



Doncaster Council

Would you please note that a Group Meeting will be held at 1.00 p.m. in the Civic Office.

Agenda

To all Members of the

COUNCIL

Notice is given that a Meeting of the Council is to be held as follows:

Venue: Council Chamber - Civic Office Floor 2, Civic Office, Waterdale, Doncaster, DN1 3BU

Date: Thursday, 25th January, 2018

Time: 2.00 pm

BROADCASTING NOTICE

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A handwritten signature in black ink, appearing to read "Jo Miller".

Jo Miller
Chief Executive

Issued on: Wednesday, 17 January 2018

Governance Officer for this meeting

David Taylor
01302 736712

Doncaster Metropolitan Borough Council
www.doncaster.gov.uk

ITEMS

1. Apologies for Absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Declarations of Interest, if any.
4. Minutes of the Council Meeting held on 21st December, 2017. 1 - 18
5. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.
6. Presentation on the Police and Crime Plan, Precept and Neighbourhood Policing by the Police and Crime Commissioner and Chief Constable.
7. In accordance with the Council's Petition Scheme, to receive the presentation of a Petition entitled "Keep Our NHS Public - Doncaster and Bassetlaw".

(The Council has received a petition from, Mr Doug Wright, the petitioner organiser, requesting the Council to not approve the Sustainability and Transformation Plans for South Yorkshire and Bassetlaw.)

8. Questions from the public in accordance with Council Procedure Rule 13:-

None received for this meeting.

A. Items where the Public and Press may not be excluded.

For Decision

9. Proposals for Localised Council Tax Support for 2018/19 (the Local Council Tax Reduction Scheme). 19 - 38
10. Proposed New Council Tax Exemption for Care Leavers. 39 - 58
11. Director of Public Health Annual Report 2017. 59 - 88
12. Annual Pay Policy Statement 2018/19. 89 - 112
13. Overview and Scrutiny Update and Progress Report June to December, 2017. 113 - 128
14. Proposed Diary of Meetings - 2018/20. 129 - 158

15. To consider the following Motion, written notice of which has been given by Councillor Phil Cole and Seconded by Councillor Rachel Hodson, in accordance with Council Procedure Rule 16.1:-

“This Council believes that the £335 million of additional funding announced in the 2017 Autumn Budget to meet winter pressures has been announced too late to be used effectively.

This Council is also concerned that the pledged increase in funding for the rest of the parliament falls well below the amount the NHS needs. The £6.3billion announced for the rest of this parliament would mean the NHS budget would have grown by just 1.2% between 2009/10 and 2020/21.

This Council is further concerned that:-

- The promise of extra money to end the NHS pay cap is conditional on productivity and agreed changes to terms and conditions.
- There was no extra funding for mental health.
- There was no extra money for social care.

We believe the consequences of this Budget will be to add to the burden of local government, police and other services; lead to a further loss of staff from our NHS and a growing shortfall in the real funding levels required by a modern NHS.”

16. Questions by Elected Members in accordance with Council Procedure Rules 15.2 and 15.3:-

- (i) Questions on Notice to the Executive:-

None received for this meeting.

- (ii) Questions without Notice to the Executive and the Chairs of the Audit Committee, Elections and Democratic Structures Committee, Health and Wellbeing Board and Overview and Scrutiny Management Committee.

For Information

17. To receive the minutes of the following Joint Authorities.

159 - 200

- A. Sheffield City Region Combined Authority held on 11th December, 2017.
- B. Sheffield City Region Local Enterprise Partnership Board held on 9th November, 2017.

- C. South Yorkshire Fire and Rescue Authority held on 27th November, 2017.
- D. South Yorkshire Pensions Authority held on 30th November, 2017.

Public Document Pack Agenda Item 4

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL

THURSDAY, 21ST DECEMBER, 2017

A MEETING of the COUNCIL was held at the COUNCIL CHAMBER, CIVIC OFFICE on THURSDAY, 21ST DECEMBER, 2017, at 2.00 pm.

PRESENT:

Chair - Councillor George Derx
Vice-Chair - Councillor Majid Khan
Mayor - Ros Jones
Deputy Mayor - Councillor Glyn Jones

Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Nigel Cannings, Phil Cole, John Cooke, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Martin Greenhalgh, Pat Haith, Charlie Hogarth, Mark Houlbrook, David Hughes, Richard A Jones, Kenneth Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Cynthia Ransome, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Sue Wilkinson, Jonathan Wood and Paul Wray.

APOLOGIES:

Apologies for absence were received from Councillors Bev Chapman, John Gilliver, John Healy, Rachel Hodson, Eva Hughes, Tina Reid and Austen White.

47 Recent Deaths Of Councillor Tony Corden, Rodney Bickerstaffe, Honorary Freeman Of The Borough And Former Councillor Vernon John Wain

Prior to the commencement of formal business, Elected Members, Officers and members of the public, observed a minute's silence as a mark of respect and remembrance in relation to the recent deaths of Councillor Tony Corden who passed away on the 21st November, 2017, Rodney Bickerstaffe, an Honorary Freeman of the Borough, who passed away on the 3rd October, 2017 and former Councillor Vernon John Wain, who passed away on the 10th November, 2017.

48 Declarations of Interest, if any

Councillor David Hughes declared an interest in relation to Agenda Item No.10 (F), by virtue of being a member of the South Yorkshire Police and Crime Panel.

49 Minutes of the Council Meeting held on 21st September, 2017

RESOLVED that the minutes of the Council Meeting held on Thursday, 21st September, 2017, a copy of which had been circulated to each Member, be approved, as a correct record and signed by the Chair.

50 Minutes of the Extraordinary Council Meeting held on 9th November, 2017

RESOLVED that the minutes of the Extraordinary Council Meeting held on Thursday, 9th November, 2017, a copy of which had been circulated to each Member, be approved, as a correct record and signed by the Chair, subject to the inclusion of the following paragraph after the first paragraph on page A.3 of Minute No. 46, to read as follows:-

Councillor R. Allan Jones asked the Deputy Mayor whether there was any legal impediment to the coming together of Combined Authorities in the future and as such work as a single statutory body? The Assistant Director of Legal and Democratic Services gave an undertaking to provide Councillor Jones with a response.

51 To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service

The Mayor of Doncaster, Ros Jones, made the following announcement:-

“I would like to make an announcement regarding regional Devolution.

In November, Doncaster Council agreed to hold a Community Poll to ask our residents their views on regional Devolution, specifically whether they would prefer Doncaster to be part of a wider Yorkshire Devolution agreement or the current Sheffield City Region proposals.

The consultation exercise ended yesterday and today I can announce the outcome of the Poll.

Last year when the Sheffield City Region undertook its consultation on Devolution, just 67 residents in Doncaster responded and only 561 across the whole of South Yorkshire.

In contrast, I am pleased to be able to inform Council that 45,470 residents in Doncaster have voted in our Community Poll. The results are as follows:

- Wider Yorkshire – 38,551
- Sheffield City Region – 6,685
- Invalid ballot papers – 234

This result represents an overwhelming majority in favour of wider Yorkshire Devolution, which received 85% of all valid votes cast.

The overall turnout was 20.1%, meaning that more people in Doncaster voted in our Devolution consultation, than in any of the three South Yorkshire Police and Crime Commissioner elections which have taken place.

The Community Poll therefore represents a very significant consultation exercise, engaging tens of thousands of residents who would not otherwise have been involved in the Devolution debate. In addition, it has significantly raised awareness of regional Devolution amongst our wider population, with more than 225,000 people receiving information direct to their door.

The outcome of the poll also reflects the views expressed by our local business community. Colleagues will be aware that in a recent survey undertaken by Doncaster Chamber of Commerce, 70% of local businesses said they would prefer Doncaster to be part of a wider Yorkshire Devolution.

This position is also supported by the Doncaster Chamber of Commerce, our MPs and colleagues in this Chamber.

Doncaster's position on Devolution is therefore settled.

It is the will of the people, our business community and our elected politicians that Doncaster should be part of a wider Yorkshire Devolution agreement. We will therefore respect this position and would encourage others to do the same.

We have always said that Devolution is a vitally important issue, which will impact our residents, our businesses and our Borough for the next 30 years.

From the outset, both Doncaster and Barnsley have been clear that we are willing to consider interim solutions for the Sheffield City Region. However, we are also now clear about the ultimate destination, which is for Doncaster to be part of a wider Yorkshire Devolution agreement based on the widest possible geography.

We will therefore engage constructively with Government and colleagues from across Yorkshire on this basis and seek to deliver a solution which meets these requirements, and respects the will of the people of Doncaster. Thank you."

The Chief Executive, Jo Miller, made the following announcement:-

"This is Simon Wiles last full Council meeting. He has been a heroic Director of Corporate Resources and I know is valued by all Members across this Chamber. He has been a massive part of where Doncaster is today. He has been a huge support to me personally and a great member of the team. I know that all Members in the Chamber would want to join me in wishing him well. Simon, you have been a complete Donny Star and we wish you all the best in your retirement."

The Mayor of Doncaster, Ros Jones, also extended the Labour Party's thanks to Simon for all the work he has done in some very difficult times and his help to drive the Borough Forward.

52 Questions from the public in accordance with Council Procedure Rule 13

There were no questions from the public received for this meeting.

53 Mayor's Draft Budget Proposals 2018/19 - 2020/21

The Council considered a report which set out the Mayor's Budget Plan for 2018/19 to 2020/21, including the draft budget proposals to close the budget gap, in preparation for approval at Council on the 5th March, 2018.

In presenting her revenue budget proposals, Mayor Ros Jones stated that it was another prudent three year financial plan aligned to the Doncaster Growing Together Strategy approved by Council, which focused on protecting and improving front line services, and investing in Doncaster's future.

The Mayor emphasised that in the current climate, this had been 'no easy task'. As everyone in the Chamber was aware, the Mayor highlighted that the Council continued to face a difficult financial challenge as further cuts had left this Council with another significant budget gap.

The Mayor explained that over the next three years, the Council needed to meet a further budget gap of £43million. This was on top of the £224million of ongoing savings the Council had already had to find in its annual revenue budget since the Government austerity measures began.

The Mayor stated that it would take the total annual budget gap the Council had to bridge to £267million, since Government austerity measures took hold in 2010/11.

In light of the economic challenges the Council continued to face, the Mayor stated that it did not get any easier to prepare a budget which invested in the future, protected the most vulnerable and maintained the services that mattered most to the Borough's residents.

However, the Mayor pointed out that this was the Council's key priority and she believed that the Council had achieved this as set out in her draft budget proposals.

The budget proposals therefore continued to deliver the Mayor's priority and the priority of the Labour Administration to:-

- Increase jobs, apprenticeships, inward investment and grow the Borough's economy, including more well paid, high skilled jobs that local people could access;
- Deliver more new homes that meet the needs of everyone;
- Developing the Borough's Town Centres and the arts, culture and leisure offer;
- Increasing physical activity, including through cycling, to improve the Borough's population health and well-being;
- Raise education standards and bring the education system and business community together, to give young people more opportunities to flourish;
- Deliver vital services for children and vulnerable residents, joining up health and social care, focusing on prevention and support, and transforming services in Adult Services; and
- Supporting and working with communities, to help keep them clean, green and safe.

The Mayor highlighted the great progress that had been made in Doncaster in recent years. In the post-recession period since 2009, the latest figures showed that Doncaster had experienced the highest rate of economic growth in South Yorkshire; at almost 21%, it was the third highest rate of growth in the whole of Yorkshire. Since 1997, the Authority's economy had more than doubled in size, rising from the 9th largest in Yorkshire to the 7th largest by GVA (Gross Value Added), overtaking York and Hull in the process.

The Mayor reported that the Borough had seen some of its highest levels of employment, with thousands of new jobs and apprenticeships created, supported by the Council. Housebuilding had reached a 15 year high, with new private sector homes, Council houses, bungalows for older people and new supported living units to help people live independently.

The Mayor added that education results were improving and earlier this year, the new National College for High Speed Rail opened, extending the Borough's Higher Education provision and that these were just some of the Borough's many recent successes. However, the Mayor stated that the Council must look to the future and there was plenty to look forward to in 2018, including:-

- The return of the 'Tour De Yorkshire';
- Work commencing on the new £14m Central Library, Museum, Art Gallery and Archives facility;
- More new house building across the Borough, including new Council housing and the opening of the new Extra Care facility in Thorne;
- The completion of Phase 2 of the Great Yorkshire Way, taking the motorway link road right up to the front door of Doncaster Sheffield Airport; and
- The development of the Railway Station 'City Gateway' and markets regeneration schemes.

The Mayor further reported that the Council would be progressing the development of a new Communication and Interaction School for children with autism, which was set to open in 2019.

Furthermore, the Council was stepping in where the market could not deliver, with the Herten Triangle project also expected to take shape next year. It would develop new business and leisure opportunities at the Lakeside, creating jobs and generating business rates to help offset the impact of the Government cuts.

The Mayor commented that in these difficult times, the Council must live within its means, so to meet its goals, the Council must continue to modernise and improve its services, and deliver value for money. The Council would therefore continue to develop online services for residents, and its transformation programme to support more people to live in their own homes for longer. The Mayor believed that this was the right thing to do and also meant there was less need for long term or traditional care which saved money.

The Mayor pledged to support residents with the cost of living where possible, and commented that this year, the Council launched its new energy company which puts people before profits. She explained that whilst there was a limit to what the Council could do to tackle increasing costs for residents, in this budget, the Council had sought to minimise the increase in fees and charges, and aimed to keep them in line with inflation.

The Mayor stated that she was extremely disappointed at the Government's complete failure to deal with the national funding problems facing Local Authorities, particularly with regard to Adult Social Care. The Government's answer was to underfund vital services and yet increase the financial burden on local taxpayers, which the Mayor felt was wrong. This placed a strain on those who could least afford it, through a regressive tax system that benefited wealthy areas over places like Doncaster and South Yorkshire.

The Mayor commented that unfortunately, Government policy on Local Authority funding meant that Council Tax rises were inevitable in order to sustain vital services and further evidence had emerged this week of that approach, as the Government increased the Council Tax limits by a further 1%. The Mayor emphasised that the Council Tax increases would not bridge the funding gap. In Doncaster, like elsewhere, people would see their Council Tax rise as the Government squeeze on hard working families continued, yet the budget for vital public services would still reduce.

The Mayor explained that through careful planning and a prudent approach over the last four years, the Council had managed to limit the proposed rise in Doncaster next year to 3.99%, which was well below the maximum 6% that the Government was now allowing.

The Mayor commented that Council Tax in Doncaster would remain one of the lowest in the Country amongst Metropolitan and Unitary authorities, but she was deeply disappointed that the Prime Minister had forced these costs on to people who could least afford them.

The Mayor emphasised that the Council's only course of action was to grow its way out of the situation, commenting that the good news was that in Doncaster, the Council was delivering on that agenda and its approach was paying dividends for Doncaster.

The Mayor thanked all staff in particular, Faye Tyas, Head of Financial Management and Steve Mawson, Chief Financial Officer and Assistant Director of Finance, and partners and colleagues in the Chamber, who had helped the Council to deliver its successes, in often difficult circumstances.

The Mayor stated that this proposal continued the Council's prudent and effective, but ambitious approach to delivering services and supporting the Borough.

The Mayor said that she would also listen to any budget proposals brought forward by colleagues.

To conclude, the Mayor asked that if colleagues wished to bring forward any alternative proposals, Members do so at an early stage so that they could be discussed in detail in advance of the budget meeting in March, 2018.

RESOLVED that the Mayor's Budget Plan for 2018/19 to 2020/21, including the draft budget proposals to close the budget gap in preparation for approval at Council on 5th March, 2018, be noted.

Questions by Elected Members in accordance with Council Procedure Rules 15.2 and 15.3

A. Questions on Notice

No questions on notice had been received for this meeting.

B. Questions Without Notice

In accordance with Council Procedure Rule 15.2, the Chair of Council sought questions from Elected Members during Question Time:-

A. Questions to Ros Jones, Mayor of Doncaster

Q. Councillor Andy Pickering asked the following question:-

“I have just read the news that Barnsley has also voted a similar way to Doncaster over the Devolution issue. I have just had it pointed out to me that the Secretary of State has apparently offered a deal, which has been reported in the Sheffield Star. It said that for this deal to proceed, the way forward is for us to join the Sheffield City Region and then the way out of it would be to have the Elected Mayor give their permission. Can I ask Mayor Jones to look into this because that seems to be a very worrying aspect that the democracy that we have just seen in action, could be totally undermined by one person?”

A. The Mayor of Doncaster, Ros Jones, gave the following response:-

“I welcome that the Secretary of State is looking to come forward with some form of compromise, but let us be clear, we have got our true mandate from our residents and that is the position that we will be ultimately pursuing.”

B. Questions to the Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Adult Social Care and Equalities

Q. Councillor Cynthia Ransome asked the following question:-

“My question relates to Equalities. Eighteen months ago, yourself and another Cabinet Member were approached regarding a level crossing at Melton Road, Sprotbrough. It was for the elderly and also for people that have got impaired sight. Eighteen months ago, the problem was money as you well know. The money was raised by 106 money and the Parish Council. Eighteen months later, we are still waiting for this crossing. The goal posts keep moving. We keep getting various excuses for various things. This is in sharp contrast to a fast food outlet that was granted planning permission in November and which is up and running, a car park, a drive through and they are trading. So I see a certain amount of slowness that has been happening with this?”

A. The Deputy Mayor, Councillor Glyn Jones, gave the following response:-

“Thank you for your question Councillor Ransome. I presume you are talking about a pedestrian crossing, not a level crossing, as there are some significant differences between the two. I have just consulted my colleague and he has said that it is going to happen. I don’t know when, but it is going to happen.”

In accordance with Council Procedure Rule 15.7, Councillor Cynthia Ransome asked the following supplementary question:-

Q. “The goalposts keep moving. They tell me one month, then they tell me another month, then they tell me another month. I need to know when?”

A. The Deputy Mayor, Councillor Glyn Jones gave the following response:-

“Yes, we will get the Officer to give you a date. I don’t know that date off the top of my head, because it is not specifically in my Portfolio, but I do appreciate where you are coming from.”

C. Questions to Councillor Nigel Ball, Cabinet Member for Public Health, Leisure and Culture

Q. Councillor Pat Haith asked the following question:-

“Homelessness is clearly an issue nationally that the Tory Government is doing nothing to tackle. Would you please tell us what Doncaster Council is doing to provide a solution to what is often a complex issue?”

A. Councillor Nigel Ball, gave the following response:-

“Thank you Councillor Haith. I think you are right, we have noted at this time that effectively, the House of Commons Public Accounts Committee has recently stated that Homelessness within this country is a national crisis. The Department of Communities and Local Government has addressed this by saying that the Government’s agenda in terms of reducing homelessness, has been unacceptably complacent. The report goes on to say that the number of people sleeping rough in Britain has increased by 134% by 2010 and that there has been a 60% rise in the number of households in temporary accommodation since, 2010, as well. The list of data and statistics goes on.

But it’s fair to say that at any one time, there is more than 9,000 sleeping rough on the streets of this country; 78 households, including 120,000 children, are homeless or living in temporary accommodation. More than 300,000 people in Britain, equivalent to one in every 200, are officially recorded as homeless or living in inadequate homes, according to figures released by the charity Shelter. We are in a position at the moment where we have got effectively, a million people using foodbanks, compared to 40,000 in 2010. And 30% of Britain’s children are now classed as poor, of whom two-thirds are from working families.

So the national backdrop of austerity for 7 years has caused this disaster, this atmosphere of despair in all of our towns, cities and villages. And let's be clear about it, it's been mentioned earlier on in terms of the Council cuts, that these Local Authorities, much similar to what Doncaster has faced. We are in a position now where we are cutting deeper and deeper and working people and non-working people are having to pay the brunt of austerity. And it's about tax cuts for the rich. It's about obviously dealing with the systems that are in place; they are foisted down on us by Central Government, that we are having to manage locally.

So, in terms of Doncaster, what is it doing? Well, earlier this year, we launched the Complex Lives Team, who is working with a number of individuals around the Borough, but also predominantly within the Town Centre. At the moment, they are working with 114 individuals. Out of those 114 people, effectively 27 are classed as homeless and 15 are rough sleeping. These people, who have got complex lives, have got certain barriers that do not allow them to move on either into tenancies, into work and training and lead what we would class as a normal life and that's why they need that specialist support. Far from being punitive, it's about giving these people support, giving them a chance in life and actually moving on.

I commend the Council and the work that the Council's teams have done to pull this forward. Because in actual fact, this is a national disgrace. It's not just a scandal, it's a national crisis. That's what we have got. So as we move towards Christmas, and obviously looking at 21st Century Britain, it appears to be a cold harsh place, where certain individuals and certain sections of society, have bailed out and doled out money, but other sections, ordinary working class people, are left basically to fester. This is basically 7 years of austerity. Where is that good society that we all strive for? Where are we moving towards? And if I have just got one Christmas wish, is that obviously Theresa May over the Christmas period, will offer some reflection and think about a strategy, in terms of tackling this in the New Year, but I am very doubtful."

Q. Councillor Cynthia Ransome asked the following question:-

"Councillor Ball, I read with interest about the zero tolerance on litter and also the many letters, weekly in the Free Press. 3 questions. You publicised huge increases on litter fines. What have you compared your increases to; are these fines delivered by a private company; and what is the cost to the Council for this Service?"

A. Councillor Nigel Ball, gave the following response:-

"It is not my Portfolio, so unfortunately, I can't answer it."

D. Questions to Councillor Joe Blackham, Cabinet Member for Highways, Street Scene and Trading Services

There were no questions put to Councillor Joe Blackham, Cabinet Member for Highways, Street Scene and Trading Services.

E. Questions to Councillor Rachael Blake, Cabinet Member for Adult Social Care

Q. Councillor Derek Smith asked the following question:-

“My question relates to Social Care budgets. My question is in two parts. Can you tell me what measures are being taken to ensure that proposed cuts to the Adult Social Care budget do not transfer additional pressures on to our already overstretched local NHS services? And the second part is, on the subject of residential care working age. Can we be assured that alternative provision for more efficient personalised services, respects individual choice, relatives views and provides independent advocacy where it is needed? Moving home away from longstanding carers and friendships is a life changing event, which necessitates the use of advocates. My experience previously in this type of situation, and I worry that it may be repeated, is that financial pressures often trump individual needs.”

A. Councillor Rachael Blake gave the following response:-

“Thank you for your question Councillor Smith. I don’t think any of us can underestimate the scale of the cuts and the funding gap that both the NHS and Adults Services are facing, and I think that it would be a good opportunity to place on record our thanks to all our Adult Social Care staff for the fantastic job they do throughout the year, 24 hours a day, 365 days a year. And I extend that thanks to our NHS colleagues as well. I think what we are doing in Doncaster, is that we recognise that to overcome that funding gap, we actually have to work together.

So in Doncaster, we have the two NHS Trusts; we have the Council and together we have put forward the ‘Place Plan’. The ‘Place Plan’ has focussed areas, and one of those focussed areas is ensuring that we promote health and wellbeing more. If we promote health and wellbeing more, which is one of the transformational aims of Adults Services, then people should use NHS Services much less than they do at the moment. I am sure that many colleagues across the Chamber are involved in those health and wellbeing services and supporting them. I know that there are Members here that are actually providing those services. We all have to do that in partnership to make sure that those health and wellbeing services are as robust as possible, so we can make sure that people aren’t having to use the NHS and that we do keep people as independent as possible, for as long as they want to and for as long as they want to stay in their own homes.

The second question is around moving home. I believe moving home for any of us is incredibly stressful, but for people who have complex needs, it is even more so. So I think it is important that we follow the guidance that’s there and I can provide that reassurance, having had these discussions on a weekly basis with staff that we are following things in the Care Act 2014.

We are using the Mental Capacity Act to ensure that people who have capacity are supported to make decisions. Those people that don't have capacity, have the opportunity to have that independent advocacy. And in Doncaster, we do have 'Voiceability', which is an independent advocacy service, which is funded by the Council and is available for those people that don't have capacity to make their own decisions. I will be happy to, if it is a huge change that is being made to bring those changes and an update back to full Council, so that everyone is aware of what's happening for those people with complex lives."

In accordance with Council Procedure Rule 15.7, Councillor Derek Smith asked the following supplementary question:-

Q. "Thank you for your response. I fear we will see perhaps more people moving from good quality public sector provision to independent and private sector provision because it is cheaper. And if this is the case, I fail to see how it's in the best interests of an individual or in Doncaster's best interests. Would you say then my fear is justified?"

A. Councillor Rachael Blake gave the following response:-

"How I would respond to that is by saying that those best interests assessments are about finding the best place for people who have lived in these situations; the best place to live. When we talk about transformation and we talk about making sure that people are living as independently as possible, I don't think any of us should underestimate that there is a cost to that. It isn't about the cheapest option. This is about the best option for those people.

We have within Doncaster Council's Adults Services, an excellent commissioning service that works with people, whether they are in the private sector or whether they are in the public sector. Obviously, these homes would have to comply with CCQ regulations and we have a robust Contract Monitoring Team who would monitor the situation to make sure that services that are provided, are the ones that actually meet people's needs. We have some excellent examples of where people have moved in to more supported living that has been transformational for them. That is not going to be available for everybody because it is not in their best interests to do that and what we have to offer as Adult Social Care, whether providing or actually commissioning those services, is that we offer that continuum of services so that everybody whether they have mild needs or extremely complex needs, does actually get services that they need so that they achieve their aspirations."

F. Questions to Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools

Q. Councillor Cynthia Ransome asked the following question:-

“Councillor Fennelly, this is an update on one of my pet subjects, ‘Education’. I have done a lot of research around this and what really makes me wonder is that you are writing to the Academies, the Regional Schools Director. Exactly how much power do we have with this as far as schools finishing at 2.30pm?”

A. Councillor Nuala Fennelly gave the following response:-

“Thank you Councillor Ransome. To be fair we don’t have very much. We have a mechanism where we speak with the Regional Director. Damian Allen does have meetings with him. What we have to do is to work together opposed to the Academies working how they work and how we work as a Local Authority. But the issue is that technically as an Academy, we don’t have any influence, but the enrichment that they have in the afternoons that they don’t attend school, is what they’re supposed to do.

I assume that the Regional Schools Director has to check or one of his staff has to check that the work that they are doing is the enrichment work, or whether they are getting half a day off school. So I am like you, I don’t think they should get half a day off school and I said that at a previous Council meeting as well. But, they are allowed to do it as long as they attend school for the amount of hours per year that they have to attend. Some schools I have found since you asked the last question start at 8.30 am instead of 8:50 am. So they are making their hours for when they have their enrichment, even though technically they don’t have to. But, they are spending enough time in school, but like you, I think that these things that they are doing on an afternoon when they are not in school, should be coordinated by the schools, instead of the students leaving school.

I will speak to the Regional Director through Damian and we will ask that question; are they checking why they haven’t had their enrichment. It could be that they are having music classes or it could be that they are doing sport. As a lot of you in here do know, the older ones of us, Wednesday afternoon used to be PE afternoon. So, I think that the point of it all is, does the Regional Directors Team know why they are having the afternoon off and what are they doing in that time.”

In accordance with Council Procedure Rule 15.7, Councillor Cynthia Ransome asked the following supplementary question:-

Q. “So, educationalists are paid large sums of money to educate our children. Who exactly holds these to account because we seem to do great strides in education, as we want them to do, but they tell us that we are under performing; we have got lower performing schools in the country and all the rest of it. Who is holding these people to account?”

A. Councillor Nuala Fennelly gave the following response:-

“The Director for Education holds schools to account through the Regional Director and then we are held to account through the Directorate for Education in Doncaster for our local education schools. The LA schools belong to us and the Academies; it’s the DfE that runs those schools. They do it through the Secretary of State. So when we write to the DfE, that would go to the Secretary of State, which was the way that the Trust was set up and that is the way it works. So, we would write to the DfE if we don’t like the answer we get from Regional Academies. That is the system. It does go to the DfE, but they do make the decisions on what happens to education.

And, I agree with you that we do pay these people a lot of money, but we don’t seem to be getting anywhere with the hours or the terms, because the terms are getting shorter. Academies can change the actual terms of the school year. We are not going to get any further until we get in touch with the DfE and actually say that as a Council, if everyone would agree to that, we are not happy with it and that they are not being held to account for the days. Ok, I will do that.”

G. Questions to Councillor Chris McGuinness, Cabinet Member for Communities, Voluntary Sector and the Environment

Q. Councillor Ian Pearson asked the following question:-

“My question is that recently, Council agreed that people who had their wheelie bins stolen would have to pay £22 to have their wheelie bin replaced. As it has just been mentioned, a lot of people who are moved in to new premises, arrived to find that none of their wheelie bins exist, because they have already been stolen before they have moved in; that can land them with a cost of £66 straight off, when they are in dire need and have no furniture. Perhaps the policy of replacing stolen wheelie bins could be reviewed for people who have previously been homeless, are not faced with a bill for £66, when it was not their wheelie bin to look after previously. Thank you?”

A. Councillor Chris McGuinness gave the following response:-

“It was made clear in the policy that where it was a new property, or it was a private landlord, then the landlord or the developer would pay for the bins. There are other cases and there is one at the moment that I am aware of that the Council is looking at. The Council will in certain circumstances, look at each case on its own particular merit, but the general policy is, if you lose your bin, you pay for the replacement which is done elsewhere; it depends on the circumstances.”

Q. Councillor Jonathan Wood asked the following question:-

“Councillor McGuinness, you have just said circumstances. Can you just define some of those circumstances. Does a wheelie bin being stolen count; does a wheelie bin being burnt out count; if a bin is damaged by one of the lorries or is damaged by a neighbour? Could you be a bit more specific about when the Council will replace them or not?”

A. Councillor McGuinness gave the following response:-

“I think what I clearly said there was that it depends on the circumstances. We can invent circumstances all afternoon, can't we. But, if there is one incident where there is apparently a number of youths who have been collecting them and burning bins, that's when we will look at it separately. But, if someone puts the bin out and it goes missing, then generally speaking they will be expected to pay for a replacement. If it becomes a persistent problem, then the Neighbourhood Teams will look at it. But, the policy has only just come in so it is not likely to be reviewed straight away.”

In accordance with Council Procedure Rule 15.7, Councillor Jonathan Wood asked the following supplementary question:-

Q. “I am just wondering in terms of Cllr McGuinness saying that we can ask questions all day. Well of course we could. But, the reality is, that the bin isn't actually owned by the householder. My understanding is that the bin is owned by the Local Authority. Therefore, the questions you talk about, we could talk about all day. You know that the direct question here is that if the Council has had a piece of property stolen, why are we charging individuals for them. In the case where you made a statement where we have got a group of youths stealing them and burning them; whether it's been stolen and burnt, or whether it has been stolen, actually makes no difference to the householder. The point is, in some of our most challenged neighbourhoods, if we are going to do it by income deprivation or by other; let's just see a set of rules, because it is not good enough to say that the Council will look at individual circumstances. The Council will always look at individual circumstances because we know that.

The question is, what do the vast majority of people that pay their taxes and contribute to this Authority deserve; they would like to know what the rules are. So, it's very easy for you to wash it away and say that we can ask questions all day, but it's not about a single question; it's about the fact that at the end of the day, they don't own the bin. They are not buying it, so can you be a little bit more specific please?”

A. Councillor McGuinness gave the following response:-

“I will tell you what, we will set up a meeting with the Officers and we will spend some time going through the policy, which you could have done at any point during the last 18 months.”

Q. Councillor Cynthia Ransome asked the following question:-

“Councillor McGuinness, I understand that you are the 'litter man'. I have to say this because this Portfolio has had so many owners; it's just incredible. So, is it your Portfolio before I start again? I read with interest about your zero tolerance on litter and also how many fines you are issuing. I also watch in the Free Press, the many letters complaining about litter and the complaints that I get in my Ward about litter. I have 3 questions. You publicised huge increases on litter fines. What are you comparing these figures to; are these fines delivered by a private

company; and what is the cost to the Council for this private company's service?"

A. Councillor Chris McGuinness gave the following response:-

"It's compared to previous fines in previous years. The answer to question two is that some of them; because the Council still has its own function, but there is an external contractor. And the details and the breakdown of items; I can forward to you in due course. Those are the ones that I haven't got with me."

Q. Councillor Kevin Rodgers asked the following question:-

"Councillor McGuinness, are you pleased that in the New Year, they will be continuing, 'This is My Doncaster' and doing local litter picks to help people and communities to clear up their environments and live in a more pleasant area?"

A. Councillor McGuinness gave the following response:-

"I certainly am and they will continue in the New Year, and when they are in your Ward, you should get prior notice from your Neighbourhood Team."

H. Questions to Councillor Bill Mordue, Cabinet Member for Business, Skills and Economic Development

There were no questions put to Councillor Bill Mordue, Cabinet Member for Business, Skills and Economic Development.

I. Questions to Councillor Jane Nightingale, Cabinet Member for Customer and Corporate Services

There were no questions put to Councillor Jane Nightingale, Cabinet Member for Customer and Corporate Services.

J. Questions to Councillor Austen White, Chair of the Audit Committee

In the absence of Councillor Austen White, Chair of the Audit Committee, the Chair of Council informed Members that any questions for Councillor White should be submitted to the Chair, in writing, after the meeting and a response would be provided.

K. Questions to Councillor Phil Cole, Chair of the Elections and Democratic Structures Committee

There were no questions put to Councillor Phil Cole, Chair of the Elections and Democratic Structures Committee.

L. Questions to Councillor Rachael Blake, Chair of the Health and Wellbeing Board

There were no questions put to Councillor Rachael Blake, Chair of the Health and Wellbeing Board.

M. Questions to Councillor Kevin Rodgers, Chair of the Overview and Scrutiny Management Committee

There were no questions put to Councillor Kevin Rodgers, Chair of the Overview and Scrutiny Management Committee.

55 To receive the minutes of the following Joint Authorities

In noting the minutes of the Extraordinary Meeting of the Sheffield City Region (SCR) Combined Authority on 18th September, 2017, where the powers of a future SCR Mayor was discussed, Councillor Phil Cole commended Mayor Ros Jones and Councillor Sir Steve Houghton who had voted against some of the proposals put forward which had subsequently fallen at the meeting. Councillor Cole noted that at that meeting and the minutes of 30th October, a majority of Councillors that were represented at those meetings had no vote. He highlighted to Members that legally, they had no status and had no voting powers within the SCR. Therefore, there were only four Council Leaders who had 'any say'.

In view of the fragmentation of the SCR in the last six months and now with the overwhelming mandate from both Barnsley and Doncaster voters for a Yorkshire Wide Devolution process, Councillor Cole asked Mayor Ros Jones whether she would consider writing to the Minister asking him to scrap the scheduled elections for a South Yorkshire Mayor, which Councillor Cole believed was a pointless and futile exercise, given the overwhelming support from Authorities for a Yorkshire Wide Devolution deal.

Mayor Ros Jones referred to a question asked by an Elected Member earlier in the meeting and stated that she would welcome a letter from the Secretary of State. She added that the Council would want to meet with the Secretary of State to take forward the Council's mandate; the ultimate aim was to be part of the widest possible Sheffield Devolution deal. The Mayor asked everyone in the Chamber to work together to bring this about. However, she pointed out that she did not believe an open forum was the place for having a debate on what happened which would 'tie the Council's hands'. The Mayor reiterated that the Council now needed to work with the Secretary of State to bring about the Council's ultimate aim which was for the widest possible Devolution deal for Doncaster.

RESOLVED that the Minutes of the following Joint Authorities, be noted:-

- A. Sheffield City Region Combined Authority held on 11th and 18th September, and 30th October, 2017.
- B. Sheffield City Region Local Enterprise Partnership Board held on 11th September, 2017.

- C. South Yorkshire Fire and Rescue Authority held on 18th September and 16th October, 2017.
- D. Sheffield City Region Combined Authority/South Yorkshire Pensions Authority Joint Local Pension Board held on 5th October, 2017.
- E. South Yorkshire Pensions Authority held on 5th October, 2017.
- F. South Yorkshire Police and Crime Panel held on 29th September and 9th November, 2017.

CHAIR: _____

DATE: _____

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Doncaster Council

Report

Date: 25 January 2018

To the Chair and Members of Council

Proposals for Localised Council Tax Support for 2018/19 (the Local Council Tax Reduction Scheme)

Relevant Cabinet Member(s)	Wards Affected	Key Decision
The Mayor	All wards	Yes

EXECUTIVE SUMMARY

1. From 1 April 2013 Council Tax Benefit was replaced by Local Council Tax Support (LCTS). Under LCTS, billing authorities have to decide for working age claims who is eligible for a reduction in their Council Tax and what level of support they should receive. Support for people of pensionable age and other aspects of the scheme are prescribed by regulations and the Council has no discretion in relation to these matters.
2. Around 25,940 households currently receive a reduction in their Council Tax from Doncaster Council's local support scheme. Of these, around 11,340 are of pension age and around 14,600 are of working age on a low income.
3. The Authority is required to consider whether to revise or replace its scheme on an annual basis. The main revisions to the scheme we are proposing from the 1 April 2018 are those we legally have to make under the Prescribed Requirements Regulations which were laid before Parliament on 21 December 2017 and come into force on the 12 January 2018. The only other changes proposed are to uprate some of the rates and allowances used to work out support for claims from those of working age. These are uprated in line with the Government's rates that apply to Housing Benefit, and our local scheme has stipulated that we will apply this uprating on an annual basis since it was introduced in 2013.
4. In accordance with the legislation, the final revised scheme has to be decided by Full Council by 11 March 2018. This date was previously 31 January in each year, however, the date has been extended under The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017.

5. The proposed LCTS scheme for 2018/19 continues to provide 100% support to the poorest households in receipt of 'passport' benefits such as Income Support. This remains a priority for Doncaster Council. It is noteworthy that we are one of only 37 councils out of 326 that continue to provide maximum support to those on the lowest income levels.

