

Public Document Pack

Would you please note that a Group Meeting will be held at 12.00 noon in the Civic Office

To all Members of the

COUNCIL

AGENDA

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

VENUE: Council Chamber, Floor 2, Civic Office, Doncaster

DATE: Thursday, 28th January, 2016

TIME: 2.00 pm

Jo Miller
Chief Executive

BROADCASTING NOTICE

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Issued on: Wednesday, 20 January 2016

Governance & Member Services
Manager
for this meeting:

Andrew Sercombe

01302 734354

ITEMS

1. Apologies for Absence

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

2. Declarations of Interest, if any.

3. Minutes of the Council Meeting held on 26th November, 2015.

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

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

- (a) Questions from Mr. S. Buttriss, 31 Stone Font Grove, Cantley, Doncaster, DN4 6UQ, to the Mayor of Doncaster, Ros Jones:-

“Mayor, you recently backed the devolution to governance by a ‘Sheffield City Region’ in the media. What specific guarantees have you sought and are in place to ensure that our hard earned cash is not squandered on hair brained schemes that would benefit only the larger authorities as happened with the ‘Supertram’, which never reached Doncaster as was promised and which we all still had to pay into for years, and what specific guarantees can you give that Doncaster will not get the thin edge of the wedge when it comes to divvying out important resources?”

- (b) Question from Mr. D. Wright, 15 Chantry Close, Cantley, Doncaster, DN4 6RX, to the Mayor of Doncaster, Ros Jones:-

“The format has been changed to the detriment of the general public. For example, only questions relating to a Cabinet meeting agenda can now be asked. Doncaster Council's Constitution Part 4 15.2.1 says Councillors can ask questions without notice at Council meetings which I believe works well. Councillors can introduce a topic, formally ask a question and then receive an answer straight away. Why can't a similar process operate for public questions at Cabinet meetings?”

- (c) Question from Mr. T. Brown, 4 West Grove, Wheatley Hills, Doncaster, DN2 5NB, to the Mayor of Doncaster, Ros Jones:-

“Given that Mayor Jones is on record as stating that she will not tolerate dishonesty, unlawful discrimination, corrupt practices and cover up, I wonder if Mayor Jones can articulate when exactly did she learn of the stated significant harm to the equalities agenda in Doncaster and what actions

has she taken to safeguard the basic rights of the affected citizens, including those amongst us who have been subjected to victimisation by the Chief Officers that are implicated in trying to ensure that the issues raised by an inspirational former Officer are not properly investigated even though this was a recommendation from the Section 151 Officer?"

For Decision

6.	Proposals for Localised Council Tax Support for 2016/17 (the Local Council Tax Reduction Scheme).	23 - 50
7.	Director of Public Health Annual Report 2015.	51 - 74
8.	Doncaster Health and Wellbeing Strategy 2016-21.	75 - 128
9.	Appointment of a Monitoring Officer to the Council.	129 - 132
10.	Minor Amendments to Council Contract Procedure Rules and Financial Procedure Rules.	133 - 192
11.	Establishment and Appointment of a Representative to the Joint Health Overview and Scrutiny Committee to Support Health Service Changes in South and Mid Yorkshire, Bassetlaw and North Derbyshire.	193 - 198
12.	Overview and Scrutiny Update and Progress Report.	199 - 208
13.	Questions by Elected Members in accordance with Council Procedure Rules 15.2 and 15.3:-	

(i) Question on Notice to the Executive:-

(a) From Councillor Nick Allen to the Mayor of Doncaster, Ros Jones:-

"We are all aware of the recent problems caused by SUEZ Environment's failure to collect recycling waste on time over the Christmas and New Year period. Will the Mayor explain the reasons for those problems and advise what the position is under the Council's contract with Suez given the obvious failure to make collections as required and the associated inconvenience to householders. Does the Mayor agree that SUEZ Environment's service was unacceptable and that various problems could have been avoided?"

(ii) Questions without Notice to the Executive and the Chair of the Overview and Scrutiny Management Committee, Councillor John Mounsey.

For Information

14. To receive the Minutes of the following Joint Authorities 209 - 258
- A. South Yorkshire Police and Crime Panel held on 16th October, 2015.
 - B. Sheffield City Region Combined Authority held on 26th October and 7th December, 2015.
 - C. South Yorkshire Fire and Rescue Authority held on 30th November, 2015 and Section 41 Briefing Note for December, 2015.
 - D. South Yorkshire Pensions Authority held on 19th November, 3rd and 10th December, 2015.

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL MEETING

THURSDAY, 26TH NOVEMBER, 2015

A MEETING of the COUNCIL was held at the COUNCIL CHAMBER - CIVIC OFFICE on THURSDAY, 26TH NOVEMBER, 2015, at 2.00 pm.

PRESENT:

Vice-Chair - Councillor David Nevett
Mayor – Ros Jones
Deputy Mayor – Councillor Glyn Jones

Councillors Nick Allen, Nigel Ball, Iris Beech, Joe Blackham, Rachael Blake, Elsie Butler, Phil Cole, Tony Corden, Jane Cox, Steve Cox, Linda Curran, George Derx, Susan Durant, Nuala Fennelly, Neil Gethin, Sean Gibbons, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Sandra Holland, Mark Houlbrook, Eva Hughes, Alan Jones, Glyn Jones, Richard A Jones, Ros Jones, Majid Khan, Jane Kidd, Sue Knowles, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, John Mounsey, Andy Pickering, Cynthia Ransome, Tony Revill, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White and Sue Wilkinson.

APOLOGIES:

Apologies for absence were received from the Chair of Council, Councillor Paul Wray, Bev Chapman, John Cooke, Jessie Credland, Kenneth Keegan, Ted Kitchen, Pat Knight, Jane Nightingale and Jonathan Wood.

49 Declarations of Interest, if any.

No declarations of interest were made at the meeting.

50 Minutes of the Council Meeting held on 24th September, 2015.

RESOLVED that the Minutes of the Council Meeting held on 24th September, 2015, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair subject to the correction of Councillor Cynthia Ransome's name on page A. 21.

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

The Vice-Chair of Council, Councillor David Nevett, made the following Announcements:-

"Before we commence formal proceedings, I would first like to offer, on behalf of Doncaster Council, our congratulations to Doncaster Belles who have won promotion to Women's Super League 1.

A fantastic achievement; very well deserved and puts The Belles back into the top tier of Women's football where they belong. Well done to all involved and we will be watching their progress in the 2016/17 season with great interest.

I would also like to acknowledge the latest achievements of Ben Parkinson. Ben was recently featured on the BBC programme 'Wilderness Warrior', which followed him during his latest challenge as he paddled 250 miles down the Yukon River in North America.

This would be a daunting trip for anyone, but as ever, Ben's drive and determination to succeed meant that he successfully completed this latest venture. He continues to be an inspiration to us all."

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

"We were all shocked and saddened to learn of the wicked and inhuman terrorist attacks that took place in Paris earlier this month.

I am sure every Member in this Chamber will join me in condemning these barbaric actions and offering our condolences to everyone who has been affected by the attacks, particularly those who have lost loved ones.

These terrorists cannot win. Their attacks do no service to Islam and the perpetrators do not represent the majority of Muslims.

On behalf of the Council, I added my name to a letter from Council Leaders across the UK to the Mayor of Paris, offering our sympathy.

In Doncaster, the Corn Exchange was lit in the colours of the French flag.

The flag in the Civic Square was flown at half-mast and many hundreds of people across the Borough held a moment of silence in respect for all those who were sadly killed or injured.

We must of course all remain vigilant.

However, we will not allow these terrorists to change our way of life and we will stand in solidarity with the people of Paris, Brussels and across the world, to protect the Human Rights and freedoms that we value so much.

Councillors will be aware of the progress made in agreeing a draft Devolution Deal for the Sheffield City Region.

This includes:-

- A new National Institute for Infrastructure, built here in Doncaster;
- A share of £900m over the next 30 years to deliver important projects to create jobs, build houses and grow the economy. We will seek to deliver:-
 - A new Airport Railway Station and new road infrastructure in the North of the Borough; and

- Town Centre improvements and development at areas such as Waterfront and Marshgate
- Power to improve bus services and create an integrated transport system across the region; and
- The ability to make improvements in skills provision, so that local people can access the jobs and opportunities that are being created across the Borough.

Details of the proposal have been shared with Councillors and we will now be engaging with local businesses and members of the public.

We were clear that the deal also needed to be considered in line with the Comprehensive Spending Review and we will be analysing the Chancellors announcements yesterday.

The proposal will be brought back to Council for consideration in the New Year.

I am also delighted to announce that Doncaster Council was recently awarded a Silver Award at the Employer Recognition Scheme Awards 2015.

This was in relation to our successful work with Veterans.

This is a great success. I am sure Members will join with me in thanking and congratulating everyone involved in our work to support people who have dedicated themselves to the security of our country.”

Councillor Tony Corden, Cabinet Member for Customer, Corporate and Trading Services, made the following announcement:-

“I would like to inform Council of the 3 Awards that we have been nominated for in areas in Trading Services under the APSE Performance Awards; the Association of Public Service Excellence. We have been nominated for best performing Cleaning Services, best performing and most improved Schools Catering and for best performing in Bereavement Services. I think it is credit to our employees who work in those areas that we recognise this today, of what a wonderful job they are doing in those areas. The awards will be decided sometime next weekend and hopefully we will come out on top.

I would also like to inform you that St Leger Homes has also been recognised in that Ryan O’Sullivan who has been awarded; its already been decided, the apprentice of the year. This is the second consecutive time Ryan won this award and he is the first person who has ever done it in consecutive years. The award is for his skills in housing construction and mechanical and electrical skills. So I think it is only right that this Council recognises the efforts of the people involved in this journey.”

Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation, made the following announcement:-

“I have two very short statements; one about the rolling out of Smart Lighting. There is a presentation immediately outside this Chamber. People will be able to ascertain where they fit into that programme. It is scheduled to change 33,000 lanterns in the

course of the next 18 months. The information is outside the Chamber as I said.

Regarding my second announcement, South Yorkshire Passenger Transport Executive is currently undertaking consultation about proposed changes to bus routes and it would be helpful if Elected Members stimulated as big a response as possible to that consultation.”

