013, and be ongoing for 34 weeks.

Discussion ensued of the possibility of elderly and/or vulnerable tenants who may be affected by the works.

Resolved:- (1) That Keepmoat Construction be appointed as the contractor responsible for the delivery of both work programmes.

(2) That an European Union procurement exercise be undertaken to engage contractors for the delivery of future works on a Rotherham specific Framework Contract with a view to enhancing competition currently perceived as lacking in the regional frameworks currently being used.

(3) That consideration be given to the possibility of providing a "safe house" or community centre facility for the use of elderly and/or vulnerable tenants whilst the work was taking place.

(Exempt under Paragraph 3 of the Act – information relating to the financial/business affairs of any person (including the Council))

**J40. APPROVAL OF TENDER FOR EXTERNAL WORKS TO 137 PROPERTIES IN NORTH ANSTON**

The Director of Housing and Neighbourhoods reported on the tender process undertaken for external works to 137 properties in North Anston.

The tender had been offered to the market via an established EU compliant construction framework agreement YORBuild. Price submissions had been evaluated and checked.

The works were expected to take 20 weeks.

Resolved:- That the tender submitted by TH Michaels (Construction) Ltd. be approved for the delivery of the re-pointing programme at North Anston.

(Exempt under Paragraph 3 of the Act – information relating to the financial/business affairs of any person (including the Council))

#### **J41. STAIRLIFT AND HOIST INSTALLATION - TENDER**

Lizzy Grayson, Procurement, reported on the tender process that had been undertaken for stairlift and hoist installation.

17 pre-tender questionnaires had been received and, following evaluation, 7 invited to tender. 5 tenders had been received and evaluated.

The financial details and risk and uncertainties were set out in the report submitted.

Resolved:- That the tender submitted by ThyssenKrupp Encasa for the installation of stairlifts and Prism Medical for the installation of hoists be approved.

(Exempt under Paragraph 3 of the Act – information relating to the financial/business affairs of any person (including the Council))

#### **J42. STAGE 3 COMPLAINT PANEL**

It was noted that a meeting of a Complaint Panel held been held on 3rd September, 2013, comprising Councillors Atkin (in the Chair), Buckley and Sims. The Panel heard a complaint received from Mr. K. relating to his belief that he had been inappropriately advised and dealt with in an unprofessional manner when seeking help to remedy damp problems he was experiencing at his property.

The Panel had not upheld the complaints as it had been satisfied that support and guidance had been offered together with evidence of sufficient and appropriate communication between the complainant and the Service.

Resolved:- That the Panel's findings be noted.

(Exempt under Paragraph 2 of the Act - information likely to reveal the identity of an individual)

#### **J43. INTRODUCTORY TENANCY REVIEW PANEL**

It was noted that an Introductory Tenancy Review Panel had been held on 2nd October, 2013, comprising Councillors Beck (in the Chair), Ellis and Whysall to review a decision to terminate an Introductory Tenancy.

The decision made by the Anti-Social Behaviour Officer to serve a Notice of Proceedings of Possession on 29th August, 2013 had been confirmed by the Panel.

Resolved:- That the Panel's decision be noted.

(Exempt under Paragraph 2 of the Act - information likely to reveal the identity of an individual