EXEMPT REPORT

6. The report is not an exempt report.

RECOMMENDATIONS

7. Members are requested to:
 - i. Note the protection for pensioners as a result of the annual uprating of allowances, premiums and non-dependant deductions which are prescribed by the Government and the associated change in expenditure which is funded locally.
 - ii. Confirm that the Authority will uprate relevant allowances and premiums for those of working age in line with the annual uprating set by the Government and used in the current scheme and in other forms of support including Housing Benefit. The Government has decided to freeze certain allowances for 4 years from April 2016.
 - iii. Note that any increase in Council Tax liability for the Council, its major preceptors and local parish preceptors will increase the cost of LCTS. The assumptions used in the cost of the scheme for 2018/19 are an overall increase of 3.99% for Doncaster's Council Tax.
 - iv. Consider the Equality analysis and Due Regard Statement attached at Appendix 1 as part of the decision making.
 - v. Approve the revised scheme which is linked at Appendix 2 and has been amended to take into account The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 which include amendments to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012. These amendments in the main are to ensure consistency with changes to social security legislation. The amendments also increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction. These increases relate to pensioner claims and most of the rates used in the calculation of working age claims have been frozen in line with the rates for Housing Benefit. The Regulations were laid before Parliament on 21 December 2017 and come into force on the 12 January 2018 for application in the Council's revised local scheme from the 1 April 2018.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

8. LCTS is a means tested form of help to assist the poorest Doncaster citizens by reducing the amount of Council Tax they have to pay. There are currently around 25,940 households receiving a reduction in their Council Tax from the local support scheme in Doncaster. Of these around 11,340 are of pension age and around 14,600 are of working age on a low income.

BACKGROUND

9. Under national Welfare Reforms, the Council Tax Benefit scheme was replaced by LCTS from 1 April 2013. Once a LCTS scheme has been made by the Council, it cannot be revised for at least one financial year. A billing authority must, however, consider whether to revise or replace its scheme with another one on an annual basis. In practice, this requires any options to significantly amend the scheme other than the Prescribed Requirements to be considered as part of the budget setting process to enable the decision making processes to be concluded in time for Council Tax annual billing preparations.
10. Any replacement or revision to a scheme must be made by the Council by 11 March immediately before the financial year in which it is to take effect. The decision to approve the scheme is reserved for Full Council and cannot be delegated.
11. Consideration is also required to be given to transitional provisions where the support is to be reduced or removed as the Authority thinks fit. The Local Government Finance Act states that a billing authority must have regard to any guidance issued by the Secretary of State.
12. Through the Prescribed Requirements Regulations, the Government continues to confirm its commitment to protecting pensioners on low incomes, who it does not want to see disadvantaged as a result of the introduction of LCTS schemes. The intention has always been that the provisions for pensioners will replicate, as far as possible, the provisions under which pensioner eligibility for Council Tax Benefit was assessed. To ensure that this protection is maintained, the Government has amended the Prescribed Requirements Regulations again to uprate the allowances, premiums and non-dependent deductions for pensioners for 2018/19. We are required to include in our scheme all matters covered by the Prescribed Requirements Regulations.
13. To deliver this protection, and to keep the allowances and premiums which measure need broadly in line with those for Housing Benefit, the Authority has to meet these costs. The amendments were made in December in line with Pension Credit uprating.
14. The implementation of localized Council Tax Support in April 2013 coincided with other major reforms to the welfare system; Housing Benefit restrictions for under-occupation in the social sector, the introduction of an overall benefit cap, Discretionary Housing Payments and other welfare reform changes such as

benefit sanctions. In addition, Universal Credit Full Service was rolled out in Doncaster from 11 October 2017. Some claimants may already have been affected by multiple changes arising from these reforms and may be subject to further welfare reform changes in the coming years.

15. The amount Doncaster has awarded in LCTS in 2017/18 is lower than initially estimated as the caseload for LCTS has continued to fall. This is in line with the national trend which shows an overall reduction in the number of people receiving support since 2015 of 7.25% compared to 5.13% in Doncaster. The reduction in caseload has contributed to an increased tax base and surplus in the Collection Fund which will be considered as part of the Council's budget and tax setting process.
16. The Local Government Finance Act 2012 placed a requirement on the Government to conduct a review of all LCTS schemes within 3 years of the Act taking effect. The findings of this review were reported in April 2016 and included a number of recommendations including that the date for schemes to be agreed by Council should be revised from 31 January each year to the end of March. This recommendation has been enacted through The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 which amend the date for schemes to be agreed each year to 11 March. Any further planned changes resulting from the 2016 review have still to be confirmed but will not impact on the LCTS scheme for 2018/19.
17. There have been no complaints or challenges to the LCTS scheme in 2017/18. However, it is intended that the scheme is reviewed during 2018/19 (with any resulting changes being proposed from 2019/20) to mitigate any potential reductions in support and increased administration costs arising from citizens moving onto Universal Credit. The current (and proposed LCTS scheme for 2018/19) is based on the original LCTS Default Scheme in terms of how support is assessed for those in receipt of Universal Credit. Since the Default Scheme was published in 2013 however, there have been a number of changes to the structure and allowance rates in Universal Credit. These changes need to be fully considered in terms of any adverse impact on our LCTS scheme intentions as more citizens move onto Universal Credit.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTIONS

18. It is proposed that the revised LCTS scheme has the following features:-
 - i. It continues to provide support for pensioners and other changes in line with the requirements of The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017.
 - ii. It continues with a local disregard of various war pensions and war disablement pensions which are only partially disregarded under the national regulations. The cost of this to be borne locally for 2018/19 is estimated at £50,000.

- iii. It continues to provide maximum support to the poorest households defined as those on ‘passport’ benefits (Income Support, income-based Jobseeker’s Allowance or income-related Employment and Support Allowance and for those with income below their needs allowance (applicable amount which is the measurement of need). It is noteworthy that we are one of only 37 councils out of 326 that continue to provide maximum support to those on the lowest income levels.
 - iv. The allowance rates within the scheme are increased or frozen in line with the increase in rates set out by the Secretary of State in the Housing Benefit regulations (for working age claims) and amendments to the Prescribed Requirements Regulations (for pension age claims).
 - iv. All other aspects of the scheme remain as in the previous scheme agreed for 2017/18.
19. When approving previous years’ schemes, Members have expressed their preference that local changes to the scheme should be avoided other than those required under the Prescribed Requirements Regulations and the consideration of the annual uprating of allowances and premiums used to calculate support. The proposals for the LCTS Scheme for 2018/19 support this approach.

IMPACT ON THE COUNCIL’S KEY OUTCOMES

	OUTCOME	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster’s vital services</i> 	<p>To maintain work incentives within the proposed scheme such as earnings disregards to assist in making work pay.</p> <p>Earnings disregards, taper and extended payments help people into work and to keep more of their earnings.</p> <p>Increased earnings disregards for lone parents and people with disabilities provide extra help to those with more significant barriers to work.</p> <p>Using our discretionary power in our LCTS scheme to disregard war widows and war disablement pensions.</p>
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing</i> 	<p>Help protect those with the lowest incomes, minimising financial pressures on those with least ability to pay their Council Tax.</p> <p>Disregards and extra premiums for those who receive disability benefits ensure</p>

	down the cost of living	extra costs for those with disabilities are catered for when the amount of Council Tax they must pay is calculated.
	All families thrive. •Mayoral Priority: Protecting Doncaster's vital services	Applicable amounts are designed to give families a higher needs allowance than those without children. Disregard of childcare costs for authorised providers ensures families can improve their incomes through work whilst providing adequate care for their children.
	People in Doncaster benefit from a high quality built and natural environment. • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i>	To maintain work incentives within the proposed scheme such as earnings disregards to assist in making work pay. Earnings disregards, taper and extended payments help people into work and to keep more of their earnings. Increased earnings disregards for lone parents and people with disabilities provide extra help to those with more significant barriers to work.
	Council services are modern and value for money	Using savings gained from changes to Council Tax discounts and exemptions in the Collection Fund to support the scheme.
	Working with our partners we will provide strong leadership and governance.	We continue to work with partners on the Anti-poverty Steering Group and Financial Inclusion Group to deliver outcomes to support those experiencing poverty and who are subject to welfare reforms.

RISKS AND ASSUMPTIONS

20. The Council is required to have a LCTS Scheme and would not be discharging its duties with regard to equality, disability, child poverty or with regard the Armed Forces Covenant if it did not provide a level of support. Significant hardship would be caused to many of the poorest households in Doncaster who receive full and partial support with their Council Tax. Without a LCTS scheme in place it is unlikely that, as a billing authority, we would be in a position to collect all the Council Tax charges from these citizens and we would incur significant costs in trying to do so.

LEGAL IMPLICATIONS

21. In accordance with Section 13A of the Local Government Finance Act 1992 (“the 1992 Act”), each billing authority in England is required to make a Council Tax Reduction Scheme which specifies the reductions to Council Tax payable, by persons or classes of persons whom the authority considers to be in financial need.
22. The Act requires billing authorities to either review or revise their schemes on an annual basis and, for the 2018/19 scheme, this must take place no later than 11 March 2018. Before making a scheme (or revising or replacing it) the billing authority must consult any major precepting authority which has power to issue a precept to it, publish a draft scheme in such manner as it thinks fit, and consult such other persons as it considers are likely to have an interest in the operation of the scheme.
23. The decision maker must be aware of their obligations under section 149 Equality Act 2010, the Public Sector Equality Duty (PSED). It obliges public authorities, when exercising their functions, to have ‘due regard’ to the need to:
 - a. Eliminate discrimination, harassment and victimization and other conduct which the Act prohibits;
 - b. Advance equality of opportunity; and
 - c. Foster good relations between people who share relevant protected characteristics and those who do not.
24. The relevant protected characteristics under the Equality Act are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships, but only in respect of eliminating unlawful discrimination.
25. The decision maker must ensure that they have seen the due regard statement. The duty must be exercised in substance, with rigour, and with an open mind and is not a question of ticking boxes. It is for the decision-maker to decide how much weight should be given to the various factors informing the decision, including how much weight should be given to the PSED itself. The duty is a continuing one and there should be a record/audit trail of how due regard has been shown. It is not sufficient for due regard to be a “rear-guard action” following a concluded decision. The decision maker must also pay regard to any countervailing factors and decide the weight to be given to these, which it is proper and reasonable to consider; budgetary pressures, economics and practical factors will often be important.

FINANCIAL IMPLICATIONS

26. There are currently around 25,940 low income households receiving a reduction in their Council Tax from the LCTS scheme in Doncaster. 20,260 households (78%) receive maximum support and 5,680 households (22%) receive partial support.

27. The estimated cost of LCTS for 2018/19 is £20.8m. The estimated cost for 2017/18 was £20.7m, however, the current spend projection for this year is £20.3m due mainly to the caseload continuing to steadily fall, i.e. more people moving into work and less claims from those of pensionable age. This has contributed to an increase in the Council Tax base and Collection Fund surplus which is being considered as part of the Council's budget and tax setting process.
28. Any reduction in LCTS granted represents additional money that the Council has to collect from Council Tax payers so there is an associated risk of non-collection from households facing difficult economic times. The anticipated impact of the proposals on the tax base and Collection Fund surplus have been considered in the budget setting process, along with the impacts on the major preceptors' budget moving forward, i.e. South Yorkshire Fire and Rescue and the Police.
29. The billing authority is also required to maintain a surplus on its Collection Fund and we are required to consider the risks of non-collection when developing the scheme.

HUMAN RESOURCES IMPLICATIONS

30. There are no direct human resource implications arising from this report other than an increase in Council Tax and potential subsequent increase in the number of claims that require processing. It is anticipated that this will be managed within existing resources.

TECHNOLOGY IMPLICATIONS

31. There are no additional technology implications arising from this report that cannot be managed through the Northgate Revenues and Benefits system.

EQUALITY IMPLICATIONS

32. The Public Sector Equality Duty (PSED) was created by the Equality Act 2010 and replaces the race, disability and gender equality duties. The duty came into force in April 2011 and places a duty on public bodies and others carrying out public functions. The new Equality Duty requires public bodies to have due regard to the need to:-
 - a. Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
 - b. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

33. We have ensured in developing the Local Council Tax Support scheme that we make fair and informed financial decisions, demonstrating our commitment to improving outcomes for the poorest and often vulnerable groups of people living in Doncaster and at the same time showing due regard to the Public Sector Equality Duty. We have used the findings of this extensive review and equality analysis previously undertaken which is still relevant for this review of the scheme and we have updated relevant data as part of the process. This information is detailed and provided at Appendix 1 to this report.

CONSULTATION

34. The changes being proposed for the scheme are solely in line with The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 and the uprating of certain rates and allowances used for working age claims which is specified within the existing scheme. As such, the changes to the scheme for 2018/19 do not require public consultation.

BACKGROUND PAPERS

35. Various circulars and legislation, the requirements of The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017.

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EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPLITAN BOROUGH COUNCIL

Due Regard Statement Template

How to show due regard to the equality duty in how we develop our work and in our decision making.

Due Regard Statement

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the Council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning.
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points.
- Any reports produced need to reference “Due Regard” in the main body of the report and the DRS should be attached as an appendix.
- The DRS cannot be fully completed until the programme, project or change is delivered.

<p>1 Name of the ‘policy’ and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the ‘policy’ is to equality.</p>	<p>Local Council Tax Reduction Scheme 2018/19</p> <p>The Local Government Finance Act 2012 proposed measures that required Doncaster Council, along with all other local authorities in the country, to design a Council Tax Reduction Scheme (known as Local Council Tax Support) from 1 April 2013 to support its residents to pay their Council Tax. This replaced the former national Council Tax Benefit scheme.</p> <p>In designing their local scheme, all authorities were mandated to include certain criteria as set out in the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012. These regulations covered how support must be worked out for people of pension age and certain other matters which the Council has no discretion over. The Government continue to prescribe the rules that apply to support for pensioners and also a small number of other areas of the scheme such as those who are excluded from receiving support.</p> <p>Around 25,940 Doncaster residents receive support through the scheme.</p> <p>The aims of Doncaster Council’s Local Council Tax Reduction Scheme are:</p> <ul style="list-style-type: none"> • To mitigate cuts to the Council Tax Support of Doncaster residents with the lowest income, to ensure that the most vulnerable are not disadvantaged and that Council Tax is proportionately paid by those most able to pay; • To manage the cost of the scheme within the available funds, ensuring that additional burdens are not put upon the general fund at further cost to local taxpayers; • To maintain a scheme that meets the requirements of the Local Government Finance Act and associated legislation and that takes account of the ongoing process of welfare reform so that those most affected by other benefit cuts are not disproportionately affected by changes to Council Tax Support; • To reduce and mitigate the effects of child poverty and inequality in line with the Council’s equality duties; • To maintain a scheme that has regard for those vulnerable to homelessness and to
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		<p>mitigate the impacts on those people;</p> <ul style="list-style-type: none"> To ensure that the scheme is clear and easy to understand for applicants and to simplify administration where possible.
2	Service area responsible for completing this statement.	Finance and Corporate Services/Revenues and Benefits/Benefits Service
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p>Age</p> <ul style="list-style-type: none"> Pension Age: Around 11,340 people of pension age currently receive support through the scheme. These people will continue to have their support assessed under national rules that are designed to replicate the former Council Tax Benefit system as much as possible. In addition, the scheme provides additional support to pensioners through the application of a full disregard of War Pensions. Working Age: Around 14,600 people of working age currently receive support through the scheme. Those on the lowest levels of income who receive pass ported benefits such as Income Support receive 100% support (subject to any deductions for non-dependents living with them). The scheme provides for earnings and childcare costs disregards for those of working age. <p>Disability</p> <p>5,874 people with a disability currently receive support through the scheme.</p> <ul style="list-style-type: none"> Applicants who receive Income Support by virtue of having a disability, or who receive an Income-related Employment and Support Allowance, are automatically entitled to the maximum amount of support. Additional premiums are included in the applicable amount for those in receipt of disability benefits. These include a Disability Premium, Enhanced Disability Premium, Severe Disability Premium and Disabled Child Premium and the Support or Work Component for people who receive Employment and Support Allowance. This means that if family members receive certain disability benefits, such as Disability Living Allowance, Personal Independence Payments, Long-term Incapacity Benefit or Employment and Support Allowance, they are allowed to keep more of their income before

their support is reduced. This reflects the extra demand on finances for people with disabilities.

- Total disregard of Disability Living Allowance, Personal Independence Payments and War Disablement Pension in the means test. This protects people with disabilities by ensuring this money can be used to support their needs.
- The basic weekly earnings disregard for people with a disability is set at £20, rather than the standard £5 for a single person or £10 for a couple. This ensures that disabled people who work are able to keep more of their earnings as their costs involved in that earning, may be greater.

Race

The means tested scheme is based on income and household circumstances that are not influenced by race and ethnicity. The policy itself does not impact anyone differently on grounds of race or ethnicity.

Data is not available for this characteristic and there are no plans to collect this data as it has no impact.

Gender

The means tested scheme is based on income and household circumstances that are not influenced by gender. The scheme itself does not impact anyone differently on grounds of gender.

15,800 people currently claiming support are female.

10,020 people currently claiming support are male.

In a further 120 cases, the gender is not recorded.

Sexual Orientation

The means tested scheme is based on income and household circumstances that are not influenced by sexual orientation. The policy itself does not impact anyone differently on grounds of sexual orientation.

Data is not available for this characteristic and there are no plans to collect this data as it has no impact.

Religion and Belief

The means tested scheme is based on income and household circumstances that are not

		<p>influenced by religion or belief. The policy itself does not impact anyone differently on grounds of religion or belief. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Maternity and Pregnancy The means tested scheme is based on income and household circumstances that are not influenced by pregnancy and maternity. The policy itself does not impact anyone differently on grounds of pregnancy and maternity. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Gender Reassignment The means tested scheme is based on income and household circumstances that are not influenced by gender reassignment. The policy itself does not impact anyone differently on grounds of gender reassignment. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Marriage and civil partnership The means tested scheme is based on income and household circumstances that are not influenced by marriage and civil partnership. The policy itself does not impact anyone differently on grounds of marriage and civil partnership. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p>
4	<p>Summary of the consultation/engagement activities</p>	<p>Under the Local Government Finance Act 2012, before making or revising a scheme, the Authority must “consult such other persons as it considers are likely to have an interest in the operation of the scheme”.</p> <p>Prior to the introduction of Doncaster’s first Local Council Tax Reduction Scheme in April 2013, consultation took place with elected members on various draft proposals for the scheme to manage the reduction in Government funding from the former fully subsidised Council Tax Benefit Scheme. Formal consultation also took place with major preceptors on the draft</p>

		<p>proposals for the scheme review. This was primarily in relation to the financial implications on those preceptors.</p> <p>A wide-ranging public consultation exercise on the scheme proposals was carried out prior to the introduction of the first local scheme, this entailed:</p> <ul style="list-style-type: none"> • Writing to all working age Local Council Tax Support recipients in the borough who were potentially affected by the proposals, to inform them of the potential changes and inviting them to comment on the proposals; • A questionnaire available on the Council website (paper versions were available in Libraries and Council public offices for anyone requesting these); • Publicising the changes on the Council's website, alongside the questionnaire, including a summary of the proposals for change and case studies showing how people would be affected; • Information stands in the customer waiting area of the Council's Civic Office; • A dedicated phone line and answer phone set up by the Benefits Team; • Presenting to stakeholder groups including the: <ul style="list-style-type: none"> ○ Doncaster Financial Inclusion Group (FIG) including representation from: <ul style="list-style-type: none"> ▪ DMBC Success Doncaster ▪ Department for Work and Pensions ▪ JobCentre Plus ▪ DMBC Private Sector Housing ▪ Doncaster CAB ▪ South Yorkshire Centre for Inclusive Living (SYCIL) ▪ DMBC Housing Options ▪ Doncaster West Development Trust ▪ DMBC Trading Standards ▪ South Yorkshire Credit Union ▪ St Leger Homes of Doncaster (SLHD) ▪ Refurnish ▪ Probation Services ▪ DMBC Children Services ▪ DMBC Adult Services ○ Doncaster Disability Focus Group ○ BME New Settlers Tenants and
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		<p style="text-align: center;">Residents Association</p> <ul style="list-style-type: none"> • A general awareness campaign including press releases to local press, a poster campaign in libraries and the Civic Office, and publicity in HouseProud magazine. • Publicity on Facebook and the Council's twitter account. <p>674 people responded to the consultation. This included 351 working age Council Tax payers who were receiving Council Tax Benefit at the time.</p> <p>Further local changes to the scheme were made in 2014 due to further reductions in Government funding. Elected Members and the major preceptors were again consulted on the proposals for change followed by a further public consultation exercise using a range of approaches and publicity as in 2012. 256 people responded to the consultation. Of these, at least 141 were Council Tax payers and 137 were of working age.</p> <p>Since the 2014 scheme changes, the scheme has only been revised in line with Government prescribed requirements and uprating to rates and allowances used to work out support for working age people which are specified within the scheme. As such, these changes did not require public consultation.</p>
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>Around 25,940 Doncaster residents receive support through the Local Council Tax Reduction Scheme.</p> <p>The implementation of Local Council Tax Support coincided with other major reforms to the welfare system; Housing Benefit restrictions for under-occupation in the social sector; the introduction of an overall benefit cap; Discretionary Housing Payments and other welfare reform changes such as benefit sanctions. Universal Credit Full Service was rolled out in Doncaster from 11 October 2017. Some claimants may already have been affected by multiple changes arising from the reforms and be subject to further welfare reform changes in the coming years.</p> <p>The amount Doncaster has awarded in Local Council Tax Support in 2017/18 is lower than</p>

		<p>initially estimated as the caseload for LCTS has continued to steadily fall. This has contributed to an increased tax base and surplus in the Collection Fund which will be considered as part of the Council's budget and tax setting process.</p> <p>When approving previous years' schemes, Members have expressed their preference that local changes to the scheme should be avoided other than those required under the prescribed requirements and the consideration of the annual uprating of allowances and premiums used to calculate support. The proposals for the Local Council Tax Support Scheme for 2018/19 support this approach.</p>
6	Decision Making	<p>Doncaster Council's Local Council Tax Reduction Scheme is based on the requirements of the Local Government Finance Act 2012, the Council Tax Reduction Schemes (Prescribed Requirements) Regulations 2012 and Amendment Regulations 2013, 2014, 2015, 2016 and 2017.</p> <p>The scheme takes consideration of the former Council Tax Reduction Schemes (Default Scheme) Regulations 2012 and Department for Communities and Local Government (DCLG)'s guidance papers on vulnerable people and taking work incentives into account.</p> <p>The scheme also takes into account the national Equality Impact Assessment undertaken by DCLG in 2012.</p>
7	Monitoring and Review	<p>Once a Local Council Tax Reduction Scheme has been made by the Council, it cannot be revised for at least one financial year. A billing authority must, however, consider whether to revise or replace its scheme on an annual basis.</p> <p>The Council will monitor the number of people in receipt of support together with any complaints and challenges to the scheme and ensure that this information is included in reports presented to Full Council for approval of future years' schemes.</p>
8	Sign off and approval for publication	<p>Steve Mawson Chief Financial Officer and Assistant Director of Finance</p>

Appendix 2

The Local Council Tax Support Scheme coming into force on the 1st April 2018

<http://www.doncaster.gov.uk/services/council-tax-benefits/what-is-local-council-tax-support>

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25th January 2018

To the Chair and Members of Council

Proposed new Council Tax Exemption for Care Leavers

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Mayor Ros Jones	All	Yes

EXECUTIVE SUMMARY

1. This report seeks approval to provide 100% exemption from the payment of Council Tax from **1 April 2018** to care leavers who:
 - a. have left the care of Doncaster Council;
 - b. are resident and otherwise liable to pay Council Tax in Doncaster for a property they occupy as their sole or main residence; and
 - c. are under 25 years of age.
2. It is further proposed that where a care leaver who meets the above criteria is jointly and severally liable for Council Tax with a person or persons who is/are not a care leaver, the exemption will still apply to the full Council Tax charge for the property. This will ensure the care leaver is not otherwise pursued for collection of any Council Tax unpaid by the other liable person(s).
3. Information provided in May 2017 by Doncaster Children's Services Trust (DCST) shows there are 255 DMBC care leavers living in Doncaster. **66** of these care leavers are liable for Council Tax and, under these proposals, would see their liability reduced to zero from 1 April 2018.
4. Based on 2017/18 Council Tax charges for a band A property, the estimated annual cost of exempting the **66** care leavers from Council Tax is **£55k**. However, it is expected that this proposal will result in a reduction in emergency payments made to care leavers in crisis as well as further reducing the dependency of these young people on other services.
5. Council Tax legislation does not provide a specific discount or reduction for care leavers. However, under Section 13A of the Local Government Finance Act 1992, the Council has the power to reduce liability for Council Tax in relation to individual cases or class(es) of cases where national discounts and exemptions cannot be applied.

6. The proposed scheme for Doncaster Council for exempting care leavers from the payment of Council Tax is at **Appendix 1**.

EXEMPT REPORT

7. This report is not exempt.

RECOMMENDATIONS

8. That Doncaster Council:
 - Approve the proposed Care Leavers Council Tax Exemption Scheme at Appendix 1 to take effect from 1 April 2018;
 - Approve the proposal to allow backdated applications to the start of the financial year in which the application is made (but no earlier than 1 April 2018);
 - Approve the proposal that the Council Tax exemption will not apply to empty properties as this could act as a disincentive for care leavers to give the appropriate notice to landlords and increase the number of abandoned properties.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

9. Analysis of Council Tax records and data supplied by DCST has identified **66** care leavers who would be eligible for 100% exemption from the payment of Council Tax. The proposed scheme will support these care leavers until they reach the age of 25 and future young people leaving the care of Doncaster Council.
10. In addition to the eligible care leavers, the citizens of Doncaster will benefit generally from the scheme as the exemption will support one of the most vulnerable groups in our community. By helping to alleviate financial pressures which may contribute to poverty and deprivation amongst this group, improved outcomes should be achieved in terms of the contribution care leavers make to the community.

BACKGROUND

11. Corporate parenting is a statutory function of the Council. The underlying principle is that every local authority will seek the same outcomes for children and young people in care that every good parent would want for their own children.
12. Children and young people who are looked after by the local authority rather than their parents are amongst the most vulnerable groups in our community. Outcomes for this group are generally poor and, as corporate parents, the Council has the responsibility to keep them safe, make sure their experiences in care are positive and improve their on-going life chances.

13. One of the key priorities of the corporate parenting strategy is to support young people in the move to adult life. The Council's policy is that cared for young people only move into independent living when they are ready to do so and are well supported. However, many care leavers choose to move into independent accommodation often at an earlier age than their peers.
14. A report published in 2015 by The Children's Society 'The Wolf at the Door' highlighted the vulnerability of care leavers to financial pressures, in particular, the difficulties encountered when entering independent accommodation for the first time. The report suggested that care leavers are a particularly vulnerable group for Council Tax debt and made a number of recommendations, including making care leavers eligible for Council Tax exemptions.
15. The Government's care leavers' strategy – 'Keep on Caring' encourages Councils to do what any reasonable parent would do to help their children get the best start in adult life. In addition, the Children and Families Act encourages Councils to do all they can to support care leavers, and this has been further enhanced by Section 2 of the Children and Social Work Act which places a statutory duty on Councils to make a clear offer to care leavers, and extends the corporate parenting responsibilities for care leavers from age 21 to age 25.
16. The proposal is exclusive to young people leaving the care of Doncaster Council who are living in Doncaster to allow for ease of administration (having regard to costs) and greater accuracy of data. In shaping these proposals, the Council consulted four other local authorities who currently exempt care leavers from the payment of Council Tax. Three out of the four authorities only award the exemption to young people leaving the care of their own authority.
17. Care leavers will be required to apply for the Council Tax exemption; this step is considered prudent to ensure they take responsibility for notifying the Council if they change address. An online application process is being developed and care leavers will be supported to complete this as necessary including at the Civic Office One Stop Shop. Verbal applications made over the telephone will also be accepted. Confirmation of care leaver status will be confirmed with DCST for all applications.
18. The care leavers' Council Tax exemption will be applied after all other statutory discounts and exemptions have been applied. For example, if a care leaver is entitled to a Single-Person Discount, this 25% statutory discount will be awarded and the care leavers' exemption will apply to the remaining 75% liability.
19. It is proposed that the exemption does not apply to empty properties as this could act as a disincentive for care leavers to give the appropriate notice to landlords and increase the number of abandoned properties.

OPTIONS CONSIDERED

20. **Option 1: Do Nothing**

There is no statutory requirement to exempt care leavers from the payment of Council Tax and the Council could choose to continue to charge Council Tax to this group. Some care leavers may be eligible for statutory Council Tax discounts and exemptions based on their circumstances, and some may be eligible for Council Tax Support. However, the claiming process and evidence requirements for these alternative types of support are much more onerous, and the likelihood is that most care leavers would still have some or all Council Tax to pay. This is evident from analysis of DCST care leavers' data and corresponding Council Tax records. For these reasons, and having regard to the Council's corporate parenting responsibilities, this option is not recommended.

Option 2: Award a partial Council Tax exemption to eligible care leavers

The Council could choose to allow a partial Council Tax exemption to care leavers, for example, 50%. However, this would still leave many care leavers vulnerable to Council Tax debt and the resulting potential enforcement action reported by The Children's Society as harmful to these young people. This option is not recommended.

Option 3: Award a full 100% Council Tax exemption to eligible care leavers

By awarding a 100% exemption from the payment of Council Tax to eligible care leavers, the Council would be providing much needed support to these vulnerable young people as they move from care into independent living. The proposed criteria for this exemption is set out in Appendix 1. The Council would also be supporting the Government's 'Keep on Caring' strategy and would be demonstrating compliance to Section 2 of the Children and Social Work Act which places a statutory duty on Councils to make a clear offer to care leavers, and extends the corporate parenting responsibilities for care leavers from age 21 to age 25. **This is the recommended option.**

REASONS FOR RECOMMENDED OPTION

21. For the reasons outlined above, **Option 3** is the recommended option. The proposal to exempt care leavers from the payment of Council Tax is aligned to the Council's policy to support our care leavers, and is part of an overall package of support offered to prepare our care leavers for independence and support them in the transition to adulthood. This option is also aligned to the Council's corporate parenting role, the Government's care leavers' strategy and Section 2 of the Children and Social Work Act which places a statutory duty on Councils to make a clear offer to care leavers and extends the corporate parenting responsibilities for care leavers from age 21 to age 25.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Be a strong voice for our veterans</i> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	
	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	<p>Exempting eligible care leavers from the payment of Council Tax will assist them during their transition from care to independent living. It will alleviate the financial pressures encountered by this vulnerable group of young people.</p>
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>Exempting eligible care leavers from the payment of Council Tax will help their move from care to independence by reducing the pressures encountered when setting up payments and managing their budgets for the first time. It will also help to reduce care leavers dependence on other Council services.</p>
	<p>Council services are modern and value for money.</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	

RISKS AND ASSUMPTIONS

22. There is a risk that eligible care leavers will not apply for the exemption. This risk will be managed by close working with DCST to ensure care leavers are made aware of the scheme as they leave care and are supported to make an application. Evidence requirements will be minimized and confirmation of care leaver status will be obtained from DCST in order to award the exemption. The application form will be designed in collaboration with DCST to ensure this is a simple and straight forward process. The scheme will be publicized on the Council's website and in relevant Council Tax literature.

LEGAL IMPLICATIONS

23. There are a number of pieces of legislation and statutory guidance that set out the role of the local authority in respect of cared for children and care leavers. There are statutory obligations and guidance for the role of the local authority as the corporate parent in the Children's Act 1989 and 2004, and the Children and Young People Act 2008.
24. Under Section 13A of the Local Government Finance Act 1992, the Council has the power to reduce liability for Council Tax in relation to particular cases or by determining a class of cases that it may determine and where national discounts and exemptions cannot be applied. Section 13A, (1) states: "*Where a person is liable to pay Council Tax in respect of any chargeable dwelling and any day, the billing authority for the area in which the dwelling is situated, may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit*". The discretion in Section 13A includes the power to reduce the Council Tax liability to zero.
25. The Council may only use its discretion under Section 13A if it would be reasonable to do so having regard to the interests of Council Tax payers in its area. It is considered to be in the interests of Council Tax payers to award this exemption as it will support one of the most vulnerable groups in our community. By helping to alleviate financial pressures which may contribute to poverty and deprivation amongst this group, improved outcomes should be achieved in terms of care leavers' contribution to the community. The exemption may also help reduce care leavers reliance on other Council services.
26. The Council has no legal obligation to take this action but may do so if it wishes.

FINANCIAL IMPLICATIONS

27. Based on information provided in May 2017 by DCST, there are 255 DMBC care leavers living in Doncaster. **66** of these care leavers are liable for Council Tax and, under these proposals, would see their liability reduced to zero from 1 April 2018.

28. Based on 2017/18 Council Tax charges for a band A property, the estimated annual reduction in income from exempting the **66** care leavers from Council Tax is circa **£55k** after all other statutory discounts and exemptions have been applied for 2017/18 (this value will vary annually depending on the number of eligible care leavers). This loss of income will impact on the Collection Fund whose surplus will be reduced by this decision but can accommodate the reduction with minimal risk for this value. The costs may be offset by a reduction in emergency payments made to care leavers in crisis. These types of budgets are held by Doncaster Children's Services Trust or Adults, Health and Wellbeing and any reduction in costs will help to reduce the current overspends in those services.

HUMAN RESOURCES IMPLICATIONS

29. There are no HR implications associated with the scheme. Due to the relatively low number of care leavers eligible for the Council Tax exemption, it is anticipated that the scheme can be administered within existing resources.

TECHNOLOGY IMPLICATIONS

30. The Northgate Council Tax system has the functionality to award the proposed exemption to care leavers. It is not anticipated that any software changes or input from ICT will be required.

EQUALITY IMPLICATIONS

31. The Public Sector Equality Duty (PSED) was created by The Equality Act 2010 and replaces the race, disability and gender equality duties. Compliance with the PSED is a legal obligation. The duty ensures Councils, and other public bodies, consider how different people will be affected by their activities and services. The Equality duty covers nine protected characteristics: age; disability; race; sex; sexual orientation; gender reassignment; pregnancy and maternity; religion or belief; and marriage and civil partnerships.
32. The PSED consists of a **general duty** with three main aims (described below) and specific duties designed to help public bodies meet the general duty. The **general duty** requires public bodies to have **due regard** to the need to:
- Eliminate discrimination, harassment and victimization;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard means consciously thinking about the three aims of the general duty as part of the decision making process.

33. The proposed Care Leavers Council Tax Exemption Scheme is based on the

age of the care leaver and is also specific to young people leaving the care of Doncaster Council and living in Doncaster. A Due Regard Statement (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the Council plans and delivers its functions. A DRS in relation to the proposed Care Leavers Council Tax Exemption Scheme is at **Appendix 2**.

CONSULTATION

34. The proposed Care Leavers Council Tax Exemption Scheme takes into account the findings of The Children's Society report 'The Wolf at the Door'. The Mayor and Executive Board and DCST have been consulted on the proposed scheme along with four other local authorities that have implemented similar schemes (Cheshire East, Wolverhampton, Oldham and Rochdale). Some of the main design principles of these other authority schemes have been incorporated into the proposed scheme for Doncaster Council. For example, three out of the four authorities only award the exemption to young people leaving the care of their own authority.
35. Consultation has also taken place with Rotherham, Barnsley and Sheffield Councils to establish their plans for implementing a Council Tax exemption scheme for care leavers. Rotherham are working towards implementing a scheme from April 2018. Barnsley and Sheffield Councils have no current plans to introduce a scheme.

BACKGROUND PAPERS

36. There are no background papers for this report.

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DONCASTER METROPOLITAN BOROUGH COUNCIL

CARE LEAVERS COUNCIL TAX EXEMPTION SCHEME

1. Introduction and Background

In accordance with the Children and Social Work Act 2017, which extends local authorities responsibilities to care leavers up to the age of 25, Doncaster Council wishes to extend its commitment and support to young people leaving its care and entering their initial years of independence.

Under Section 13A of the Local Government Finance Act 1992, local authorities have discretionary powers to reduce the Council Tax liability for individuals or prescribed groups, where the existing statutory discounts and exemptions are not applicable.

This scheme outlines the Council's use of the discretionary powers provided under Section 13A of the Local Government Finance Act 1992 to assist young people leaving the care of Doncaster Council.

2. Legislation

The law governing the granting of discretionary Council Tax discounts and exemptions is found in Section 13A of the Local Government Finance Act 1992.

This legislation gives local authorities discretionary powers to reduce the amount of Council Tax payable "where a person is liable to pay Council Tax in respect of any chargeable dwelling and any day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit".

This includes the power to reduce an amount payable to nil. This power can be exercised in relation to a particular case or by determining a class of case in which liability is to be reduced.

3. Purpose and Principles of the Scheme

The purpose of this scheme is to specify how the Council will operate its discretionary powers under the Local Government Finance Act 1992, and to indicate the criteria which must be met when determining if the exemption can be awarded.

The Council intends to provide on-going support to care leavers under the age of 25, by reducing the financial burden of Council Tax liability during their initial years of independence. We will deal with each application for this exemption on its merits and treat all individuals that apply for the exemption equally and fairly.

4. Consultation

In designing this scheme, the Council has consulted with and/or taken into account contributions from:

- The Children's Society
- Doncaster Children's Services Trust

- Neighbouring and other authorities who have implemented or are considering implementing similar schemes.

5. Qualifying criteria

The scheme will be effective from **1st April 2018**. No award will be made prior to this date.

The exemption will only apply to an account for a property at which the care leaver is liable as a resident under Section 6 of the Local Government Finance Act 1992.

To qualify for the exemption:

- a) The individual must be a liable person for Council Tax and resident at the property within the Doncaster area giving rise to that liability; and
- b) The individual must be under the age of 25; and
- c) Doncaster Council must have been the corporate parent of the individual at the time they left care.

6. Making an application

Doncaster Council will accept applications made verbally, in writing or using the provided application form. We will issue application forms on request or in circumstances where we consider an individual may be entitled to the exemption. An electronic version of the application form will also be made available on the Council Tax pages of the Council's website.

We will actively encourage individuals to apply for this exemption through relevant literature and on the Council's website.

An application should be completed by the care leaver or a person authorised to act on their behalf.

Doncaster Council will award this exemption when it is satisfied that the care leaver has met the qualifying criteria as set out in this scheme document.

7. How much will we award?

Where the qualifying care leaver is determined to be liable for Council Tax, a 100% exemption will be granted on the Council Tax account. If a qualifying individual is joint and severally liable with another person for Council Tax, a 100% exemption will still be awarded for the property. If the care leaver's Council Tax liability is increased or decreased at any time while entitled to this reduction, the exemption will be amended so that any award does not exceed the Council Tax liability.

The care leavers' Council Tax exemption will be applied after all other statutory discounts and exemptions have been applied. For example, if a care leaver is entitled to Single-Person Discount, this 25% statutory discount will be awarded and the care leavers' exemption will apply to the remaining 75% liability.