Councillor Bill Mordue, Cabinet Member for Business, Skills, Tourism and Culture, made the following announcement:-

“I would like to take the opportunity to update Council about progress on the FARRRS link road and developments at the Airport. As Members will be aware, construction of the link road is now nearing completion and the road, which is due to open early in 2016, is already delivering economic benefits for Doncaster.

I am pleased to report that Flybe has announced it will soon be starting flights to eight new European destinations, including international hubs in Paris, Berlin and Amsterdam. It is expected that this will help to increase the number of airport passengers by almost half a million next year.

The link road will not only reduce travel time for passengers and make the airport much more accessible, but it is also bringing new jobs to Doncaster.

I’m therefore also pleased to be able to report to colleagues that the first steel work has gone up at the £400 million iPort logistics hub, which is accessed from the link road. The development will include 6 million square feet of warehouse space and its own rail freight terminal.

Overall, the link road is helping to bring hundreds of new homes and jobs to Doncaster. It is testament to the benefits that Doncaster Council can deliver for local people, working in partnership with the private sector.

I am sure Members will join me in welcoming these new developments and we look forward to seeing the road open in the New Year, and more jobs being created in Doncaster.”

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

“Very briefly Chair, Members will be aware that the Tour de Yorkshire Bike Race has selected Doncaster as being a host venue for the four day Tour de Yorkshire event over the May Bank Holiday next year. We don’t know whether we are a start or a finish. We have had the French organisers; the same organisers who organised ‘Le Grand Depart’, in the Borough over the last couple of days. So just to let Members know that the announcement as to what part exactly Doncaster will be playing will be announced on the 9th December, 2015. I have had a couple of enquiries from individual Members; so we will find out on the 9th and we will make sure you know in the New Year, whatever our position is in terms of understanding that route and how that would work. The Tour de Yorkshire will want to make sure that we have a whole programme of community engagement; encouraging lots of different volunteers and people who understand what will be happening. So we will tell you on the 9th what we know and you will expect to hear a lot more in the New Year about our role in that. Thank you.”

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

A. Question from Mr. T. Brown, 4 West Grove, Wheatley Hills, Doncaster, DN2 5NB to the Mayor of Doncaster, Ros Jones:-

“Dear Mayor Jones,

Given the range of options at your disposal to implement cuts, why did you choose cuts for the most vulnerable first including:-

- Care homes for the elderly;
- People and children with learning disabilities;
- Reducing DMBC's Workforce to less than 1% Black/Asian;

And, do you agree that a Council with a moral compass would've provided vulnerable groups with respite from the cuts, by firstly addressing the 'rewards for failure culture' (referenced by recent inspections) and the 'fat cat salaries' within DMBC especially as you've just approved the recruitment of another £85,000+ Policy and Performance Officer when DMBC's budget and functions have shrunk?”

The Mayor of Doncaster, Ros Jones, gave the following reply:-

“Thank you for your question Mr. Brown.

I know that you are an active citizen in Doncaster and I welcome your question today.

However, I do not accept the statement you have made and I am afraid that most of your points are incorrect.

May I first take this opportunity to clarify the Council's financial situation. Doncaster Council delivers local public services using a number of different funding streams, primarily Government grants, Council Tax, Business Rates, Fees and Charges, and Investments.

Up until the Conservatives came to power in 2010, by far the largest element of the Council budget was Government grants, particularly the Revenue Support Grant. This grant is allocated to Councils based on the level of need; it is generally higher in Northern, deprived areas and inner Cities. But the Tory Government has chosen to make deep, ideological and damaging cuts to it.

In 2010 the Council's total Government grant was £270 million every year. By May 2015, it had been cut to £148 million per year. And following the Chancellor's Comprehensive Spending Review yesterday, we expect that by 2020, these grants will be just £85 million per year. That is a cut of £185 million over ten years.

A. 5

But £185 million is not the real level of Conservative cuts to the people of Doncaster. At the same time, prices have gone up and so does the cost of delivering services. That means the real gap between our reduction in grant funding and the cost of delivering services is actually estimated to be £285 million.

Put simply, the Conservatives know that they are cutting funding disproportionately from people and areas like Doncaster, that are most in need. That isn't a coincidence. It is a choice made by the Chancellor. As people are now realising, we are most certainly not 'all in it together' under Conservative rule.

So far, Doncaster has managed the cuts in the way that does least damage to front line services. That is what local people would expect.

In truth, there were efficiencies to be achieved. Before I became Mayor, the Council was placed in Government Intervention and struggled to put itself back on track. Some services were poor and many were not as efficiently run as they should have been. However, a great deal of work has been done to address this and we have led the Council out of intervention early.

Savings have been and are being made:-

- in back office functions;
- in senior management costs;
- in Councillor costs;
- by making services more efficient;
- by disposing of assets;
- by investing to save through projects such as our Borough wide LED Streetlight Programme; and
- by working with local communities to maintain services whilst reducing costs, such as through our community run libraries.

Your assertion that we have chosen 'cuts for the most vulnerable first' is therefore simply untrue. The truth is that these options are coming to an end, but the Tory cuts continue.

Dealing with your specific points:-

There is no 'rewards for failure culture' at Doncaster Council.

This Council is not the same organisation it was when it was placed in Government Intervention. Very significant improvements have been made. That has happened under the current leadership and through the hard work of staff at all levels.

You have chosen to refer to fat cat salaries. Whilst that may be a catchy sound-bite, it does not reflect the reality of the work being done by this Council to increase efficiencies at all levels.

The Council has actually reduced the number of senior management posts by 33% since 2011. The senior management salary bill has been reduced by more than £2.6 million.

You have chosen to focus on the post of Assistant Director of Policy, Performance & Review. This Council has not always been good at policy making, despite the vital nature of this work. It is essential that we have good quality data and information, manage performance effectively and work well in partnership with other public services and the community. It is appropriate that such an essential team is led at the right level by a dedicated Assistant Director.

What your point does not recognise is that the redesign of this team will actually achieve total savings of £923,000; another real example of efficiencies being delivered.

You claim that the Council has cut its Black and Asian workforce to less than 1% of the DMBC workforce. In fact, I understand that 1.74% of Council staff identify themselves as being Black or Asian. This number is not reducing. Between 2011 and 2015, the figures have shown a very small increase, despite the fact that the Council workforce as a whole, has reduced. 2.24% of DMBC staff identify themselves as being from the BME community. This figure could be higher, but it is also important to remember that staff numbers within the Council are reducing and staff at risk of redundancy, have a right to redeployment opportunities.

I completely refute any inference that the Council is setting out to reduce the number of BME employees within the Council. This is categorically not the case.

In respect of social care, the Council did not choose to cut Care Homes for the elderly. Following a consultation process, the seven Care Homes formerly run by the Council, were transferred to a new provider on 1st September. The new provider, Runwood Homes, is planning to invest millions in its care facilities in Doncaster; whilst residents, families and staff are providing really positive feedback regarding the ongoing care and support their loved ones receive.

The homes remain open, they will be physically improved and the transfer will save the taxpayer almost £2 million per year. Notwithstanding that, we must also address some vital social care issues. People should be able to remain independent and continue to live in their own homes as long as possible, with support where necessary.

At the moment, too many people go into residential care in Doncaster when better alternatives could be available. Our superb new Extra Care Housing Scheme at Edlington is a great example of new, modern facilities that are helping people to live in their own home for longer.

The growth in Extra Care schemes is a major drive in the modernisation agenda, building on the current schemes located within Doncaster with new schemes planned in Thorne, Askern and Rossington.

People also aspire to have their care needs met in a way that allows them to take part in normal daily activities, as part of the community. They want greater independence with increased control over how they live their lives. The need to deliver increased levels of personalisation, including for people with learning disabilities, is exactly why the Council must transform and modernise adult social care services.

Under my leadership, we are getting into the real issues. We will ensure that services for the elderly and vulnerable improve, and are fit for the future.

However, again I must be clear. The disproportionate Conservative Government cuts are hitting social care in the poorest areas hardest.

According to research by the Joseph Rowntree Foundation, between 2010 and 2015, social care spending fell by £65 per head in the most deprived communities, but amazingly has actually risen by £28 per head in the least deprived, most affluent areas.

To conclude, the reality is that Doncaster Council and Local Government in the UK, is facing the steepest and harshest budget cuts in generations. These Tory cuts have been targeted disproportionately at the most deprived areas and those most in need.

In Doncaster, we are dealing with them sensibly and effectively. We have protected people wherever possible, but we cannot hide the reality of the Government's austerity measures. In the coming years, they will impact front line services and they will change the face of the Council.

My Cabinet colleagues and I remain committed to protecting services to our most vulnerable citizens. But we cannot make more money magically appear. We must live within the resources we have.

We will therefore continue to take difficult decisions designed to protect the needy and drive the local economy forward to create jobs and growth.

We will continue to modernise our services so that we can provide the finest services possible within our budget constraints.

And we will work hard to deliver the best possible outcomes for people in Doncaster.

Thank you for your question Mr. Brown."

53 Statement of Licensing Policy 2016 - Licensing Act 2003

The Council considered a report, presented by Councillor Chris McGuinness, Cabinet Member for Communities, the Voluntary Sector and Environment, which requested Elected Members to consider the Statement of Licensing Policy 2016 (Licensing Act 2003) following its quinquennial review.

It was reported that Doncaster Council as the Licensing Authority, was required under the 2003 Act to produce a Statement of Policy and review the Policy every 5 years. Following statutory consultation, the Policy was required to be approved by the Council. The Policy was a statement of principles that set out how the Licensing Authority would make decisions on opposed applications. The 4 licensing objectives which were the basis of all licensing decisions were:-

- i. Prevention of crime and disorder;
- ii. Public safety;
- iii. Prevention of public nuisance; and
- iv. Protection of children from harm.

It was noted that the re-issued guidance under Section 182 of the Act, had been compared with the Council's existing policy statement and amendments had been made to reflect the new statutory guidance and other changes. The changes had now been incorporated into the draft policy statement to create a policy document that was functional and manageable by taking the opportunity to remove non-policy information and guidance. It was also intended to create a separate 'Local Licensing Guidance' document to supplement this Policy, which would contain practical guidance for licence holders and assist local residents or other interested people, who may make a representation against an application.

Members attention was drawn to the key changes which had been made to the Policy; all of which were necessitated by legislative changes that had come about since the commencement of the previous Policy (January 2011).

