

Appendix 1

Proposed Activity Tracker

This tracker will be updated throughout the Consultation project and will be provided with the further Cabinet Report due at the close of consultation for assurance and update.

Date of Planned Activity	Activity	Update / RAG / Further action
16 th September 2024	Cabinet Report recommending consultation on the Orders reviewed and authorised in Cabinet meeting	Approved September Cabinet
17 th September 2024	Public Consultation commences – online survey goes live with Council Social media signposting and Press Release	<p>Online Survey live – 17th September 2024</p> <p>The Cabinet report also received some Press attention in both the Rotherham Advertiser and The Star on or around 16th September 2024:</p> <p><u>Rotherham town centre PSPO set to be renewed (rotherhamadvertiser.co.uk)</u></p>
18 th September 2024	Teams briefing with Cllr Saghir Alam, Cabinet Member to discuss consultation plan, update activity tracker and identify further opportunities or challenges	Meeting complete 16 th October 2024

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Date of Planned Activity	Activity	Update / RAG / Further action
18 th September 2024	Establish PSPO Consultation Task & Finish Group to meet weekly to review data, consultation responses received so far and identify any further opportunities or challenges. Key representatives: <ul style="list-style-type: none"> - Regulation and Enforcement Management - Central South Yorkshire Police NPT Inspector - Neighbourhoods 	Diarised on a weekly basis from 26 th September 2024. Meeting held weekly from then on to 30 th October 2024.
21 st September 2024	Briefing to all Members re: Consultation with email link to survey. Offer of Teams Briefing around Member availability to be made as part of same briefing. Environmental Health attendance at all intervening CAP briefings to reaffirm.	Briefing complete and sent to member 25 th September 2024
22 nd September 2024	Email to all Parish Councils re: Consultation with email link to survey. Offer of Teams Briefing around Parish Council's availability to be made as part of same briefing.	Complete on 24 th September 2024
23 rd September 2024	Engagement with Trading Standards / Licensing – Consultation activity - agree communication to licensees, taxi drivers (via bulletin and attendance at Pubwatch) - Email	Email to Licensing database recipients complete 25 th September 2024
23 rd September 2024	Engagement with registered Landlords and Managing Agents via Selective Licensing database.	Email sent to licence holders and managing agents 25 th September 2024

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Date of Planned Activity	Activity	Update / RAG / Further action
23 rd September 2024	Formal engagement with South Yorkshire Police & Crime Commissioner/ South Yorkshire Mayoral Combined Authority (Email & survey links)	Letters sent 25 th September 2024 Reminder email sent 16 th October 2024 Response from CI Bradley received 30 th October
23 rd September 2024	Formal engagement with South Yorkshire Fire & Rescue (Email & survey links)	Email to SY Fire sent 25 th September 2024 Reminder email sent 16 th October 2024
23 rd September 2024	Email engagement with Children's Services Lead – Consultation activity - agree communication to Young People / Young Carers / Children in Care / Youth Council (via email to lead representatives and social media channels / news forums)	Email to CYPS leads sent 25 th September and further dissemination confirmed via School Briefing and Youth Cabinet
25 th September 2024	Schedule RMBC social media posts and internal bulletins to signpost to survey	6 posts across corporate socials Internal bulletin: Public Spaces Protection Orders Consultation (sharepoint.com) live from 4 th October 2024.
26 th September 2024	PSPO Consultation Task & Finish Group to meet weekly to review data, consultation responses received so far and identify any further opportunities or challenges.	Compete

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Date of Planned Activity	Activity	Update / RAG / Further action
26 th September 2024	Distribute briefing to all Tasking members – North, Central and South	Email sent to Tasking members 26 th September 2024.
3 rd October 2024	PSPO Consultation Task & Finish Group to meet weekly to review data, consultation responses received so far and identify any further opportunities or challenges.	Meeting complete – no further action agreed.
10 th October	Task and Finish Group meeting	Complete
14 th October 2024	Boston Castle Ward Members Teams Briefing re: Town Centre	Complete
15 th October	Pro-active Visits to Town Centre businesses (to include both Markets) with hard copy questionnaires	Complete
16 th October	Display Posters, Questionnaires and leaflets in Town Hall	Complete
16 th October	Display Posters, Questionnaires and leaflets in Rotherham Minster	Complete
16 th October	Display posters, questionnaire and leaflets in Moorgate Road Mosque	Complete
16 th October	Display posters, questionnaire and leaflets in Clifton Park Museum / Café	Complete
16 th October	Email to Voluntary Action Rotherham to share letter and link to consultation	Complete

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16 th October	Email to Rotherham Sight and Sound to share letter and link to consultation	Complete
17 th October	T&F Group meeting	Complete
17 th October 2024	Town Centre Stand at Indoor Market & Rotherham Interchange – printed leaflets and questionnaires	Complete
18 th October	Collect completed hard copy questionnaires or take businesses who have not complete through the e-form	Complete
22 nd October 2024	Town Centre Stand on Street Market and High Street – plus sweep up hard copy responses from Street Markets.	Complete
24 th October	T&F group meeting	Complete
28 th October	Use of Riverside Café for face to face consultation.	Complete
30 th October 2024	Public Consultation Closes	Complete
1 st November to 5 th November 2024	Analyse consultation responses, draft new Orders and begin report	Complete
6 th November 2024	New report on future of the Orders drafted with recommendations	Complete