8. Who pays for the exemption granted?

The full cost of the award of this exemption is met locally by Doncaster Council's Taxpayers.

9. Period of Award

The scheme will be effective from 1st April 2018. No award will be made prior to this date.

The award of the exemption can be backdated to 1st April of the financial year in which the application is received. If liability for Council Tax commences after the 1st April of that year, the exemption will be awarded from the start date of occupation.

The exemption will not be backdated into previous financial years.

Where awarded, the exemption will end if/when:

- a) The care leaver ceases to be liable for Council Tax payable to Doncaster Council.
- b) The care leaver ceases to be resident in the property giving rise to their liability.
- c) The care leaver reaches the age of 25.

If a qualifying care leaver leaves the Doncaster area and returns at a later date, they can re-apply for this exemption, provided that the qualifying criteria is still met.

10. How will payment be made?

Any award will be made towards the care leaver's Council Tax liability. This will be made directly to the Council Tax account to which the exemption applies.

11. Notifications

The Council will inform the care leaver applying in writing of the outcome of their application. This may be a demand notice showing the exemption has been applied to their Council Tax account.

Where the application is not successful, the care leaver applying will be given the reasons why they have not been awarded this exemption.

12. Reviews and overpayments

The Council can review the entitlement to this exemption at any time. Any award found to be incorrect will be cancelled from the Council Tax account, and any overpayment will be collected from the liable person(s) through their Council Tax account.

13. Right of Appeal

This exemption is awarded under Section 13A of the Local Government Finance Act 1992. In circumstances where an individual is unhappy with the Council's decision, there is a right of appeal under Section 16 of the Local Government Finance Act 1992.

Any appeal must be made in writing to Doncaster Council, or using the Council's online appeal form.

Any appeal will be dealt with in accordance with the Council Tax department's existing appeals procedure. The Council will deal with any appeal within two months and will inform the appellant of their decision.

If the appellant remains unhappy with the outcome of their appeal to Doncaster Council, they can make a further appeal to the Independent Valuation Tribunal within 2 months of being notified of the Council's decision.

14. Publicity

The Council will include information about this scheme in relevant Council Tax leaflets and literature and on the relevant Council Tax pages of the Council's website.

15. Fraud

The Council is committed to the fight against fraud in all its forms. Any individual who tries to fraudulently apply for this exemption by falsely declaring their circumstances or providing a false statement or evidence in support of their application, may have committed an offence under the Theft Act 1968. Where we suspect that such a fraud has occurred, the matter will be investigated. This may lead to criminal proceedings being instigated.

16. Review of the scheme

The scheme will be reviewed periodically, taking into account Council policies and priorities and any changes in legislation.

EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPLITAN BOROUGH COUNCIL

Due Regard Statement Template

How to show due regard to the equality duty in how we develop our work and in our decision making.

Due Regard Statement

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the Council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning.
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points.
- Any reports produced need to reference “Due Regard” in the main body of the report and the DRS should be attached as an appendix.
- The DRS cannot be fully completed until the programme, project or change is delivered.

<p>1 Name of the ‘policy’ and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the ‘policy’ is to equality.</p>	<p>Council Tax Exemption Scheme for Care Leavers</p> <p>Doncaster Council is proposing to provide 100% exemption from the payment of Council Tax from 1 April 2018 to care leavers who:</p> <ul style="list-style-type: none"> ○ have left the care of Doncaster Council; ○ are resident and otherwise liable to pay Council Tax in Doncaster for a property they occupy as their sole or main residence; and are under 25 years of age. <p>Information provided in May 2017 by Doncaster Children’s Services Trust (DCST) shows there are 255 DMBC care leavers living in Doncaster. 66 of these care leavers are liable for Council Tax and, under these proposals, would see their liability reduced to zero from 1 April 2018.</p> <p>The aims of the proposed Council Tax Exemption Scheme for Care Leavers are:</p> <ul style="list-style-type: none"> • To support eligible care leavers until they reach the age of 25 and future young people leaving the care of Doncaster Council by alleviating the financial pressures encountered by this vulnerable group of young people. • To prevent care leavers becoming vulnerable to Council Tax debt and the resulting potential enforcement action reported by The Children’s Society as harmful to these young people. • To support eligible care leavers generally in the transition from care to independent living by reducing the pressures encountered when setting up payments and managing their budgets for the first time and to improve their on-going life chances. • To help reduce care leavers’ dependence on other Council services. • To meet the Council’s ‘Corporate Parenting’ responsibilities which is a statutory function of the Council. • To meet the aims of the Government’s care leavers’ strategy – ‘Keep on Caring’ which encourages Council’s to do what any reasonable parent would do to help their children get the best start in adult life.
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		<ul style="list-style-type: none"> To meet the aims of the Children and Families Act which encourages Councils to do all they can to support care leavers, and Section 2 of the Children and Social Work Act which places a statutory duty on Councils to make a clear offer to care leavers, and extends the corporate parenting responsibilities for care leavers from age 21 to age 25. <p>In addition to the eligible care leavers, the citizens of Doncaster will benefit generally from the scheme as the exemption will support one of the most vulnerable groups in our community. By helping to alleviate financial pressures which may contribute to poverty and deprivation amongst this group, improved outcomes should be achieved in terms of the contribution care leavers make to the community.</p>
2	Service area responsible for completing this statement.	Finance and Corporate Services/Revenues and Benefits/Revenues Service
3	Summary of the information considered across the protected groups. Service users/residents Doncaster Workforce	<p>Age The proposed Council Tax exemption will apply to care leavers under the age of 25. This is in line with the age at which corporate parenting responsibilities end and is affordable within the Council Tax Collection Fund surplus. At the point an eligible care leaver reaches the age of 25, they will become liable for full Council Tax (subject to any statutory discounts and exemptions). However, these care leavers will be advised to claim Council Tax Support which is a means-tested support scheme based on the care leavers circumstances.</p> <p>Disability The scheme is based on care leaver status and is not influenced by disability. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Race The scheme is based on care leaver status and is not influenced by race and ethnicity. Data is not available for this characteristic and there are no plans to collect this data as it</p>

	<p>has no impact.</p> <p>Gender The scheme is based on care leaver status and is not influenced by gender. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Sexual Orientation The scheme is based on care leaver status and is not influenced by sexual orientation. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Religion and Belief The scheme is based on care leaver status and is not influenced by religion or belief. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Maternity and Pregnancy The scheme is based on care leaver status and is not influenced by pregnancy and maternity. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Gender Reassignment The scheme is based on care leaver status and is not influenced by gender reassignment. Data is not available for this characteristic and there are no plans to collect this data as it has no impact.</p> <p>Marriage and civil partnership Under the proposals, where an eligible care leaver is jointly and severally liable for Council Tax with a person or persons who is/are not a care leaver, (this could be their husband/wife/civil partner), the exemption will still apply to the full Council Tax charge for</p>
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		<p>the property. This will ensure the care leaver is not otherwise pursued for collection of any Council Tax unpaid by the other liable person(s).</p> <p>Data is not available on the number of care leavers who are married or in a civil partnership and there are no plans to collect this data as it has no impact.</p>
4	<p>Summary of the consultation/engagement activities</p>	<p>The proposed Care Leavers Council Tax Exemption Scheme takes into account the findings of The Children’s Society 2015 report <i>‘The Wolf at the Door’</i>. The Mayor and Executive Board and Doncaster Children’s Services Trust have been consulted on the proposed scheme along with four other local authorities that have implemented similar schemes (Cheshire East, Wolverhampton, Oldham and Rochdale). Some of the main design principles of these other authority schemes have been incorporated into the proposed scheme for Doncaster Council. For example, three out of the four authorities only award the exemption to young people leaving the care of their own authority.</p> <p>Consultation has also taken place with Rotherham, Barnsley and Sheffield Councils to establish their plans for implementing a Council Tax exemption scheme for care leavers. Rotherham are working towards implementing a scheme from April 2018. Barnsley and Sheffield Councils have no current plans to introduce a scheme.</p>
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>Information provided in May 2017 by Doncaster Children’s Services Trust (DCST) shows there are 255 DMBC care leavers living in Doncaster. 66 of these care leavers are liable for Council Tax and, under these proposals, would see their liability reduced to zero from 1 April 2018.</p> <p>Based on 2017/18 Council Tax charges for a band A property, the estimated annual reduction in income from exempting the 66 care leavers from Council Tax is circa £55k after all other statutory discounts and exemptions have been applied for 2017/18 (this value will vary annually depending on the number of eligible care leavers). This loss of income will impact on the Collection Fund whose surplus will be reduced accordingly but can accommodate the reduction with minimal risk for this value. The costs may be offset by a reduction in emergency payments made to care leavers in crisis. These types of</p>

		<p>budgets are held by Doncaster Children’s Services Trust or Adults, Health and Wellbeing and any reduction in costs will help to reduce the current overspends in those services.</p> <p>The proposed Council Tax Exemption Scheme is exclusive to young people leaving the care of Doncaster Council and who are living in Doncaster. Consideration has been given to exempting all care leavers living in Doncaster including young people leaving the care of other local authorities and also DMBC care leavers living in other local authority areas. However, this would significantly increase the cost of the exemption having regard to the associated additional loss of Council Tax income to the Council; the increased administration costs of confirming care leaver status with other local authorities for non DMBC care leavers living in Doncaster; and the administration and associated costs of reimbursing DMBC care leavers living in other local authority areas where an exemption did not apply who had paid Council Tax to that local authority.</p> <p>It is also proposed that the exemption does not apply to empty properties as this could act as a disincentive for care leavers to give the appropriate notice to landlords and increase the number of abandoned properties.</p>
6	Decision Making	<p>Council Tax legislation does not provide a specific discount or reduction for care leavers. However, under Section 13A of the Local Government Finance Act 1992, the Council has the power to reduce liability for Council Tax in relation to individual cases or class(es) of cases where national discounts and exemptions cannot be applied.</p> <p>A report published in 2015 by The Children’s Society ‘The Wolf at the Door’ highlighted the vulnerability of care leavers to financial pressures, in particular, the difficulties encountered when entering independent accommodation for the first time. The report suggested that care leavers are a particularly vulnerable group for Council Tax debt and made a number of recommendations, including making care leavers eligible for Council Tax exemptions.</p> <p>The Government’s care leavers’ strategy – ‘Keep on Caring’ encourages Councils to do what any reasonable parent would do to help their children get the best start in adult life.</p>

		<p>In addition, the Children and Families Act encourages Councils to do all they can to support care leavers, and this has been further enhanced by Section 2 of the Children and Social Work Act which places a statutory duty on Councils to make a clear offer to care leavers, and extends the corporate parenting responsibilities for care leavers from age 21 to age 25.</p> <p>The use of Section 13A of the Local Government Finance Act 1992 for a class of cases is a decision which has to be made by Full Council. The proposed Council Tax Exemption Scheme for Care Leavers will be presented to Council on 25 January 2018.</p>
7	Monitoring and Review	<p>The Council will monitor the number of care leavers qualifying for the Council Tax exemption and any issues with the application process. Any complaints and challenges to the scheme will also be monitored and used to inform any future proposals for changes to the scheme which would need to be presented to Full Council for approval.</p>
8	Sign off and approval for publication	<p>Steve Mawson Chief Financial Officer and Assistant Director - Finance</p>



Doncaster Council

Date: 25 January 2018

To the Chair and Members of the Council

Director of Public Health Annual Report 2017

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Cllr Nigel Ball	All	No

EXECUTIVE SUMMARY

1. The 2017 Doncaster Director of Public Health Annual Report is the third authored by Dr Rupert Suckling and is the fifth since the transfer of the specialist public health function from the NHS to the council in April 2013.

Whereas the 2015 report identified four challenges and then four building blocks for health and wellbeing locally, and the 2016 report demonstrated the impact of the council's public health team this report specifically focuses on the impact the wider council is having on public health.

This report provides updates on progress against the four building blocks for good health and wellbeing as well as sharing a number of real life stories. This report advocates continued focus on the four building blocks but also proposes further work on a fifth building block. These are:

- Give every child the best start in life
- Make good growth our watchword for economic development
- Improve healthy life expectancy through preventing disability
- Tackle unfairness and health inequalities
- Build a Sustainable and Resilient Borough

EXEMPT REPORT

2. No

RECOMMENDATIONS

3. Council is asked to NOTE and PUBLISH the report.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The publication of this report demonstrates the council's commitment to its leadership duties with regard to health improvement, health protection and health and social care quality.

BACKGROUND

5. The Director of Public Health (DPH) has a statutory duty to write a report on the health of the local population and the authority has a duty to publish it (section 73B (5) & (6) of the 2006 Act, inserted by section 31 of the 2012 Act). The content and structure of the report is something to be decided locally.

OPTIONS CONSIDERED

6. No other options considered.

REASONS FOR RECOMMENDED OPTION

7. The recommendation fulfils the council's duty to publish the Director of Public Health annual report.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 8.

	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none">• <i>Mayoral Priority: Creating Jobs and Housing</i>• <i>Mayoral Priority: Be a strong voice for our veterans</i>• <i>Mayoral Priority: Protecting Doncaster's vital services</i>	<p>The health and wellbeing of the residents is central to developing a thriving and resilient economy. Adopting the principle of 'good growth' and the recommendations in the report will support this outcome. Addressing the building block of a sustainable and resilient borough could also add to this outcome.</p>

	<p>People live safe, healthy, active and independent lives.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	<p>The health improvement and health protection duties of the council contribute directly to this outcome. Addressing the building block on preventing disability will support this outcome.</p>
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Creating Jobs and Housing</i> • <i>Mayoral Priority: Safeguarding our Communities</i> • <i>Mayoral Priority: Bringing down the cost of living</i> 	<p>The health improvement and health protection duties of the council contribute directly to this outcome. Adopting the building block of a sustainable and resilient borough could also add to this outcome.</p>
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>The health improvement and health protection duties of the council contribute directly to this outcome. Addressing the building block on giving children the best start in life will support this outcome.</p>
	<p>Council services are modern and value for money.</p>	<p>Integrated evidence based partnership work to deliver the 5 building blocks will contribute to this outcome. This will be supported by taking into account the social value act</p>
	<p>Working with our partners we will provide strong leadership and governance.</p>	<p>Making progress on the challenges and then the recommendations highlighted in this report will require partnership working initially through the Children, Young People and Families Board, the Working element of Doncaster Growing Together and the Health and Wellbeing Board.</p>

RISKS AND ASSUMPTIONS

9. There are no specific risks associated with this report.

LEGAL IMPLICATIONS

10. The Director of Public Health (DPH) has a statutory duty to write a report on the health of the local population and the authority has a duty to publish it (section 73B (5) & (6) of the 2006 Act, inserted by section 31 of the 2012 Act). The content and structure of the report is something to be decided locally.

FINANCIAL IMPLICATIONS

11. There are no specific financial implications with this report.

HUMAN RESOURCES IMPLICATIONS

12. There are no specific human resource implications with this report.

TECHNOLOGY IMPLICATIONS

13. There are no specific technology implications with this report.

EQUALITY IMPLICATIONS

14. This report continues to identify reducing health inequalities and addressing fairness as one of five building blocks for health and wellbeing. Health varies across the Borough and is associated with deprivation, with those living in the most affluent parts of the Borough perceiving, experiencing and having better health than those living in the less affluent parts of the Borough.

Last year's report highlighted the importance of identifying issues and solutions to the health perceived and experienced by Black and Minority Ethnic (BME) populations. This report extends the approach further to identify and address differences in health, both perceived and experienced between men and women, with a focus on women's health. Any policy or strategy developed as a response to this report will require the local public bodies to demonstrate 'due regard' under section 149 of the Equality Act 2010: the Public Sector Equality Duty (PSED).

CONSULTATION

15. No formal consultation has taken place to contribute to this report.

BACKGROUND PAPERS

16. Director of Public Health Annual Report 2017.

REPORT AUTHOR & CONTRIBUTORS

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Dr Rupert Suckling
Director of Public Health

Health and Wellbeing: A Strength For Life

Director of Public Health
annual report for Doncaster
2017



Doncaster
Council

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2. The health of Doncaster people
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4. Conclusions and recommendations
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FOREWORD and Introduction



Welcome to my third Annual Report as Director of Public Health for Doncaster Council.

Winston Churchill famously said “Healthy citizens are the greatest asset any country can have” and that sentiment applies just as much to Doncaster as to any country. Whereas illness and ill-health can be seen as a cost to local people, a demand on local services and a burden on tax-payers, good health and wellbeing should be seen as a strength for life, a resource for living and something that’s worth investing in. Throughout 2017 there has been steady progress against the four challenges I outlined last year:

- Improving children’s health and wellbeing
- Making the link between education, work and health
- Increasing healthy life expectancy and reducing preventable health conditions
- Reducing inequalities in health between and within Doncaster communities

This report shows some of that progress and through real life stories gives a flavour of the sort of approaches that are working based on improved working relationships between individuals, families and communities, along with statutory services. However, the impact of these initiatives needs to be more systematically captured to ensure that we are making enough progress to impact health outcomes, which can take years to change.

It is still the case that the best predictor of good health is having a good job, or if your parents have/had a good job. So, as our main goal we need to make sure our watchword for economic development is ‘good growth’ that everyone can benefit from. The downside of ‘bad growth’ is that individuals and families can enter a downward spiral and make short-term decisions that exacerbate the situation they find themselves in. Increasingly we can view poor diet, lack of exercise, smoking and excessive alcohol use as a response to the situation people find themselves in and not merely a lifestyle choice. The focus on children’s health and wellbeing, particularly the first 1001 days of a child’s life should allow impact to be measured quickly. There is still more to do to tackle unfairness and health inequalities. The work on Black and Minority Ethnic (BME) health is identifying barriers to accessing health service for new arrivals to Doncaster as well as looking at any difference in access to or outcomes from mental health treatment. However, this is only a small part of the picture, gender based health inequalities should be reviewed. Finally despite the progress made some of the gains appear fragile and I would suggest a fifth building block for health and wellbeing be added and that Doncaster should become a sustainable and resilient borough.

In compiling this report I am grateful for the help of a number of colleagues. In particular I would like to thank Claire Hewitt, Dr Nick Leigh-Hunt, Steve Betts, Steph Cunningham, Dr Victor Joseph, Susan Hampshaw and Dan Debenham for designing and contributing to the overall report. I would also like to thank those that supplied updates including Allan Wiltshire, Jon Gleek, Riana Nelson, Carrie Wardle, Lee Golze, Leanne Hornsby, Clare Henry, Shaun Ferron, Jonny Bucknall, Louise Robson, Kirsty Thorley, Richard Smith, Matt Cridge, Nick Germain, Andy Maddox, Jenny Holmes, Tracey Harwood, Steve Helps, Paul Tanney and Cllr Charlie Hogarth.

If you have any questions or comments about any aspect of the report please send them to me at PublicHealthEnquiries@doncaster.gov.uk

Dr Rupert Suckling
@rupertsuckling
Director of Public Health
Doncaster Council

THE HEALTH of Doncaster people

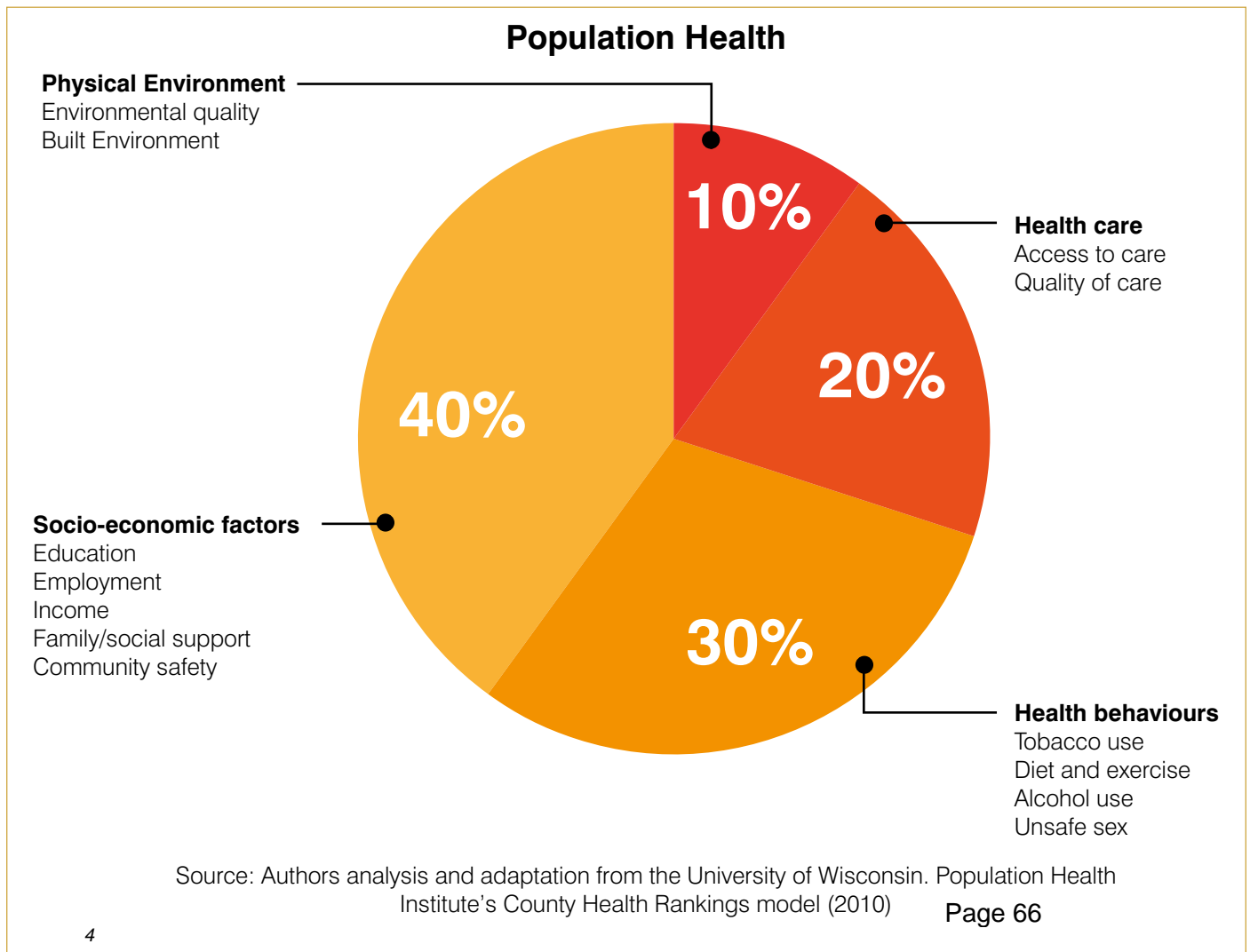
How healthy are we?

Health can be a difficult word to define. As individuals we can all describe times when we feel healthy, and equally, can all describe times when we feel unhealthy. When we try and describe the health of the whole of Doncaster we often use length of life (life expectancy) or the number of deaths (mortality). Obviously both these measures are related. We also try and capture the quality of life of the population and use healthy life expectancy (years lived in good health) as a measure of this.

There is mixed news about how Doncaster is doing on both measures of health (length of life and the number of deaths). Although life expectancy is unchanged at 77.6 years for men and 81.6 years for women. It is good that Doncaster has not seen the fall in life expectancy that other parts of the UK have seen, however this average life expectancy measure may mask different impacts in different groups of the population. The number of deaths in people under the age of 75 is falling as mortality from heart disease and cancer continue to decrease. However, there is still more that could be done. Although falling, the deaths from heart disease and cancer are still higher than regional and national averages. The gap in life expectancy between the most affluent and the least affluent parts of Doncaster remain stubborn and persistent (8.9 year difference for men and 7.2 years for women). The length of time people can expect to live in good health in Doncaster is below national averages at 59.7 years for men and 61.0 years for women.

What makes us healthy?

There are a lot of factors that contribute to health and many of these factors accumulate over the course of our lives. Recent research has shown that many of these factors impact us through stress and the body's natural response to continuous stress. One of the best ways to describe the relative contribution of these factors to health is the Robert Wood Johnson Foundation work, estimating 20% of what makes us healthy is from medical services, 30% from behavioural factors (e.g. smoking), 40% from socio-economic factors (e.g. education) and 10% from the quality of our built environment including housing.



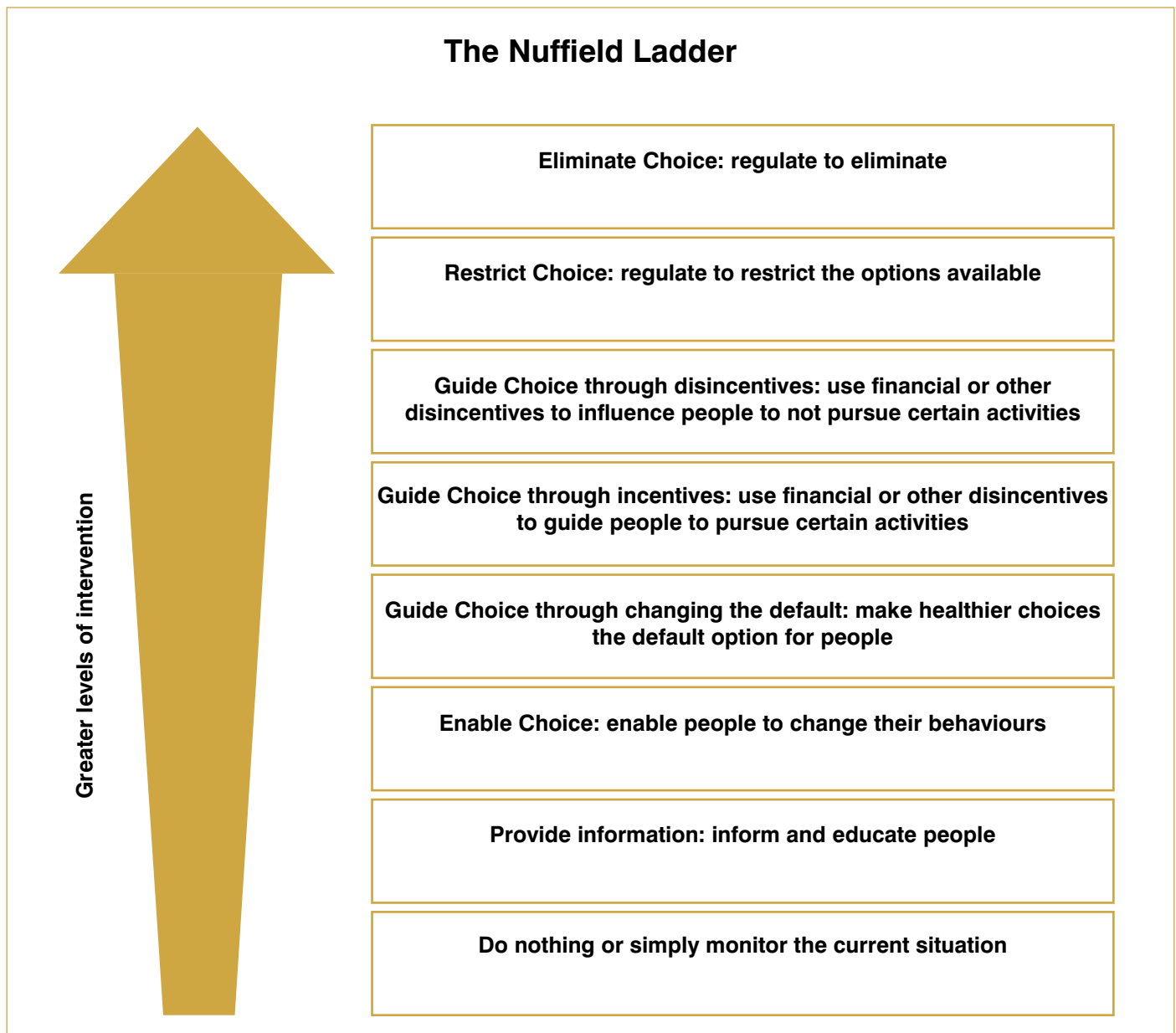
How is Doncaster doing on these causes?

It is good news that Doncaster's economy is growing. However, the next challenge is to develop higher skilled, and therefore, higher paid jobs. In that way the benefits of economic growth will go to local people. Educational attainment is important too and the numbers of children ready for school at five-years-old has increased to 69%. Together, with the reduction in mothers smoking at the time of delivery to 12.9%, it is a step in the right direction to help every child to have the best start in life.

People could take more control of their own health and be supported more to do this. Almost a third of the population is inactive and only 50% of people are eating healthily. Smoking, although falling, is still a major risk factor and new risks including air pollution are being recognised and addressed.

Approaches to improving health

The council and its partners take two broad approaches to improving health. The first approach is to work with those people at highest risk of ill-health and the second is to support the whole population. In both cases a range of approaches from monitoring the situation, through to encouraging behaviour change (nudge) and finally considering legislation can be used. The choice of approach depends on local need, evidence of effective interventions, availability of resources, public perception and political priority.



BUILDING blocks for health

If we want a healthier, more prosperous Doncaster, we should continue to focus on four building blocks for health.

1. Give every child the best start in life
2. Make 'good growth' our watchword for economic development
3. Improve healthy life expectancy through preventing disability
4. Tackle unfairness and health inequalities

This section provides an update on progress over the last year against these recommendations.

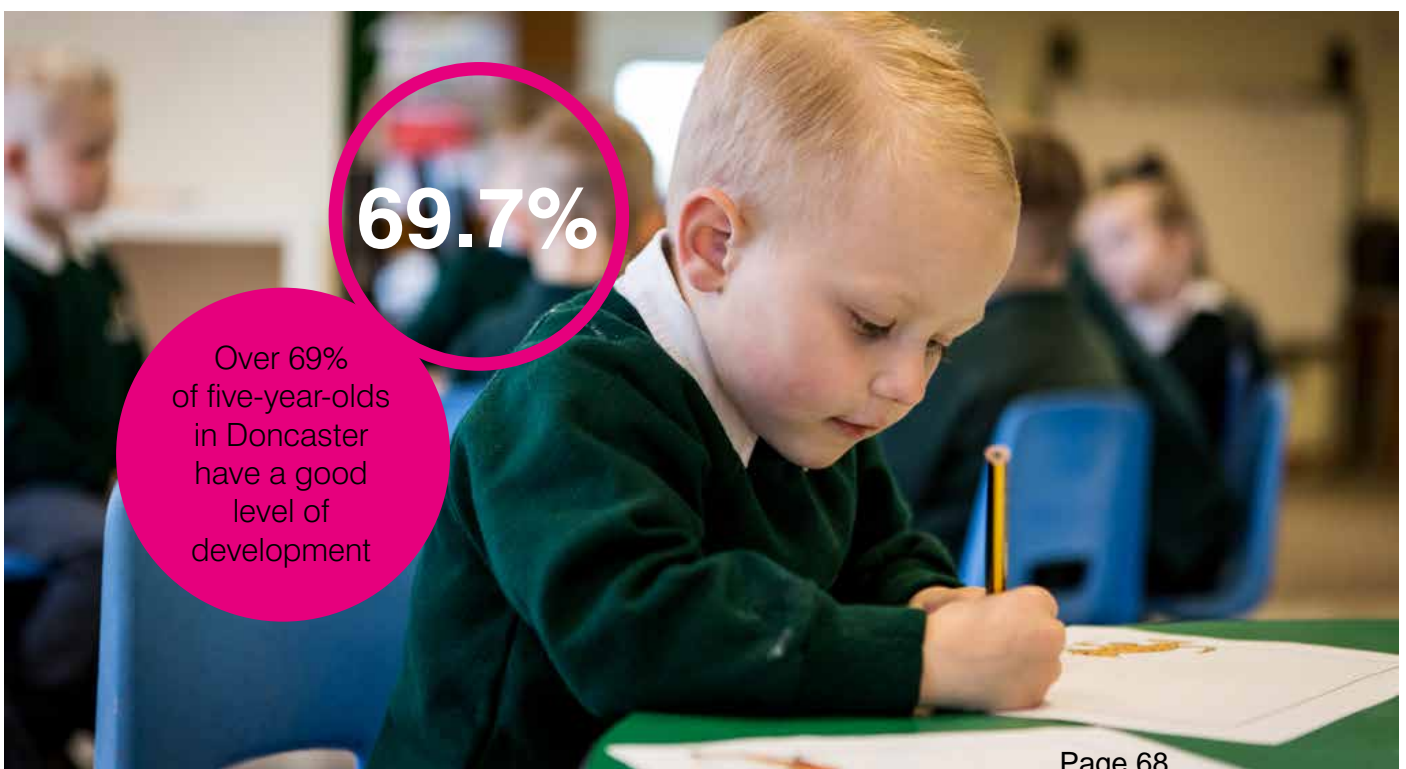
Give every child the best start in life

Last year five recommendations were made to give every child the best start in life and progress against those is reported below.

Continue to monitor the effectiveness of the Early Help Strategy

The Early Help Strategy has been updated. It now reflects a clear definition of early help and includes an understanding of our areas of strength with our areas for improvement. The strategy sets out the principles and approach for early help which is informing our conversations and commissioning intentions with partners (e.g. adoption of principles and working practice in the Starting Well Strategy, Raising Aspirations and Achievement). The early help approach has been embedded and as a result we know that:

- Contacts into the Referral and Response service that require an early help response is steadily decreasing
- 75% of all enquiries (6,628 of 8,835) into the early help hub are for children living in the 30% most deprived areas of Doncaster and 55% of enquiries are for children under 9-years-old
- Early help episodes have increased by 24% and average 442 per month
- There continues to be an increase in the number of open early help cases from 1100 in Q1 16/17 to 2052 in Q1 17/18, representing a 87% increase
- Data suggests that once children have been identified as having multiple or complex needs these are being assessed earlier, resulting in children and young people being supported with a trusted person as their lead practitioner
- There is evidence that the quality of assessments has also improved and audits show that 68% are judged as good or better
- Over 74% of cases closed by the Early Help Team Around the Child (TAC) have been sustained within universal services following closure



Over 69%
of five-year-olds
in Doncaster
have a good
level of
development

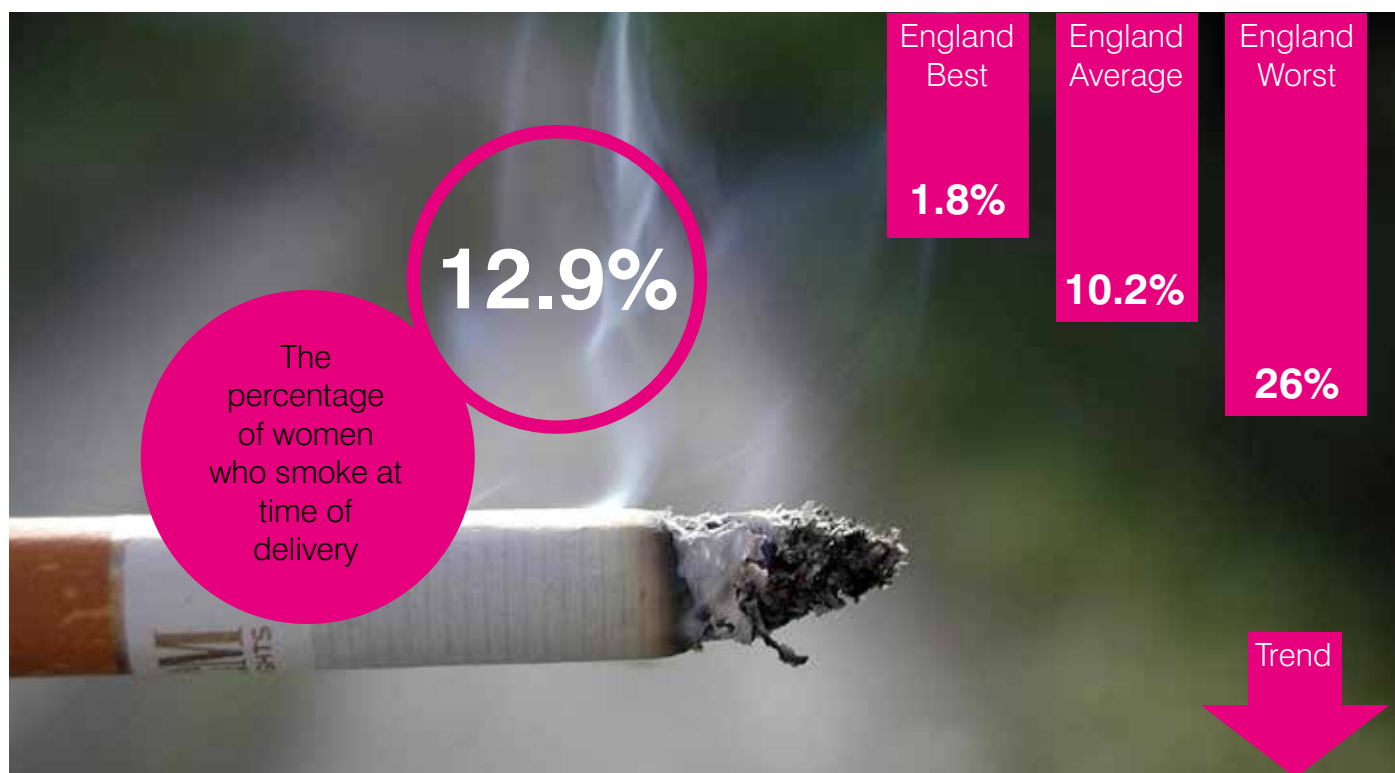
69.7%

Focus on vulnerable mothers from pregnancy until the child is 2 ½ years old (the first 1001 days)

In April 2017, the Health Visiting Service launched an enhanced element to their service offer. The aim of this service element is to intervene at the earliest opportunity with vulnerable families, to offer an enhanced service that ensures that those families are prepared for parenthood and are able to parent effectively, ensuring the optimal health and development of their child.

The recently approved Doncaster Starting Well strategy sets out a partnership vision to develop a Doncaster-wide Starting Well (0-5) offer. It highlights the collective ambition to achieve better outcomes and develop a shared ambition for integrated leadership, commissioning and delivery. A key priority of the strategy is to drive a focus on the first 1001 days of a child's life.

Partners in Doncaster are exploring the potential to develop an 'accountable care system', focused on collaboration as opposed to competition. The first 1001 days has been chosen as an 'area of opportunity' in the first phase implementation of the Doncaster Place Plan.



Build on the national Future in Mind developments to address bullying and improve the mental health of school children

The Local Transformation Plan is the agreed approach to addressing these issues and an updated report was published in November 2017.