It was also reported that the consultation had resulted in requests to retain and extend the existing area (Area 1 - Doncaster Town Centre) along with proposals to add 2 additional areas, namely part of Wheatley and Bawtry; the details of which were as follows:-

- the continuation of the existing Cumulative Impact Zone in Doncaster Town Centre (Bradford Row, Hall Gate, High Street, Priory Walk and Silver Street), with the inclusion of additional areas of Market Place and Cleveland Street, and that the policy should apply to all licensed premises;
- the implementation of a new Cumulative Impact Zone for all licensed premises in a specified area of the Town Ward to include Nether Hall Road, Copley Road, Christ Church Road, Broxholme Lane and Highfield Road; and
- the implementation of a new Cumulative Impact Zone in Bawtry for all licensed premises in the areas of Market Place, High Street, Swan Street, Church Street, Scot Lane, Wharf Street and Grasswood Lane/Dower House Square, with the intention to review the adoption of this in 2 years' time.

A copy of the Cabinet's Decision Record from its meeting on 3rd November, 2015, had been circulated to all Members prior to the meeting.

Following the presentation of the report, Members were afforded the opportunity to comment on the Policy and after consideration of the responses received during the consultation, and the resolutions by the Licensing Committee and Cabinet meetings held on 15th October, 2015 and 3rd November, 2015 respectively, it was

RESOLVED that

- (1) the reviewed Statement of Policy 2016 (Licensing Act 2003) be approved and that the Policy be adopted with the inclusion of the following points:-
 - i. Agree to the continuation of the existing Cumulative Impact Zone in Doncaster Town Centre (Bradford Row, Hall Gate, High Street, Priory Walk and Silver Street), with the inclusion of additional areas of Market Place and Cleveland Street, and that the policy should apply to all licensed premises;
 - ii. Agree to the implementation of a new Cumulative Impact Zone for all licensed premises in a specified area of the Town Ward to include Nether Hall Road, Copley Road, Christ Church Road, Broxholme Lane and Highfield Road; and
 - iii. Agree to the implementation of a new Cumulative Impact Zone in Bawtry for all licensed premises in the areas of Market Place, High Street, Swan Street, Church Street, Scot Lane, Wharf Street and Grasswood Lane/Dower House Square, with the intention to review the adoption of this in 2 years' time.
- (2) it be noted that references to 'all licensed premises' refers to premises licensed to carry on any licensable activity, including the sale of alcohol for consumption on and off the premises, and the provision of late night refreshment.

54 Statement of Licensing Policy 2016 - Gambling Act 2005.

The Council considered a report, presented by Councillor Chris McGuinness, Cabinet Member for Communities, the Voluntary Sector and Environment, which requested Elected Members to consider the adoption of the Statement of Licensing Policy 2016 (Gambling Act 2005) following its triennial review.

It was reported that Doncaster Council as the Licensing Authority, was required under the 2005 Act to produce a Statement of Policy and review the Policy every 3 years. Following statutory consultation, the Policy was required to be approved by the Council. Once approved, the policy must be advertised/publicised as prescribed, 4 weeks before it came into effect.

It was noted that the Policy was a statement of principles that set out how the Licensing Authority would make decisions on opposed applications. The 3 licensing objectives which were the basis of all licensing decisions were:-

- i. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ii. Ensuring that gambling was conducted in a fair and open way; and
- iii. Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Members were informed that there was a basic requirement in the Act that Licensing Authorities should aim to permit the use of premises for gambling. Furthermore, the Act did not allow the Licensing Authority to consider the demand for Gambling and as such, was unable to limit the number and location of the premises other than within the scope of the 3 licensing objectives.

Members attention was drawn to the fact that whilst the Policy had been reviewed and revised where required, due to the constraints referred to within the report, the Policy in principle, was largely unchanged from the existing version. In producing the statement, consideration had been given to the licensing objectives of the Gambling Act 2005, the Guidance to Licensing Authorities and the Licence Conditions and Codes of Practice (LCCP) issued by the Gambling Commission. Amendments had been made to the existing Policy to reflect new guidance and other administrative changes; the most significant change being the inclusion of the facility to develop a 'Local Area Profile' where operators were expected to have regard to when preparing risk assessments on their premises and when they made new licence applications.

A copy of the Cabinet's Decision Record from its meeting on 3rd November, 2015, had been circulated to all Members prior to the meeting.

Following the presentation of the report, Members were afforded the opportunity to comment on the Policy and after consideration of the responses received during the consultation and the resolutions by the Licensing Committee and Cabinet meetings held on 15th October, 2015 and 3rd November, 2015 respectively, it was

RESOLVED that the reviewed Statement of Policy (Gambling Act 2005) be adopted to take effect from 31st January, 2016.

55 Revisions to the Council's Constitution

The Council considered a report presented by Councillor Phil Cole, the Chair of the Elections and Democratic Structures Committee, which outlined proposed revisions to the Council's Constitution in relation to the Council Procedure Rules (Section 1, Part 4 of the Constitution) and the Executive Procedure Rules (Section 4, Part 4 of the Constitution) which were considered at the Elections and Democratic Structures Committee (EDSC), meeting held on 24th November, 2015, together with a request made at the Council meeting in September 2015, that members of the public should be permitted to submit Motions at Council meetings.

Members were provided with a summary of the proposals as follows:-

- In relation to Council Procedure Rules 13.7 and 15.6, it was proposed that questions on notice be read out at Council meetings, instead of being 'taken as read'. This was in light of the decision to publish webcasts of Full Council meetings on the Council's website with effect from today's meeting, and was aimed at assisting those viewing the recordings to follow the proceedings. The EDSC supported this proposal.
- For the reasons outlined within paragraph 7 of the report, a number of proposed changes to the current public speaking arrangements at Cabinet meetings, as detailed within the Executive Procedure Rules, had been considered by the EDSC. These were aimed at ensuring that arrangements at Cabinet meetings were consistent with other processes currently used by the Council and should ensure the public received a more meaningful response to their questions. The EDSC supported this proposal.

In reference to the Mayor of Doncaster's referral of Mr. D. Wright's request that members of the public should be allowed to submit Motions to Full Council meetings in future, which arose from his question to the Mayor at the Council Meeting held on 24th September 2015, the EDSC unanimously agreed that it would not be appropriate to allow members of the public to submit Motions at Council Meetings and therefore, recommended that the submission of Council Motions was a function that should remain the responsibility of elected representatives. This was on the grounds that there were already numerous ways in which the public could raise issues in a public forum, which included Public 'Question Time' at Council and Cabinet meetings, engaging with the Mayor either by arranging one to one meetings or at the monthly 'Meet the Mayor' events, by email or in writing, making representations to Overview and Scrutiny, using the existing provisions in the Constitution to submit petitions or deputations to the Council and asking Local Ward Members or any Councillor to consider putting forward a Motion to Full Council.

It was also noted that research undertaken by Officers had found no evidence of Motions by the public being permitted by any other Local Authority. It was generally accepted that the submission of Motions fell solely within the gift of Elected Members as this enabled Council to regulate its own business to ensure that decision making was undertaken by Councillors representing the wider population or a specific Ward or area in the Borough, and not by individual members of the public. A Motion was an important part of the formal machinery for decision-making as voting. Therefore, on the assumption that only duly elected or co-opted Members should take part in decision-making, it would be a highly unusual step to allow persons who were not duly elected or co-opted, to be involved to this extent in the formal decision making process.

RESOLVED that

- (1) Council Procedure Rules 13.7 and 15.6 be revised, as set out in paragraph 5 of the report, to allow questions on notice to be read out at Council meetings;

- (2) Executive Procedure Rules, as set out in Section 4, Part 4 of the Council's Constitution, be amended by the addition of the following new Rules, which are detailed in Appendix A to the report:-
- Request questions/statements on notice, e.g. no later than 5.00 p.m. of the third working day before the day of the meeting (e.g. with Cabinet currently meeting on Tuesdays, the Cabinet agenda is published no later than 17.00 on Monday and questions must be received no later than 17.00 on Thursday);
 - Questions/statements should relate specifically to an item of business on the Cabinet agenda and be limited to a maximum of 100 words; and
 - One supplementary question without notice will be allowed, at the Chair's discretion, provided that this arises directly out of the original question/statement or reply, and this will be put and answered without discussion.
- (3) Motions by members of the public will not be permitted at Full Council meetings as the submission of Council Motions is a function that should remain the responsibility of elected representatives.

56 To consider the following Motion, written notice of which has been given by Councillor Rachel Hodson and Seconded by Councillor Rachael Blake, in accordance with Council Procedure Rule 16.1

In accordance with Council Procedure Rules 16.2 and 18.9, Councillor Rachel Hodson withdrew her Motion on Notice.

57 To consider the following Motion, written notice of which has been given by Councillor Jane Nightingale and Seconded by Councillor Pat Haith, in accordance with Council Procedure Rule 16.1

In accordance with Council Procedure Rule 16.5, written notice had been received prior to the commencement of the meeting, authorising the Deputy Mayor, Councillor Glyn Jones, to Move the Motion in the absence of Councillor Jane Nightingale.

“Earlier this year, the Conservative Government announced that a compulsory Pay to Stay scheme would be introduced in England, forcing many low income social housing tenants to pay more rent for their homes and increasing the cost of living for thousands of families.

As well as making the current voluntary Pay to Stay scheme mandatory, the Government is setting new, lower, income thresholds, so that more tenants are forced to pay higher rent. Families in social housing in Doncaster with two people earning just £15,000 each, will see their household bills go up.

Housing Association landlords will be allowed to retain any additional income raised through the scheme to reinvest in housing stock. However, all additional income raised by Local Authorities through increased rents will be taken by the Exchequer 'to contribute to deficit reduction'.

This Council believes it is wrong for the Chancellor to introduce a 'Pay to Stay Tax' on hard working, low income families, in order to pay off the national debt created by wealthy bankers and financial institutions.

The Government should not be forcing this additional cost on to people with low incomes who rent properties, to pay for the global crisis created by people who helped to push up house prices faster than wages.

This Council therefore calls on the Chancellor to reverse his plans to introduce a 'Pay to Stay Tax' on Local Authority tenants, and withdraw Government policies, including Right to Buy, that will reduce the level of social housing in England."

The Chair afforded all Members in the Chamber, the opportunity to speak on the Motion.

During the Deputy Mayor's Right of Reply, Councillor Glyn Jones wished it to be placed on record that he did not have the statistics referred to by Councillor James Hart, but upon their publication by Central Government, the Deputy Mayor assured Members that they would receive a written response from the relevant Portfolio Holder.