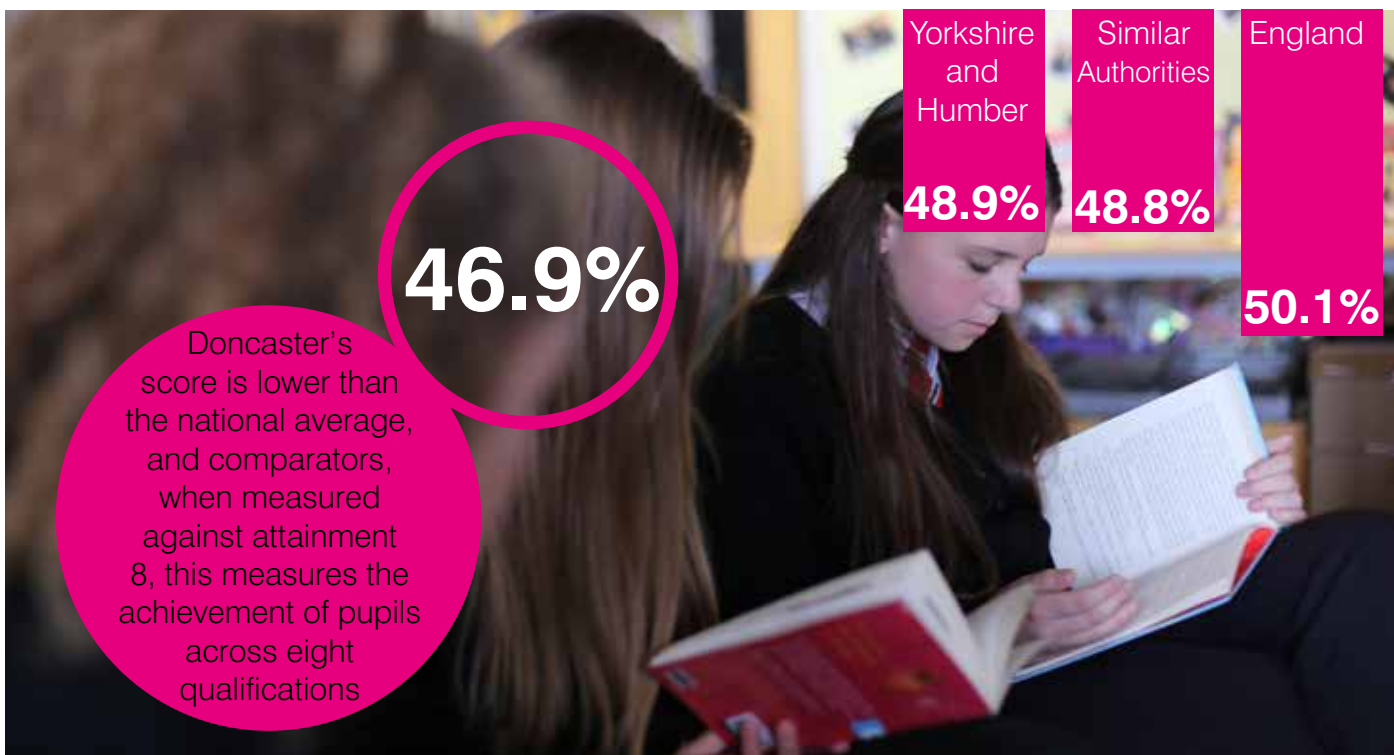
The new community eating disorder service continues to evolve and grow. There have been strong links built between 20 academies, colleges and Child and Adolescent Mental Health Services (CAMHS) to promote a more joined up way of working with great effect and there has been the development of a new schools, academies and colleges mental health competency framework, which is being piloted in 2017/18. Working with Young Minds, we now have 15 mental health participation champions who will be at the heart of shaping how we do things in the future.



Support schools to develop a Curriculum for Life

The Education and Skills programme recognises the importance of a broad and balanced curriculum that not only provides a rich educational experience for children and young people, but also seeks to build their levels of social and cultural capital, so that they can learn and increase their aspiration in a range of settings and contexts. The development of a project called '100 things to do before you're 11' which introduces a mutually agreed, guaranteed set of experiences for all children under the age of 11 in the borough, has helped bring this to life.

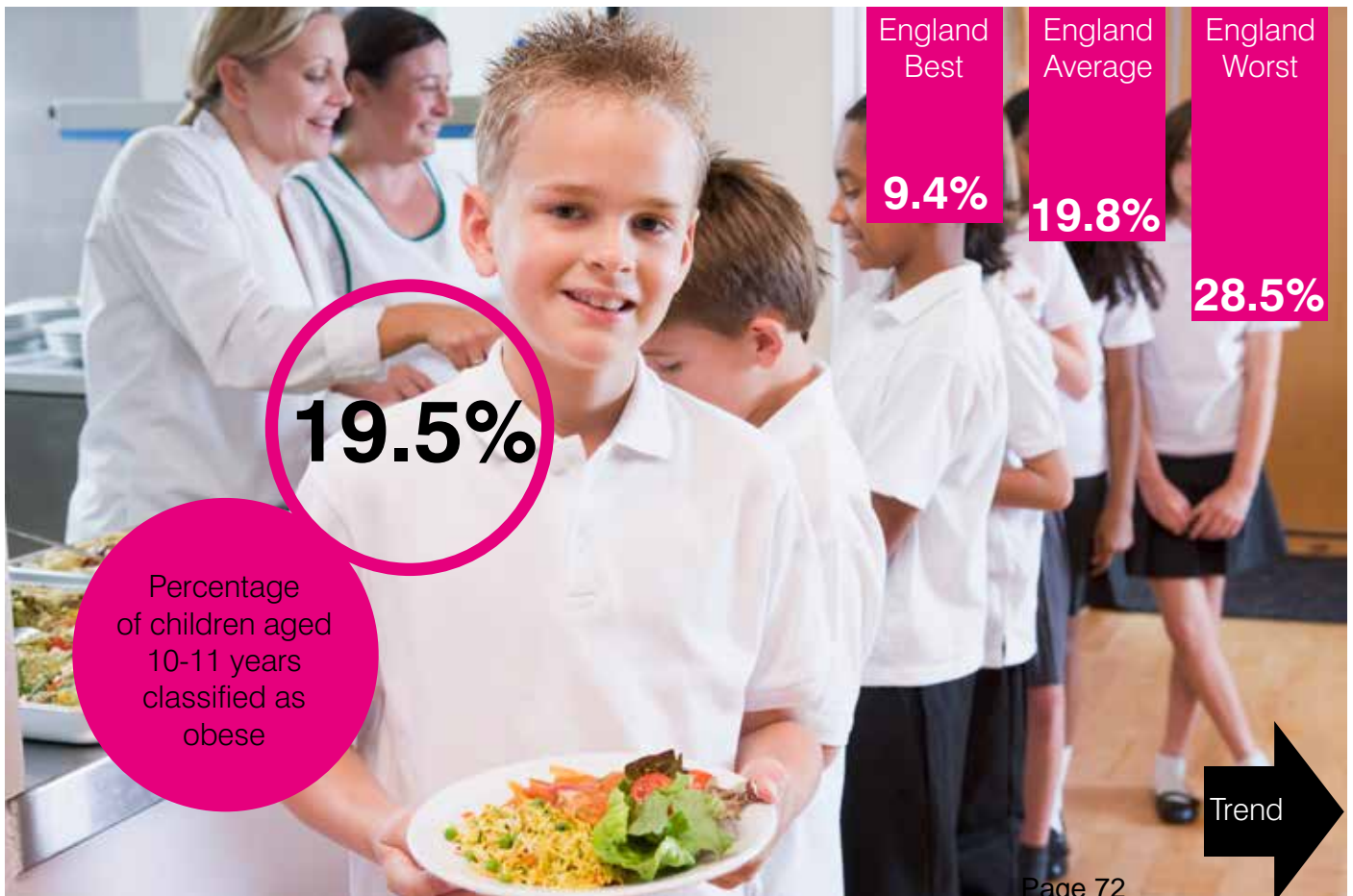
The expansion of the Doncaster Skills Academy over the next two years will ensure that young people in Doncaster meaningfully engage with employers and develop the skills necessary to meet their employment goals. Both of these strands are vital to the success of the Social Mobility Opportunity Area, which aims to improve social mobility for Doncaster children and young people by closing the gap in attainment between disadvantaged and non-disadvantaged children at primary school; improving the performance of the borough's secondary schools, helping Doncaster's young people to find the right academic and vocational routes to the careers they aspire to; and taking active steps to help the most vulnerable, to access opportunities that will support them in and out of education.



Support schools to increase physical activity in the curriculum

The Daily Mile programme could lead to an additional 20 minutes of physical activity in every Doncaster school each day, contributing to improved learning, behaviour and health. It is being promoted to all schools with the offer of support if required to help with implementation.

Monitoring is taking place to measure uptake and materials have been produced. Healthy Learning, Healthy Lives (HLHL) is the Doncaster health and wellbeing award scheme designed for schools, colleges and early years providers. Launched in January 2018, it provides free support and guidance to education settings, including a comprehensive website and an accreditation scheme that recognises work to increase and support health in education settings.



REAL life stories

St Leger Homes improving children's health and wellbeing

St Leger Homes rehouse approximately 1500 households each year into council homes which are affordable, have security of tenure and benefit from an effective management, repairs and maintenance service.

In addition to ensuring that homes are safe and warm, St Leger also contributes to the health and wellbeing of their residents and provides a range of budgeting advice and signposting to support agencies if required. The team has also developed pathways to address cases where complex needs have been identified which impact on a child's wellbeing including the Housing Assessment Panel, Vulnerable Person's panel and day to day collaborative working.

Recently, St Leger rehoused an applicant who was living in a one-bedroom flat. His nine-month-old child had been removed from his former partner's care and had been placed in a temporary foster placement. Working with the applicant and Doncaster Children's Services Trust (DCST), St Leger awarded social and welfare priority and rehoused the tenant into a house near to his family for support. This minimised the amount of time that his child was in care.

St Leger has also rehoused a number of other children where there has been intervention from DCST and have either prevented or reduced the length of time they have been in the care system.

Providing play areas to improve children's health and wellbeing

Doncaster Council Street Scene and Highways operations have supported improving children's health and wellbeing by providing fixed play area and sports facilities on parks and open spaces across Doncaster. The parks and open spaces are maintained to a high standard and a green flag award has recently been achieved as a result of the increased community involvement and work to improve the local environment. Free junior football facilities are also provided, these are popular and the sites are well used.

One particular example is the Sandall Park inclusive swing project. In 2017 Street Scene and the communities' team worked with the Friends of Sandall Park group to secure external funding for the installation of a Disability Discrimination Act (DDA) compliant access friendly swing for all children to enjoy.

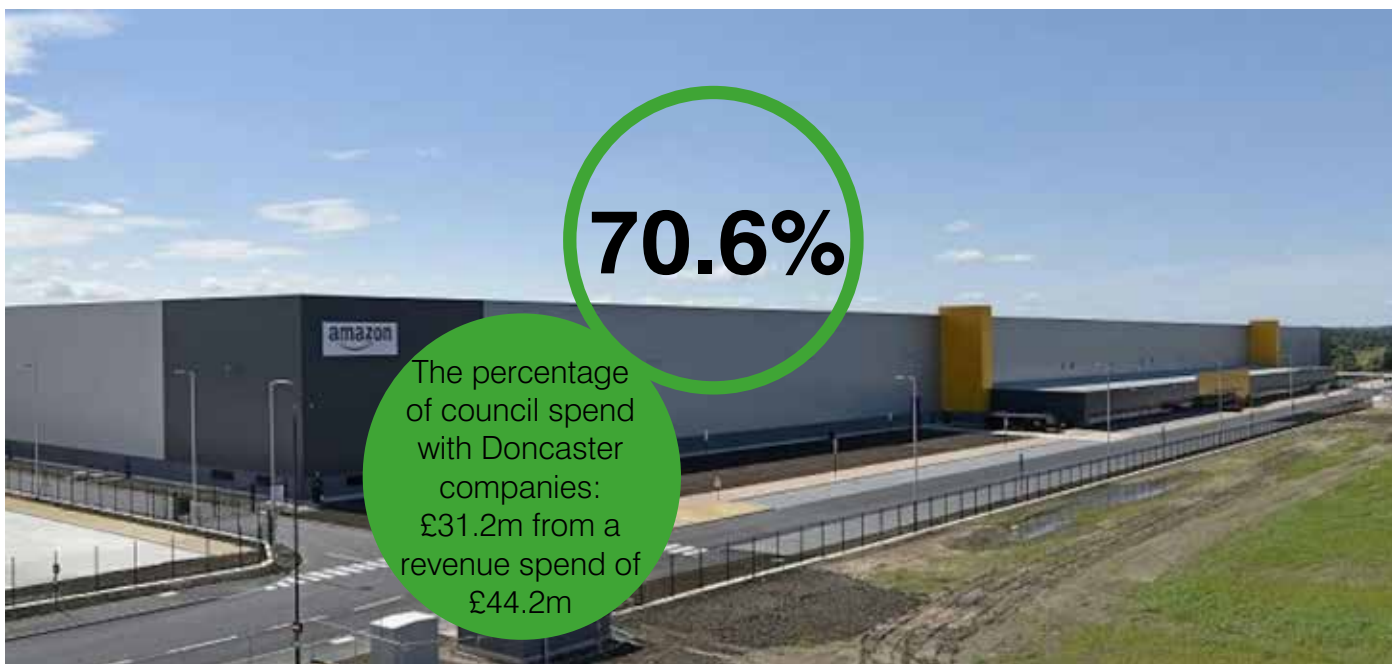


Make 'good growth' our watchword for economic development

Last year five recommendations were made to make the link between health and work stronger and ensure that economic growth benefits everyone and progress against those is reported below.

Use the Social Value Act to maximise equitable employment opportunities when commissioning

The council has started work on the development of a Social Value strategy and revised procurement guidance which will be linked to the 'Doncaster Growing Together' strategy. The aim of the strategy and guidance will be to ensure a consistent approach to the delivery of social value and initiate discussion amongst commissioners as to how social value can be delivered across the council's key policy areas.



Recommission the 'work programme' as part of the Sheffield City Region to help those furthest from the labour market find work and delivery of the Work and Health Unit trial

Led by the Sheffield City Region Executive, the Work and Health Programme is in the final stages of commissioning.

The tender scoring process was finalised and contracts were due to go live in autumn 2017. However, the funding for this programme from central government to the Sheffield City Region has been paused.

The Work and Health Unit trial is progressing well. South Yorkshire Housing Association has been awarded the contract to test the effectiveness of Individual Placement Support (IPS) to support people with less severe mental health problems and those with musculoskeletal problems into work. This new service will begin in early 2018.



Work to keep those with health issues in employment longer, improving health literacy and self management

The Workplace Wellbeing Programme continued to support local businesses to gain accreditation against the national Workplace Wellbeing Charter until it was withdrawn in late 2017. A new charter is being developed in partnership with other South Yorkshire local authorities to maintain momentum. In October the annual workplace health conference was held to support European Health and Safety Week.

The conference focussed on the ageing workforce with keynote speakers delivering presentations on topical issues such as musculoskeletal problems, carers and physical wellbeing.

A self-management programme proposal and mapping process is underway and is being shared with key partners. A number of options are currently being explored and recommendations on the way forward are being considered, as part of the Doncaster Place Plan.

Continue to help residents keep their homes warm by improving the energy efficiency of properties, ensuring access to welfare advice and helping residents find a cheaper energy tariff via Great North Energy

Great North Energy launched on 7 November 2017. In addition the council continues to work with the National Energy Action (NEA) to address fuel poverty through the 'Warm Homes' fund and with Doncaster Clinical Commissioning Group to fund 'Boilers on Prescription' through the Better Care Fund.



Use community assets to join up health, social care, education, skills and employment around the family. Extend both the Stronger Families and Well North approaches to other groups and geographical areas in the borough

Loneliness and social isolation can be addressed through increasing the number of and strength of social networks. This can start in childhood, and can be sustained and built on in later life. The new Starting Well Service has begun operating with a focus on the first 1001 days and Children's Centres have been transformed into Family Hubs in line with the All Party Parliamentary Group report from late 2016. Stronger Families principles and practices are being transferred to the Complex Lives programme to support adults with multiple issues. Well Doncaster continues to join up community groups and organisations, local schools, the Family Hubs, primary care, social care and employment programmes. Aspects of the work have been extended to include Conisbrough, while maintaining a focus on Denaby Main. A workshop in October 2017 helped develop plans for sustainable and inclusive growth in line with Doncaster Growing Together, drawing together Doncaster Council, Well North advisors and community organisations from Denaby, Edlington, Bentley and Stainforth.

Community organisations continue to be the basis for health and wellbeing in Doncaster communities. There has been an increase in both formal and informal activity to reduce the impact of loneliness locally involving established 'health' groups (e.g. MIND, the Alzheimer's Society, People Focussed Group and Age UK), established local organisations (including the Development Trusts, Parish Councils) or relative newcomers (e.g. Community Circles, b:Friend and Home Instead Senior Care). This is an increasingly complex area where more could be done to ensure local community organisations thrive and link with statutory sector approaches including social prescribing and Your Life Doncaster. New networks of organisations such as Expect Youth for children and young people could be adopted for adults.



REAL life stories

The World of Work academy programme

The World of Work (WOW) academy programme run by St Leger Homes offers a range of work related opportunities to tenants and their families. This includes training contracts such as work experience and a two-week work ready course in conjunction with Doncaster College.

Mark Redgrift is now a World of Work Handyman. He initially contacted WOW through his estate officer and requested more information. The WOW co-ordinator arranged to meet with Mark to discuss his barriers to employment, what his expectations were and what sort of employment he was seeking.

After discussing the possible options available to him, Mark completed a two-week customer service course with Doncaster College where he gained a full level 2 qualification in customer services and subsequently applied for the St Leger Homes temporary handy person vacancy that allows a candidate to earn while they learn. Mark hadn't experienced this type of work before and was excited to learn a new skill. He was also looking forward to the extra training he would receive such as IOSH working safely, manual handling and gaining his Construction Skills Certification Scheme card.

Mark said: "The scheme run by St Leger Homes gives me a lot of pride, especially when you finish a job and realise someone is going to move into that house and make it a home.

"You know that you are doing something positive. World of Work has helped open up my finances and we've been able to live properly as a family."

Manna counselling at Bentley Library

Manna counselling in Bentley Library offers clients a non-clinical, anonymous and accessible safe place to come to alongside other local services that serve the community. Bringing services together means easier access for clients and less travelling, which can sometimes be difficult when suffering from physical and mental illness. Supported by the Manna counsellor and local volunteers, a cancer support group meets at the library every Thursday mornings. The group is designed to bring people together to share their experiences, support one another and help combat loneliness and isolation.

As a result of the group, some people have found supporting others increases their self-confidence and self-esteem. Others find it helpful and easier to talk to the support group rather than with family or close friends as they don't feel the need to hide their feelings or emotions that they perceive may distress those close to them.

The library also supports the mental health and social isolation needs of the wider community by providing a place to meet others and volunteering opportunities, enabling individuals to gain skills in getting back to work, which in turn provide purpose in life and improve self-esteem and a positive outlook. All of these positive outcomes link together and provide the people of Bentley with a place to provide a great many of the services to meet their needs by a committed and integrated team.



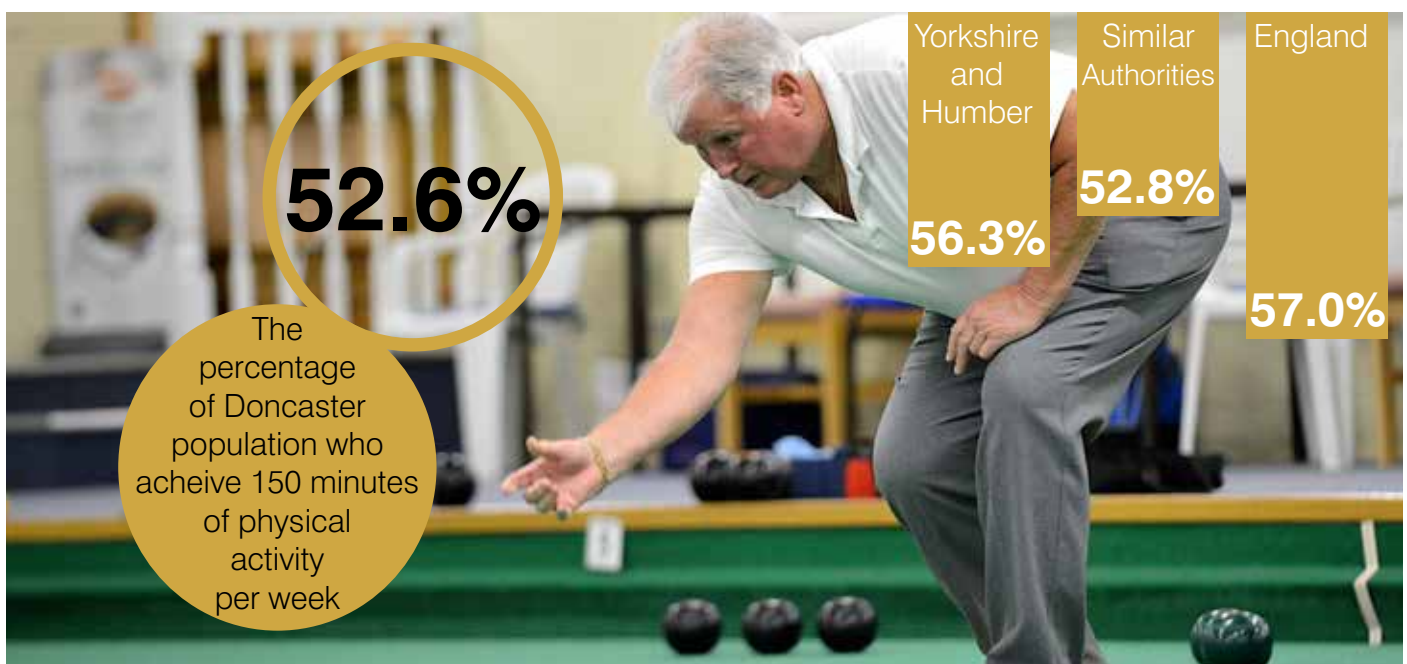
Include preventative approaches in all patient pathways and clinical services

The Doncaster (health and care) Place Plan recognises the importance of prevention. In the six areas of opportunity identified for greater collaborative working (complex lives, intermediate care, starting well, vulnerable adolescents, unplanned and emergency care and dermatology) prevention will be explicitly addressed. This should focus on the behavioural risk factors that determine health and includes smoking, diet, physical activity and alcohol, through both universal approaches such as Making Every Contact Count and more targeted approaches like the National Diabetes Prevention Programme. Locally, the council is working with partners, the Local Government Association and the Design Council to revamp the approach to self-management.



Focus on the Get Doncaster Moving campaign to increase physical activity

Get Doncaster Moving is one of the transformational programmes of Doncaster Growing Together. The 10 year strategy will be launched in 2018 with the vision of 'healthy and vibrant communities through physical activity and sport'. It includes a focus on supporting the most inactive in Doncaster to get active using a number of approaches including cycling, walking, sport, dance and green spaces. Get Doncaster Moving will enable these improvements to be delivered more quickly and this will be further supported by the successful Sport England Local Delivery Pilot.



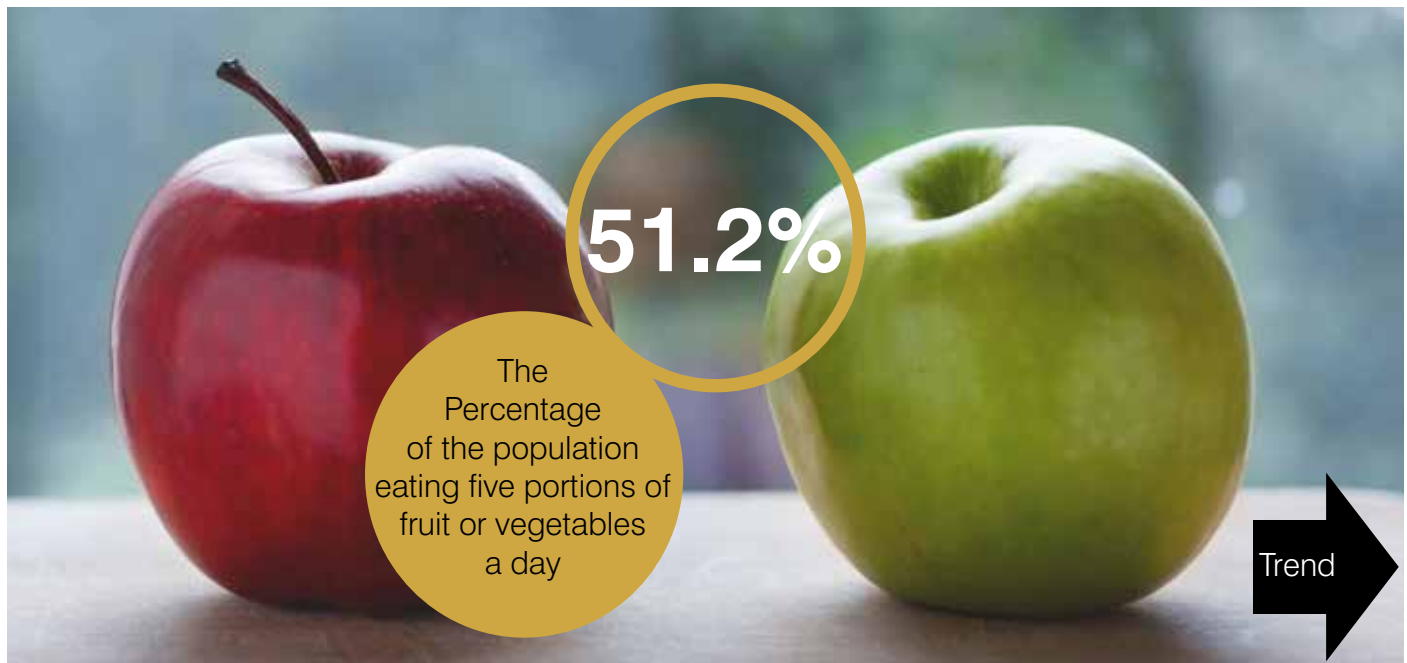
Include preventative approaches in all patient pathways and clinical services

A 'Food Hack' event held in June 2017 brought together a wide network of participants from Doncaster's food system and began the process of establishing a partnership of people interested in Doncaster's food future. Following this an external food partnership has been established which includes a range of members from the council, Health Watch Doncaster, Flourish Enterprises, and other charity/community organisations. This partnership will work on a range of initiatives around an action plan, including four key points on promoting physical and mental health. This partnership has recently been awarded 'Sustainable Food City' status.

A new council food strategy will include a focus on reducing diet-related ill health, and promote workplace wellbeing. The strategy will include existing documents such as those in public health and environmental health, but will also cover the wider approach to food in the borough and will look at five key points:

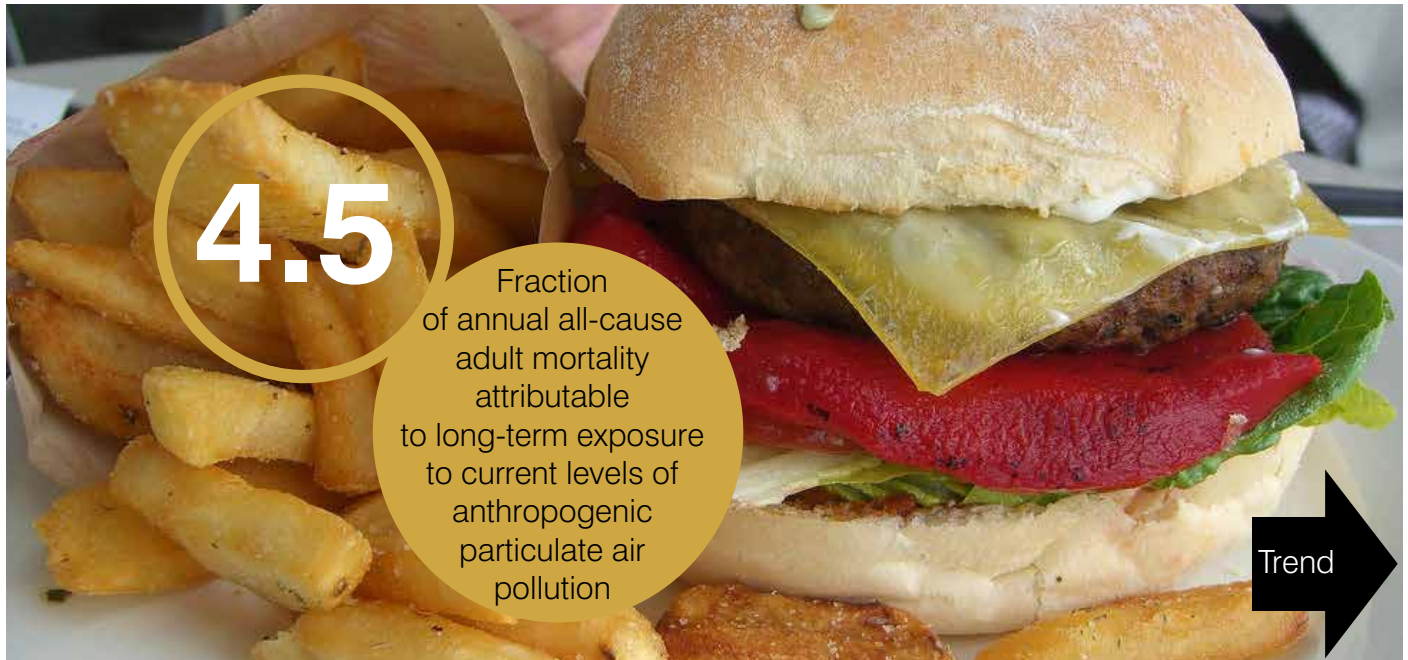
- addressing food insecurity in Doncaster
- promoting healthy food and lifestyles
- supporting local communities to eat well
- embedding healthy attitudes to food into the internal culture of the council
- boosting the role of food in the local economy

A food poverty alliance is also being set up to address food poverty, a leading cause of diet-related ill health and we are exploring the adoption of Sugar Smart in the borough.



Continue to reduce the negative impact of takeaways and fast food on health and air pollution by considering health in spatial planning and licensing approaches

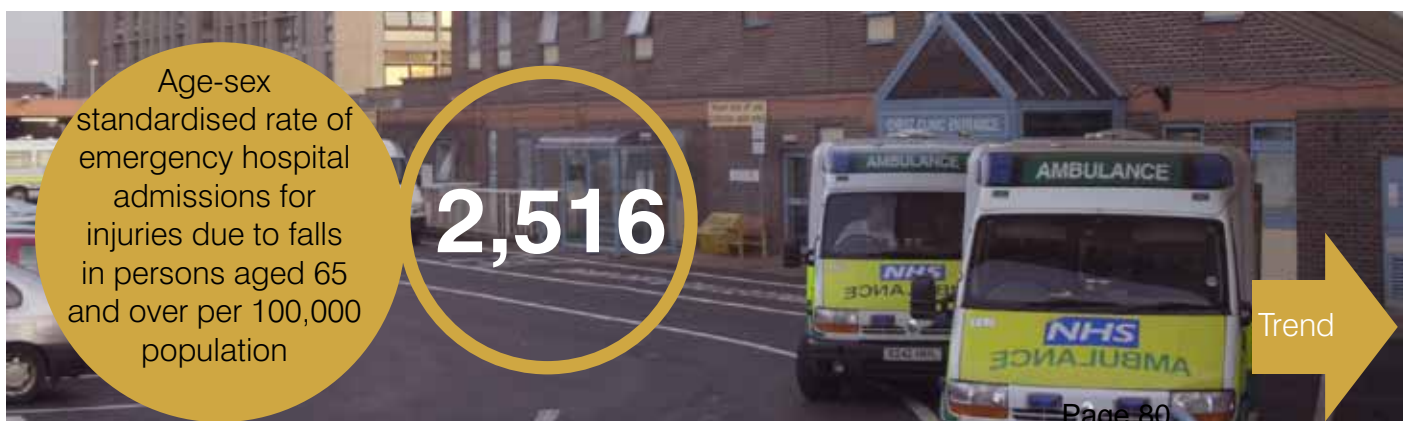
A hot food takeaway review has been developed to provide evidence to support the consideration of health impacts for planning applications. There is the opportunity to include a policy in the developing Local Plan to restrict the proliferation of hot food takeaways and restrict the opening of them within the vicinity of secondary schools.



Evaluate local approaches with South Yorkshire Fire and Rescue (SYFR) to promote fire safety and address falls including enhanced home safety checks

A steering group supported by a variety of partners has resulted in SYFR delivering a Safe and Well service which includes advice and support relating to fire, crime safety, aging well and falls. The visits are focussed on the most vulnerable with referral pathways established for further support. In support of the introduction of the Safe and Well visits, SYFR has become an accredited centre for the delivery of the Royal Society of Public Health (RSPH) level 2 qualification in health improvement and over 100 staff across Doncaster have now received this training and qualification with other additional training scheduled for future dates.

The Safe and Well pilot was independently evaluated between Sept 2016 and March 2017, resulting in a number of recommendations. These recommendations are currently being reviewed and continued engagement with staff and partners within Doncaster is taking place in order to embed Safe and Well visits. Further partnership work has also taken place through initiatives including the 'To Save A Life' and the 'Fakes Cause Fires' campaigns. Adwick Fire Station at Quarry Lane, Woodlands, hosts a memory cafe as part of a new partnership between SYFR and the Alzheimer's Society. The events, held once each month on a Thursday afternoon, provide an opportunity for people living with dementia and their carers to meet in a safe, managed environment and to take part in activities to promote mental and physical wellbeing, such as games and health walks.



REAL life stories

Reducing preventable health conditions by removing illegal products

The Doncaster Trading Standards Service enforces the sale of tobacco, nicotine inhaling products, alcohol and solvents in line with national legislation. Between April 2016 and April 2017 the team successfully removed over 169,640 cigarettes and 54kg of hand rolling tobacco from premises across Doncaster.

The seized products are unacceptable for a number of reasons:

- They may not display the important health warnings about the dangers of smoking that help to deter people. There is clear evidence that the health warnings carried on tobacco packaging increases consumer knowledge about the health consequences of smoking, and helps to change consumer behaviour
- Some of the products are dangerous as they do not self-extinguish when not being smoked, this is a legal requirement that reduces the risk of deadly fires
- The low prices that illicit tobacco is sold for may encourage underage smoking.

With the changes in the laws around nicotine inhaling products the service has also made proactive inspections to ensure traders are aware of their obligations. Prior to the investment by Public Health in the Trading Standards Service, illicit tobacco and alcohol were on open sale within the borough. This is no longer the case and some businesses have been dissuaded from continued sales.



REAL life story

Reducing preventable health conditions by improving air quality

The Doncaster Council Pollution Control team has a duty to deliver actions across the council that improve air quality within an Air Quality Action Plan. As part of this, the team delivers a number of projects:

- Daily public air quality broadcasts on social media inform the public about the levels of air quality and provide advice during particularly poor episodes. This serves to potentially reduce the harmful effects on vulnerable individuals and the need to seek healthcare
- ECO stars- a heavy goods vehicle fleet emission reduction scheme that encourages cleaner fleet operations across Doncaster
- The Fuelling Change campaign aims to promote alternative fuels and addresses the uncertainty that surrounds them for both the public and local businesses. As part of the campaign Doncaster Council has an electric car available to promote and familiarise the public and council employees with electric vehicles.

Making the link between education, work and health at North Bridge

At the council's North Bridge depot, the Street Scene and Highways team has a number of Health Champions. Their role is to promote the benefits of healthy lifestyle choices, both in the workplace and at home.

The Health Champions initiative means that employees now have access to a wider range of information which has empowered them make to healthier choices and in the recent More Minutes initiative over 60 employees at North Bridge took part. On the day they received fruit and a free day's membership at a local gym.

As a result of the work of the Health Champions and the high level of engagement at North Bridge participation levels in future health campaigns are likely to increase further.



TACKLE unfairness and health inequalities

Last year six recommendations were made to tackle unfairness and health inequalities make the link between health and work stronger and ensure that economic growth benefits everyone. Progress against those is reported below.

Adopt a 'Health in all Policies' approach

A Sector Led Improvement peer review of the Public Health function was undertaken in 2017 and the council was commended for how embedded the function is following its transfer from the NHS in 2013. Health implications will be included in all corporate reports and the Health Impact Assessment process for major developments has been agreed. The Local Government Association delivered 'health training' open to all Doncaster elected members in May 2017.



Make a strategic shift to prevention through the Doncaster Place Plan

Prevention and demand management approaches are recognised across the six areas of opportunity in the health and care place plan (intermediate care, complex lives, first 1001 days, vulnerable adolescents, unplanned and emergency care and dermatology). Partners have commissioned 'Doncaster Talks' to understand what motivates local people in keeping themselves healthy and what the key barriers are. This approach will give more local insight into the drivers of behaviour and support future service planning.



Empower people and communities to take control of their own health and if services are required involve people in co-designing the services

The Community Engagement Framework sets out the importance of engaging people in decision making and acknowledging the different roles this can take, from information giving and consultation to co-production and citizen power. Further work on the strategy will set out how the council will approach the agreed policy statements:

- We will listen and understand
- Doncaster people will inform our policy and we will keep people informed
- We will be inclusive and act with purpose
- We will make the most of what already exists in communities and where possible increase community capacity

There is a key role residents and communities can, and are, playing in contributing to the achievement of our strategic priorities as set out in the Doncaster Growing Together prospectus.



Improve data capture, sharing and reporting so that services can become more seamless and based on insight to address inequalities in access and outcomes

A new vision for Business Intelligence in the council has been agreed, which puts evidence based decision making at its centre and reflects an intent to use a range of tools and techniques to inform our understanding of communities, people and how services are responding. This is being driven at a leadership level of the council where managers are being asked to consider their contributions as data owners, and how data can be better shared, mixed and interpreted to reach deeper insights.

Work is progressing to consider how to create an integrated intelligence function between the council and Doncaster Clinical Commissioning Group, this integrated approach could include gathering evidence and insight to support health and care integration.

At a strategic level, Team Doncaster launched the first ever State of the Borough assessment on 21 September 2017 alongside the Doncaster Growing Together strategy at Full Council. For the first time, this pulled together one strategic assessment of people and place, with measures taken from the Outcomes Framework.

This sits above, and complements existing assessments such as the Joint Strategic Needs Assessment, and will enable specific assessments to 'go deep' into any subsequent questions the strategic State of the Borough assessment prompts.

Report back on the health needs assessment for Black and Minority Ethnic (BME) Groups

Under the guidance of the Health and Wellbeing Board a number of actions have been progressed to further understand the health needs of Doncaster's BME populations. This BME needs assessment in 2017 identified two priority areas:

- The health of new migrants/arrivals
- The mental health needs of the BME population

A series of focus groups with sections of the BME community have taken place and the recommendations arising from these focus groups are being checked with participants. A method to look at the prevalence of health conditions in BME groups, their access into services, the completeness rates for treatment and the impact of treatment has been developed. The first health conditions being tested are depression and anxiety.

Continue to move beyond integration to population health systems and budgets

The Doncaster Place Plan sets out six 'areas of opportunities' where integration of service delivery should improve the quality of care, improve individual health and wellbeing and also reduce the required financial investment. Doncaster Council and the Clinical Commissioning Group are exploring the establishment of more formal joint commissioning approaches.

Successful integration should also demonstrate improvements in population outcomes and in time allow budgets to be allocated to agreed population segments and increasingly moved to focus on preventative approaches that contribute to reducing demand.

REAL life story

Reducing inequalities in health within Doncaster communities

The Green Space Network is a group of volunteers and partners co-ordinated by Street Scene and Highways operations. The network participates in regular voluntary projects such as litter picking, horticultural activities and fund raising. Tools, bin bags and hi-visibility clothing are supplied on request for volunteers to get involved.

As well as improving the environment for others, taking part in the network actively encourages a healthier lifestyle and an increase in health and well-being as a result of using Doncaster's outdoor spaces. This 'health by stealth' approach reduces the inequalities across communities and the number of volunteers supporting the network continues to grow across the borough.



CONCLUSIONS and recommendations

I hope you can see that despite on-going reductions and changes in public service finances there are still examples of innovative and impactful approaches that improve and protect the health of Doncaster people. As the real life stories indicate these approaches arise from within local communities, or jointly with the council and partners. The best of these approaches are where the state is 'an extension of the community' not 'a replacement for the community'. These gains are hard won, yet given the current financial situation are fragile and could be lost. The impact of these initiatives needs to be more systematically captured to ensure that we are making enough progress to impact health outcomes which can take years to change. I have revised the wording of two of the building blocks and whilst the four building blocks are still relevant and need continued focus an additional focus should be brought on sustainability and resilience.

Recommendations for 2018

1. Give every child the best start in life

I am pleased with the progress on implementing the early help strategy, the focus on the first 1001 days of a child's life and developments in schools focussing on mental health, physical activity and a curriculum for life.

I would like to see this focus continue but would also like partners to consider the potential impact of Adverse Childhood Experiences on Doncaster children and their families and what might be done to prevent these avoidable experiences.

I expect Doncaster's Children, Young People and Families Board to take this recommendation forward.

2. Make good growth our watchword for economic development

Local social value approaches together with adoption of the minimum wage are starting to benefit Doncaster people. The establishment of Great North Energy and cheaper energy tariffs should be good for local people too. The delay in recommissioning the work programme across the Sheffield City Region is disappointing, but we must take advantage of the trial of Individual Placement Support to show how local involvement in work and health can have similar impacts to the local involvement with work and skills. Workplaces should be a key place for health improvement and health protection and we must not be out off by national decisions on the workplace charter.

Community organisations are contributing to wider community development and their part in the foundational economy needs to be emphasised as part of 'good growth'. Collectively these approaches signal a strengths based approach which must support vibrant and thriving communities. I expect Doncaster Growing Together and the work theme in particular to take this forward.

3. Improve healthy life expectancy through preventing disability

A good start has been made by Get Doncaster Moving and Delicious Doncaster, however, now is the time to accelerate these approaches. The importance of the local plan together with good local intelligence to support healthy streets and environments is becoming more important following recent debates nationally and locally about hot-food takeaways and gambling premises. The development of the safe and well checks by SYFR is a good news story but does highlight the need to make sure tobacco control and substance misuse programmes are being implemented as effectively as possible.

There is still further work to do to place the work on improving air quality at the heart of planning and development as opposed to being on the periphery.

I expect Doncaster's Health and Wellbeing Board to take this forward.

4. Tackle unfairness and health inequalities

Embedding the health in all policies approach should reduce unfairness and tackle inequalities. The council should consider a Local Government Association facilitated Sector Led Improvement self-assessment later in the year. Community engagement, development and capacity building should be a focus for all partners in order to deliver the aspirations of Doncaster Growing Together. Collection and sharing of data should be reviewed in light of the new General Data Protection Regulations and the new Borough Strategy. The learning from the BME health needs assessment and subsequent work should inform approaches to other dimensions of health inequality starting with gender.

Fairness by itself is not enough and Doncaster should look at becoming as inclusive as possible and translate it's strengths in logistics and connectivity for business to connectivity and inclusion for local people and communities. I expect Doncaster's Health and Wellbeing Board to take this forward.

Build a sustainable and resilient borough

Doncaster, its people and the place, has responded well to a wide variety of challenges and changes in its recent past. However, Doncaster should explore the possibility of 'future-proofing' itself from future environmental, social and economic changes. Protecting the borough from poverty should be as much of a public health priority as protecting it from polio. Doncaster Growing Together provides a good basis for drawing together interdependent change programmes for the medium term and should help prevent unintended consequences or perverse outcomes from these multiple change programmes. However longer term planning along the lines of the United Nations Sustainable Development Goals for 2030 is much weaker. Whilst some individual programmes exist (e.g. reducing the likelihood and impact of flooding, or resilient design), there are obvious gaps where there is either no obvious approach or the approach is too short term.

The work on the new local plan describing a vision and a framework for the future development of Doncaster, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design will be increasingly important, as well as how the local plan fits with developing neighbourhood plans. There may be benefits in a collective approach to addressing physical, social and economic challenges and this could be based on long term health and/or economic scenarios. In the first instance NHS partners should review and update their Sustainable Development Management Plans, local supply chains should be reviewed and the South Yorkshire Passenger Transport Executive should work with local councils to increase sustainable transport and active travel.

I expect to develop some proposals and solutions to this in 2018.

REFERENCES

Doncaster Growing Together - www.doncaster.gov.uk/services/the-council-democracy/doncaster-growing-together

Early Help Strategy - www.doncaster.gov.uk/services/schools/early-help-what-is-it-in-doncaster

Local Transformation Plan - www.doncasterccg.nhs.uk/wp-content/uploads/2017/11/Doncaster-LTP-2017-20-updated.pdf

Place Plan - www.doncasterccg.nhs.uk/wp-content/uploads/2016/10/Doncaster-Place-Plan.pdf

Starting Well Strategy - www.teamdoncaster.org.uk/ChildrenFamilies



We're keen to hear your views and feedback on this report.

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Doncaster Council

Report

Date: 25th January, 2018

To the Chair and Members of
COUNCIL

ANNUAL PAY POLICY STATEMENT 2018/19

EXECUTIVE SUMMARY

1. Local Authorities are required under section 38(1) of the Localism Act 2011 to prepare an annual Pay Policy Statement. The statement must clearly detail the Council's policy for the pay of the workforce, particularly senior staff and lowest paid employees.
2. There continues to be a positive reduction in the ratios this year between the highest and lowest paid employees. The ratio between the highest employee salary (Chief Executive £161,018) and lowest employee salary (£16,881) has reduced from 9.68:1 last year to 9.54:1. This means the highest salary is now 9.54 times more than the lowest salary. The ratio between the highest employee salary and average staff salary has also reduced from 6.39:1 to 6.35:1.
3. There has been a minimal change in the ratio between the lowest paid and average salaries which has slightly decreased from 1.51:1 last year to a ratio of 1.50:1.
4. These changes show a positive trend and reflect a continuing reduction in the difference between the highest and lowest paid in line with the Council's commitment to reduce the pay difference and increase low pay.
5. There is a potential 2% pay award to be implemented from 1st April 2018.
6. The overall number of Chief Officer posts has again reduced this year by 1 from 18 to 17. Furthermore, considerable senior management savings have been delivered from 2015/16 to 2017/18 of £0.7m, with the overall numbers reducing by 13% of total leadership posts over this period. These savings are on top of earlier savings and reductions in posts from 2011 - 2015 of £2.66m (33%), achieved by significantly rationalising the number of Chief Officers in particular (from 29 to 17 posts currently) and some Heads of Service. Leadership posts are currently 1% of overall staffing numbers.

EXEMPT REPORT

7. Not applicable.

RECOMMENDATIONS

8. It is recommended that members note the contents of this report and approve the Pay Policy Statement for 2018/19.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

9. Publication of a Pay Policy Statement will aid transparency and provide information that will enable local people to understand the Council's pay provisions.

BACKGROUND

10. In March 2011 the Hutton Review of Fair Pay made several recommendations for promoting pay fairness in the public sector by tackling disparity between the lowest and highest paid.
11. Subsequently the Localism Act 2011 (the Act) placed a requirement on each local authority to prepare and publish a Pay Policy Statement. The provisions of the Act bring together the need for increasing accountability, transparency and fairness in the setting of pay.
12. The provisions of the Act do not apply to the employees of local authority schools and therefore unless they are centrally employed, teaching staff are not within the scope of the policy.
13. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Act do not seek to change this, or to determine what decisions about pay should be taken, but they do require each local authority to be more open about their own policies in relation to pay and how related decisions are made.
14. Section 40 of the Act requires local authorities to have regard for any guidance published by the Secretary of State when developing their Pay Policy Statement. Currently this includes Communities and Local Government Guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency, which asks authorities to consider the way they release data on senior salaries.

15. The Act sets out in detail the specific elements which the Pay Policy Statement must include as a minimum. However, it is open to each authority to determine whether they wish to expand this to cover all employees. A template Pay Policy Statement has been published by Local Government Yorkshire and Humberside Regional Employers (LGYH) which includes the minimum requirements. This template was used as the basis for Doncaster's Pay Policy Statement over the last three years and has been used again for this year.

PROPOSED PAY POLICY STATEMENT

16. The Pay Policy Statement (see attached) is required to be produced annually and considered by Full Council. It is not possible to delegate responsibility for the Policy to another committee.
17. It is proposed that the same format is used for the publication of the Pay Policy Statement this year.
18. The Council decided to meet the information access requirements by publishing the Pay Policy Statement on the Council's website each year. It is proposed to do the same this year.
19. The current and previous salary structure for Heads of Service and Chief Officers is as follows which includes an anticipated pay award of 2% for 18/19:

Grade and Posts	Spinal Column Point	Salary 2017/18	Salary 2018/19 *assuming 2% pay award
SMG (Heads of Service)**	2	£57,309	£58,455
	4	£62,029	£63,269
CO3 Assistant Directors	2	£89,277	£91,062
CO1 Directors	5	£118,879	£121,256
CE1 Chief Executive	8	£157,861 ***	£161,018

**Heads of Service salaries have been included in the table above for transparency but are not employed under Chief Officer Terms and Conditions of Employment and therefore not designated Chief Officers for the purpose of the Pay Policy Statement.

***Includes increment applied 1.4.17 in line with Council's pay progression policy

20. The ratio between the highest employee salary (Chief Executive £161,018) and lowest employee salary (£16,881) has reduced from 9.68:1 last year to 9.54:1. This means the highest salary is now 9.54 times more than the lowest salary. Benchmarking will be undertaken before the start of the financial year once all results are published, against a number of local authorities in the Yorkshire and Humber region.
21. The ratio between Doncaster's highest and average salaries is 6.35:1. The ratio between the highest salary and the median salary has been calculated at 8.29:1. The ratio between Doncaster's lowest and average salaries has decreased slightly from 1.51:1 last year to 1.50:1.
22. The average salary has increased by 2.57% in line with the Council's commitment to reduce the pay difference and increase low pay.

OPTIONS CONSIDERED

23. The requirement for the Council to prepare and publish a Pay Policy Statement is a requirement of the Localism Act 2011 and therefore there are considered to be no other options. There is a prescribed minimum requirement that the Pay Policy Statement must contain, individual local authorities can exercise the option to expand it.

REASONS FOR RECOMMENDED OPTION

24. The Localism Act requires that a local authority Pay Policy Statement must be approved by Full Council and the responsibility cannot be devolved to another committee. The recommended option will ensure that the Council meets the minimum requirements as laid out in the Localism Act 2011.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

- 25.

	Outcomes	Implications
	Council services are modern and value for money.	Publication of a Pay Policy Statement aids transparency and provides information that will enable local people to understand the Council's pay provisions.
	Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

26. Under the requirements of the Localism Act the Council has to have a Pay Policy Statement that meets minimum required levels. It is proposed that Doncaster's Pay Policy Statement for 2018/19 will contain the minimum requirements in relation to the employees to be covered which will ensure a standard framework is in place which will reduce the risk of inconsistency and potential legal challenge.

LEGAL IMPLICATIONS

27. Sections 38-43 Localism Act 2011 set out the requirements that a Local Authority must publish an annual pay policy statement setting out the Authority's policies relating to the remuneration of its Chief Officers, its lowest paid employees and the relationship between the remuneration of the Chief Officers and other employees. It is up to the Authority to define who its lowest paid employees are. It must also include (a) the level and elements of remuneration for each Chief Officer, (b) remuneration of Chief Officers on recruitment, (c) increases and additions to remuneration for each Chief Officer, (d) the use of performance-related pay for Chief Officers, (e) the use of bonuses for Chief Officers, (f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and (g) the publication of and access to information relating to remuneration of Chief Officers.

Section 40 requires Authorities to have regard to the guidance for pay policy statements as published by central government.

The Authority's Pay Policy Statement must be approved by a resolution of the Authority before it comes into force and the statement must be prepared and approved before the end of 31 March 2018 and each year thereafter. Amendments may be made within each year by the passing of a resolution.

Once approved it must be published as the Authority sees fit and further pay determinations must be made in accordance with the policy.

FINANCIAL IMPLICATIONS

28. There are no direct financial implications as a result of the recommendation in this report. The report details the current pay arrangements which have been factored into the budget for 2018/19, including the proposed pay award. All staff pay must be funded from the Council's resources and budgeted accordingly.

HUMAN RESOURCES IMPLICATIONS

29. There are no direct human resource implications as a result of the recommendations in this report, although all affected post-holders have been consulted on the requirement for the information being published.

TECHNOLOGY IMPLICATIONS

30. There are no direct technology implications as a result of the recommendations in this report.

EQUALITY IMPLICATIONS

31. The Council has given due regard to equalities requirements in its pay provisions. It does comply with equalities legislation, particularly that relating to equal pay. The Council's commitment to eliminate low pay will also have a positive impact on low paid employees who are predominately female.

CONSULTATION

32. Consultation with appropriate Council officers, elected members and trade union representatives on the format and content of the Pay Policy Statement has been undertaken.

This report has significant implications in terms of the following:

Procurement		Crime & Disorder	
Human Resources	✓	Human Rights & Equalities	
Buildings, Land and Occupiers		Environment & Sustainability	
ICT		Capital Programme	

BACKGROUND PAPERS

33. CLG Code of Recommended Practice for Local Authorities on Data Transparency
Hutton Review of Fair Pay in the Public Sector
Localism Act 2011
Report to Council 26th March 2017 entitled Annual Pay Policy Statement 2017/18

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Director of Finance and Corporate Services

Doncaster Council

Pay Policy Statement

1st April 2018 to 31st March 2019

Introduction

Sections 38 – 43 of the Localism Act 2011 require that authorities produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This policy was considered and approved by Full Council at the Council meeting which took place on 25th January 2018.

This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ. The data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at **Annex A** to this policy statement. This policy statement does not cover or include school staff and is not required to do so.

Definition of officers covered by the Pay Policy Statement

This policy statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of:
 - Chief Executive
2. Statutory Chief Officers, which in this authority are the posts of:
 - Director of People (covering Learning and Opportunities; Children and Young People and Adults Health and Wellbeing)
 - Chief Financial Officer & Assistant Director of Finance
 - Assistant Director of Legal and Democratic Services
 - Director of Public Health
3. Non-statutory Chief Officers (those who report directly to the Head of the Paid Service) which in this authority are the posts of:
 - Director of Regeneration and Environment
 - Director of Corporate Resources
 - Assistant Director HR, Communications and Executive Office (also reports to Director of Corporate Resources)

- Assistant Director Strategy and Performance (also reports to Director of Corporate Resources)
4. Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:
- Assistant Director Customers, Digital and ICT
 - Assistant Director Partnerships and Operational Delivery
 - Assistant Director Commissioning and Business Development
 - Assistant Director Adults Social Care and Safeguarding
 - Assistant Director Communities (interim)
 - Assistant Director Adults Strategy and Development (temporary)
 - Assistant Director Trading and Property Services
 - Assistant Director Development
 - Assistant Director Environment
 - Strategic Lead Transformation (Adults, Health and Wellbeing)*
 - Strategic Lead Commissioning and Contracts (Adults, Health and Wellbeing)*
 - Head of Litigation and Regulatory Services (Legal)*
 - Head of Financial Management*
 - Public Health Consultant*

* These posts are included in this list for transparency as they report to a statutory chief officer, but are not chief officers.

Policy on remunerating Chief Officers

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at **Annex B**. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

Policy on publishing salaries

The authority is required to publish Chief Officer salaries on an annual basis as part of the Statement of Accounts which are available on the Council's website (www.doncaster.gov.uk).

The authority is also required to disclose details of salaries over £50,000 (Annex A).

Policy on remunerating the lowest paid in the workforce

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions. These are then incorporated into contracts of employment. The lowest pay point in this

authority is a spot point annual salary of £16,881 (from 1st April 2018 assuming 2% national annual pay award) and can be expressed as an hourly rate of pay of £8.75. This follows the authority's decision to adopt and retain the current Foundation Living Wage rate and from changes to terms and conditions of employment by collective agreement.

This pay point and salary was originally determined by the authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1 April 2009 and had been applied since that date. The pay rate was increased in accordance with any pay settlements which were reached through the National Joint Council for Local Government Services. With effect from 1 April 2016, this pay point was re-determined by the authority as a spot salary pay point when it adopted the Foundation Living Wage rate. This pay rate will now be increased in accordance with the Foundation Living Wage annual increases determined each November, but applied to pay with effect from 1 April the following year.

Policy on the relationship between Chief Officer remuneration and that of other staff

The highest paid employee salary in this authority is £161,018 which is paid to the Chief Executive.

The ratio between the highest and lowest salaries is 9.54:1.

The average mean salary in this authority (not including schools) is £25,339.

The median salary in this authority (not including schools) is £19,424

The mean pay multiple is 6.35:1.

The median pay multiple is 8.29:1.

The Hutton Review considered that the pay multiples should be no greater than 20:1 and the Council falls well below this threshold.

This authority has a clear commitment to maintain or improve pay multiples as it is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay. The authority continues to take local positive action to address low pay.

Policy on other aspects of Chief Officer remuneration

Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency, re-employment when in receipt of an LGPS pension or a redundancy/severance payment and pension legislation. These matters are addressed in the schedule attached to this policy statement at **Annex C**.

Annex C also outlines conditions for re-employment of staff (not just Chief Officers).

Approval of Salary Packages in excess of £100k

The salary structure for Chief Officers from 1st April 2018 is as follows:

Grade and Posts	Spinal Column Point	Salary 2018/19 <small>*assuming 2% pay award</small>
CO3 Assistant Directors	2	£91,062
CO1 Directors	5	£121,256
CE1 Chief Executive	8	£161,018

New Chief Officers will be appointed onto the grade and spot spinal column point that is appropriate to the post. Any new Chief Officer posts that are intended to be graded outside the range of this grading structure will be presented to Full Council for approval.

Flexibility to address recruitment issues for vacant posts

In the vast majority of circumstances the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

Amendments to the policy

It is anticipated that this policy will not need to be amended during the period it covers (1 April 2018 – 31 March 2019). However if circumstances dictate that a change of policy is considered to be appropriate during the year then any amendments will be included in the following year's statement presented to Full Council.

Policy for future years

This policy statement will be reviewed each year and will be presented to Full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

<p>Original Approved: First Edition Adopted: 01 April 2012 This Edition: 01 April 2018</p>

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Annex A - Publication of Information

The Department for Communities and Local Government Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

Organisation chart

Authorities must publish an organisation chart covering the top three management tiers of the organisation and showing the following items of information for each member of staff:-

- Grade
- Job title
- Department and team
- Permanent or temporary
- Work contact details
- Salary in £5000 brackets
- Maximum salary for the grade

In addition, it is recommended by the Code but not required, to publish the following:-

- Charts including all staff whose annual salary exceeds £50,000
- Salary band information for each member of staff included in the charts
- Information about current vacant posts, or signposting of vacancies that are to be advertised in future.

Senior salaries

In addition to the organisation chart, the Code mandates that authorities publish information about senior salaries. The Accounts and Audit Regulations 2015 already require local authorities to publish the following information about staff whose annual remuneration is at least £50,000:-

- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- Details of remuneration and job title of certain senior employees whose salary is at least £50,000 (senior employees in this context are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act); and
- Employees whose salaries are £150,000 or more must be identified by name

The Code additionally requires councils to publish:-

- A list of responsibilities of all senior employees whose annual salary was at least £50,000
- Details of bonuses and 'benefits in kind' of all senior employees whose annual salary was at least £50,000

For the above, remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above, pension contributions is to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

Pay Multiple

The Code states that authorities must publish their pay multiple on their website. The pay multiple is defined as the ratio between the highest paid taxable earnings for the year (including base salary, variable pay, bonuses, allowances and the cash value of any 'benefits in kind') and the median earnings figure of the whole authority's workforce.

Councils are already encouraged under Section 38 of the Localism Act 2011, to produce a Pay Policy Statement which includes their policy on pay dispersion – the relationship between remuneration of chief officers and the remuneration of other staff. In response to the Hutton Review the government committed to ensuring that public sector organisations publish their pay multiples. The Transparency Code therefore makes it mandatory for authorities to publish the data.

Annex B – Policy on Remunerating Chief Officers 18/19

Post	Base Salary p.a. to nearest £1k*	Expenses	Bonuses	PRP	Earn-Back	Honoraria	Ex-Gratia Payment	Election Fees	Joint Authority Duties	Severance Arrangements
Chief Executive	£161k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are a normal part of the salary for local elections. Additional payment for other national elections are paid at the nationally agreed rate depending upon the type of election	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Director of People (incorporates Learning and Opportunities (Children and Young People) and Adults, Health and Wellbeing)	£121k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payment of £1000 per month gross for increased duties and responsibilities for the DASS role	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19
Director of Regeneration and Environment	£121k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19

Director of Corporate Resources	£121k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19
Director of Public Health	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses.	The transferred NHS conditions allow the postholder to apply for a national clinical excellence award. A level 3 award of £8,871 was made. This is not paid for by the Council	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance.	Honoraria payments for any increased duties and responsibilities do not apply	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Legal and Democratic Services	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.

Chief Financial Officer & Assistant Director of Finance	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculating in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Human Resources, Communications & Executive Office	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Strategy and Performance	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No

						normal authority procedures				payments were made in the last year and none are anticipated for 2018/19.
Assistant Director of Customers, Digital & ICT	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculating in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Partnership and Operational Delivery	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.

Assistant Director Commissioning and Business Development	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Adult Social Care and Safeguarding	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Communities (Interim)	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last

										year and none are anticipated for 2018/19.
Assistant Director Adults Strategy and Development (temporary)	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Environment	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.

Assistant Director Trading and Property Services	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.
Assistant Director Development	£91k	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to be held back related to performance	Honoraria payments for any increased duties and responsibilities may apply in exceptional circumstances and would be calculated in line with normal authority procedures	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are in accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2018/19.

*note these figures include proposed pay award of 2% from April 2018

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Annex C – Other aspects of Chief Officer Remuneration

Aspect of Chief Officer Remuneration	Authority Policy
Recruitment	The post will be advertised and appointed to a salary within the range of the salaries approved for the post in question unless there is good evidence that a successful appointment of a person with the required skills, knowledge, experience, abilities and qualities cannot be made without varying the remuneration package. In such circumstances a variation to the remuneration package is appropriate under the authority's policy and any variation will be approved through the appropriate authority decision making process.
Pay Increases	The authority will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. The authority will also apply any pay increases that are as a result of authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.
Additions To Pay	The authority would not make additional payments beyond those specified in the contract of employment.
Performance Related Pay	The authority does not operate a performance related pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Earn-Back (Withholding an element of base pay related to performance)	The authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Bonuses	The authority does not pay any bonus payments.
Termination Payments	The authority applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The authority also applies the appropriate Pensions regulations when they apply. The authority has agreed policies in place on how it will apply any discretionary

Annex C – Other aspects of Chief Officer Remuneration

	<p>powers it has under Pensions regulations. Any costs that are incurred by the authority regarding senior officers are published in the authority accounts as required under the Accounts and Audit Regulations 2015.</p>
Transparency	<p>The authority meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration.</p>
Re-employment of staff in receipt of an LGPS Pension or a redundancy/severance payment	<p>The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities and qualities needed for the post.</p> <p>However, where any employee (applies to all employees not just Chief Officers) is granted VER and is therefore in receipt of their pension benefits he/she will not be re-engaged at any time in any paid form of employment with the authority. Where any employee (applies to all employees not just Chief Officers) is granted VR he/she will not be re-engaged with the authority for a period of 12 months from the date of termination. For the avoidance of doubt this includes any work for the local authority where a payment is received. These criteria do not apply where any employee is made compulsory redundant. The provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments will be applied in circumstances where it is relevant. Pension Regulations contain provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.</p>
Public Sector Exit Payment and Recovery Regulations 2016	<p>These Regulations covering redundancy and pension exit payments were due to come into force in 2016 but Government Implementation Guidance has been delayed. There will be a need to report back to Full Council on how these regulations will be managed in future once legislation has been approved and implemented.</p>



Doncaster Council

Report

25th January 2018

To the Chair and Members of the Council

OVERVIEW AND SCRUTINY UPDATE AND PROGRESS REPORT JUNE TO DECEMBER, 2017

EXECUTIVE SUMMARY

1. This report updates Members on the work of the Overview and Scrutiny Management Committee (OSMC) and the four standing Overview and Scrutiny Panels for the period June to December, 2017.

EXEMPT REPORT

2. Not exempt.

RECOMMENDATIONS

3. That Council note and comment on the work of the OSMC and the four standing Scrutiny Panels for the period June to December, 2017.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Reviewing the activities of Overview and Scrutiny provides an opportunity to demonstrate to the public how the function has contributed to decision making and the improvement of services.

BACKGROUND

5. This report includes a summary of some of the key work undertaken by Overview and Scrutiny during the current municipal year. The activities of OSMC and the standing Panels include holding decision makers to account, performance review, policy review and development and external scrutiny. Work plans are agreed early in the year and reviewed at each meeting to track progress and ensure they take account of emerging issues and future key decisions.

6. The membership of OSMC includes the Chairs of standing Panels to ensure greater co-ordination of activity. The Committee meets approximately once a month to consider performance, pre-decision scrutiny, review of decisions and outcome reviews submitted by the Panels.
7. OSMC agrees, manages and co-ordinates the work plans for the standing Panels who undertake a small number of in-depth reviews or focus on important issues relevant to their specific remit.
8. The Overview and Scrutiny Panels are: -
 - **Children and Young People's Panel (CYP)** – considers issues relating to improved outcomes for Children and Young People including Learning and Opportunities Children and Young People Directorate, the Children's Trust and other areas undertaken by partners;
 - **Regeneration and Housing (R and H)** – considers issues relating to regeneration, economic development, strategic transport and Housing;
 - **Community and Environment (C and E)** – considers neighbourhood issues, street scene and highways, community safety as well as environmental issues, and
 - **Health and Adult Social Care (HASC)** – considers issues that fall within the remit of Public Health Directorate, Adult social Care and wider health issues.
9. The Overview and Scrutiny Chairs and Vice Chairs continue to meet regularly with the Mayor and respective Cabinet Members to ensure they are kept up to date with relevant portfolio issues and support the effective management of Scrutiny work plans.

Summary of Overview and Scrutiny Activities:

10. The following identifies some of the key work undertaken by OSMC and the Panels between June and December 2017.

Overview and Scrutiny Management Committee

11. **Finance and Performance (DMBC/St Leger Homes)** - The Committee has continued to consider the quarterly Finance and Performance reports focusing on how key areas of overspend and underperformance are being addressed. Question planning sessions are used prior to these meetings to ensure there is a more systematic approach to identifying and focusing on key areas of concern. Directors are also invited to respond to questions relating to their service areas. Some of the areas considered by the Committee have included:-
 - **Absenteeism Rates** – Members expressed concern that the measures for absenteeism rates were adrift from local targets. Members recognised that a significant amount of work had been undertaken but there were a number of challenges that still needed to be addressed to deliver these improvements and that they will continue to monitor and assess progress on this issue.

- **Support for our Armed Forces Community** - Members recognised the Councils commitment to supporting Doncaster's military service personnel and veterans. A recommendation was made to identify whether a piece of work could be commissioned to allow annual monitoring of the delivery of the Armed Forces Covenant given the cross-cutting nature of the work. It was felt that this issue had progressed well and Members would like to ensure that this standard is maintained. Members were informed that a Veterans Board, which reports into the Equalities, Diversity and Inclusion (EDI) Board, chaired by Councillor Glyn Jones, had been established. It was further explained that this board provides regular update to the EDI Board which informs the Council's Annual Report. It was added that as part of the Councils Due Regard process, two further protected characteristics had been agreed i.e. anti-poverty and Veterans it was anticipated this would help raise awareness of the profile of the Councils support for Armed Forces.
 - The Committee raised concerns about **corporate plan performance indicators under the Adult Health and Wellbeing section**. In particular, concern was raised about certain underlying issues and targets that could undermine the Adult Health and Wellbeing agreement. For example, the cumulative percentage of eligible population aged 40-74 who received an NHS Health Check. Whilst hitting its target at Quarter 1, this was showing a downward projection in the short and long term. It was reported that more recent figures, although below target, demonstrated an improvement in the number of people offered and receiving a health check.
 - Concern was also raised regarding **Internal Audit Recommendations** where all directorates (apart from Regeneration and Environment) showed a 0% value against a 100% target and it was questioned why certain Directorates were not completing audits on time. Members were provided with assurances that out of 4 major recommendations outstanding, 3 were longstanding cases.
 - **St Leger Homes of Doncaster** - Analysis of Complaints (Red)/Local Expenditure (Red)/Void Rent Loss (Red)/Number of Households in Temporary Accommodation (Red)
 - Days lost to sickness (within individual Directorates/SLHD);
 - Overspends and pressures on services;
12. This process demonstrates transparency and supports public accountability and understanding of how the Council seeks to improve service delivery and value for money.
 13. **Pre-decision Scrutiny** –The Committee gave consideration to the proposed corporate approach in terms of **Equality, Diversity and Inclusion (EDI)** where Members stressed that the EDI should be embedded within all planning and work undertaken within the Council. The Committee therefore supported the Framework.

14. **Policy Framework - Core Annual 'Define and Deliver Cycle'** – Members supported the proposed annual report on the State of the Borough by considering how the Council could improve service planning and management of strategic risks and how these fit with key priorities and budget setting. The Committee welcomed the opportunity to support this cycle by ensuring its work programme could be informed by the process and help focus on identifying and reducing gaps in the Council's knowledge.
15. The Committee also gave consideration to the **Youth Justice Plan**. Members were supportive of the Plan and listened to the positive impacts that have been made within the service for children and young people of Doncaster as well as the strong and improving performance. Members were also interested to hear issues around resourcing, partnership arrangements, and challenges to future provision as well as risks to future delivery for the service.
16. Members also gave their support to the **Doncaster Growing Together – the 4 Year Borough Strategy**, prior to consideration by Cabinet and Full Council. With regard to the aspirations and strategic ambition, Members were delighted that partners were fully committed and look forward to seeing good news stories and achievements being publicised in the near future.
17. **Budget** - The Committee began its review of the Mayor's budget plan for 2018/19 to 2020/21. This included the draft budget proposals to close the budget gap in December with a view to making its final response in early 2018. Directors and the Executive will be invited to future sessions to respond to questions asked as part of the Committee's evidence gathering. OSMC takes a holistic view of the proposals with a view to providing a commentary on extent to which the proposals are evidence based, support corporate and Borough wide priorities, and capacity and risks around deliverability and implementation.
18. **Holding To Account** – To gain a greater understanding of the effectiveness of Council and multi-agency co-ordinated activities, the Committee held the following to account;
19. **Doncaster Children's Services Trust (DCST)** - A report and presentation was provided to OSMC which provided an update on the financial and operational strategy of the Doncaster Children's Services Trust. Areas discussed included staff turnover, care ladder/opportunities going forward, gaps/challenges, and governance and financial arrangements of the trust. Members welcomed the information that had been provided and felt that they now had a greater understanding. An updated report was later received from the Trust alongside the Council's own action plan to be brought back to the Council as part of the 2017/18 workplan.
20. **Doncaster and North Lindsey College Merger** - Members gave consideration to the Doncaster and North Lindsey College Merger. In reaching its conclusions, the Committee received information from a range of attendees on behalf of the college in addition to key partners including Doncaster Chamber and the Sheffield City Region. The Committee supported the merger and during the discussion a number of areas were highlighted and recommendations were made as follows;

- **Impact on Skills and Doncaster's Economy.**

- **Strengthening Partnerships and Impact across Doncaster** - The Committee identified that the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust may benefit from partnership working with a potential university in the area and recommended that along with the new college, the Council should endeavour to further explore this opportunity.

- **Retaining Local Provision and Serving our Regions**

- **Governance Arrangements** - The Committee requested that they be provided with the new governance arrangements once they have been finalised and published.

- Reference was also made to the board membership and Members learnt that a Council Officer had previously been on, although this was no longer the case. It was therefore recommended that consideration should be given to an appropriate representative from Doncaster Council becoming a member of the board following the proposed merger.

21. Future areas for consideration include:

- Consultants – Value For Money – Overview and understanding
- Welfare Reform – Universal Credit and Sanctions on Benefits
- Housing Allocations Policy
- State of the Borough Assessment

Health and Adult Social Care Panel

22. This Panel holds scheduled meetings to ensure it effectively discharges the Council's Health Scrutiny role. To ensure Members are aware of changes in provision across communities and to aid and assist residents understanding of these issues there has been a focus on Doncaster's Strategic Health and Social Care Plans, Inspection and Regulation and Quarterly Performance (including regular updates into uptake of direct payments, residential and homecare).

23. Representatives from NHS Clinical Commissioning Group have attended the Panel on a number of occasions to present on the following areas below, respond to questions and receive feedback on the proposals outlined. Members held a detailed debate to gain a good understanding of issues that will have an effect on their communities to ensure the correct support can be provided to those people most in need.

The Panel has received regular updates around the following areas –

24. **Doncaster's Strategic Health and Social Care Plans** – Members were provided with progress made on the Councils' Adults, Health and Wellbeing Transformation Programme alongside Quarter 1 and 2, 2017/18 performance information. Members were informed how the programme would enable people to stay independent through providing a very different and more personalised offer. It was explained that this was something that needed to be achieved through integrated services involving health colleagues, as well as building up additional community capacity.
25. It was added that interest had been expressed by staff to look at social enterprise models that offered an alternative delivery model to provide extra support for a voluntary and community model. It was therefore recommended that consideration be given to; **a secondary cooperative being established to support voluntary groups with administration functions**. Members were informed that there was work being undertaken which could be brought back to the Panel in the future.
26. **Inspection and Regulation** - The Panel received updated information addressing the following areas, these included;
- What was happening to providers;
 - The role of the Council;
 - Recent government announcements around improved Better Care Fund (iBCF) with expectations against that.

Members will continue to receive updated information which ensures that they are up-to-date in this area and have the opportunity to ask questions.

27. **Intermediate Care** – Following an invitation from the HASC Panel, Colleagues from Doncaster Clinical Commissioning Group received a detailed update on the issue. It was reported that proposed changes were being currently tested, the model was being refined and staff were being prepared for transition, prior to new arrangements for joint commissioning being implemented. Members addressed rapid response activity, work with mental health services and the need to reduce the number of people entering residential care. The Panel noted the current position.

Members also considered a number of single items which included;

28. **The South Yorkshire and Bassetlaw Accountable Care System Memorandum of Understanding** - Members were provided with a report that gave them the opportunity to discuss and comment upon the South Yorkshire and Bassetlaw (SYB) Accountable Care System (ACS) Memorandum of Understanding (MOU).
29. **End of Life Care** – Members were keen to consider End of Life Care as it was an issue which, as someone approaches their end of life, matters to everyone. They wished to learn what significant improvements had been made, and learnt that service development had been implemented in the following areas:-
- Woodfield 24;
 - Community Nursing;

- Specialist palliative care including Hospice;
 - Community equipment; and
 - Assess to medicine.
30. In addition, it was reported that within education and training, the CCG had funded through GP practices a gold standard framework and 63% had taken up the offer of training and Doncaster Royal Infirmary/RDaSH were to undertake training of all relevant staff. The report was noted and the Panel was pleased to see support in place.
31. **Carers Strategy Progress Report** – Members considered the current work made with the Carers Strategy 2017 and wished to ensure that if they chose to provide care that they were supported to prevent negative impact on their life chances. Members addressed how the themed groups were working towards establishing a robust partnership plan to focus and target improvements, aiming for positive stories for all patients and carers. The Panel supported the current position and whilst discussing addressed universal credit, benefits and the development of bespoke support packages.
32. **Social Prescribing** – Members held a briefing on social prescribing, a catch-all term for non-medical interventions to medical presentations where they were able to ask a number of questions to partner representatives and an officer from the Council. It was explained that the programme aimed to prevent worsening health for people with long term health conditions and reduce the number and intensity of costly interventions in primary, urgent or social care. Member discussed areas including the impact of the programme on its users, the referral process, funding implications and the use of volunteering.
33. **Doncaster Suicide Prevention Plan** - A report was presented to the Panel around the Doncaster Suicide Prevention Plan. Members heard about Councils local suicide prevention plans in place and received an overview of local suicide data. Issues raised included; concerns around veterans at risk, social isolation, data and information and raising awareness of this issue for children and young people at risk. Recommendations made included;
- Widening SAFETALK training currently available for both School Governors and Members.
 - Further being done to explore what could be achieved across partnerships, picking this issue up within key plans and policies such as the Accountable Care Systems and mental health.

The Panel are awaiting responses from the Executive for these recommendations.

Regional Health Scrutiny Working

34. The Chair has been part of the **Commissioning Working Together (CCG) Joint Regional Scrutiny** addressing substantial variation to hyper acute stroke services across South Yorkshire and Non-Specialised Children's Surgery and anaesthesia.