A vote was taken on the Motion proposed by Councillor Jane Nightingale and Moved by the Deputy Mayor, Councillor Glyn Jones, which was declared as follows:-

For - 40

Against - 5

Abstentions - 0

On being put to the meeting, the Motion was declared CARRIED.

RESOLVED that earlier this year, the Conservative Government announced that a compulsory Pay to Stay scheme would be introduced in England, forcing many low income social housing tenants to pay more rent for their homes and increasing the cost of living for thousands of families.

As well as making the current voluntary Pay to Stay scheme mandatory, the Government is setting new, lower, income thresholds, so that more tenants are forced to pay higher rent. Families in social housing in Doncaster with two people earning just £15,000 each, will see their household bills go up.

Housing Association landlords will be allowed to retain any additional income raised through the scheme to reinvest in housing stock. However, all additional income raised by Local Authorities through increased rents will be taken by the Exchequer 'to contribute to deficit reduction'.

This Council believes it is wrong for the Chancellor to introduce a 'Pay to Stay Tax' on hard working, low income families, in order to pay off the national debt created by wealthy bankers and financial institutions.

The Government should not be forcing this additional cost on to people with low incomes who rent properties, to pay for the global crisis created by people who helped to push up house prices faster than wages.

This Council therefore calls on the Chancellor to reverse his plans to introduce a 'Pay to Stay Tax' on Local Authority tenants, and withdraw Government policies, including Right to Buy, that will reduce the level of social housing in England.

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

A. Questions on Notice

No questions on Notice from Elected Members, had been received for this meeting.

B. Questions Without Notice

In accordance with Council Procedure Rule 15.2, the Chair accepted the following questions from Elected Members during 'Question Time':-

A. Questions to Ros Jones, Mayor of Doncaster

Q. Councillor Kevin Rogers asked the Mayor of Doncaster, Ros Jones:-

"I was pleased that the Government confirmed its support for our National College for High Speed Rail in the Spending Review. However, the overall picture is not positive for places like Doncaster and the North.

As always with this sort of parliamentary set piece, the full story will become apparent in the coming weeks as the devil is in the detail.

At the moment, the estimates for the additional cuts Doncaster Council can expect to face remain the same. It makes for pretty grim reading.

In 2010, Doncaster Council's total Government grant was £270 million every year. By May 2015, it had been cut to £148 million per year and we expect that by 2020, these grants will be just £85 million per year.

A. 15

That is a total of £185 million over ten years, but as everyone in this Chamber knows, it is not the real level of cuts. At the same time, prices have gone up and so does the cost of delivering services.

That means that the real gap between our reduction in grant funding and the cost of delivering services is actually more like £285 million. We are only about half way through these cuts.

Put simply, the Conservatives know that they are cutting funding disproportionately from people, and areas like Doncaster, that are most in need. That isn't a coincidence. It is a choice.

So far, Doncaster has managed the cuts in the way that does least damage to front line services. We've been trying to dull the pain, but it will likely be keenly felt soon.

The Conservative Chair of the Local Government Association, Lord Porter, has warned that further Local Government funding cuts will make it impossible for Councils to limit the impact on core services.

He is right, but unfortunately this Tory Government is not listening.

Do you agree with me that:-

- It is great news that the National College for High Speed Rail is included in the Spending Review;
- But that the level and severity of cuts to Local Government announced in the Spending Review, will make for grim reading for communities across our Borough?"

A. The Mayor gave the following response:-

"Firstly, I was delighted that the Government confirmed its support for the National College and I really must thank our Members of Parliament and all our other colleagues within South Yorkshire and beyond, for their support for our bid and seeking to get this. More so, I must thank Caroline Flint for actually raising this in the House of Parliament which I firmly believe gives support and shows what Doncaster really needs.

As far as the rest of the Comprehensive Spending Review is concerned, I agree, it is indeed grim reading and its going to be harder and harder for us to deliver any of the major things we have been doing in Doncaster, but we will actually ensure that as we present balanced budgets, they will be fairly presented. We will go forward to get our share of the pots with Devolution, if it is approved, so that we continue to grow, because that's what a good Council does.

We as a Labour Council, have actually borne these cuts and presented things that we have all found difficult, but we have done that in order to make sure that we bring about jobs and growth and improved apprenticeships. So, I actually concur with what the LGA Conservative Leader said, some Councils eventually will be falling over. What we have got to ensure is we are not that first one. We have got to ensure that we work together to bring jobs, growth and prosperity to our Borough.”

Q. Councillor Rachael Blake asked the Mayor of Doncaster, Ros Jones:-

“My question refers to the fantastic developments that are happening in the Ward I represent; Rossington, Bawtry and Austerfield. Councillor Mordue did refer to them in terms of the Inland Port and FARRRS Link Road. I think that there are other developments that we can highlight in terms of the PGA European Tour that will be coming to Rossington which will not put just Rossington and Doncaster on the map nationally, but internationally which is good.

Obviously as a Councillor, our role is to ensure that residents benefit from these developments, and the Inland Port Councillor Mordue referred to, has with it a fantastic 106 Agreement which will mean that within the village of Rossington, a training academy (an I-Port Academy) will be developed which will enable local people to get the right skills and training opportunities so when the Inland Port opens, our people are ready and skilled to take on these roles.

There has been some concern Mayor Jones within the village in that the development; the 106 Agreement, was supposed to see something happening this year, therefore could you provide us with the reassurance that the 106 Agreement will still be implemented within the timescales that the residents are expecting?”

A. The Mayor gave the following response:-

“As you are aware, we need to wait for Section 106 monies to come in and I am pleased to announce that we have the first tranche of £200,000 in order to deliver the additional training required for the people. I have been informed that the I-Port Academy should be up and running by the end of January or early February next year and the employment coordinator in place. This is good news for the people of Rossington and surrounding areas because I believe the I-Port will grow jobs and actually bring about all the housing and everything else we need in that part of the Borough, so I am delighted to see the first tranche of money coming in. This is again about jobs, growth and housing so we are doing our bit in order to improve the prosperity of this Borough.”

Q. Councillor Neil Gethin asked the Mayor of Doncaster, Ros Jones:-

“Mayor Jones, will you join me in welcoming the setting up of a historical group in Doncaster called ‘The Levellers’. As you may be aware, Thomas Rainsborough was one of the main activists amongst the original Levellers who was unfortunately murdered in Doncaster. Before I ask my question, if I may, I would like to make a quote as to the reason why I have brought it to Council. Please excuse me as it is in old English:-

‘For really I think that the poorest he that is in England hath a life to live as the greatest he, and therefore truly Sir, I think it is clear that every man that is to live under a Government ought first by his own consent to put himself under that Government; and I do think that the poorest man in England is not bound in a strict sense to that Government that he hath not had a voice to put himself under.’

Hence the starting of his preference for one man, one vote.

In fact, some credit him as starting democracy as we have it today. Therefore, will you agree that a plaque may be placed in Doncaster Town Centre, commemorating Thomas Rainsborough and his link to Doncaster?”

A. The Mayor gave the following response:-

“I am not aware of Thomas Rainsborough; I hold my hand up, or of the Historical Society or The Levellers. However, I am happy to support people actually going into the History Societies and also if you comply with all the requirements that need to be done in whoever owns the property or whether planning is required. Of course we will support it because even if the person was murdered in Doncaster, it can be part of our Tourist Trail; let us show them the places. So I am delighted that it helps show Doncaster, but I would not want to see too many murder plaques being put up in Doncaster.”

Q. Councillor Chris McGuinness asked the Mayor of Doncaster, Ros Jones:-

“Given the Government continues to cut funding to Local Government as part of its acknowledged austerity programme, a definition of which is ‘when Governments reduce or eliminate services’. The fact that a week after announcing those cuts, which were further announced yesterday, it came to light that David Cameron has now written to his District Council complaining about cuts; is the Mayor surprised by this?”

A. The Mayor gave the following response:-

“I am surprised that David Cameron was very unaware of the cuts within the area he represents, given that we know the cuts are very harshly hitting the people of our Borough, so am I surprised that he is not aware; they are in the Parliamentary bubble and need to come to the Boroughs, like we have got, with unfair draconian cuts and see how they can face those.”

Q. Councillor Jane Cox asked the Mayor of Doncaster, Ros Jones:-

“Due to Doncaster having a long standing reputation as a Market Town, can I ask what we are doing to support the Market Stall holders who are here 52 weeks of the year?”

A. The Mayor gave the following response:-

“As you are aware, we have invested greatly in Doncaster Market. Over £1 million has been spent there and we will continue to do all we can to actually bring about greater growth of our market, but thank you for your question.”

Q. Councillor Alan Smith asked the Mayor of Doncaster, Ros Jones:-

“I am sure it’s a question of concern to all Members. In light of the heinous terror attack in Paris and elsewhere, what consultation has been undertaken by yourself, Cabinet Members or Officers with the Police and Security Services regarding safeguarding the residents of the Borough?”

A. The Mayor gave the following response:-

“The person who leads on all of this is our Chief Executive who is always in contact because the safety of our Borough is extremely important. There will be some things our Chief Executive can share with us all, and some others that she cannot. Therefore, I would suggest that I ask the Chief Executive to write to each Councillor to provide the information she is allowed to share. Thank you for your question.”

Q. Councillor Andy Pickering asked the Mayor of Doncaster, Ros Jones:-

“Mayor, in view of the recent announcement about a reduction in the Police cuts, would you be able to arrange for Dr. Billings to give Members an update in the near future, on how he sees it affecting Doncaster?”

A. The Mayor gave the following response:-

“I think there has been some announcements that state the Government will maintain the cash sums going to the Police. However, I know that there are problems for the Borough and for South Yorkshire and therefore, I am quite happy to get Dr. Billings to come along and address Members after a Council Meeting, to update them when he has actually been able to undertake an assessment of what the Comprehensive Spending Review means. He needs time to look what the figures mean to South Yorkshire Police.”

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

No questions were put to Deputy Mayor, Councillor Glyn Jones, Cabinet Member for Adult Social Care and Equalities.

C. Questions to Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation

No questions were put to Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation.