- **Non-Specialised Children's Surgery** - following detailed proposals being presented earlier in the year proposing the case for change, the Joint Committee gave their final consideration to the children's non specialised surgery and anaesthesia. It was noted that a unanimous decision had been made by the Joint Committee of Clinical Commissioning Groups and Hardwick Clinical Commissioning Group to approve the preferred model business case for children's non specialised surgery and anaesthesia on 28 June, 2017 meaning the majority of surgery to continue to be delivered locally the development of three hubs, Doncaster Royal Infirmary, Sheffield Children's Hospital and Pinderfields General Hospital in Wakefield.
 - The decision means that once implemented around one or two children per week needing an emergency operation for a small number of conditions, at night or at a weekend, will no longer be treated in hospitals in Barnsley, Chesterfield and Rotherham, and will receive their treatment at one of the three hubs.
 - **Hyper Acute Stroke Services** – a short paper setting out the current position relating to the development of the business case was presented to the Joint Committee. Work was still ongoing and the decision was deferred to ensure the complex set of interactions and the full implication on all partners, staff and patients needed to be understood to enable an informed decision on the future service.
35. **Substantial Variation GP Scawthorpe Surgery** - The purpose of the report was for the Doncaster's Clinical Commissioning Group (CCG) to consult with Panel Members on the closure of a Branch GP Surgery at Scawthorpe, Doncaster. The Panel asked a range of questions and discussed the proposed closure in more detail. The issues raised included; concerns around the elderly and other patient groups (particularly involving transport), vacancies on patient list at other Practices, GP Recruitment and Increased Premises Rent.
36. The Panel concluded that it was satisfied that consultation around the proposed closure of the Branch GP Surgery at Scawthorpe had been adequate. The Panel also wished to highlight their own concerns around the 400% increase in rent and growing problems around the recruitment of GPs and nurses.
37. Future areas for consideration include:
- Public Health Protection Assurance
 - Health inequalities – BME Health Needs Assessment
 - Annual report of the Joint Health Yorkshire and Humber Scrutiny Meeting
 - Annual report of the Adult Safeguarding Board
 - Transition from child to adult services
 - Update on Health and Well-being Board Strategy
 - State of the Borough Assessment

Regeneration and Housing Scrutiny Panel

38. **Doncaster Inclusive Growth Plan** - Further to a review meeting of the Panel, Members were provided with an opportunity to discuss their ideas and thoughts around the emerging Doncaster Inclusive Growth Plan.

During the discussion a number of areas were highlighted as follows

- Members raised concerns about the long term impact on businesses and the economy from 'Brexit' and the phasing out of Revenue Support Grants.
- Concern was also expressed regarding the lack of skills and expertise available to organisations that held contracts or were located in Doncaster as this had resulted in businesses employing labour that was not local.
- **Linking in with the Doncaster Growing Together programme** - it was reported that there were not enough people earning at a higher level and more focus was needed to 'grow our own' with a higher and more specialised skilled workforce being offered.
- In respect of the policy theme 'Connected Communities', it was felt that more could be achieved by providing better transport links to reach employment and making more services available digitally for more people to access them.
- Members felt that more careers advice was needed in schools and academies to educate children about the different industries and opportunities that existed.
- Members learnt that there is a Doncaster Working Inclusive Growth Board in place to support the Plan, which included a mix of both Council Officers and key partners. It was felt however, that Doncaster could sell itself more widely and positively inside and outside the Borough.

The Panel recommended that;

- Consideration be given to identifying an appropriate ambassador who alongside the Mayor and supported through the Council and its partners, could promote Doncaster into the spotlight.
 - An additional large digital screen may add value within the town centre by displaying good news stories and endorsing what was happening within Doncaster.
39. Members recognised the importance of the ambition and scope of this plan and supported the work that was being undertaken. It was therefore requested that a further meeting be held to consider the draft version of the plan once available with key partners invited.

40. **Urban Centre** – As part of the Panel’s overview role, Members received information relating to progress with the Master Plan and were pleased to note that Doncaster had performed much better than core cities with regards to business growth. They noted the importance of attracting international investors to the Borough and work being undertaken to achieve this. Members stressed that they wished to be used as Ambassadors to positively promote the Borough’s assets and future business development opportunities.
41. This work will continue in January with further consideration given to the **Wool Market, Railway Station Forecourt and Options for the future provision of the central library, museum and archives.**
42. Future areas for consideration include:
 - Further work on the Economic Plan Refresh
 - Homelessness Recommendations Update - update funding and legislation.
 - Housing Needs Analysis
 - Universal Credit Housing Allowance (impacts)
 - Planning Enforcement – Is planning enforcement effective – raising awareness session
 - State of the Borough Assessment

Children and Young People Scrutiny Panel

43. The Panel did not undertake a review this year but has focused its work on a range of programmes including the Children and Young People Plan (including Governance of the Children and Families Strategic Board), Education and Skills, Behaviour Inclusion Programme in addition to other areas such as School Performance Tables and Academies Overview.
44. **Doncaster Children’s Services Trust** – The Trust’s Chief Executive and senior officers have attended on a quarterly basis where Members considered Quarterly Performance information through the challenge of the Doncaster Children’s Services Trust by the Council. As the Trust is accountable to both the Council and the Secretary of State there needed to be a system where reporting of activities and key measures of progress were focused, avoided duplication and added value. It was agreed that a split screen approach report in two phases be provided to meetings. The first phase would hold the Council to account for its monitoring of the Trust against the service delivery contract and the second phase would provide an invite to the Trust to respond to the specific performance issues which the Council report had raised. Issues that can be highlighted include Out of Authority Placements, Financial and Operational Strategy and Risks and Performance.
45. **Annual Complaints Doncaster Children’s Trust** – The Panel received the Annual Report of Complaints which highlighted customer experiences with the service they were provided and recognised improvement that had been made.

46. **Annual Children's Safeguarding Report** – An update was presented on the Board's annual report and responded to key assurance questions that sought to understand the progress, impact, robustness of governance arrangements. An update on Child Sexual Exploitation (CSE) was also provided ensuring that this is being effectively addressed in Doncaster. Members noted the report presented.
47. **Youth Council** – Youth Councillors attended a Panel meeting and provided an excellent and informative update on the Child Voice Pathways which has been used to help develop the Children and Young Peoples Plan. From their consultation they reported to the Panel the two priorities for the Youth Council to address were transport and emotional health. The young people were very detailed with the information provided and gave a good insight into the issues some young people face. To launch the Plan an event was held for children, young people and families, the event was planned and facilitated by the Youth Council where they highlighted and promoted the positive images of children and young people and the many opportunities and activities they were involved in across Doncaster.
48. **Fostering** – the Fostering Service Annual report 2016/17 was a regulatory requirement and informed elected Members, senior managers and decision makers about the key outcomes in service provision. The Panel learned about the alternative fostering method, "Mocking Bird Family Model" that brings together up to ten foster families to form a satellite foster family, offering respite, social activities and just a familiar friend to offer advice. The Panel addressed issues including; the good Ofsted judgement, recruitment of foster carers, foster carer management and remuneration and noted progress.
49. **Behaviour Inclusion Programme Overview** - (key programme that contributes to the state of the borough assessment) - The Panel gave consideration to a report relating to Team Doncaster's ambition to have an inclusive education system to ensure young people were being provided with the best education offer to them. Members received information on the average number of pupils in Pupil Referral Units, It was noted that there were no fixed term exclusions. It was hoped that by focusing on improvements and the recommendations from the key findings report, benefits to children and young people would be in place and evident in the 2018/19 term.
50. **Academies Overview** – the Panel considered current challenges relating to the transfer of LEA schools to academies. The Panel learnt that this last year had seen the conversion of 13 schools to academies which was the largest number in any one year and to assist relationships and assist schools when considering future options a set of questions had been developed ensuring the right questions were posed, particularly for the procurement of services. Members were assured that the Local Authority had a good relationship with its schools who kept officers informed of proposed changes. The Panel noted that the Director of People and Assistant Director Commissioning and Business Development met regularly with the Regional Schools Commissioner where they could air their concerns. The current position was noted.

51. **School Performance Tables** - Members gave consideration to performance across a range of educational indicators which either formed part of, or contributed to the performance tables published by the Department of Education. Members paid particular attention to attainment and achievement, exclusions, attendance and Ofsted judgements. Members were pleased to learn and supported the transformed school improvement functions and its relationship with the Teaching Schools Alliance.
52. **Visit to the Children's Trust** - Councillors were invited to see the Initial Referral Team and spoke with Managers and frontline staff about the day-to-day workings and how things were dealt with. It was commented that schools and academies needed to work as a partnership and liaise better with the Education and Attendance Officers, although it was acknowledged that they are doing their best with limited resources.
53. **Education and Skills Commission and Social Mobility Opportunity Area (SMOA)** - It was outlined how, in January 2017, Mayor Ros Jones announced the formal response to the independent One Doncaster Report. In the same month, Doncaster was awarded SMOA status by the Department for Education. The report set out the progress made to date in terms of implementing the recommendations of the One Doncaster report, and also how it aligned with the structure and intent of SMOA in the borough. Members were told that the first draft of problem diagnosis would be undertaken in the near future. It was continued that feedback will then be incorporated into the delivery plan that is published and ultimately be signed off by the Secretary Of State. Members will be further updated at future meetings.
54. Future areas for consideration include:
- Doncaster Children's Trust (split screen) Children's Trust and Damian
 - Education and Skills Update (key programme that contribute to the state of the borough assessment)
 - Behaviour Inclusion Programme update (key programme that contributes to the state of the borough assessment)
 - Strategies in place to improve schools.
 - Children and Young Peoples Plan - Annual Impact Report.
 - Emerging themes from Annual Impact Report (considered at the April 2018 meeting)
 - Child Poverty Overview with a view to possible in-depth review
 - Invitation to children in care council to attend the panel next July 2018
 - School transport for young people.
 - State of the Borough Assessment

Community and Environment Panel

55. **Crime and Disorder Review** – The Panel undertook an in-depth review of the pathway from anti-social behaviour to serious crime and the effectiveness of interventions undertaken in the Borough. The Panel has held two full day evidence gathering review meetings. These have included attendance by Officers from the Council and partners including the South Yorkshire Police (strategic and Police Community Support Officers) looking at issues such as Enforcement Issues and Good Practice. A further session involved a meeting

with Community leaders listening to their stories and finding out more about them and their experiences. In addition to this there were representatives from St Leger Homes, South Yorkshire Fire Service and Neighbourhood Response Team. Panel Members also met with Officers from a neighbouring authority to share what was happening in a comparable area and discuss areas of good practice. Recommendations and feedback from evidence gathered will be presented to a formal Crime and Disorder Overview and Scrutiny Meeting in February 2018. Once the recommendations have been agreed, they will be forwarded to the Executive as a separate source of evidence to support the Domestic Abuse Strategy.

56. **Community Engagement Framework** – A workshop style session was held with Members of the Panel with an aim to gather ideas and views on their own experience and views of community engagement. The session also considered real life scenarios of potential engagement activity or work through what others areas have done and considered how this could be approached in Doncaster. Ideas, views and issues raised in the session were gathered that helped inform the Community Engagement Strategy and Toolkit.
57. **Joint Waste Strategy And Update On New Waste Collection Contract** - Members were provided with an update on the Joint Waste Strategy 2017 to 2021 focusing on consultation methods and events, responses to consultation and working with neighbouring authorities. The Panel also addressed the current waste collection contract, addressing key messages to residents relating to future contract changes. The current position was noted and Members arranged a further meeting to consider the waste collection contract February 2017.
58. Future areas for consideration include:
 - State of the Borough Assessment
 - Waste Collection
 - Drainage Boards - Following the floods where are we now? What has changed and future plans? Drainage Board Governance.
 - Crime and Disorder meeting
 - Holding to account the Safer Doncaster Partnership.
 - Feedback from evidence gathered in the autumn anti-social behaviour to serious crime pathway.
 - Selective Licensing update.
 - Hate Crime
 - Community Safety Strategy
 - Traffic Offences, town centre parking, parking on grass verges.

OPTIONS CONSIDERED

59. There are no other specific options in relation to the issues covered by this report. The Constitution requires OSMC to report to Council at least twice per year to ensure there is accountability and transparency in the way in which Overview and Scrutiny undertakes its work.

REASONS FOR RECOMMENDED OPTION

60. This report provides an opportunity for Council to consider the activities of OSMC and the standing Panels.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

61. The work of Overview and Scrutiny has the potential to have an impact on all the Council's key objectives.

RISKS AND ASSUMPTIONS

62. There are no specific risks associated with this report. Providing an update report to Council provides an opportunity for Members to consider if there are any aspects of the Overview and Scrutiny function that need to be further considered or reviewed.

LEGAL IMPLICATIONS

63. There are no specific legal implications relating to this report. Legislation requires the Council to have a least one Committee responsible for the Council's Overview and Scrutiny function. The Council should also ensure it has provision to undertake Health Scrutiny and Scrutiny of the local Crime and Disorder Partnership.
64. The Constitution requires OSMC to report to Council at least twice per year to ensure there is accountability and transparency of its activities. Specific legal implications and advice will be given within any reports when Overview and Scrutiny have received them as items for consideration.

FINANCIAL IMPLICATIONS

65. There are no specific financial implications relating to the recommendations in this report. Any relevant financial implications are included when reports are presented to Overview and Scrutiny for consideration.

HUMAN RESOURCES IMPLICATIONS

66. There are no human resource implications relating to the recommendations in this report.

TECHNOLOGY IMPLICATIONS

67. There are no technological implications relating to the recommendations in this report.

EQUALITY IMPLICATIONS

68. There are no specific equality issues associated with this report. Equality issues are considered by Overview and Scrutiny when it considers individual work plan issues.

CONSULTATION

69. The Chairs of OSMC and Scrutiny Panels have been consulted in respect of feedback on the progress against work plans.

BACKGROUND PAPERS

70. Overview and Scrutiny Work Plan 2016/17 and minutes of Overview and Scrutiny meetings.

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Doncaster Council

Report

25th January, 2018

To the Chair and Members of the COUNCIL

PROPOSED DIARY OF MEETINGS – 2018/20

EXECUTIVE SUMMARY

1. The purpose of this report is to present to Council for comment, a provisional Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, attached at Appendix A.

RECOMMENDATION

2. Council is asked to:-
 - (i) consider the proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, attached at Appendix A; and
 - (ii) note that the final version of the Diary of Meetings will be presented to the Annual Meeting of Council in May, 2018 for approval.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. Approving an advanced calendar of meetings encompassing 2 Municipal Years from May, 2018 to April, 2020 and publishing the Forward Plan of key decisions, provides an opportunity for citizens of the Borough to engage in the democratic process; where provided for in the Council's Constitution, questions can be asked at Council meetings, Cabinet and its Committees.

BACKGROUND

4. At its Annual Meeting in May, the Council determines a programme of meetings for Council, its Committees and Sub-Committees. Prior to submitting a report on this issue to the Annual Meeting, Members receive a report, usually in March each year, outlining a proposed timetable of meetings for comment in order that provisional room bookings can be made to hold these meetings. The move to a four year term of office for Councillors from 2017 provides an opportunity to forward plan the Council's diary of meetings over a longer period.

5. Whilst recognising that Committee membership may change from year to year at the Annual Council meeting, agreeing Council dates over a longer period provides Members and Officers with advanced notification of meetings and other key dates. This is particularly helpful for Members who may have to organise their time due to other commitments e.g. work, caring, voluntary, family or other commitments.
6. In view of this, it is proposed that the programme of meetings now covers a 2 year period rather than 12 months and encompasses the 2019/20 Municipal Year. There will be an opportunity to further review meeting dates for the period 2019/2020 once these are agreed as Council will be asked to agree a diary of meetings for the period 2019/20 to 2020/21, in May 2019. This will enable Council to review the agreed dates for 2019/20 and make any adjustments if required. Provisional dates for the 2020/21 Municipal Year will also be agreed at this meeting.

PROPOSED DIARY OF MEETINGS - OVERVIEW

7. During peak holiday periods in late July and August, and over the Christmas period, meetings have been kept to a minimum.
8. The frequency of meetings of Full Council, Cabinet and Statutory, Regulatory or Quasi-Judicial Committees and Sub-Committees, have remained unchanged from last year's cycle.
9. The scheduling of meetings for the Overview and Scrutiny function reflects the structure approved at Council on 30th January, 2014. Monthly meetings for Overview and Scrutiny Management Committee and bi-monthly meetings for the Health and Adult Social Care, and Children & Young People's Panels have been scheduled. These meetings will be cancelled if they are not required. Other Panels work programmes are undertaken through review meetings arranged as required.

Cabinet Meetings

10. Cabinet Meetings have been determined by the Mayor of Doncaster.

Meetings of Full Council

11. The frequency of Council meetings has been retained at 6 meetings in each Municipal Year. Evening meetings starting at 6.00 pm, will be held in the months of July and September. With the exception of the Annual Council Meetings starting at 11.00 am in May each year, all remaining scheduled meetings will start at 2.00 pm. In order to comply with statutory requirements for agreeing the Council Budget and setting the Council Tax, it is proposed to hold a meeting of Council in March each Municipal Year.

Health and Wellbeing Board

12. In keeping with current arrangements, meetings of the Health and Wellbeing Board have been programmed on a bi-monthly basis.

The E-Diary

13. The Diary of Meetings can be accessed via the Council's website www.doncaster.gov.uk. This helps raise awareness of public meetings and may encourage members of the public to attend. To reduce possible clashes of Member commitments, Officers are asked to check the diary of meetings before organising Member events not shown in the diary. When additional meetings are organised, the diary is updated to maintain an accurate list of known Member commitments from a DMBC perspective.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

14. Members are requested to either approve or amend the proposed Diary of Meetings.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

15. This report has no direct impact on the Council's Key Outcomes.

RISKS AND ASSUMPTIONS

16. There are no identified risks associated with this report.

LEGAL IMPLICATIONS

17. There are no specific legal implications associated with this report.

FINANCIAL IMPLICATIONS

18. There are no specific financial implications associated with this report.

HUMAN RESOURCES IMPLICATIONS

19. There are no human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

20. There are no technology implications associated with this report.

EQUALITY IMPLICATIONS

21. There are no specific equality implications arising from this report.

CONSULTATION

22. The report is being presented to Full Council to allow the Mayor of Doncaster, other Political Group Leaders and Elected Members, to be consulted on the provisional Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, prior to formal adoption at the Annual Meeting of Council in May, 2018.

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BACKGROUND PAPERS

None

Scott Fawcus
Assistant Director, Legal and Democratic Services

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	7th May, 2018	14th May, 2018	21st May, 2018	28th May, 2018
M O N D A Y	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	1st May, 2018	8th May, 2018	15th May, 2018	22nd May, 2018
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	2nd May, 2018	9th May, 2018	16th May, 2018	23rd May, 2018
W E D N E S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet	4.00 pm Corporate Parenting Board	3.00 pm Children and Young Peoples Overview and Scrutiny Panel (Work Planning)	
	3rd May, 2018	10th May, 2018	17th May, 2018	24th May, 2018
T H U R S D A Y			5.00 pm Deadline for Questions & Statements for Cabinet	2.00 pm Health & Adult Social Care Overview & Scrutiny Panel (Work Planning) 3.30 pm Community & Environment Overview & Scrutiny Panel (Work Planning) 5.00 pm Deadline for Questions & Statements for Cabinet
	4th May, 2018	11th May, 2018	18th May, 2018	25th May, 2018
F R I D A Y			10.00 am Group Meetings (Mansion House) 11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 1.00pm – Civic Office)	9.30 am Planning Committee Visits

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	4th June, 2018	11th June, 2018	18th June, 2018	25th June, 2018
M O N D A Y				
	5th June, 2018	12th June, 2018	19th June, 2018	26th June, 2018
T U E S D A Y	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	6th June, 2018	13th June, 2018	20th June, 2018	27th June, 2018
W E D N E S D A Y	10.00 am Overview & Scrutiny Management Committee (Work Planning)	11.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)		4.00 pm Standing Advisory Council for Religious Education
	7th June, 2018	14th June, 2018	21st June, 2018	28th June, 2018
T H U R S D A Y		9.30 am Health & Wellbeing Board 10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Audit Committee	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet
	1st June, 2018	8th June, 2018	15th June, 2018	22nd June, 2018
F R I D A Y				9.30 am Planning Committee Visits

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(Shaded area denotes School Holidays)

	2nd July, 2018	9th July, 2018	16th July, 2018	23rd July, 2018	30th July, 2018
M O N D A Y			5.30 pm Labour Group Meeting		
T U E S D A Y	3rd July, 2018 10.00 am Cabinet	10th July, 2018 10.00 am Elections and Democratic Structures Committee 12 noon Deadline for Motions & Questions for Council	17th July, 2018 10.00 am Cabinet	24th July, 2018 9.00 am Children & Young Peoples Overview & Scrutiny Panel 12 Noon Planning Training 2.00 pm Planning Committee	31st July, 2018 10.00 am Cabinet
W E D N E S D A Y	4th July, 2018	11th July, 2018 1.00 pm Parish Councils' Joint Consultative Committee	18th July, 2018 4.00 pm Corporate Parenting Board	25th July, 2018	
T H U R S D A Y	5th July, 2018 10.00 am Health & Adult Social Care Overview & Scrutiny Panel	12th July, 2018 10.00 am Overview & Scrutiny Management Committee 5.00pm Deadline for Questions & Statements for Cabinet	19th July, 2018 5.00 pm Group Meetings 6.00 pm COUNCIL	26th July, 2018 10.00 am Audit Committee 1.00 pm Joint Safety Committee 5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	6th July, 2018	13th July, 2018	20th July, 2018 9.30 am Planning Committee Visits	27th July, 2018	

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(Shaded area denotes School Holidays)

		6th August, 2018	13th August, 2018	20th August, 2018	27th August, 2018
M O N D A Y					BANK HOLIDAY
		7th August, 2018	14th August, 2018	21st August, 2018	28th August, 2018
T U E S D A Y			10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	
	1st August, 2018	8th August, 2018	15th August, 2018	22nd ^d August, 2018	29th August, 2018
W E D N E S D A Y					
	2nd August, 2018	9th August, 2018	16th August, 2018	23rd August, 2018	30th August, 2018
T H U R S D A Y		5.00 pm Deadline for Questions & Statements for Cabinet			5.00 pm Deadline for Questions & Statements for Cabinet
	3rd August, 2018	10th August, 2018	17th August, 2018	24th August, 2018	31st August, 2018
F R I D A Y			9.30 am Planning Committee Visits		

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(Shaded area denotes School Holidays)

	3rd September, 2018	10th September, 2018	17th September, 2018	24th September, 2018
M O N D A Y			9.30 am Planning Committee Visits 5.30 pm Labour Group Meeting	
T U E S D A Y	4th September, 2018 10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee	11th September, 2018 12 Noon Deadline for Motions & Questions for Council	18th September, 2018 10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	25th September, 2018
W E D N E S D A Y	5th September, 2018 10.00 am Children & Young Peoples Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board	12th September, 2018	19th September, 2018	26th September, 2018 10.00 am Licensing Committee
T H U R S D A Y	6th September, 2018 9.30 am Health & Wellbeing Board	13th September, 2018 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	20th September, 2018 5.00 pm Group Meetings 6.00 pm COUNCIL	27th September, 2018 10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet
F R I D A Y	7th September, 2018	14th September, 2018	21st September, 2018	28th September, 2018

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	1st October, 2018	8th October, 2018	15th October, 2018	22nd October, 2018	29th October, 2018
M O N D A Y					
T U E S D A Y	2nd October, 2018 10.00 am Cabinet	9th October, 2018 10.00 am Awards, Grants & Transport (Appeals) Committee	16th October, 2018 10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	23rd October, 2018	30th October, 2018
W E D N E S D A Y	3rd October, 2018	10th October, 2018	17th October, 2018	24th October, 2018	31st October, 2018
T H U R S D A Y	4th October, 2018 10.00 am Overview & Scrutiny Management Committee	11th October, 2018 5.00 pm Deadline for Questions & Statements for Cabinet	18th October, 2018 1.00 pm Joint Safety Committee	25th October, 2018 10.00 am Audit Committee	
T R I D A Y	5th October, 2018	12th October, 2018 9.30 am Planning Committee Visits	19th October, 2018	26th October, 2018	

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(Shaded area denotes School Holidays)

	5th November, 2018	12th November, 2018	19th November, 2018	26th November, 2018
M O N D A Y			5.30 pm Labour Group	
	6th November, 2018	13th November, 2018	20th November, 2018	27th November, 2018
T U E S D A Y	10.00 am Cabinet	12 noon Deadline for Motions & Questions for Council 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections and Democratic Structures Committee
	7th November, 2018	14th November, 2018	21st November, 2018	28th November, 2018
W E D N E S D A Y	4.00 pm Standing Advisory Council for Religious Education	1.00 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	
	1st November, 2018	8th November, 2018	15th November, 2018	22nd November, 2018
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings 2.00 pm COUNCIL
	2nd November, 2018	9th November, 2018	16th November, 2018	23rd November, 2018
F R I D A Y		9.30 am Planning Committee Visits		10.00 am Health & Adult Social Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet
	29th November, 2018	30th November, 2018		

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(Shaded area denotes School Holidays)

	3rd December, 2018	10th December, 2018	17th December, 2018	24th December, 2018	31st December 2018
M O N D A Y					
	4th December, 2018	11th December, 2018	18th December, 2018	25th December, 2018	
T U E S D A Y	10.00 am Cabinet	9.00 am Children & Young Peoples Overview & Scrutiny Panel 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	BANK HOLIDAY	
	5th December, 2018	12th December, 2018	19th December, 2018	26th December, 2018	
W E D N E S D A Y				BANK HOLIDAY	
	6th December, 2018	13th December, 2018	20th December, 2018	27th December, 2018	
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet			
	7th December, 2018	14th December, 2018	21st December, 2018	28th December, 2018	
F R I D A Y	9.30 am Planning Committee Visits				

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	7th January, 2019	14th January, 2019	21st January, 2019	28th January, 2019
M O N D A Y			10.00am Overview & Scrutiny Management Committee 5.30 pm Labour Group Meeting	
	1st January, 2019	8th January, 2019	15th January, 2019	22nd January, 2019
T U E S D A Y	BANK HOLIDAY	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 12 Noon Deadline for Questions & Motions for Council	10.00 am Awards, Grants & Transport (Appeals) Committee 10.00 am Cabinet
	2nd January, 2019	9th January, 2019	16th January, 2019	23rd January, 2019
W E D N E S D A Y			4.00 pm Corporate Parenting Board	
	3rd January, 2019	10th January, 2019	17th January, 2019	24th January, 2019
T H U R S D A Y		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board 1.00 pm Joint Safety Committee	1.00 pm Group Meetings 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet
	4th January, 2019	11th January, 2019	18th January, 2019	25th January, 2019
F R I D A Y	9.30 am Planning Committee Visits			

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(Shaded area denotes School Holidays)

	4th February, 2019	11th February, 2019	18th February, 2019	25th February, 2019
M O N D A Y				5.00 pm Labour Group Meeting
	5th February, 2019	12th February, 2019	19th February, 2019	26th February, 2019
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 10.00 am Elections & Democratic Structures Committee		10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee
	6th February, 2019	13th February, 2019	20th February, 2019	27th February, 2019
W E D N E S D A Y		10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel		
	7th February, 2019	14th February, 2019	21st February, 2019	28th February, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet		12 Noon Deadline for Questions and Motions to Council 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee
	1st February, 2019	8th February, 2019	15th February, 2019	22nd February, 2019
F R I D A Y	9.30 am Planning Committee Visits			

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(Shaded area denotes School Holidays)

	4th March, 2019	11th March, 2019	18th March, 2019	25th March, 2019
M O N D A Y	1.00pm Group Meetings 2.00 pm COUNCIL (Budget setting & Council Tax)			
T U E S D A Y	5th March, 2019 9.00 am Children and Young People Overview and Scrutiny Panel 12 Noon Planning Training 2.00 pm Planning Committee	12th March, 2019 10.00 am Cabinet	19th March, 2019	26th March, 2019 10.00 am Cabinet
W E D N E S D A Y	6th March, 2019	13th March, 2019 4.00 pm Corporate Parenting Board	20th March, 2019 4.00 pm Standing Advisory Council on Religious Education	27th March, 2019 1.00 pm Parish Councils' Joint Consultative Committee
T H U R S D A Y	7th March, 2019 10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet	14th March, 2019 9.30 am Health & Wellbeing Board	21st March, 2019 10.00 am Health & Adult Care Overview & Scrutiny Panel 5.00 pm Deadline for Questions & Statements for Cabinet	28th March, 2019 10.00 am Overview & Scrutiny Management Committee
F R I D A Y	1st March, 2019 9.30 am Planning Committee Visits	8th March, 2019	15th March, 2019	22nd March, 2019 29th March, 2019 9.30 am Planning Committee Visits

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	1st April, 2019	8th April, 2019	15th April, 2019	22nd April, 2019	29th April, 2019
M O N D A Y				BANK HOLIDAY	
	2nd April, 2019	9th April, 2019	16th April, 2019	23rd April, 2019	30th April, 2019
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	3rd April, 2019	10th April, 2019	17th April, 2019	24th April, 2019	
W E D N E S D A Y					
	4th April, 2019	11th April, 2019	18th April, 2019	25th April, 2019	
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for	10.00 am Audit Committee	5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee	
	5th April, 2019	12th April, 2019	19th April, 2019	26th April, 2019	
F R I D A Y			BANK HOLIDAY	9.30 am Planning Committee Visits	

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	6th May, 2019	13th May, 2019	20th May, 2019	27th May, 2019
M O N D A Y	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	7th May, 2019	14th May, 2019	21st May, 2019	28th May, 2019
T U E S D A Y	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	1st May, 2019	8th May, 2019	15th May, 2019	22nd May, 2019
W E D N E S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		4.00 pm Corporate Parenting Board	
	2nd May, 2019	9th May, 2019	16th May, 2019	23rd May, 2019
T H U R S D A Y			10.00 am Health & Adult Social Care Overview & Scrutiny Panel (Work Planning)	5.00 pm Deadline for Questions & Statements for Cabinet
	3rd May, 2019	10th May, 2019	17th May, 2019	24th May, 2019
F R I D A Y			10.00 am Group Meetings (Mansion House) 11.00 am ANNUAL COUNCIL MEETING – Mansion House (Reconvene @ 1.00pm – Civic Office)	9.30 am Planning Committee Visits
	31st May, 2019			

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(Shaded area denotes School Holidays)

	3rd June, 2019	10th June, 2019	17th June, 2019	24th June, 2019
M O N D A Y				
	4th June, 2019	11th June, 2019	18th June, 2019	25th June, 2019
T U E S D A Y	10.00 am Cabinet	10.00 am Regeneration & Housing Overview & Scrutiny Panel (Work Planning)	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	5th June, 2019	12th June, 2019	19th June, 2019	26th June, 2019
W E D N E S D A Y	10.00 Children & Young Peoples Overview & Scrutiny Panel (Work Planning)		10.00 am Audit Committee	4.00 pm Standing Advisory Council for Religious Education
	6th June, 2019	13th June, 2019	20th June, 2019	27th June, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee (Work Planning)	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet
	7th June, 2019	14th June, 2019	21st June, 2019	28th June, 2019
F R I D A Y		10.00 am Community & Environment Overview & Scrutiny Panel (Work Planning)	9.30 am Planning Committee Visits	

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	1st July, 2019	8th July, 2019	15th July, 2019	22nd July, 2019	29th July, 2019
M O N D A Y			5.30 pm Labour Group Meeting		
T U E S D A Y	2nd July, 2019 10.00 am Cabinet	9th July, 2019 10.00 am Elections & Democratic Structures Committee 12 Noon Deadline for Questions & Motions to Council	16th July, 2019 10.00 am Cabinet	23rd July, 2019 12 Noon Planning Training 2.00 pm Planning Committee	30th July, 2019
W E D N E S D A Y	3rd July, 2019 10.00 am Children & Young Peoples Overview & Scrutiny Management Committee	10th July, 2019 1.00 pm Parish Councils' Joint Consultative Committee	17th July, 2019 10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board	24th July, 2019	31st July, 2019
T H U R S D A Y	4th July, 2019	11th July, 2019 10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	18th July, 2019 5.00 pm Group Meetings 6.00 pm COUNCIL	25th July, 2019 10.00 am Audit Committee 1.00 pm Joint Safety Committee	
F R I D A Y	5th July, 2019	12th July, 2019	19th July, 2019 9.30 am Planning Committee Visits	26th July, 2019	

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		5th August, 2019	12th August, 2019	19th August, 2019	26th August, 2019
M O N D A Y					BANK HOLIDAY
		6th August, 2019	13th August, 2019	20th August, 2019	27th August, 2019
T U E S D A Y		10.00 am Cabinet		10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	
		7th August, 2019	14th August, 2019	21st August, 2019	28th August, 2019
W E D N E S D A Y					
	1st August, 2019	8th August, 2019	15th August, 2019	22nd August, 2019	29th August, 2019
T H U R S D A Y	5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet
	2nd August, 2019	9th August, 2019	16th August, 2019	23rd August, 2019	30th August, 2019
F R I D A Y			9.30 am Planning Committee Visits		

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(Shaded area denotes School Holidays)

	2nd September, 2019	9th September, 2019	16th September, 2019	23rd September, 2019	30th September, 2019
M O N D A Y			9.30 am Planning Committee Visits 5.30 pm Labour Group Meeting		
T U E S D A Y	3rd September, 2019	10th September, 2019	17th September, 2019	24th September, 2019	
	10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee	12 Noon Deadline for Questions & Motions to Council	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee		
W E D N E S D A Y	4th September, 2019	11th September, 2019	18th September, 2019	25th September, 2019	
	10.00 am Children & Young Peoples Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board			10.00 am Health & Adult Social Care Overview & Scrutiny Panel	
T H U R S D A Y	5th September, 2019	12th September, 2019	19th September, 2019	26th September, 2019	
	9.30 am Health & Wellbeing Board	10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	5.00 pm Group Meetings 6.00 pm COUNCIL	10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet	
F R I D A Y	6th September, 2019	13th September, 2019	20th September, 2019	27th September, 2019	

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	7th October, 2019	14th October, 2019	21st October, 2019	28th October, 2019
M O N D A Y				
	1st October, 2019	8th October, 2019	15th October, 2019	22nd October, 2019
T U E S D A Y	10.00 am Cabinet	10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet 12 Noon Planning Training 2.00 pm Planning Committee	
	2nd October, 2019	9th October, 2019	16th October, 2019	23rd October, 2019
W E D N E S D A Y				
	3rd October, 2019	10th October, 2019	17th October, 2019	24th October, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee	10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet
	4th October, 2019	11th October, 2019	18th October, 2019	25th October, 2019
F R I D A Y		9.30 am Planning Committee Visits		

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	4th November, 2019	11th November, 2019	18th November, 2019	25th November, 2019
M O N D A Y			5.30 pm Labour Group Meeting	
	5th November, 2019	12th November, 2019	19th November, 2019	26th November, 2019
T U E S D A Y	10.00 am Cabinet	12 Noon Deadline for Questions & Motions to Council 12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections & Democratic Structures Committee
	6th November, 2019	13th November, 2019	20th November, 2019	27th November, 2019
W E D N E S D A Y	4.00 pm Standing Advisory Council for Religious Education	1.00 pm Parish Councils' Joint Consultative Committee	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 4.00 pm Corporate Parenting Board	
	7th November, 2019	14th November, 2019	21st November, 2019	28th November, 2019
T H U R S D A Y	10.00 am Overview & Scrutiny Management Committee	9.30 am Health & Wellbeing Board 5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Group Meetings 2.00 pm COUNCIL	5.00 pm Deadline for Questions & Statements for Cabinet
	1st November, 2019	8th November, 2019	15th November, 2019	22nd November, 2019
F R I D A Y		9.30 am Planning Committee Visits		

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	2nd December, 2019	9th December, 2019	16th December, 2019	23rd December, 2019	30th December, 2019
M O N D A Y					
	3rd December, 2019	10th December, 2019	17th December, 2019	24th December, 2019	31st December, 2019
T U E S D A Y	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet		
	4th December, 2019	11th December, 2019	18th December, 2019	25th December, 2019	
W E D N E S D A Y	10.00 am Children & Young Peoples Overview & Scrutiny Panel			BANK HOLIDAY	
	5th December, 2019	12th December, 2019	19th December, 2019	26th December, 2019	
T H U R S D A Y		10.00 am Overview & Scrutiny Management Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Licensing Committee	BANK HOLIDAY	
	6th December, 2019	13th December, 2019	20th December, 2019	27th December, 2019	
F R I D A Y	9.30 am Planning Committee Visits				

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	6th January, 2020	13th January, 2020	20th January, 2020	27th January, 2020
M O N D A Y			10.00 am Overview & Scrutiny Management Committee 5.30 pm Labour Group Meeting	
	7th January, 2020	14th January, 2020	21st January, 2020	28th January, 2020
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet 12 Noon Deadline for Questions & Motions for Council	10.00 am Awards, Grants & Transport (Appeals) Committee	10.00 am Cabinet
	1st January, 2020	8th January, 2020	15th January, 2020	22nd January, 2020
W E D N E S D A Y	BANK HOLIDAY		4.00 pm Corporate Parenting Board	10.00 am Health & Adult Social Care Overview & Scrutiny Panel
	2nd January, 2020	9th January, 2020	16th January, 2020	23rd January, 2020
T H U R S D A Y		5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board 1.00 pm Joint Safety Committee	1.00pm Group Meetings 2.00 pm COUNCIL 5.00 pm Deadline for Questions & Statements for Cabinet
	3rd January, 2020	10th January, 2020	17th January, 2020	24th January, 2020
F R I D A Y	9.30 am Planning Committee Visits			9.30 am Planning Committee Visits

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	3rd February, 2020	10th February, 2020	17th February, 2020	24th February, 2020
M O N D A Y				
T U E S D A Y	4th February, 2020 12 Noon Planning Training 2.00 pm Planning Committee	11th February, 2020 10.00 am Cabinet	18th February, 2020 style="background-color: #cccccc;">	25th February, 2020 10.00 am Cabinet 10.00 am Awards, Grants & Transport (Appeals) Committee 12 Noon Deadline for Questions & Motions to Council
W E D N E S D A Y	5th February, 2020	12th February, 2020 10.00 am Communities & Environment Crime & Disorder Overview & Scrutiny Panel	19th February, 2020 style="background-color: #cccccc;">	26th February, 2020
T H U R S D A Y	6th February, 2020 10.00 am Overview & Scrutiny Management committee 5.00 pm Deadline for Questions & Statements for Cabinet	13th February, 2020	20th February, 2020 5.00 pm Deadline for Questions & Statements for Cabinet	27th February, 2020 10.00 am Overview & Scrutiny Management Committee
F R I D A Y	7th February, 2020	14th February, 2020	21st February, 2020 style="background-color: #cccccc;">	28th February, 2020 9.30 am Planning Committee Visits

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(Shaded area denotes School Holidays)

	2nd March, 2020	9th March, 2020	16th March, 2020	23rd March, 2020	30th March, 2020
M O N D A Y	5.30 pm Labour Group Meeting				
	3rd March, 2020	10th March, 2020	17th March, 2020	24th March, 2020	31st March, 2020
T U E S D A Y	12 Noon Planning Training 2.00 pm Planning Committee	10.00 am Cabinet	10.00 am Elections & Democratic Structures Committee	10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	4th March, 2020	11th March, 2020	18th March, 2020	25th March, 2020	
W E D N E S D A Y	10.00 am Children and Young People Overview and Scrutiny Panel	10.00 am Health & Adult Social Care Overview & Scrutiny Panel 1.00 pm Parish Councils' Joint Consultative Committee	4.00 pm Corporate Parenting Board	4.00 pm Standing Advisory Council for Religious Education	
	5th March, 2020	12th March, 2020	19th March, 2020	26th March, 202	
T H U R S D A Y	1.00 pm Group Meetings 2.00 pm COUNCIL (Budget setting & Council Tax) 5.00 pm Deadline for Questions & Statements for Cabinet	9.30 am Health & Wellbeing Board	10.00 am Licensing Committee 5.00 pm Deadline for Questions & Statements for Cabinet	10.00 am Overview & Scrutiny Management Committee	
	6th March, 2020	13th March, 2020	20th March, 2020	27th March, 2020	
F R I D A Y				9.30 am Planning Committee Visits	

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	6th April, 2020	13th April, 2020	20th April, 2020	27th April, 2020
M O N D A Y		BANK HOLIDAY		
	7th April, 2020	14th April, 2020	21st April, 2020	28th April, 2020
T U E S D A Y	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	1st April, 2020	8th April, 2020	15th April, 2020	22nd April, 2020
W E D N E S D A Y				5.00 pm Deadline for Questions & Statements for Cabinet
	2nd April, 2020	9th April, 2020	16th April, 2020	23rd April, 2020
T H U R S D A Y	10.00 am Audit Committee 5.00 pm Deadline for Questions & Statements for Cabinet		5.00 pm Deadline for Questions & Statements for Cabinet	1.00 pm Joint Safety Committee
	3rd April, 2020	10th April, 2020	17th April 2020	24th April, 2020
F R I D A Y		BANK HOLIDAY		9.30 am Planning Committee Visits

Schedule of Meetings 1st May, 2018 to 31st May, 2020

(Shaded area denotes School Holidays)

	4th May, 2020	11th May, 2020	18th May, 2020	25th May, 2020
M O N D A Y	BANK HOLIDAY	5.30 pm Labour Group Meeting AGM (Parts 1 & 2)		BANK HOLIDAY
	5th May, 2020	12th May, 2020	19th May, 2020	26th May, 2020
T U E S D A Y	10.00 am Cabinet		10.00 am Cabinet	12 Noon Planning Training 2.00 pm Planning Committee
	6th May, 2020	13th May, 200	20th May, 2020	27th May, 2020
W E D N E S D A Y		4.00 pm Corporate Parenting Board		
	7th May, 2020	14th May, 2020	21st May, 2020	28th May, 2020
T H U R S D A Y		5.00 pm Deadline for Questions & Statements for Cabinet		
	1st May, 2020	8th May, 2020	15th May, 2020	22nd May, 2020
F R I D A Y		10.00 am Group Meetings 11.00 am ANNUAL COUNCIL MEETING at the Mansion House (Reconvene @ 1.00 pm, Civic Office)	9.30 am Planning Committee Visits	

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SHEFFIELD CITY REGION COMBINED AUTHORITY

THE AMP TECHNOLOGY CENTRE, WAVERLEY, ROTHERHAM, S60 5WG

MINUTES OF THE MEETING HELD ON 11 DECEMBER 2017

PRESENT:

Councillor Tricia Gilby, Chesterfield BC (Chair)

Councillor Sir Steve Houghton CBE, Barnsley MBC

Councillor Julie Dore, Sheffield CC

Mayor Ros Jones CBE, Doncaster MBC

Councillor Chris Read, Rotherham MBC

Fiona Boden, SCR Exec Team

Huw Bowen, Chesterfield BC

Peter Dale, Doncaster MBC

Steve Davenport, SYPTE

Steve Edwards, SYPTE

Andrea Fitzgerald, Sheffield City Region Executive Team

Andrew Frosdick, Monitoring Officer

Andrew Gates, SCR Exec Team

Sharon Kemp, Rotherham MBC

Mark Lynam, SCR Exec Team

Mel Dei Rossi, SCR Exec Team

Dave Smith, SCR Exec Team

Neil Taylor, Bassetlaw DC

Mike Thomas, SCC / SCR Exec Team

Diana Terris, Clerk / Barnsley MBC

Craig Tyler, Joint Authorities Governance Unit

Eugene Walker, S.151 Officer

Apologies for absence were received from Councillor G Baxter, Councillor S Greaves, Councillor L Rose OBE and Councillor A Syrett

1 APOLOGIES

Members' apologies were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

It was noted an appendix to item 13 (Work and Health Programme – SCR / DWP Memorandum of Understanding) is to be considered in the absence of the public and press.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed there were no agenda items for which voting rights could not be conferred on non-Constituent Members.