D. Questions to Councillor Tony Corden, Cabinet Member for Customer, Corporate and Trading Services

Q. Councillor James Hart asked Councillor Tony Corden:-

“Thank you for the information at the beginning during ‘Announcements’ regarding the Public Service Awards through APSE. I am a great believer in putting ourselves forward for Awards, but given that APSE is a membership organisation, could I ask you to provide us with information about APSE so we know how much these Awards are costing us?”

A. Councillor Tony Corden gave the following response:-

“I don’t have that information with me at this time, but I’m happy to write to you to give you that information.”

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

No questions were put to Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools.

F. Questions to Councillor Pat Knight, Cabinet Member for Public Health and Wellbeing

In the absence of Councillor Pat Knight, Cabinet Member for Public Health and Wellbeing, the Vice-Chair of Council informed Members that any questions for Councillor Knight should be submitted in writing to the Executive Office after this meeting and that the Cabinet Member would respond accordingly.

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

Q. Councillor R. Allan Jones asked Councillor Chris McGuinness:-

“I have a leaflet in my hand about bin collections so I hope I am directing my question to the right person. So I presume that it has been sent to every household in the Borough which is a good thing so people know when to put their bins out to be collected. Unfortunately in Sprotbrough Library yesterday, there was a stall and four people from the Council; four Officers that were projecting what we should do, and at the time I was there, approximately two hours, I think there was one person out of that four that actually discussed those issues with the public. I believe that it is a staffing issue that somebody should have taken notice of.

We talk about saving money and doing the job right. Probably two people could have done that job, but four people were there from 10.00 a.m. to 3.00 p.m. so please, just take note of that Councillor, because it should be sorted out?”

A. Councillor Chris McGuinness gave the following response:-

“I am happy to take that back and have a word with them to see what we are doing with staffing on other events.”

H. Questions to Councillor Bill Mordue, Cabinet Member for Business, Skills, Tourism and Culture

No questions were put to Councillor Bill Mordue, Cabinet Member for Business, Skills, Tourism and Culture.

I. Questions to Councillor Jane Nightingale, Cabinet Member for Housing

In the absence of Councillor Jane Nightingale, Cabinet Member for Housing, the Vice-Chair of Council informed Members that any questions for Councillor Nightingale should be submitted in writing to the Executive Office after this meeting and that the Cabinet Member would respond accordingly.

J. Questions to Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee

No questions were put to Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee.

59 Approval of Councillor Absence

The Council considered a report which requested Elected Members to note the action taken by the Monitoring Officer under delegated authority, in approving the request from Councillor Ted Kitchen for an extension of absence from attendance at meetings due to ill health until 22nd February, 2016.

A. 21

It was reported that at its meeting on 27th November, 2014, Council granted the Monitoring Officer delegated authority to approve extended periods of absence for Members. Any request was to be submitted in writing to the Monitoring Officer prior to the expiration of the fifth month of absence, and if satisfied that the grounds for such a request was reasonable, such approvals are to be reported to the next available meeting of Council by the Monitoring Officer, for information.

Members noted that Councillor Ted Kitchen was unwell and had indicated that he was unlikely to be able to resume normal duties for some time and therefore, to avoid disqualification, the Monitoring Officer approved his absence for an extended period until the 22nd February, 2016.

RESOLVED that that in accordance Section 85 of the Local Government Act 1972, the action taken under delegated authority by the Monitoring Officer, in approving an extension of absence from attendance at meetings due to ill health for Councillor Ted Kitchen until 22nd February, 2016, be noted.

60 To receive the Minutes of the following Joint Authorities

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

- A. South Yorkshire Police and Crime Panel held on 11th September, 2015.
- B. Sheffield City Region Combined Authority held on 14th September, 2015.
- C. South Yorkshire Fire and Rescue Authority held on 21st September and 19th October, 2015 and Section 41 Briefing Notes for October and November, 2015.
- D. South Yorkshire Pensions Authority held on 1st October, 2015.

28th January, 2016

To the Chair and Members of Council

Proposals for Localised Council Tax Support for 2016/17 (the Local Council Tax Reduction Scheme)

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

1. EXECUTIVE SUMMARY

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. Pensioners and other aspects of the scheme are prescribed by regulations and the Council has no discretion in relation to these matters.

The Authority is required to consider whether to revise or replace its scheme on an annual basis. The only revisions to the scheme we are proposing from the 1st April 2016 are those we legally have to make under the Prescribed Requirement Regulations which were laid before Parliament on 21st December 2015 and come into force on the 14th January 2016.

In accordance with the legislation, the final revised scheme has to be decided by Full Council by the end of January 2016.

2. EXEMPT REPORT

The Report is not an exempt report.

This report provides Members with the revised scheme.

3. RECOMMENDATIONS

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 should 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 Local Council Tax Support. The assumptions used in the cost of the scheme are an increase of 1.95% for Doncaster's Council's Tax and that of the major preceptors and parish preceptors. There is also a further 2% Council tax increase proposed and built into the assumptions for the newly introduced Social Care flexibility. The purpose of this flexibility to increase council tax further is to help to fund additional expenditure pressures created by the Governments introduction of the National Living wage which has a significant impact in social care contracts and some of the additional spending pressures created by an increase in older people accessing social care services. Even a further 2% additional increase in council tax does not cover the additional expenditure created from the national living wage.
- iv. Consider the Equality analysis attached at Appendix 1 and Due Regard Statement 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 (Prescribed Requirements) (England) (Amendment) Regulations 2015. These regulations in the main are to ensure consistency with changes to social security legislation. The amendments also increase certain of the 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 amendments also abolish the family premium for new pensioner claims from 1st May 2016 with transitional protection arrangements for existing claims. The Regulations were issued on the 21st December 2015 and come into force on the 14th January 2016 for application in the Council's revised local scheme from the 1st April 2016.

4. WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

Localised council tax support is a means tested form of help to assist the poorest of Doncaster's citizens towards reducing the amount of Council Tax they have to pay.

There are over 27,950 households receiving a reduction in their Council Tax from the local support scheme in Doncaster. Of these over 12,620 are of pension age and more than 15,330 are of working age on a low income.

5. BACKGROUND

Under national Welfare Reforms, the Council Tax Benefit scheme was replaced by localised Council Tax Support from 1 April 2013. Once a Local Council Tax Support 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.

Any replacement or revision to a scheme must be made by the Council by 31 January 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.

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.

The abolition of Council Tax Benefit and move to a Local Council Tax Reduction Scheme saw the existing demand-led benefit subsidy scheme replaced by a fixed grant that is at least 10% lower in value than the previous 100% subsidised scheme and probably more in the region of around 19%. This was anticipated to require financial savings in the region of £3.3 million for 2013/14 and subsequent years dependent upon growth in claimant numbers and Council Tax levels, and based upon the Council's share of the reduced funding. A significant proportion of this reduced funding was required to be found from removing Council Tax discounts and exemptions on empty properties and second homes.

In 2013/14, one-off transitional protection funding was made available aimed at those authorities who made the most of opportunities to find savings across their budgets to be able to develop local council tax support schemes that protected the poorest. Doncaster received this funding in 2013/2014, however, the funding then ended meaning the Council had to make some cuts to its scheme in 2014/15 following public consultation. No transitional funding has been made available in 2015/16 or 2016/17.

The loss in Government funding has meant we have less money available in the General Fund to help working age people and, when designing the scheme, we had to make some very difficult decisions about how to reduce the amount of Local Council Tax Support we give to working age people. We know that many people on low incomes have been required to either pay some Council Tax or pay more towards their Council Tax.

Through the Prescribed Requirement Regulations, the Government continue to confirm their commitment to protecting pensioners on low incomes, who it does not want to see disadvantaged as a result of the introduction of local council tax support 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 2016/17. We are required to include in our scheme all matters covered by the Prescribed Requirement Regulations.

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.

The implementation of Local Council Tax Support coincided with other major reforms to the welfare system; the overall Benefit Income Cap; Housing Benefit restrictions for under-occupation in the social sector; Discretionary Housing Payments and other welfare reform changes such as benefit sanctions. Other changes which are currently on-going are the replacement of Disability Living Allowance with Personal Independence Payments, the review of Employment Support Allowance cases and the introduction of Universal Credit. 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.

The amount we have awarded in Local Council Tax Support in 2015/16 is lower than initially estimated as the caseload for LCTS has not continued to rise at the levels we experienced in the previous years of the economic downturn. 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.

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. This review was launched on the 2nd December 2015 and is due to report by the 31st March 2016. The review will look into how LCTS schemes are working across the country. The review will also consider whether it should form part of the Universal Credit payment system in the future.

6. OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTIONS

It is proposed that the revised Local Council Tax Support 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 (Prescribed Requirements) (England) (Amendment) Regulations 2015.
- 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 2016/17 is estimated at £50,000. This is in line with the Mayor's priority to be a strong voice for our veterans.
- iii. It continues to provide maximum support to the poorest households defined as those on 'passported' 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).
The amounts of the following will be 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 Requirement Regulations (for pension age claims).

- iv. All other aspects of the scheme remain as in the previous scheme agreed for 2015/16.

When the scheme for 2015/16 was approved by Council, Members indicated that it was hoped that further local changes to the scheme would not be required in 2016/17 other than those required under the prescribed requirements and the consideration of the annual uprating of allowances and premiums used to calculate support.

7. 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 Local Council Tax Support 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 down the cost of living</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 extra costs for those with disabilities are catered for when the amount of Council Tax they must pay is calculated.</p>
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>Applicable amounts are designed to give families a higher needs allowance than those without children.</p> <p>Disregard of childcare costs for authorised providers ensures families can improve their incomes through work whilst providing adequate care for their children.</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>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>Council services are modern and value for money</p>	<p>Using savings gained from changes to Council Tax discounts and exemptions in the Collection Fund to support the scheme.</p>
	<p>Working with our partners we will provide strong leadership and governance.</p>	<p>As part of Team Doncaster Strategic partnership we have worked with our partners on the Anti-poverty steering group and Financial inclusion group to deliver outcomes to support those experiencing poverty and subject to welfare reforms.</p>

8. RISKS AND ASSUMPTIONS

The Council is required to have a local Council Tax Reduction 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 Council Tax Support, meaning their income is so low that they do not have the means to pay Council Tax. It is unlikely that as a billing authority we would be in a position to collect all the Council Tax charge from those who are poorest in Doncaster with the least means to pay.

9. LEGAL IMPLICATIONS

Under Section 13A (2) Local Government Finance Act 1992 as amended, 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.