6 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

As Leader of the sponsoring Local Authority, the Chair declared an interest in the Northern Gateway Project (to be considered at item 15 - LGF Capital Programme Approvals).

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

8 RECEIPT OF PETITIONS

None received.

9 PUBLIC QUESTIONS

None received.

10 MINUTES OF THE MEETING HELD ON 30TH OCTOBER 2017

RESOLVED, that the minutes of the meeting held on 30th October are agreed to be an accurate record.

11 APPOINTMENT OF CHAIR OF THE SCR COMBINED AUTHORITY

A report was received to inform Members of the requirement to invite nominations for, and appoint to, the position of Chair of the SCR Combined Authority (as

determined by Article 4 (Chairing of the Combined Authority) and Part 5A (Combined Authority Procedure Rules) of the Sheffield City Region Combined Authority Constitution), the vacancy having arisen due to the Chair giving notice to stand down.

RESOLVED, that Cllr Chris Read be appointed Chair of the SCR Combined Authority.

It was confirmed Cllr Tricia Gilby would continue to serve as Vice Chair.

12 SKILLS BANK OPTIONS

A report was received to provide Members with the position in relation to Phase Two of the current Skills Bank programme and to introduce options moving forward.

Members were reminded that in 2015 the SCR LEP secured a six-year Growth Deal with Government to fund the flagship Skills Bank programme. Skills Bank provides co-investment for businesses for training of existing employees with levels of investment determined by tangible propositions around growth. The Growth Fund was combined with European Social Fund (ESF) through a co-financing agreement with the Education, Skills Funding Agency (ESFA) to provide a joint funding pot for businesses of £21m. Delivery of the Skills Bank programme was contracted through the ESFA to Price Waterhouse Cooper (PwC) who to date have conducted 434 deals with businesses and supported 6,939 learners.

It was noted the current Skills Bank programme will end on the 31st March 2018 and the SCR Executive are currently in dialogue with Government in relation to the remaining three years of Growth Fund money (£10.5m) now the co-financing arrangement with the ESFA is due to come to an end. In preparation for the end of the current programme the SCR Executive is therefore working with the Managing Authority for ESF (DWP) to release an ESF Call for a third party to deliver and manage Phase Two of the Skills Bank programme at the end of January 2018 (as the last practical date for Calls to be issued prior to the UK exit from the European Union in March 2019).

The report introduced a series of options regarding how the Phase Two calls process might be progressed, taking account of currently unknown timings.

Mayor Jones requested this process be completed as quickly as possible and suggested a defined series of questions be used to ensure all required information is received from the potential bidders to run Phase Two.

Cllr Dore requested more evidence be drawn from how Skills Bank Phase One operated to inform the requirements for Phase Two. D Smith confirmed Phase One performance reporting would be used in this respect.

Cllr Dore questioned queried reference to 'the options would require further financial input to ensure all associated costs to the CA are covered' and noted the need for all risks to the SCR to be properly managed.

RESOLVED, that the Combined Authority delegates responsibility to the Head of Paid Service, in consultation with the Skills Executive Board Chair, to progress the development of the bidding process for Skills Bank Phase 2 but not to make any commitments without a further report back to the Combined Authority.

13 WORK AND HEALTH PROGRAMME

A report was received seeking approval to sign the Memorandum of Understanding for the Work and Health Programme (WHP) to cover the delivery (live running) phase of the programme.

The report reminded Members the SCR was awarded the ability to co-design elements of the national Programme as a Devolution Deal Area (DDA). The co-designed programme will cover the constituent members of the SCR only with the remaining areas receiving the national offer.

It was noted the Programme will help people with disabilities, early access groups and the long term unemployed into sustainable employment. The Programme will go live across the SCR in January 2018 and run for 5 years.

Cllr Dore questioned the sharing of data and asked whether the MoU would cover the provision of information that could then be used to help inform actions to address local priorities. It was noted performance information would be received but this won't be disaggregated down to the district level.

Cllr Read therefore questioned how this information will be fed back into the Local Integration Boards. It was acknowledged local arrangements would need to be worked out in due course.

RESOLVED, that the Combined Authority approves the signing of the Memorandum of Understanding for the Work and Health Programme

14i Transport for the North - Appointment of TfN Member

A report was received requesting appointments to the TfN Board

The report advised Members of appropriate inclusions in the TfN constitution which relate to membership.

It was agreed improvements are required to the processes currently in place to provide Members with briefings, including the provision of TfN briefings for both Cllr Dore and Mayor Jones.

RESOLVED, that Cllr Dore is appointed as TfN Board member and Mayor Jones appointed as substitute member, appointments to be reviewed after the May 2018 Mayoral elections.

14ii Contracting on Behalf of TfN

A report was received outlining a proposal for the SCR's continuation of support to TfN by acting as the contracting body in the procurement of its back-office systems, in advance of the organisation becoming a statutory transport body.

Members were assured that undertaking this role will be at nil cost and risk to SCR, and be for a time-limited period.

RESOLVED, that the Combined Authority agrees to act as the contracting body in the procurement of TfN's back-office systems, in advance of that organisation receiving statutory status.

15 LGF CAPITAL PROGRAMME APPROVALS

Cllr Read assumed the Chair for this agenda item.

A report was received to present the Financial Approvals, which have progressed through the Appraisal Framework, for the Combined Authority's endorsement.

It was noted 20 applications totalling £25.6m have been received in relation to the SCR's Housing Fund (£8.1m budget). Work is now underway to assess Outline Business Cases.

The report noted the Skills Capital Fund commissioning call closed on 16th November 2017. Eight applications were received with a total request for £1.5m SCR funding (from a total budget available of £1.2m). Including proposed match funding, total project costs are £2,985,000 with the average intervention rate of 51%.

It was noted 52 applications totalling £207m were received in relation to the open call for reserve capital projects (by the 8th December deadline). These are in the process of being assessed.

RESOLVED, that the Board Members:

1. Approve the changes to the Northern Gateway project (as detailed at Appendix A to the report).
2. Note progress on the Skills Capital, SCR Housing Fund and Open Call for Reserve Capital Projects.
3. Approve the Skills Capital applications to be accepted onto the Programme and progress to Full Business Case.
4. Approve the provision of delegated Authority to the Head of Paid of Service, in conjunction with the Section 73 Officer, to enter into the contractual arrangements required as a result of the above approvals.

16 DELEGATED AUTHORITY REPORT

A report was received to update the Combined Authority on delegations made and subsequent actions taken by officers in the last period.

CHAIR

**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 9 NOVEMBER 2017**

Board Members: Sir Nigel Knowles (Chair), Gavin Baldwin, Laura Bennett, Councillor Tricia Gilby, Alexa Greaves, Julie Kenny CBE, Neil MacDonald, Martin McKervey, Owen Michaelson, Councillor Lewis Rose OBE and Richard Stubbs

In attendance: Substitute Members: Councillor Michael Gordon and Councillor Mazher Iqbal

Co-Opted Members: Chris Scholey

Officers: Fiona Boden, David Budd, Paul Clifford, Andrew Gates, Sharon Kemp, Mark Lynam, John Mothersole, Dave Smith, Mike Thomas and Craig Tyler

Apologies: Councillor Graham Baxter MBE, Councillor Julie Dore, Professor Sir Keith Burnett, Councillor Simon Greaves, Councillor Sir Steve Houghton CBE, Mayor Ros Jones CBE, Councillor Chris Read, Councillor Ann Syrett, Simon Carr, Professor Chris Husbands, Ruth Adams, Huw Bowen, Dorcas Bunton, Andrew Frosdick, Jo Miller, Daniel Swaine, Neil Taylor and Diana Terris

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>The Chair welcome the incoming private sector Board members and introduced the members and officers present.</p>	
2	<p>Declarations of Interest</p> <p>Members were provided with an explanation of the duty to declare personal, professional or pecuniary interests in respect of any matter of business to be transacted at LEP Board meetings. It was noted members will be asked to not take part in discussions if declaring a non-pecuniary interest and may be asked to withdraw from the meeting, for the duration of the relevant agenda item, if a pecuniary interest is declared.</p>	

	<p>At item 7 (Northern Cultural Regeneration Fund), Julie Kenny declared a non-pecuniary interest in the Landscape Reconnected – A New Destination for the North bid by virtue of connections to the Wentworth Foundation Preservation Trust and Cllr Mazher Iqbal declared a non-pecuniary interest in the Onwards and Upwards Tinsley Art Project bid, as the representative Member of the sponsoring Authority.</p>	
<p>3</p>	<p>Notes of the last meeting held on 11 September 2017</p> <p>It was agreed the minutes of the LEP Board meeting held on 11th September were a true and accurate record.</p> <p>Members discussed whether 3pm start times for meetings were ideal.</p> <p>Action: D Smith to monitor whether revisions to meeting start times might be beneficial.</p>	
<p>4</p>	<p>Emerging National Industrial Strategy</p> <p>A presentation was received regarding the Emerging National Industrial Strategy, highlighting synergies with the SCR's Emerging Inclusive Industrial Strategy (a.k.a the SEP refresh)</p> <p>It was noted the Emerging National Industrial Strategy is the government's primary, cross-departmental plan for improving the economic growth and performance of the country.</p> <p>The Board was informed the initial 10 pillars of the National Strategy have been distilled down to 5 foundations: Skills, Innovation, Place, Infrastructure and Business. These will feature in the forthcoming Green Paper. It was noted these foundations therefore accord well with the SCR's emerging priorities of: Research and Innovation, Business Growth, Skills and Employment, Transport and Place.</p> <p>The Board was also introduced to the concept of Sector deals, which the government is championing as a means to further drive growth. These propose to address sector-specific challenges and opportunities in relation to a number of areas including: Life Sciences, Artificial Intelligence, Creative Industries, Nuclear, Automotive and Industrial Digitalisation and therefore present the SCR with additional opportunities to further highlight its capabilities for growth in relevant sectors.</p> <p>It was noted a sectoral focussed £1bn Industrial Strategy Challenge Fund has been launched, for which funding will target 6 key areas. It was suggested announcements in respect of some of these areas may be timed to coincide with the 2017 Autumn Budget. It was therefore suggested this presents the SCR with further opportunities to attract additional funding and work is required to ensure the SCR is placed to take advantage of opportunities as they arise.</p>	

The Chair noted the Emerging National Industrial Strategy doesn't sit in isolation and will be delivered with other strategies the SCR needs to be fully engaged with i.e. pan-regional connectivity strategies.

It was noted the SCR and its affiliates will continue to lobby government collectively and individually regarding the importance of using the Emerging National Industrial Strategy to help geographically rebalance the economy. Consideration will also be given to which of the government's target sectors are more naturally aligned to the SCR and its ambitions and therefore most likely to attract funding.

It was acknowledged the role of the local universities in supporting the SCR's ambitions will be crucial, and noted university leads are having discussions with Ministers regarding potential Sector deals.

Consideration was given to whether the SCR's interests would be best served via collectively working with neighbouring city regions on schemes of mutual interest, with sectoral examples noted of where this might be feasible.

5 Transport Strategy Refresh and Public Consultation

A report and presentation were received to inform the Board of the latest developments in respect of the refresh of the SCR Transport Strategy and to invite Members' feedback ahead of the determination of the version of the draft which will become subject to wider public consultation, and the planned consultation process itself.

Members were advised of the key changes to the draft i.e. the emergence of HS2 and Transport for the North which are both predated by the previous strategy.

The draft vision, goals and policies and public consultation plans were explained in more detail.

The Board discussed the means through which the SCR's required 'place' as part of the wider TfN-led ambition will be championed at various levels of regional and national decision making.

It was noted TfN are due to launch consultation on their Strategic Transport Plan later in the year and efforts should be taken to avoid confusion with our consultation exercise.

In summary, the Board:

1. Noted the work undertaken to date to develop a draft consultation draft of the SCR Transport Strategy, working collaboratively with local authority partners.

	<p>2. Noted the next stage in the process being that of a 12-week public consultation on the Draft Transport Strategy, following Combined Authority approval on 30 October 2017.</p> <p>3. Agreed to support the statutory consultation on the draft SCR Transport Strategy through the promotion and dissemination of consultation information through appropriate LEP networks.</p>	
<p>6</p>	<p>LGF Capital Programme Performance Position at Q2</p> <p>A paper was received to provide an overview of the Local Growth Fund (LGF) performance position as at Q2 and provide the Board with oversight of the new CLG quarterly reporting dashboard.</p> <p>The Board was informed the receipt of performance reporting information would become standard practice and thus help inform the annual ‘conversation’ with government regarding future years’ funding.</p> <p>Members welcomed the provision of information noting this would help develop the Board’s ability to play a larger part in enhancing SCR accountability and thus provide the government with assurance our LGF (and successor funding stream) funding is being invested appropriately.</p> <p>Using the new dashboard reporting style as a basis to explain LGF finances, it was noted there is currently an over-commitment against the programme, over its life, which peaks at £34.29m by 2020. However, the 2017/18 in-year forecast is to underspend and this introduces a potential associated loss of grant (due to agreed spending milestones having to be achieved in year).</p> <p>The Board was informed of actions planned to remediate this year’s forecast underspend (starting with the provision of dashboard information to help inform further decisions) without further affecting the risk of whole-life programme overspend. It was noted these actions include the reprofiling of Funding from 2017/18 to 2018/19 and the publishing of an open commissioning call for a reserve pipeline of projects. Discussions will also be held with government in the interests of identifying any further profiling flexibilities.</p> <p>The Board agreed the need to be strong when taking difficult decisions in respect of schemes that may not be deliverable.</p> <p>It was agreed the Executive Boards will be critical in helping prioritise schemes for delivery and noted the new private sector LEP Board members will be allocated membership of the Boards to ensure the interests of the LEP are appropriately represented in all discussions.</p> <p>The Board members were provided with the opportunity to visit the Exec Team and learn more about the LGF programme management regime.</p>	

<p>7</p>	<p>Northern Cultural Regeneration Fund</p> <p>The Board was presented with a report providing a short summary of each of the four proposals received following an open call for schemes launched by the LEP after the Department for Digital Culture, Media and Sport asked all northern LEPs to assess local proposals to access a National Cultural Regeneration Fund (NCRF). It was noted the Department has asked the LEPs to submit a single scheme to the Government for consideration.</p> <p>It was noted the objectives of the fund are to encouraging sustainable cultural and creative regeneration in the North of England and to benefit areas in the North of England that have historically had low levels of cultural and creative investment.</p> <p>It was reported that an internal appraisal panel considered the schemes submitted. Scheme promoters were asked to submit their bids using the proforma provided by the government and additional questions were asked to enable the panel to appraise, rank and select the best bid including information about job creation, footfall estimates, potential for income generation and any value for money opportunities.</p> <p>In additional to the information provided in the report, Members were advised of further correspondence received by the Chair in support of the Doncaster’s Founding Futures project. The points raised were given due consideration by the Board.</p> <p>In discussion, it was agreed the recommendation made by the internal appraisal panel should be supported and therefore the Board agreed to endorse the submission of the Onwards and Upwards (Tinsley Art Project) scheme to DCMS for consideration.</p> <p>It was confirmed the scheme promoter is confident a short-fall identified in respect of the local contribution requirement will be addressed.</p>	
<p>8</p>	<p>Reviewing Sheffield City Region LEP Governance</p> <p>A report was received to inform the Board that over recent months the SCR Executive has been reviewing its governance arrangements to ensure that they are robust, efficient, effective and transparent. This includes consideration of both LEP and Combined Authority (CA) matters. It was noted this review have been informed by the government’s recent publication of the Ney Review of LEPs Governance and Transparency that makes a series of more formal recommendations around LEP governance arrangements.</p> <p>It was noted the report therefore presents a series of recommendations relative to the SCR LEP and a series of updated policy documents for LEP governance to ensure that a robust approach is in place. It was noted these are currently draft and subject to members’ comments:</p>	

- Terms of reference;
- Code of conduct;
- Declarations of interest policy;
- Expenses policy;
- Equality and diversity; and
- Gifts and hospitality policy.

Consideration was given to whether a 2 year appointment for private sector Board members is long enough given the time it takes to become fully proficient in matters for which the Board has responsibility.

The Equality and Diversity policy was welcomed and it was suggested the LEP's Appointments Committee should itself be diverse and representative.

It was suggested the Declarations of Interest proformas is challenging to complete. But acknowledged this degree of rigour is required to ensure transparency standards are met. The Board was informed the government is expected to be standardising a national LEP Board Declarations of Interest proforma which will be adopted by the SCR upon publication.

It was requested that all further comments be sent to D Smith as soon as possible for incorporation onto the final versions of the policies.

Action: ALL

It was agreed to delegate to the Managing Director, in consultation with the Chair and Vice Chair, the finalisation of the LEP governance policy framework and agreed documents should be published online to demonstrate to government our commitment to our transparency ambitions.

<p>9</p>	<p>Managing Director Report</p> <p>A report was received to provide LEP Board members with a general update on activity being undertaken by the LEP outside of the agenda items under discussion.</p>	
<p>10</p>	<p>Any Other Business</p> <p>No further matters noted.</p>	

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

27 NOVEMBER 2017

PRESENT: Councillor L Burgess (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: S Ayris, A Buckley, M Clements, T Damms,
P Haith, C Hogarth, C Rosling-Josephs, M Maroof,
C Ransome, J Satur and Dr A Billings

CFO J Courtney, DCFO M Blunden, S Booth, AM T Carlin,
SM C Mee, M Wood, T Tranter and P Jones
(South Yorkshire Fire & Rescue Service)

A Frosdick and I Rooth (Barnsley MBC)

M McCarthy, L Noble, R Bywater and M McCoole
(Joint Authorities Governance Unit)

Apologies for absence were received from D Terris, A Brown,
N Copley and M Buttery

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS

RESOLVED – That the following agenda items be considered in the absence of the public and press:-

Item 24 'Stronger Safer Communities Reserve Round 3'.

Item 25 'Contingency Arrangements Update'.

5 DECLARATIONS OF INTEREST BY INDIVIDUAL MEMBERS IN RELATION TO ANY ITEM OF BUSINESS ON THE AGENDA

None.

6 REPORTS BY MEMBERS

Councillor Satur had attended the Safer Sustainable Communities Partnership Board held on 21 November 2017, which had discussed domestic homicide and the review of the guidance.

Councillor Clements had recently visited Barnsley Fire Station with Dan Jarvis MP; he looked forward to the replacement of Barnsley Fire Station through the Capital Programme.

Councillor Atkin wished to congratulate Russ Paramore, who had recently attended the Business Continuity Institute International Global Awards Event where he had been presented with the Continuity and Resilience Professional (Public Sector) 2017 Award. He expressed his thanks and congratulations to one of the ladies and the Dearne 2 Team who had recently won awards in recognition of the work undertaken on the Princes Trust. Members were invited to attend the Presentation Event for the latest Barnsley Princes Trust Team on 13 December 2017 at 2pm at Barnsley Town Hall. Councillor Atkin also wished SYFR's Communications Team every success at the national Fire in Excellence Awards Ceremony in London on 8 December 2017.

Councillor Burgess had recently visited Barnsley Fire Station with Councillor Clements and Dan Jarvis MP, and she had also visited Rivelin Fire Station with CFO Courtney, which had proved to be a very useful session with the firefighters.

RESOLVED – That the reports be noted.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC, OR COMMUNICATIONS SUBMITTED BY THE CHAIR OR THE CLERK AND TO PASS SUCH RESOLUTIONS THEREON AS THE STANDING ORDERS PERMIT AND AS MAY BE DEEMED EXPEDIENT

None.

9 REALISTIC FIRE TRAINING - PRESENTATION

The Authority received a presentation on Realistic Fire Training, from AM T Carlin and SM C Mee. Members noted the following key points:-

- Realistic Fire Training involved the lighting of controllable fires in pre-demolition housing stock to provide a realistic training scenario for operational fire crews.
- A report entitled 'Firefighter Fatalities at Fires in the UK: 2004-13: Voices from the Fire-Ground' by Andrew Watterson, had reported a total of 6 firefighter deaths at fires in England between 1993/94 and 2003/04, which had doubled to 13 firefighter deaths between 2004/05 to 2013/14. The report

had stated that fire and rescue services should ensure that there was relevant, realistic, revised and regular training to include the means to ensure that there was relevant 'comprehensive' experience where possible for firefighters on incident command.

- BMBC Regulatory Services, BMBC Housing Regeneration, Berneslai Homes and Public Health England had been involved in the initiative.
- Media coverage had included Barnsley Chronicle, Sheffield Star, Look North, Radio Sheffield and the Fire Times Magazine.

Members were shown a short film on Realistic Fire Training.

AM Carlin informed Members that SYFR's District Managers would welcome Members' support to identify housing stock, at the correct time of demolition, to enable Realistic Fire Training to continue.

Councillor Hogarth queried whether there was any scope for collaboration on the training with South Yorkshire Police (SYP) and other services.

SM Mee highlighted that part of the project included pre and post training community safety for the areas. The model for the initial phase of the project at Baden Street had been developed solely for SYFR. Yorkshire Ambulance Service (YAS) and SYP had expressed an interest for partner agencies to be utilised as part of the training, should the amount of training or the number of incidents increase.

Councillor Ransome gave thanks for an excellent presentation. She queried whether aerosols, cookers and combustible items presented the most danger to firefighters.

SM Mee stated that the most dangerous element within a building fire was the way in which the fire developed, involving the furnishings and contents within the house. The houses within the Baden Street project had been loosely furnished. From a firefighter risk perspective, aerosols etc. did pose hazards, although the greatest hazards were the internal conditions of a compartment fire.

Councillor Haith queried whether consideration had been given to undertaking Realistic Fire Training in larger buildings i.e. industrial units that would be demolished in the future.

AM Carlin commented that consideration had to be given to the size of the fire. Public Health England had stated that Realistic Fire Training should involve clean burning. The short film observed by Members had shown that the conditions from a firefighter perspective were good, with good visibility of the flames and clean burning to accommodate the issues raised. SYFR had previously undertaken high rise exercises without fire, in empty flats, and this remained on the agenda to be undertaken whenever such an opportunity arose.

Members noted the next steps:-

- Refine the Realistic Fire Training Model.
- Develop new relationships between district and local authorities.

- Roll out Realistic Fire Training to all districts.
- Embed Realistic Fire Training as 'business as usual' within SYFR.

Councillor Burgess gave thanks for an interesting and informative presentation. She highlighted that Realistic Fire Training was vital for the safety of SYFR firefighters and ultimately the safety of the residents of South Yorkshire.

RESOLVED – That Members received the presentation.

10 MINUTES OF THE AUTHORITY MEETING HELD ON 16 OCTOBER 2017

Councillor Ayris highlighted the reference made in the minutes that updates following the Grenfell Tower fire would remain on the agenda; he queried why this did not form part of today's agenda.

Councillor Burgess stated that the issue would be kept live, and that SYFR would ensure that all lessons were learned from the incident and reported accordingly.

CFO Courtney added that a written paper would be presented to the Authority meeting in January 2018, to capture all activity post the Grenfell Tower fire.

Councillor Ayris referred to the recently established web page on the Authority's website, which published the responses to Members' questions that were unable to be answered at Authority meetings. He queried how accessible the web page was for members of the public, and he suggested that the most appropriate method would be to attach the responses to Members' questions to the minutes of Authority meetings.

Councillor Burgess stated that it had been agreed at the last Authority meeting to explore methods of publishing responses to Members' questions for public consumption. She considered that the link to the web page was an acceptable way to communicate such information.

A Frosdick stated that if the answers to the questions raised at Authority meetings could be provided within the meetings, then those responses would be documented within the minutes. In order to provide transparency, the answers to those questions raised at Authority meetings are included within a link next to the minutes of the meeting on the Authority's website.

Councillor Buckley suggested that the current web page be trialled for a 12 month period, following which an assessment could be undertaken to determine how members of the public and the Authority considered it to be working.

DCFO Blunden stated that 137 members of the public had viewed the SYFR Annual Report 2015/16 on the SYFR website.

RESOLVED – That Members:-

- i) Noted that a written paper would be presented to the Authority meeting in January 2018, to capture all activity post the Grenfell Tower fire.

- ii) Agreed that the method of publishing responses to Members' questions for public consumption via a link on the Authority's website be reviewed after a 12 month period.

11 REVISION OF CONTRACT STANDING ORDERS

A report of the Director of Support Services was presented to inform Members of the proposed amendments to the Contract Standing Orders (CSO's) which were a refinement of ongoing improvements that would strengthen the overall governance framework.

Members noted that it was necessary to review CSO's in order to ensure that they continued to reflect procurement best practice and remained fit for purpose.

Councillor Burgess stated that she was very pleased to receive the report, which provided an opportunity to view the suggested amendments to the CSO's.

Councillor Ransome gave thanks to M Wood for the very comprehensive report. She referred to the proposed amendment to CSO 27.2, which would alleviate Legal Services of mundane administration work and help to speed up the contract award process. She suggested that it should be stipulated that the decisions should be formally recorded, following the problems encountered with the lack of documentation in relation to Wirral Cladding & Roofing Ltd.

M Wood referred to SYFR's internal procedures which underpinned CSO's. A system was in place to record everything over £25,000 and was tracked as a work programme, together with a control document which would involve the client requesting a procurement. The Procurement Team would add comments and the document would be signed off by the sponsors and the SYFR Executive Team members. All decisions would be included on the Contracts Register which was published on SYFR's website. The Procurement Team would manage everything over £25,000 and anything below £25,000 would be included onto the YorTender electronic portal, which was audited for greater transparency.

Councillor Satur queried the level that would be submitted for Members' decision.

A Frosdick referred to the distinction between the thresholds to invite tenders and the Authority to accept a tender. Under the Constitution, the decision was delegated to CFO Courtney and would only be brought to the Authority if it was considered sufficiently sensitive and required Member input; many award decisions were of a straightforward nature. The decision to incur expenditure at the start of the process would require Member decision if it was above the threshold for Member approval.

M Wood stated that it was intended to present a report to the Authority meeting in January 2018 to explain the procurement of the Facilities Management contract which integrated all of the current contracts around Estates Management and Assets, worth approximately £1m per year, and to inform Members of the strategy proposed to be adopted within the Procurement Team, to seek Member endorsement.

Councillor Satur requested that Members have sight of the document in advance of the Authority meeting in January 2018.

Councillor Burgess suggested that Members considered the report in detail at the Corporate Advisory Group meeting to be held in either December 2017/ January 2018.

Councillor Ayris suggested that it was sensible for the SYFR Executive Team to make any minor changes to CSO's, but to bear in mind that Members had the ultimate governance responsibility. He suggested that a report be presented to the Authority on an annual basis to inform Members of any changes to the CSO's.

Councillor Hogarth highlighted the necessity for Members to be made aware of any changes to the CSO's and the benefits of supporting the people of South Yorkshire by purchasing locally.

M Wood commented that the issue was addressed within the Procurement Strategy and Policy 2018-2021, which explained how SYFR would support the local economy.

Councillor Clements stated that he would have appreciated more than one week to consider both the revisions to CSO's and the Procurement Strategy and Policy 2018-2021; he had many minor points to raise on the documents at a more appropriate time. He expressed concern in relation to the use of the framework agreements, in particular on how the Capital Programme would benefit local business. He suggested that a due diligence exercise be undertaken to determine who the contracts were let to, to ensure that business and employees in South Yorkshire saw the benefit of the money spent.

M Wood highlighted that SYFR was a niche buyer of equipment, which was unlikely to be manufactured locally. Fire and Rescue Services across England are collaborating to standardise the requirements with the intention to derive value from the market wherever possible; there was a need for frameworks within certain areas which could be problematic. The report to be presented to the Authority meeting in January 2018 would indicate that the plans for Barnsley Fire Station would not include a framework for contractors. The intention was to advertise for contractors locally within South Yorkshire; the estimates had indicated that the construction costs were below the European threshold. In relation to the Facilities Management Contract, SYFR was concerned about the balance between national and local bidders. SYFR had approached six local suppliers to attend a market warming day recently, of which none of those local suppliers attended. The Facilities Management contract would be advertised to framework providers and would enable local providers to tender.

Councillor Clements was pleased to learn of the position in relation to Barnsley Fire Station; he was reassured to learn that genuine local construction firms would have the opportunity to tender for the works. He added that M Wood had identified gaps in the market for specialised equipment which local firms may wish to enter into.

CFO Courtney highlighted that through the Home Office, the Government continually encouraged fire and rescue services to aggregate spend, which would enable a reduction in the cost per item. A strategic procurement project was underway, consisting of six different categories i.e. ICT, facilities management and transport, with the projects designed to bring fire and rescue services together to enable a combined order to be submitted in the hope to drive down the cost.

Councillor Haith welcomed the report, in particular the lowering of the thresholds which would provide for greater transparency and governance. She queried SYFR's staff capacity to deliver the increase in workload.

M Wood referred to the balance between using frameworks, which involved the front end of a procurement process being undertaken collectively, and the Procurement Team that would be involved in the middle of the process with a specification. It was noted that through centralising more work into the Procurement Team, the workload would be offset by the use of frameworks. SYFR undertook a process to review and identify any gaps in the current skill set, to determine how the gap could be closed through self-development or additional recruitment. Many internal improvements had been made and a small number of skill gaps had been identified. M Wood was currently filling those skill gaps from his experience, which he would transfer and embed into SYFR; many new standards and procedures were currently being produced. He envisaged that by the first quarter of 2018, that the skills would be up to the standards required, the Procurement Team would be self-sufficient and would be able to deliver the works seamlessly.

Councillor Damms queried whether the way in which SYFR's contracts were devised dissuaded local companies from bidding.

M Wood commented that this was an issue of concern from a procurement point of view. SYFR was extremely conscious of the need to break down the contracts, with one advertisement sent out in two lots i.e. hard and soft, to provide an opportunity for more local suppliers to bid. A market warming day had recently been held to explain SYFR's approach to the market, and to engage with local suppliers wherever possible.

Councillor Ransome queried how long M Wood had been employed by SYFR.

M Wood stated that he had been employed by SYFR for 6 months, with the remit to make strategic and tactical improvements to the Authority's procurement standards. His contract would run until the end of December 2017, with the option to extend the contract to June 2018.

Councillor Burgess thanked Members for the questions raised, and she highlighted the importance for Members to have sufficient time to ask pertinent questions on particular key issues, to ensure that the correct decisions were made. She suggested that it would have been more appropriate for issues such as the revision of CSO's and the Procurement Strategy and Policy 2018-2021 to have been discussed in greater detail at the Corporate Advisory Group. She recommended Members to address any additional detailed questions to S Booth or M Wood.

A Frosdick stated that in relation to CSO 35, the strict delegation would be for CFO Courtney to discharge issues through his Executive Team, who would consult him on any material changes. Members would be notified annually of any changes made.

Councillor Damms requested that Members be informed of any major changes to CSO's during the course of the year.

S Booth stated that initially when procurement matters had been presented to the Authority, it had been specified that a report would be provided to the Authority every other month; a report on property related matters would be presented to the January 2018 Authority meeting.

Councillor Burgess thanked the officers for the work undertaken.

RESOLVED – That Members:-

- i) Considered and approved the proposed changes to the Contract Standing Orders.
- ii) Noted that a report would be presented to the January 2018 Authority meeting in relation to the procurement of the Facilities Management contract, and to seek Member endorsement of the strategy proposed to be adopted within the Procurement Team.
- iii) Would consider in detail at the Corporate Advisory Group meeting to be held in either December 2017/January 2018, the report to be presented to the January 2018 Authority meeting.
- iv) Noted that an annual report would be submitted to the Authority to inform of any changes to the Contract Standing Orders.
- v) Noted that Members would be informed of any major changes to the Contract Standing Orders during the course of the year.
- vi) Were requested to address any additional detailed questions to S Booth or M Wood.
- vii) Noted that a report on property related matters would be presented to the January 2018 Authority meeting.

12 PROCUREMENT STRATEGY AND POLICY 2018-2021

A report of the Director of Support Services was presented to inform Members that the existing Procurement Strategy 2013-16 had expired and to present the new Procurement Strategy and Policy 2018-21.

Members noted the following key drivers of the Strategy and Policy:-

- Collaboration - The Home Office had encouraged additional collaboration with the blue light services and public sector authorities.

- Quality weighted Value for Money – Throughout SYFR.
- Continuous improvement – In SYFR staff, systems, processes and supply chains.

Members noted that the National Fire Chiefs' Council was working on a number of work streams to create a framework for specialised equipment and services, which SYFR was encouraged to move towards; some of which were 12-18 months away from being established. 80% of SYFR's non-staffing budget spent was through collaboration of frameworks, with only 20% currently over the revenue spend, which was tendered directly.