For each financial year, billing authorities must consider whether to either review or revise their schemes and this must take place no later than 31 January in the financial year preceding that for which the revision or replacement scheme is to have effect. 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.

10. FINANCIAL IMPLICATIONS

There are over 27,950 households receiving a reduction in their Council Tax from the LCTS scheme in Doncaster. Of these over 12,620 are of pension age and more than 15,330 are of working age on a low income.

It is estimated that expenditure on LCTS in 2015/16 will be £19.932m compared to £20.551m assumed in the 2015/16 council tax base setting report as the caseload has not risen at the levels experienced in the previous years of the economic downturn. 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.

The estimated cost of LCTS for 2016/17 is £20.672m.

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.

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

11. HUMAN RESOURCES IMPLICATIONS

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

12. TECHNOLOGY IMPLICATIONS

There are no additional technology implications arising from this report that can't be managed through the Northgate revenues and benefits system.

13. EQUALITY IMPLICATIONS

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.

The protected groups are: age, civil partnership and marriage, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief, and sexual orientation. The Council's Equality and Inclusion Plan 2013-2017 has been developed alongside our financial planning process and has included a significant analysis of equality information to identify the key equality issues across Doncaster. The findings from this analysis have led to the development of our equality objectives which can be viewed on our website.

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 of 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 undertaken in 2014/15 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.

14. CONSULTATION

The changes being proposed for the scheme are solely in line with the Prescribed Requirement Regulations. As such, the changes to the scheme for 2016 do not require public consultation.

The anticipated impact of the proposals on the tax base and Collection Fund surplus have been considered which impacts on the major preceptors' budget moving forward.

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. All of these proposals carry significant risks in terms of collecting the tax from low income households who may not have the means to meet all of the additional financial challenges they are facing in these difficult economic times.

15. BACKGROUND PAPERS

Various circulars and legislation, the requirements of The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015.

16. REPORT AUTHOR & CONTRIBUTORS

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DONCASTER METROPOLITAN BOROUGH COUNCIL**EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

Comp Date: 02/12/2013, reviewed annually
Latest review 15/12/2015

Directorate:	Finance and Corporate Services
Department:	Finance
Service Area:	Revenues and Benefits

Title/Name of Initiative:

Review of Local Council Tax Support scheme -
 A scheme that replaced Council Tax Benefit that continues to provide help to low income households in Doncaster with paying their Council Tax.

Type of Initiative: *(Select all that apply)*

Policy/Strategy..... <input checked="" type="checkbox"/>	New or Proposed..... <input type="checkbox"/>
Project..... <input type="checkbox"/>	Changing/Updated..... <input checked="" type="checkbox"/>
Service..... <input type="checkbox"/>	Review of existing..... <input type="checkbox"/>
Function..... <input type="checkbox"/>	

Other *(please Specify)* _____

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 Elaine Reeson
 John Leask

This EIA has been checked and approved for publication by:

Geraldine Morton

SECTION 1: PPSF BACKGROUND

Briefly describe the PPSF:

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.

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 funding for the former Council Tax Benefit scheme was provided by the Government through Departmental Expenditure Limits (DEL). This meant that the annual expenditure was covered by the Government, no matter the demand on the scheme.

The funding for the local scheme provided by the Government is through Annually Managed Expenditure (AME), meaning a fixed grant is awarded for the year which does not reflect any changes in demand for the scheme over the year. The grant in the first year of the scheme was based on 90% of the Government's estimate of what the annual expenditure would have been under the Council Tax Benefit scheme. The Government's estimate of expenditure, provided by the Office for Budget Responsibility, was based on overall national Council Tax Benefit expenditure which was expected to fall. However, figures for Doncaster showed an expected rise in expenditure and therefore the reduced funding amounted to around 19% locally and totalled over £3 million.

In order to mitigate some of the loss in funding, the Council changed the way it charges Council Tax on certain properties that are left empty and on second homes. This meant the full extent of the reduced funding did not have to be reflected in the local scheme design and left more money available to support people on low incomes. The Council also successfully applied for a Government one-year transitional grant of £460,247 in 2013/14 as it designed its scheme in a way that met the Government's objectives to protect the poorest households.

Due to the additional revenue raised from the changes to Council Tax on empty properties and second homes and the transitional grant, the Council was able to design its local scheme in a way that largely followed the former Council Tax Benefit scheme. Some changes had to be made to reflect the net funding loss but these were relatively minor.

The Government has confirmed that the Council will not receive any transitional grant and that they will have to uprate the allowances used in the calculation of support for pensioners. In order to manage this shortfall, the local scheme must either:

- Reduce expenditure under the scheme compared to support granted in 2015/16 or take part from reducing the collection fund surplus; or
- Maintain or increase expenditure compared to 2015/16 expenditure on Local Council Tax Support but cut other Council budgets.

What is the aim and intended outcome of the PPSF?

Doncaster Council's intention is to ensure its Local Council Tax Reduction scheme continues to provide support to low income households in Doncaster, whilst managing the decrease in funding.

The aims of this policy are:

- 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 mitigate the impacts on those people;
- to ensure that the scheme is clear and easy to understand for applicants and to simplify administration where possible.

The Government's policy objective for localising Council Tax Support is:

'To reduce spending on support for Council Tax, in a way which:

- is consistent with Government's localisation agenda, and in particular supports local decision-making and accountability over spending decisions;
- ensures that vulnerable groups, in particular pensioners, are protected from increases in Council Tax as a result of this reform;
- gives local authorities a greater stake in the economic future of their area and creating stronger incentives;
- supports the improved work incentives to be delivered through Universal Credit, as part of Government's programme of welfare reform.'

Who is the PPSF going to benefit or have a detrimental effect on?

Existing and potential Local Council Tax Support claimants will be directly affected by the policy. Those residents who pass a means test defined under the scheme will receive financial benefit from this policy

Doncaster Council has chosen to use the full amount of the funding provided by the Government to fund this scheme. This will have a beneficial impact on residents with low incomes as it will help them to pay their Council Tax.

If the policy does not adequately manage the funding reduction, the Council's general finances will be affected. If the cost of the scheme exceeds the allocated budget, the extra costs will be borne by the general Council Tax payer and may impact on the Council's overall budget and that of the major preceptors of fire and rescue.

The Council's current Local Council Tax Support scheme is based largely on the former Council Tax Benefit scheme. The Council wishes to continue to replicate most of the

former rules to work out support but with some modifications to reflect the loss in Government funding.

By continuing to provide a local scheme similar to the former Council Tax Benefit scheme, the Council will avoid confusion amongst benefit recipients and supporting agencies. This will ensure a general continuation of support for residents in a manner that is familiar and allows the Council to continue to support people on low incomes.

This scheme means tests applicants' incomes against their needs.

The reduction in funding for year 3 means that the local scheme will not be able to support working age people as much as was possible under Council Tax Benefit or under the first year of the local scheme. The Council published a number of proposals as part of its consultation on the review of the local scheme for 2014/15. At that point it was stated that the Council hoped that the scheme could also remain in place for 2015/16 and 2016/17 with modifications only for the prescribed requirements and uprating of allowances and premiums. The proposals were presented as changes to the existing scheme and were adopted from 1 April 2014:

1. Increase the income taper (rate at which Local Council Tax Support is withdrawn where a person has more income than their needs allowance, (also known as their 'applicable amount')) from 25% to 30%.
2. Include Child Benefit received for all children as income in the calculation of Council Tax Support

By adopting these measures in the scheme review and maintaining all other aspects of the scheme we are attempting to ensure any additional amount those currently in receipt of support will be required to pay is kept to a minimum.

1. Those with the lowest incomes comparative to their needs will not be required to pay Council Tax.
2. Those currently paying something towards their Council Tax will be asked to pay more if they are affected by the above changes.
3. Earnings disregards and extended payments for those entering work will be maintained in the scheme to provide work incentives and promote higher income levels.
4. Allowances and premiums used in the calculation of the 'applicable amount' will be uprated in line with the Government amounts used in the calculation of working age state benefits.
5. Prior to October 2009 all Child Benefit was treated as income in the calculation of Council Tax Benefit. Elements in the applicable amount will be kept at levels to ensure that income received for children is lower than the needs allowance awarded for children.

What barriers are there to achieving your aims and intended outcome?

The loss of transitional grant and extra costs of uprating the allowances and premiums used to calculate support is the principle barrier to achieving the aim of fully protecting low income and vulnerable households.

There is no easy solution to dealing with the further shortfall in Government funding for the scheme. The Council has already taken full advantage of its ability to review its policy on

Council Tax discounts and is unable to raise any extra revenue from this area. Funding the further reduction from service cuts would put huge pressure on the Council's already difficult financial position. Passing on the cost to residents would lead to higher Council Tax bills. The Council is also reducing its collection fund surplus to assist in funding the support and balancing its budget.

Although the Government has cut the funding for the scheme they have mandated a scheme for pensioners that must be funded in full by the Council. The pensioner scheme provides support at the level of the former Council Tax Benefit scheme. This means that the Government is directing all of its cuts at people of working age.

The fixed nature of the grant means that any increased demand for support under the scheme must come from reduced resources. This means that any scheme must have facility for coping with increased demand from such potential pressures as increased unemployment or a drop in numbers in full-time work, etc.

The Council introduced changes to its Local Council Tax Support scheme in order to meet the funding pressures for 2014/2015 and to maintain these changes in 2015/16 and 2016/17.

SECTION 2: INFORMATION, NEEDS AND CONSULTATION

Information

What information/data has influenced your PPSF?

This policy 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 and 2015.

The policy 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.

It takes into account the national Equality Impact Assessment undertaken by DCLG.

All of these documents are available on the DCLG website.

What are the key points/issues to be drawn from this information/data?

The Government's expectations of a fall in benefit recipients as Universal Credit is rolled out are difficult to project in terms of the impact for Doncaster. Universal Credit has started to be rolled out in Doncaster for single people from the 29th September 2015 with full roll out to be completed by 2020/21.

The proposal adopted to increase the taper for those with excess income does not affect those whose income is at or below their applicable amount. Only those with excess income were asked to pay more. It affected 2,415 households set at the rate of 30%.

The proposal to take Child Benefit into account does not affect those whose income is at or below their applicable amount. Only those with excess income and with dependent children in their households are asked to pay more. This affected 1,597 households.

What gaps are there in the information/data?

The detailed analysis of existing support claimants cannot provide significant data on the impact on race/ethnicity, religion/belief, marriage/civil partnership, pregnancy/maternity, gender reassignment or sexual orientation. These characteristics are not collected in the assessment of Local Council Tax Support. Data in many of these areas is available borough wide from the 2011 Census, but comparisons with support claims are not possible.

Information on disabilities is only kept where a disability has a financial impact on the assessment of support. This means that information is not available where people with disabilities who do not receive disability benefits or who receive disability benefits that do not affect their Council Tax Support, such as those also in receipt of Income Support, Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance.

Consultation

Who have you consulted with? When and how?

As part of forming the 2014/15 major review of the scheme a list of potential options for the scheme review was presented to elected members. This helped to reduce the number of variables for effectively managing the funding cut from central government.

The actual consultation included four proposals for change. In addition to those outlined on page 6, two further proposals were included in the consultation:

Proposal 3 to introduce a maximum limit of 80% of the Council Tax charge to the amount of support that could be awarded: This proposal would have affected all 16,707 working age households currently in receipt of support including all the poorest households as well as new claimants. This proposal would also have generated savings of over £2.5 million which is far in excess of the level required.

Proposal 4 to limit the maximum support award to the charge for a Council Tax band B property: This proposal would have affected 1,110 working age households currently in receipt of support including 846 households in receipt of 'passported' benefits such as Income Support and income-based Job Seeker's Allowance.

Formal consultation took place with major preceptors on the draft proposals for the scheme review. This was primarily in relation to the financial implications on those preceptors and does not have significant bearing on this impact assessment.

A wide-ranging consultation with residents took place from 7th October 2013 to 17th November 2013. As the only changes proposed for 2016/17 are those contained in the prescribed requirement regulations (2015) which we are required by law to implement no consultation has occurred during 2015/16.

The major review and consultation in 2014/15 entailed:

- Writing to a selection of 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;
- 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:
 - Doncaster Financial Inclusion Group (FIG) including representation from:
 - 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 Residents Association
- 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 Chief Executive's twitter account.

Staff at libraries, St Leger Homes and the Civic Office were able to provide assistance to complete the web questionnaire. Facility to assist completing the questionnaire was also provided over the telephone.

A report on the outcome of the consultation is available on request.

SECTION 3: IMPACT ON EQUALITY CHARACTERISTICS

Will the PPSF have an impact upon specific groups in the community?

The policy will primarily impact upon low-income, working-age households in the borough. The majority of those affected are in work and all have incomes greater than the minimum they reasonably require to live on.

Those whose income is below the minimum reasonably needed to live on will not be adversely impacted by the review of the scheme. This includes those on Income Support or Income-related Employment and Support Allowance who cannot work due to child care commitments, disability or sickness.

There are 15,330 working age households in Doncaster receiving Local Council Tax Support. Of these households 12,064 will receive maximum support under the revised scheme. Therefore the number affected by the policy from last year is 3,266 (Scheme is not changing so this is not necessary).

Of those working age households currently claiming Local Council Tax Support:

- 11,610 households receive an out of work social security benefit;
- 3,720 households are in work (and do not receive an out of work social security benefit);
 - 2,643 households have earned income;
 - 1,449 households have income above their applicable amount (1,340 have earned income);
 - 1,539 households contain children, (651 have 1 child);
 - 30 households receive a war pension;
 - 1,052 households receive a disability premium in their applicable amount;
 - 1,038 households are lone parents;

Does the PPSF affect any groups in a different way to others?

The policy will not have a significant impact on people of pension age. 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.

The policy contains a number of measures within the means test to provide extra support for certain types of household or in particular circumstances:

Measure in scheme	Impact
Those receiving Income Support, Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance will receive full support.	Ensures that those on a benefit that awards an income that Social Security regulations deem to be the minimum necessary to live on are guaranteed the highest possible support allowed under the scheme.
Personal Allowances in applicable amount which mirror existing Social Security benefits such as Income Support and Jobseeker's Allowance.	Those on incomes at or below the figures set by the Government as the minimum necessary to live on will receive the maximum support under the scheme.

Disability Premium, Enhanced Disability Premium, Severe Disability Premium and Disabled Child Premium in applicable amount	If family members receive certain disability benefits, they are allowed to keep more of their income before their benefit is reduced. This reflects the extra demand on finances for people with disabilities.
Family premium in applicable amount	This extra amount of money in the applicable amount reflects the extra demand on finances for families and is designed to offset the income received for children such as Child Benefit.
Dependent's Allowance in applicable amount	Set at a level designed to offset the basic rate of Child Tax Credit and Child Benefit so that no income intended for care of children is used for paying Council Tax.
Carer Premium in applicable amount	An extra amount of money in the needs allowance designed to reflect the costs incurred when providing full time care.
Disregard of Disability Living Allowance	Protects people with disabilities by ensuring this money can be used to support their needs and does not have to be used to pay Council Tax.
Disregard of War Pension, War Widows Pension, War Disablement Pension	As part of the Armed Forces Covenant, protects former members of the armed forces and their families by not taking any of their war pensions into account when determining how much money they have to pay their Council Tax. This ensures the scheme does not make anyone worse off due to their service in the armed forces.
Earnings disregards are set at : £5 for single people £10 for couples £20 for people with disabilities, carers, and certain special occupations including part-time firemen and members of the Territorial Army £25 for lone parents	Protects people with disabilities, carers, those in special occupations and lone parents by allowing them to keep more of their earnings before applying the means test.
Extended Payments	Provides four extra weeks support for those who stop receiving Jobseeker's Allowance, Income-related Employment and Support Allowance or Income Support due to starting work or working more hours.
No non-dependant deduction for applicants that are registered blind or receiving Disability Living Allowance, Attendance Allowance	Ensures that people who require assistance at home due to a disability do not receive a penalty if someone lives with them.
Disregard of child care costs if household in work	An amount of the applicant or partner's earnings is disregarded to take into account child care costs, ensuring that care for children is not a barrier to entering work.

Does your PPSF either directly or indirectly discriminate?

The scheme does not directly discriminate. See the table above for an explanation of measures that provide extra support to certain groups.

What level of impact does/will this PPSF have on people?

High..... Medium..... Low.....

This policy will have an impact on people currently receiving Local Council Tax Support who have income above their assessed needs, and have dependent children. The changes to the current support scheme will mean that some people will have to pay more Council Tax than they have previously paid and some will have to pay Council Tax for the first time.

Characteristic 1: Age

What type of impact does/will this PPSF have on people of different ages? *Select all that apply:* Positive..... Negative..... Neutral.....

Positive -

- Pension Age: The policy will not have a significant impact on people of pension age. 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.

Negative –

- Working Age: 3,266 households were affected by the previous scheme review. The majority are people whose income is above the minimum the government decide people reasonably need to live on (known as the Applicable amount or needs allowance).

Improvements already made:

Pension Age –

- Although the scheme for pensioners is set by the Government, additional support has been awarded by the Council in the form of a total disregard of all forms of war pension in the means test.

Working Age –

- There are a number of measures within the scheme that advantage working age people with particular needs. See the table on page 10 of this report.

SMART actions to be taken:

Review the impact of the new scheme on equality characteristics and monitor the impacts.

Characteristic 2: Disability

What type of impact does/will this PPSF have on people with **disabilities**? (Select all that apply) Positive..... Negative..... Neutral.....

The proposed changes contain a number of measures to ensure that people with disabilities receive support.

Improvements already made:

- 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 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.
- For applicants who are blind or who receive the care component of Disability Living Allowance or Personal Independence Payment, no non-dependent deduction is ever taken from their entitlement. This reflects the common situation where a family or other household member provides support and assistance to a person with disabilities, and ensures no penalty is suffered by the household as a consequence.

SMART actions to be taken:

Review the impact of the new scheme on equality characteristics and monitor the impacts.

Characteristic 3: Gender

What type of impact does/will this PPSF have on people of different gender? (*Select all that apply*) Positive..... Negative..... Neutral.....

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.

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Characteristic 4: Race and Ethnicity

What type of impact does/will this PPSF have on people of different race or ethnicity? (*Select all that apply*) Positive..... Negative..... Neutral.....

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.

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Characteristic 5: Religion or Belief

What type of impact does/will this PPSF have on people of different beliefs or religion?

(Select all that apply) Positive..... Negative..... Neutral.....

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

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Characteristic 6: Sexual Orientation

What type of impact does/will this PPSF have on people of different sexual orientation?

(Select all that apply) Positive..... Negative..... Neutral.....

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.

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Characteristic 7: Marriage and Civil Partnership

What type of impact does/will this PPSF have on marriage/civil partnership? *Select all that apply:-* Positive... Negative... Neutral...

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.

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Characteristic 8: Pregnancy and Maternity

What type of impact does/will this PPSF have on people experiencing pregnancy/maternity? *Select all that apply:-* Positive... Negative... Neutral...

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.

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Characteristic 9: Gender Reassignment

What type of impact does/will this PPSF have in relation to gender reassignment? *Select all that apply:-* Positive... Negative... Neutral...

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.

Improvements already made:

Not applicable

SMART actions to be taken:

Not applicable

Other socially excluded groups or communities

What type of impact does/will this PPSF have on people of other socially excluded groups or communities?

Select all that apply:- Positive..... Negative..... Neutral.....

The scheme protects the following groups of people

Of those working age households currently claiming Local Council Tax Support:

- 11,610 households receive an out of work social security benefit;
- 3,720 households are in work (and do not receive an out of work social security benefit);
 - 2,643 households have earned income;
 - 1,449 households have income above their applicable amount (1,340 have earned income);
 - 1,539 households contain children, (651 have 1 child);
 - 30 households receive a war pension;
 - 1,052 households receive a disability premium in their applicable amount;
 - 1,038 households are Lone Parents;

Improvements already made:

See page 10 of this report for details of how aspects of the scheme support people with different household circumstances.

SMART actions to be taken:

Review the impact of the new scheme on equality characteristics and monitor the impacts.

SECTION 4: ACTION PLAN

Please describe how undertaking this EIA is going to feed into improving your PPSF:

By ongoing monitoring and review any improvements will be identified to feed into a subsequent review of the operation of the scheme.