M Wood highlighted that SYFR's Procurement Team ensure the Authority's vision to make South Yorkshire safer and stronger is met by procuring goods and services that were both safe and reliable. SYFR had a duty to treat all suppliers equally, transparently and fairly. The Procurement Strategy worked alongside CSO's. SYFR was working closely with partners in order to share knowledge, identify opportunities and to collate data. Each procurement would be undertaken on the balance of risk, the market and subject matter. M Wood had recently analysed all of SYFR's contracts to identify the risks to SYFR. A total of 5 contracts had been identified as high risk, 20 contracts had been identified as medium risk and the majority of contracts were classed as low risk; appropriate contract management and monitoring would be implemented to ensure that SYFR did not suffer in the event of a supply chain breakdown.

Councillor Ayris thanked M Wood for the comprehensive report. He highlighted that no reference had been made within the Procurement Strategy and Policy to the electronic storage of data, which had been a particular problem in relation to the Wirral Cladding & Roofing Ltd records. He queried whether a periodic/frequent review of the quality/price relationship should be undertaken, and whether the Procurement Strategy and Policy should be reviewed in 2 years' time, due to the uncertainty of external influences.

M Wood stated that electronic document storage had not been addressed within the Procurement Strategy and Policy. Within the internal Procurement Team's procedures, there was a requirement that everything over £5,000 must be stored onto the YorTender portal, and that anything below £5,000 must be saved onto the Integra system and be associated with a purchasing order.

Councillor Burgess requested that reference to the electronic document storage be made within the Procurement Strategy and Policy.

Councillor Ayris queried the time limit of the electronic document storage, which was also relevant in relation to CSO documentation changes.

M Wood commented that the Authority would have a document retention policy in place, which was usually 6 years plus one for paper documents. He confirmed that he would amend the Procurement Strategy and Policy to include the electronic document storage and the retention policy. He suggested that an annual report should be presented to the Authority to provide an update on the Action Plan and highlight any changes. All reference to the EU had been removed from the CSO's.

Councillor Burgess requested that Members be provided with the amended document.

In respect of the pre-tendered framework agreements, Councillor Clements queried who would decide whether such agreements would offer best value for money. He requested an estimate as to the scale and problems faced in relation to the capacity and workload within the Procurement Team, and how it was envisaged to overcome those problems.

M Wood stated that any procurement team did not take procurement of a framework automatically; a desk top review of best value, appropriateness and risks would be undertaken every time. The Procurement Team now had access to frameworks for construction and Facilities Management which, following analysis, the Procurement Team did not consider that they were the most appropriate for the Authority, and had recommended an alternative strategy. The Procurement Team did not currently have any experience of the construction of contracts. M Wood was leading on the work of the Facilities Management contract in respect of CPC and Barnsley Fire Station. It was envisaged to go out to tender for Barnsley Fire Station shortly, and to ascertain the consultant skills required before Christmas 2017; the approach of which would be included within the report to be presented to the Authority meeting in January 2018.

Councillor Atkin welcomed the report. He informed the Authority that he was a Director of YPO, under RMBC, to which the Authority was an associate member of YPO. He queried whether SYFR had encouraged the local suppliers to register with YorTender. He queried whether SYFR had been present at a recent Meet the Buyers event held at the Magna Science Adventure Centre, Rotherham.

M Wood stated that SYFR analysed the market and undertook various services with the Companies House in order to identify appropriate local suppliers, who would be contacted via email or telephone to encourage them to register with YorTender if they wished to be invited to bid for a contract; SYFR did not undertake global market shots.

Councillor Maroof asked if SYFR ensured that the tender process was designed to establish contracts with those companies that paid the living wage and above to their employees, particularly in light of some multi-national companies which operated in different countries where child labour was an issue. He wanted to ensure that such conditions were imposed when working with such companies.

M Wood stated that the issue of the living wage was a key decision to be made by the Authority, to either introduce the national minimum wage/living wage. The report to be presented to the Authority meeting in January 2018 would propose the implementation of the living wage in relation to the Facilities Management procurement. In relation to the supply chain standards for modern slavery and child labour, SYFR was obliged by law to use a standard supply questionnaire which covered all criteria and would be completed by all small suppliers.

Councillor Haith stated that she would have preferred the Action Plan to have included a timeline.

S Booth confirmed SYFR's commitment to present a procurement report to the Authority, bi-monthly, in order to provide an update on the action taken against the Action Plan.

Dr Billings queried whether procurement with the police was undertaken regionally.

S Booth confirmed that procurement was undertaken with the police regionally.

Councillor Ayris queried whether there would be an opportunity to discuss the issues of the ethical procurement policies at another time.

Councillor Burgess suggested that ethical procurement policies should be discussed at the Corporate Advisory Group.

Councillor Burgess gave thanks to M Wood for answering Members' questions in detail. She suggested that in future issues such as this, which required detailed consideration by Members, be considered first at the Corporate Advisory Group.

RESOLVED – That Members:-

- i) Considered and approved the proposed Procurement Strategy and Policy 2018-21.
- ii) Noted that issues requiring in-depth Member consideration be submitted to the Corporate Advisory Group before FRA.
- iii) Noted that the Procurement Strategy and Policy would be amended to include the electronic document storage and the retention policy.
- iv) Noted that an annual report would be presented to the Authority to provide an update on the Action Plan and highlight any changes.
- v) Be provided with the amended Procurement Strategy and Policy.
- vi) Noted that a report would be presented to the Authority meeting in January 2018 to address:-
 - The approach for the Barnsley Fire Station tender.
 - To propose the implementation of the living wage in relation to the Facilities Management procurement.
- vii) Noted that a procurement report would be presented to the Authority, in order to provide an update on the action taken against the Action Plan, on a bi-monthly basis.

13 PROJECTED OUTTURN SEPTEMBER 2017 (Q2)

A report of the Director of Support Services was submitted which was the third in a series of reports that Members would receive throughout the financial year, to inform of the likely financial performance for the year ended 31 March 2018.

S Booth informed Members of a projected unplanned overall operating overspend of £0.484m which equated to 1.0% of the budget and had principally arisen from the assumptions factored in around a 2% pay inflation from firefighters rather than the 1% within the budget, together with the IRMP and the additional 15 firefighters that were envisaged to commence at SYFR from December 2017. It had been forecast, as part of the planned financial forecast at the beginning of 2017, to contribute approximately £1.5m into reserves which, taking into account the £0.484m projected overspend would result in a net contribution of general reserves of £1.246m.

Councillor Clements requested that Members be provided with a copy of the revised capital schedule for property related projects.

S Booth referred Members to the table within the capital programme monitoring section of the report, which included the re-profiling of the 2017/18 capital expenditure. He stated that the Medium Term Financial Plan 2017-20 report on today's agenda included a revised profile of the property spend on capital to 2020.

Councillor Ayris made reference to the SYFR website, which had indicated that a member of staff had been seconded to Safety Solutions UK Limited (SSUK). He queried the total number of SYFR staff that had been seconded to SSUK.

S Booth stated that he would clarify the position.

Councillor Ransome referred to the SSUK Shareholder meeting held in October 2017 where Members had been advised that a payment to SYFR of 2016/17 for fixed overheads from SSUK had been deferred to the current financial year to support cash flow; she queried where this was documented within the report.

S Booth stated that he was unsure where this would be shown within the report. The business terms agreed with SSUK was that the fixed overheads would be on a 12 month deferment basis, and would be embedded within SYFR financials from 2016/17.

Councillor Ayris requested a breakdown of the outcome of the Judicial Review of SYFR's proposed CPC arrangements to identify the implications that it now posed for the Authority.

S Booth stated that the matter would be addressed within the Update to the Integrated Risk Management Plan 2017-20 report on today's agenda.

RESOLVED – That Members:-

- i) Noted and considered the projected revenue overspend of £0.484m for the financial year ended 31 March 2018.
- ii) Noted that S Booth would clarify the number of SYFR staff that had been seconded to Safety Solutions UK Limited.

14 UPDATE TO INTEGRATED RISK MANAGEMENT PLAN 2017-20

A report of the Deputy Chief Fire Officer and Director of Service Development was presented to provide an update to the Integrated Risk Management Plan (IRMP) for 2017-20. The SYFR's IRMP 2017-20 had been approved by Members in April 2017 following a period of public and staff consultation.

DCFO Blunden informed Members of the slightly more optimistic and certain financial picture over the next few years. Members had requested at the Corporate Advisory Group held in September 2017 that an IRMP variation be presented to today's meeting, to indicate that the changes within the current IRMP would not be made to the crewing at Doncaster and Sheffield Central Fire Stations, and that a fifth day staffing appliance would be introduced in SYFR in 2018.

Members noted that the Fire Brigades' Union (FBU) had presented a legal challenge to the Authority earlier in the year in relation to the continued use of CPC and the current IRMP, and had requested a judicial review. The initial hearing had been held in July 2017 and had been found in the Authority's favour. The FBU had subsequently appealed the decision and the appeal hearing had been held on 16 November 2017. During the hearing the judge had determined that there was an arguable case on both sides for the appeal hearing to go to Court for a full day's hearing in March 2018. SYFR considered that the IRMP should reflect the risks to the Authority; CPC saved the Authority £1.6m per year and protected the immediate response from four of the fire stations across South Yorkshire.

DCFO Blunden stated that any changes made following the appeal hearing in March 2018 would result in no protection and a potential worsening of fire cover at four of the fire stations across South Yorkshire, as there would be no option to put £1.6m of resource back into SYFR. In such an eventuality a report would be presented to the Authority for consideration. If this was the case, it is likely that another fire station within the Doncaster District would become day staffing (or similar duty system) in place of Edlington Fire Station. He recommended that the IRMP variation be slightly amended to capture the activity of CPC and the implications for SYFR.

Councillor Ayris queried when the updated IRMP would be presented to the Authority.

DCFO Blunden stated that the updated IRMP as presented would be revised to include the information provided today, and would be published on SYFR's website, unless Members required sight beforehand. Any additional changes to the IRMP would not be made until after the appeal hearing in March 2018.

Councillor Ayris requested that Members have advance sight of the paragraph relating to potential CPC changes in the updated IRMP.

Councillor Burgess suggested that it would be advantageous for Members to be provided with a copy of the updated IRMP via email. She requested Members then indicate – by return e-mail – whether they agreed to the updated IRMP.

Councillor Clements stated that he was very pleased to observe that the earlier decisions to change the staffing levels at Sheffield and Doncaster Fire Stations had been reversed. He sought reassurance that the prioritisation of Sheffield and Doncaster Fire Stations was evidence based and not purely a matter of timings, following Barnsley and Rotherham Fire Stations that had been affected last year.

CFO Courtney stated that to some extent this had resulted from a matter of timing. The process by which the existing second pumps had been converted to day crewing night time retained had been undertaken on the basis of the quietest first; Barnsley Fire Station had been the least busy pump and had therefore been the first to undergo the transition, and Rotherham Fire Station had been the second station. Whilst the financial situation had sufficiently improved, and it was now unnecessary to proceed with the remaining proposals, it had not been considered appropriate to revisit those proposals already delivered. Part of the IRMP process was to continually reconsider issues when circumstances changed. It was believed that there was still a compelling argument for adding in the additional day crewing pumps to provide greater capacity during the day.

Councillor Haith queried whether any decisions would be made in relation to Edlington Fire Station either before or after the appeal in March 2018.

CFO Courtney stated that Edlington Fire Station was too busy for any alternative to CPC, although CPC worked very well on quiet stations; there were a number of health and safety implications for CPC on busy fire stations that could not be ignored. Members noted the degree of debate around Edlington Fire Station. If it was determined that CPC could not continue to be utilised, then alternative arrangements would have to be ascertained for Edlington Fire Station.

RESOLVED – That Members:-

- i) Approved the updated elements of the IRMP 2017-20.
- ii) Noted that the updated IRMP as presented would be updated to include the risk to CPC, the judicial review on the judgement, to capture the activity of CPC and the implications for SYFR.
- iii) Noted that the Corporate Advisory Group would discuss the judgement to be made in March 2018, before being formally presented to the Authority for decision.
- iv) Agreed to receive a copy of the IRMP via email with the further revisions, and to indicate whether they agreed those.
- v) Noted that, following Members acceptance to the updated IRMP, the document be published on SYFR's website.
- vi) Noted that no additional changes to the IRMP would be made until after the appeal hearing in March 2018.

15 EFFICIENCY PLAN UPDATE AUTUMN 2017

A report of the Deputy Chief Fire Officer and Director of Service Development was presented to provide Members with an update on the Efficiency Plan, which SYFR was required to publish under the criteria for Fire and Rescue Service Efficiency Plans set out by the Government in 2016.

Members noted that in October 2016, the Efficiency Plan had been submitted and accepted by the Government, which had resulted in a fixed funding settlement until 2019/20. The Service would continue to report to the Authority annually on the progress made to working towards meeting the objectives set out within the Efficiency Plan.

RESOLVED – That Members:-

- i) Approved the publication of the Efficiency Plan Update Autumn 2017.
- ii) Noted that a report would be presented to the Authority annually on the progress made to working towards meeting the objectives set out within the Efficiency Plan.

16 MEDIUM TERM FINANCIAL PLAN 2017-20: AN UPDATE

A report of the Clerk and Treasurer was submitted to provide an early insight and understanding as to the likely financial performance and position of SYFR ahead of the proposed Annual Revenue Budget and Council Tax Setting report that was due to be considered by Members on 12 February 2018.

I Rooth highlighted that the role of the Treasurer was to provide the Authority with assurance that the assumptions which underpin the Medium Term Financial Plan (MTFP) were robust and prudent, and they worked closely with S Booth in this regard.

The Medium Term Financial Plan was based on the IRMP, with the bulk of funding received from Central Government resources. The Efficiency Plan had been submitted and approved on the basis of receiving certainties from Central Government on the 4-year funding plan, which was a key assumption within the MTFP; any changes would be known through the local government financial settlement in December 2017. Members noted the council tax increase of 1.97% and the growth assumptions around council tax and business rates; the assumptions would be firmed up over the next 2-3 months following feedback received from the four South Yorkshire districts. The recent budget speech delivered by the Chancellor of the Exchequer had indicated that there would be a number of changes to the business rates and council tax; the assumptions were currently being worked through and would be firmed up for the February 2018 budget report to be presented to the Authority.

Members were referred to the two key issues in relation to expenditure for the assumptions on the pay award, 75% of the overall fire budget was based on salaries and the assumption for 2017/18 was that firefighters would be awarded a 2% pay increase. BMBC had worked with SYFR, in a treasury management

capacity, to review the minimum revenue provision and to change the way in which it was proposed to be undertaken. This issue would be debated in more detail at the Audit and Governance Committee today.

Members had previously approved a reserves strategy which would seek to use any available resources to fund capital projects, which the MTFP built upon.

I Rooth stated that the MTFP was prudent at this time, based upon reasonable assumptions.

S Booth highlighted that the MTFP was an important document for the Authority and a key enabler for the variations to be made to the IRMP. In relation to procurement, an in-depth review of finance had been undertaken through the Corporate Advisory Group. He assured Members that attempts had been made in relation to the spending assumptions, to future proof SYFR to deliver on the key vision and priorities with regard to emergency response, prevention and protection and all support services. SYFR had recently responded to a technical consultation on the finance local government settlement in relation to the excessiveness principles on council tax; the National Fire Chiefs' Council and SYFR had suggested further financial flexibility with regards to increasing the council tax by up to a maximum of £5 per property. The outcomes would be put forward as part of the provisional Local Government settlement.

Councillor Burgess thanked S Booth for the detailed report. She requested that the financial information in relation to the Authority and SYFR be separated within the MTFP in the future. She was pleased that further information in relation to the spend of reserves was beginning to be made available to Members, following the discussion held at the Corporate Advisory Group.

Councillor Satur questioned the equality between the firefighter pay award of 2% in 2017/18 and the support staff pay award of 1% in 2017/18. She queried the reference made within the report that the LIFE Scheme would be funded through SSCR, as it had previously been agreed that the LIFE Scheme would not be funded in this way. She also queried whether the reduction in support staff numbers following the Support Services Review would impact on the Authority's need to be prepared for the HMIC FRS inspection.

CFO Courtney stated that the pay awards for non-uniformed and uniformed staff were set nationally. The firefighter pay award had reflected the debate held earlier this year, whereby the employers had made an offer of 2% to be funded locally in the first instance and 3% to be funded by another means within the same year; the offer had ultimately been rejected. SYFR had an expectation to pay the 2% but had not yet done so. The support staff pay award reflected the public sector pay cap, there had been no suggestion by any party that it should be increased this year or in the future.

DCFO Blunden highlighted that reference to the LIFE Scheme within the MTFP referred to a reduction in the one off grant funding, as the LIFE Scheme was not funded out of SSCR.

CFO Courtney referred to the Support Services Review which included an example of an area where the shortfall of skill sets had been addressed, to ascertain where existing staff could 'up skill', rather than employing additional staff; it was hoped that the digital strategy and proposals for increased technology would assist existing staff.

Councillor Satur queried whether this related to the lack of Control staff.

CFO Courtney confirmed that this was not the case.

Councillor Ayris commented that he had expected to receive an illustration of the impact of continuing with the 2% council tax increase following the Corporate Advisory Group. He requested that officers produce an illustration of the consequences if the council tax was not increased up to the 2% threshold, to determine whether there was a necessity to do so.

S Booth stated that the current planning assumptions were included within the report. As part of setting the budget and council tax there was an opportunity for this to be debated and considered, and for Members to take a decision as whether to uphold the 1.97% that had been factored in. As part of working towards the budget in the New Year, the information would be submitted to a Corporate Advisory Group, in advance of the budget being set in February 2018.

Councillor Burgess highlighted that no decision would be made at today's Authority meeting. She was concerned that the DCLG had requested SYFR to provide a view on the council tax precept, and that a response should have been made from the Authority. She would expect that in the future, anything around the decisions of the council tax precept came directly from the Authority.

Councillor Atkin queried whether reference was made within the MTFP to the introduction of a sixth day crewing appliance, as referred to in the IRMP.

DCFO Blunden stated that this had been factored into the IRMP variation to indicate that during 2019/20 it would be envisaged to introduce a sixth day crewing appliance, subject to available funding; to be reviewed yearly and presented to the Authority for discussion.

Councillor Hogarth referred to the pay rise for support staff and firefighters. He queried how this would impact on the gender pay gap within the Authority and what was being undertaken to address the situation.

CFO Courtney stated that SYFR were obliged to conform to the decisions made by Government around both uniformed and non-uniformed pay; there would be implications due to the higher proportion of non-uniformed staff being female. SYFR were heeding Government's aspiration to employ greater numbers of female uniformed staff, which may balance out the position over time.

Councillor Hogarth suggested that the situation should be made public.

Councillor Ransome queried how the FBU had been involved and consulted in relation to the views of the staffing arrangements at the Doncaster Fire Stations.

DCFO Blunden stated that, as part of the regular joint negotiating meetings with the FBU and the meetings with the other trade unions, it had been discussed that no changes would be made to the staffing arrangements in Doncaster and Sheffield Fire Stations.

Councillor Ayris queried whether it would be possible for Members to have a breakdown of the recruitment in terms of the ambition to have a fully staffed wholetime service.

DCFO Blunden reported that a recruitment campaign would shortly commence to enable a total of 79 staff to be recruited over 2018/19, and that plans were in place to ensure a like-for-like replacement in order to meet the SYFR IRMP objective to ride 5 firefighters on the first term appliance; an additional 15 qualified firefighters would join the Service by December 2017.

RESOLVED – That Members:-

- i) Accepted the updated MTFP for the financial years 2018/19 to 2019/20, noting the contents of the report and in particular endorsed the proposed IRMP Variations and other operational changes that positively support SYFR in delivering its commitment to provide the best possible service to the people of South Yorkshire within the resources available to it (Sections A and B of the Report).
- ii) Accepted the proposed approach for managing reserves as set out in Section C to this Report – paragraphs 46 to 50 in particular endorsing:
 - The need to retain a minimum general reserve (including operational contingency) of £5m (c10% of the Net Revenue Budget).
 - The setting aside of £14.714m in a Capital Investment Reserve to finance capital expenditure incurred 2017-2020 on approved schemes, that would enhance the infrastructure, assets and equipment available to firefighters for providing emergency response.
 - The top up of the Invest to Save Reserve to facilitate the further modernisation and improvement of the Service linked to strengthening its operational efficiency and effectiveness.
- iii) Noted the up to date approved capital programme spending and financing projections 2017/18 to 2019/20 (Section D).
- iv) Noted the known financial risks and events that would need careful consideration and management when setting the 2018/19 Budget and Council Tax (Section E).
- v) Noted that the assumptions of the changes to the business rates and council tax, following the budget speech delivered by the Chancellor of the Exchequer, would be firmed up for inclusion into the budget report to be presented to the Authority meeting in February 2018.

- vi) Noted that the current planning assumptions would be discussed at a Corporate Advisory Group, in advance of the Authority meeting in February 2018.
- vii) Noted that the financial information in relation to the Authority and SYFR be separated within the MTFP in the future.

17 POLICE AND FIRE COLLABORATION BOARD PAPERS

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted to provide Members with an update on the progress being made with the duty to collaborate in respect of South Yorkshire Police (SYP) as set out in the Policing and Crime Act 2017.

DCFO Blunden informed Members of an issue in relation to the LIFE Team, which had been a 'proof of concept' funded jointly by SYP and SYFR directly to deliver an intervention in the Sheffield district. SYFR had been clear in terms of presenting the initial proposals and requesting additional funding from the Authority over the last 12 months, that should no external funding be ascertained by 1 April 2018, the recommendation would be for the LIFE Team to cease in its current format. Despite the work undertaken by both the SYP and SYFR teams with the metropolitan boroughs and Yorkshire Ambulance Service (YAS), no additional funding had been ascertained for the LIFE Team. DCFO Blunden stated that therefore the Deputy Chief Constable and himself would recommended to their respective Chiefs that from 1 April 2018 the LIFE Team would cease. AM Helps would continue to work with YAS to ascertain whether there was any funding available.

Following a review over the last 15 months of the activity of the LIFE Team, it had been determined that, of the 6,000 plus visits made, less than 10% of those visits had been converted into Home Safety Checks (HSC), with a similar number of visits where crime advice had been given and a significant amount of work had been undertaken around the health agenda. Members noted that SYFR's budget was finely balanced and that any additional expenditure over and above that set out within the Medium Term Financial Plan would result in firefighters being unavailable. SYFR's core business was to provide an emergency response to the people of South Yorkshire.

Members noted the recommendation to cease the LIFE Team in its current format from 1 April 2018.

DCFO Blunden stated that a report would be submitted to the next Police and Fire Delivery Board to review the achievements and how they could be subsumed into business as usual, to be rolled out across all four districts in particular to the community and SYP hubs.

Councillor Burgess stated that it was necessary for Members to be kept updated on the many issues in relation to the Police and Fire Collaboration Board; she had a number of concerns and further questions to be raised. It is important that the Authority understand how the Board operated and its relationship with the Authority.

Councillor Ayris queried whether the minutes of the Police and Fire Collaboration Board could be submitted to the Authority meetings.

Councillor Satur highlighted the need to be informed of the financial implications from SYFR and SYP perspectives.

RESOLVED – That Members noted:-

- i) The contents of the report.
- ii) The recommendation to cease the LIFE Team in its current format from 1 April 2018.
- iii) That a report to be submitted to the next Delivery Board to review the achievements of the LIFE Team and how they could be subsumed into business as usual, to be rolled out across all four districts in particular to the community and SYP hubs.
- iv) The minutes of the Police and Fire Collaboration Board to be submitted to the Authority meetings.
- v) To be kept updated on the many issues in relation to the Police and Fire Collaboration Board.
- vi) That the Authority would be informed of the financial implications from the SYFR and SYP perspectives.

18 AMENDMENT TO THE LOCAL PENSION BOARD CONSTITUTION

A report of the Clerk to the Fire and Rescue Authority was presented to seek to make a further minor amendment to the Local Pension Board (LPB) Constitution, in respect of Section 8 – Tenure, for Pension Board members to serve no longer than two terms of 3 years, and that the Board and Scheme Manager would be responsible for extending the term beyond 6 years if it was felt appropriate to retain skills and expertise.

L Noble stated that when the LPB's had first been established in 2015, the CLG had issued guidance around the content of the LPB constitution. At that time there had not been a National Scheme Advisory Board and the guidance did not cover every eventuality as the LPB's evolved.

Members noted that in relation to Section 6.2 of the Constitution, the CLG Guidance had stated that Scheme Manager representatives could sit on the LPB, although this was not now recommended as best practice. The Constitution also needed to be amended to clarify allowances for LPB members which are only paid to the two Independent Members.

Councillor Ransome queried whether the appointment of Independent Members for the LPB was consistent with those in place for the Independent Members of the Audit and Governance Committee.

L Noble stated that the rules around LPB Member appointments originated from the CLG Guidance which was different to the co-opted Member or Independent Member arrangement which was determined locally.

Councillor Burgess stated that Councillor Atkin had agreed to attend future LPB meetings, in an observer capacity, on behalf of the Authority (as Scheme Manager).

Councillor Ayris queried the difference between Independent Members on the LPB and those serving on the Audit and Governance Committee.

A Frosdick stated that appointments to the Local Pension Board was covered within the regulations from the CLG, whilst the arrangements for Independent Members on the Audit and Governance Committee were a matter for the Authority.

RESOLVED – That Members:-

- i) Considered and approved the addition to Section 8 – Tenure.
- ii) Noted that the Local Pension Board Constitution would be amended to reflect:-
 - That it was not recommended as best practice for the Scheme Manager Elected Members to sit on the Local Pension Board as full Members.
 - That Local Pension Board Members did not receive an allowance, with the exception of the two Independent Members.
- iii) Noted that Councillor Atkin would attend future Local Pension Board meetings, in an observer capacity, on behalf of the Authority (as Scheme Manager).

19 INDEPENDENT MEMBERS OF THE AUDIT AND GOVERNANCE COMMITTEE

A report of the Clerk to the Fire and Rescue Authority was submitted which covered two issues in respect of the existing Independent Members of the Audit and Governance Committee to seek confirmation of the first four year term of office for Christopher Pilkington to January 2021 and to inform of the resignation and replacement for Colin Wane.

Councillor Burgess suggested that it would be advisable for the Evaluation (Interview) Panel to consist of Members from across the whole political spectrum of the Authority; Members were requested to inform L Noble of their interest to sit on the Evaluation (Interview) Panel.

Members noted that the advertisement to recruit an additional Independent Member of the Audit and Governance Committee would be made early in the New Year.

RESOLVED – That Members:-

- i) Confirmed the first term of office of four years for Christopher Pilkington to January 2021.
- ii) Tasked officers with developing a suitable appraisal process for Independent Members to be brought back to a future Audit and Governance Committee.
- iii) Noted the resignation of Colin Wane and gave approval for officers to commence the process to recruit an additional Independent Member of the Audit and Governance Committee.
- iv) Noted that the Evaluation (Interview) Panel would consist of Members from across the whole political spectrum of the Authority.
- v) Would inform L Noble of their interest to sit on the Evaluation (Interview) Panel.
- vi) Noted the advertisement to recruit an additional Independent Member of the Audit and Governance Committee would be made early in the New Year.

20 DRAFT MINUTES OF THE APPEALS AND STANDARDS COMMITTEE HELD ON 9 OCTOBER 2017

RESOLVED – That Members noted the draft minutes of the Appeals and Standards Committee held on 9 October 2017.

21 DRAFT MINUTES OF THE LOCAL PENSION BOARD HELD ON 17 OCTOBER 2017

RESOLVED – That Members noted the draft minutes of the Local Pension Board held on 17 October 2017.

22 DRAFT MINUTES OF THE APPOINTMENTS COMMITTEE HELD ON 31 OCTOBER 2017

Councillor Burgess welcomed Alex Johnson to the Authority and the Service.

RESOLVED – That Members noted the draft minutes of the Appointments Committee held on 31 October 2017.

23 MINUTES OF THE YORKSHIRE AND HUMBER EMPLOYERS ASSOCIATION HELD ON 3 OCTOBER 2017

RESOLVED – That Members noted the draft minutes of the Yorkshire and Humber Employers Association held on 3 October 2017.

24 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the 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 paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

25 STRONGER SAFER COMMUNITIES RESERVE ROUND 3

A report of the Clerk to the Fire and Rescue Authority was presented to update Members on the submissions to the Fund, the assessment process and the projects that the Assessment Board had recommended to receive Round 3 funding.

RESOLVED – That Members agreed to the recommendations outlined within the report.

26 CONTINGENCY ARRANGEMENTS UPDATE

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted to provide an update on the current arrangements with regards to the contingency arrangements together with a detailed proposal and associated costs for the consideration of Members.

RESOLVED – That Members:-

- i) Considered the contents of the report.
- ii) Instructed the Chief Fire Officer accordingly.

All Members voted in favour of the decision, with the exception of Councillor Hogarth who voted against the decision.

CHAIR

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SOUTH YORKSHIRE PENSIONS AUTHORITY

30 NOVEMBER 2017

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: S Cox, K Harpham, T Hussain, J Mounsey,
K Richardson, A Sangar, I Saunders, Z Sykes and K Wyatt

Trade Unions: N Doolan-Hamer (Unison), D Patterson
(UNITE) and G Warwick (GMB)

Officers: S Barrett (Interim Fund Director), A Frosdick
(Monitoring Officer), G Chapman (Head of Pensions
Administration), B Clarkson (Head of Finance), N Copley
(Treasurer) and G Richards (Democratic Services Officer)

Observers: G Boyington

Apologies for absence were received from Councillor S Durant
and M McCarthy

1 APOLOGIES

Apologies were noted as above.

2 ANNOUNCEMENTS

The Chair informed Members that Doncaster MBC had appointed Cllr John Mounsey as their Section 41 representative and Cllr Susan Durant as substitute.

Whilst recognising that it was not a matter for the Authority and endorsing the appointment of Cllr Mounsey, Cllr Cox remarked that he was disappointed that he had not been made aware of the process to select the Section 41 representative at Doncaster MBC..

RESOLVED – That the Authority approve the appointments of Cllr John Mounsey as Section 41 representative for Doncaster MBC and Cllr Susan Durant as substitute.

3 URGENT ITEMS

None.

4 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.

None.

5 DECLARATIONS OF INTEREST.

None.

6 MINUTES OF THE AUTHORITY MEETING HELD ON 5 OCTOBER 2017

RESOLVED – That the minutes of the Authority meeting held on 5 October 2017 be agreed and signed by the Chair as a true record.

7 MINUTES OF THE INVESTMENT BOARD HELD ON 14 SEPTEMBER 2017

Members from all Districts reported queries from constituents on the Authority's climate change policy.

S Barrett replied that the Authority's policy was very clear, the belief was in engagement rather than divestment; he would provide Members with a position statement to answer any queries.

RESOLVED – That the minutes of the meeting of the Investment Board held on 14 September 2017 be noted.

8 MINUTES OF THE CORPORATE PLANNING & GOVERNANCE BOARD HELD ON 19 OCTOBER 2017

RESOLVED – That the minutes of the meeting of the Corporate Planning and Governance Board held on 19 October 2017 be noted.

9 MINUTES OF THE JOINT LOCAL PENSION BOARD HELD ON THE 5 OCTOBER 2017

RESOLVED – That the minutes of the meeting of the Joint Local Pension Board held on 5 October 2017 be noted.

10 WORK PROGRAMME

The Authority considered its Work Programme.

RESOLVED – That the Work Programme be noted.

11 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

Cllr Mounsey reported that he had answered questions regarding the financial position of the Fund with regard to DMBC's budget setting process.

Cllr Saunders had answered questions from Green Party members regarding the Authority's climate change policy.

There were no issues to report from Barnsley or Rotherham MBC.

12 QUARTER 2 PERFORMANCE SNAPSHOT REPORT

The Authority considered the Q2 Performance Snapshot report which was a summary of various information and statistics previously considered by the Authority's Boards.

RESOLVED – That the report be noted.

13 ANNUAL REVIEW OF RISK MANAGEMENT POLICY

A report was submitted to allow the Authority to review the Authority's Risk Management Policy and Corporate Risk Register.

Members were reminded that the Risk Management Policy had been fully updated 12 months ago; currently there was no need to amend the policy further.

The Authority considered the Risk Register which was presented at each meeting of the Corporate Planning and Governance Board. Members were informed that a new risk had been added since the last meeting of the Board on 19 October 2017. This risk concerned protecting the fully funded position of the Fund as reported to the Investment Board in September. An equity protection strategy was being prepared which would be considered by the Investment Board at its December meeting.

S Barrett gave an update of the more recent risks:

General Data Protection Regulation – this was a big issue at the moment and would be considered later on the agenda.

MiFID II (Markets in Financial Instruments Directive) – the Investment Board had been advised that the 'opt-up' process was underway at its September meeting. A further report would be considered at its December meeting.

Transfer of SY Passenger Transport Pension Fund to Greater Manchester Pension Fund – data had already been transferred with the transfer of assets to be completed in the next few weeks.

It was noted that the probability and impact rating had not been included for the more recent risks. This was an oversight which would be remedied.

RESOLVED - That the Authority:

- a) Note the Risk Management Policy.
- b) Note the Corporate Risk Register.

14 REVENUE ESTIMATES 2018/19 - ADMINISTRATION AND INVESTMENT MANAGEMENT EXPENSES

A report was submitted to consider the Authority's draft revenue estimates for 2018/19 in respect of administration and investment management expenses, in the context of the continuing financial constraints facing public services, and to approve the levy under the Levying Bodies (General) Regulations 1992.

The report was presented against a background of the requirement from Government for LGPS funds to pool their investment assets. The process of asset transfer to BCPP would start in June 2018. Members had recognised that the process was not one that would reduce costs for the fund as so much of the fund was internally managed.

The budget presented at this stage included further provision for the Authority's share of set up costs of BCPP and also (in 2018/19) provision for the transition of some

assets to BCPP, costs associated with the transition and ongoing management costs relating to those assets. The rest of the assets would transfer over a further period of approximately 18 months.

B Clarkson reminded Members that the Authority had always strived to manage the Fund within the budgetary constraints imposed and, as a table within the report showed, had consistently achieved underspends over the last few years.

For 2017/18 an increase in base budget was approved, this increase was made up almost entirely of the provision for set up costs of BCPP and the Administration division restructure.

The revised figures for 2017/18 increased that further by £44,000, the detail behind that was shown at Appendix B. The largest variation was the cost of advice and actuarial work for the proposed equity protection programme.

Members were reminded that a report on staffing structure post-pooling had been considered by the Authority in October and it had also been agreed that the time was right to recruit a permanent Fund Director and to plan to replace the retiring Head of Pensions Administration. The advert for the Fund Director had now closed and an appointment anticipated early in the New Year; the advert for the Head of Pensions Administration would close early in the New Year.

The budget for 2018/19 to maintain the current level of service was shown in Appendix A at £8,935,100 against the base 2017/18 budget of £7,173,100, this was an increase of £1,762,000. As expected the budget was changed significantly due to pooling with major changes in the investment division staffing and a new post-pooling structure giving reductions of around £400,000, however, external costs in respect of BCPP increase by over £2 million. Other, less significant changes were detailed at Appendix C.

RESOLVED – That the Authority:

- a) Approve the revised estimates for 2017/18 in the sum of £7,217,100.
- b) Approve a levy of £464,000 for 2018/19 on accordance with the Levying Bodies (General) Regulations 1992.
- c) Note the preliminary forecasts for 2018/19, and refer the estimates to the District Councils for comment.

15 POOLING UPDATE

S Barrett presented a report to update Members on the progress of pooling in the Border to Coast Pension Partnership Ltd (BCPP).

Members noted the following:

- The Joint Committee (JC) had approved the submission of the application to the FCA.
- The JC had approved the range of investment funds that BCPP would offer.

- Appointments had been made for the Chair, CEO and Chief Operating Officer along with two Non-Executive Directors. Interviews were planned for the two remaining senior roles of Chief Investment Officer and Chief Risk Officer.
- A draft staffing structure was noted by the JC at its meeting on 20 October.
- The JC agreed a Responsible Investment/ESG policy consistent with that of SYPA.
- The JC had agreed in principle to appointing two shareholder directors; officers were working with the Governance Sub-Group and would report back on the method of selection and associated issues (such as conflicts of interest) after taking advice from monitoring officers.

Members were informed that the next Joint Committee meeting was on 16 January 2018 prior to which the Chair would meet with the Trades Union representatives and the Chair of the Local Pension Board to go through the agenda.

G Warwick expressed frustration with the lack of progress on getting non-voting Trades Union representatives on the Board.

The Chair informed Members that she had raised the issue at the meeting of the Joint Committee who had decided to review the matter at a later non-specified date. She assured Members that she would continue to press for Trades Union representation on the Board.

RESOLVED – That the report be noted.

16 FREEDOM OF INFORMATION ACT 2000: ANNUAL REPORT

A report was submitted to provide Members with an update on Freedom of Information requests.

It was noted there had been 22 requests between November 2016 and October 2017, the majority relating to information on investment holdings. The Authority had responded to all requests within the 20-day limit required by the Act.

RESOLVED - That the report be noted.

17 THE GENERAL DATA PROTECTION REGULATION

G Chapman presented a report to inform Members of the background and general principles of the General Data Protection Regulation (GDPR) and to update on preparation for its implementation on 25 May 2018.

As a pension scheme administrator, SYPA are responsible for maintaining and processing huge amounts of personal data and whilst the Authority had an excellent record of managing data under the provision of the Data Protection Act, all aspects of data management must be reviewed in line with the GDPR.

Members were informed that the cornerstone of the GDPR was Privacy by Design which ensured that those responsible for managing and processing personal data must adhere to five principles which were listed in the report.

The report also listed the significant areas that were currently under review including a review of privacy notices and scheme member communication of the GDPR.

G Chapman informed Members that, although it was still the early stages of a major project, progress had been made in a number of areas especially in relation to awareness and training.

A table within the report detailed progress made so far, including the purchase of the Egress email management system to enhance the security of the data received and shared.

RESOLVED – That the report be noted.

18 THE LIVING WAGE

A report was submitted to seek approval to incorporate the Living Wage supplement into the agreed pay structure with effect from 1st October 2017.

Members were informed that that the Living Wage was an informal benchmark and was not legally enforceable. It was promoted by the Living Wage Foundation and was based on the amount it had been calculated that an individual needs to earn to cover the basic costs of living.

There were over 3500 employers who have signed up to pay the Living Wage including the four South Yorkshire district councils.

The current rest of the UK rate was £8.75 per hour; the cost of implementation from 1st October 2017 was £3,300 for 17/18 and £7,400 for 18/19.

RESOLVED – That the Authority approve the implementation of the Living Wage supplement with effect from 1st October 2017.

CHAIR