Key actions and targets:

Group	Identified Equality Actions/Targets	Barriers	Deadline	Responsible Officer
	Reviewing the impact of the scheme on equality characteristics and monitoring the impacts.	Time and resources	By October 2016	Benefits team
	Establishing a communication action plan to ensure that enough information is available for people to claim Council Tax Support	Time and resources	March 2016	Benefits team
	Assess the incomes of those in extreme hardship and ensure and what support is required – consider use of section 13A(c) to support such cases	Time and resources	On-going	Revenues and Benefits team
	Monitor and review any complaints and challenges to the scheme	Time and resources	On-going	Revenues and Benefits team

The Local Council Tax support scheme coming into force on the 1st April 2016

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

28th January, 2016

To the Chair and Members of the Council

Director of Public Health Annual Report 2015

EXECUTIVE SUMMARY

1. The 2015 Doncaster Director of Public Health (DPH) Annual Report is the first authored by Dr Rupert Suckling and is the third since the transfer of the specialist public health function from the NHS to the council in April 2013.

The Annual Report describes the health of Doncaster people, what makes us healthy, how the health of Doncaster varies across different communities and population groups. The report identifies four key challenges for the council and partners:

- Improving children's health and wellbeing
- Making the link between education, work and health
- Addressing low Disability Free Life Expectancy and high levels of preventable health conditions
- Reducing inequalities in health between and within Doncaster communities

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 public health.

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 DPH 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 residents is central to developing a thriving and resilient economy.</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</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</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</p>

	Council services are modern and value for money.	Integrated evidence-based partnership work to address the four challenges will contribute to this outcome
	Working with our partners we will provide strong leadership and governance.	Making progress on the challenges and then recommendations highlighted in this report will require partnership working, strong leadership and governance

RISKS AND ASSUMPTIONS

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

LEGAL IMPLICATIONS

10. The Director of Public Health has a duty to produce an annual report and the council has a duty to publish it (section 73B (5) & (6) of the 2006 Act, inserted by section 31 of the 2012 Act).

FINANCIAL IMPLICATIONS

11. Nil.

HUMAN RESOURCES IMPLICATIONS

12. Nil.

TECHNOLOGY IMPLICATIONS

13. Nil.

EQUALITY IMPLICATIONS

14. This report specifically examines how health varies across the Borough and describes some of the impacts of geography, ethnicity and disability health.

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.

Ethnicity impacts both on how people perceive their own health and the health that they experience. Addressing these issues may require different approaches in different ethnic groups.

25% of Doncaster people may live with a disability and 10% of Doncaster people have a disability that limits them a lot.

The report makes recommendations about how the health needs of specific protected groups should be assessed and about how the council and partners may address preventable disability.

Any policy or strategy 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 2015

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Dr Rupert Suckling
Director of Public Health

Director of Public Health Annual Report 2015

Doncaster MBC

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Foreword

I am delighted to present my first Annual Report as Director of Public Health for Doncaster Metropolitan Borough Council.

As this is my first Annual Report I have deliberately taken the opportunity to stand back and reflect on the key challenges for health in Doncaster. I have identified four key challenges that will need to be addressed in order to sustain progress. The challenges are:

- Improving children's health and wellbeing
- Making the link between education, work and health
- Addressing low Disability Free Life Expectancy and high levels of preventable health conditions
- Reducing inequalities in health between and within Doncaster communities

None of these challenges can be addressed simply by one agency or individual acting alone. All need cross agency support and leadership by and with local people. These challenges are not new and there is already work underway to address them. However, this is an opportunity to ask ourselves whether we are implementing the plans and strategies fast enough and/or whether our strategies and plans are ambitious enough to make the improvements we want for our children, families and communities.

I have also highlighted a small number of case studies where teams are already supporting individuals to take control of their own and their friends and families health. The people, ideas and energy to improve health in Doncaster are already here, but often they are untapped or uncoordinated. Together, and only together, we can make a difference.

In compiling this report I am grateful for the help of a number of colleagues. In particular I would like to thank Claire Hewitt, Laurie Mott, Dagmara Blaszczyk, Caroline Temperton, Ian Carpenter, Lynn Hall and Dan Debenham. I am also grateful for inheriting a dedicated and professional public health team and hope to build on the strong foundations left by my predecessor Dr Tony Baxter.

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

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Director of Public Health

Doncaster Metropolitan Borough Council

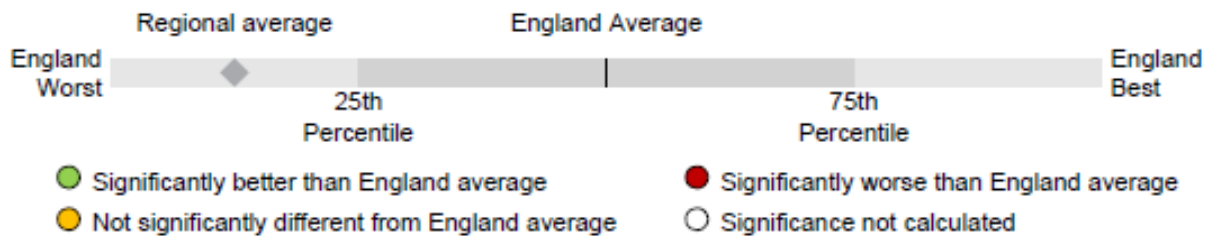
The Picture of Health in Doncaster

Health in Doncaster is improving, Life Expectancy is at an all time high. However, Life Expectancy is not improving as fast as the rest of the country leading to inequalities in health between Doncaster and the rest of the country.

Even though Life Expectancy is improving Healthy Life Expectancy is lagging behind and this is mirrored by a higher rate of people reporting low life satisfaction than the national average. Healthy Life Expectancy is a measure of how long people live in reasonable health.

Health outcome indicators

	Period	Local value	Regional value	England value	England worst	Range	England best
Healthy life expectancy at birth - Male (Years)	2011 - 13	58.3	61.1	63.3	53.6		71.4
Healthy life expectancy at birth - Female (Years)	2011 - 13	57.9	61.8	63.9	55.5		71.3
Life expectancy at birth - Male (Years)	2011 - 13	77.5	78.5	79.4	74.3		82.6
Life expectancy at birth - Female (Years)	2011 - 13	81.7	82.2	83.1	80.0		86.2
Inequality in life expectancy at birth - Male (Years)	2011 - 13	9.8		-	17.3		2.4
Inequality in life expectancy at birth - Female (Years)	2011 - 13	7.0		-	11.4		0.6
People reporting low life satisfaction (%)	2014/15	7.6	5.7	4.8	8.7		2.8



There are 4 major challenges locally

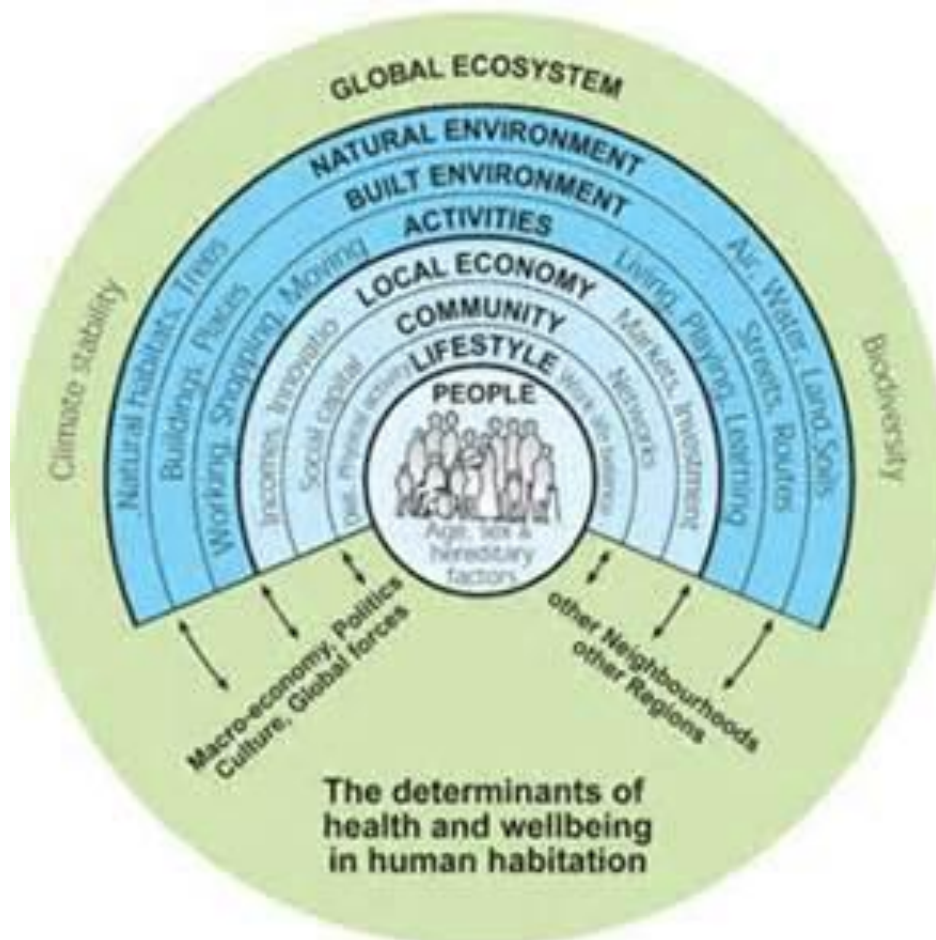
- Improving children’s health and wellbeing
- Making the link between education, work and health
- Addressing low Disability Free Life Expectancy and high levels of preventable health conditions
- Reducing inequalities in health between and within Doncaster communities

What makes us Healthy?

The evidence for what makes us healthy, keeps us healthy or makes us unhealthy is growing every year. In 1991 Göran Dahlgren and Margaret Whitehead produced a framework that allows us to group these impacts on health.¹

The framework (below) demonstrates that although age, sex and genetic make-up undoubtedly influence people's health there are other factors that can also promote or damage someone's health. These include:

- Individual lifestyle factors such as smoking habits, diet and physical activity
- Relationships with friends, relatives and mutual support within a community
- Wider influences on health include living and working conditions, food supplies, access to essential goods and services, and the overall economic, cultural and environmental conditions that people live in



¹ Dahlgren, G and Whitehead, M. (1991). Policies and strategies to promote social equity in health, Institute of Futures Studies, Stockholm.

However, not all these factors have an equal impact on our health. The University of Wisconsin Population Health Institute together with the Robert Wood Johnson Foundation have reviewed the evidence for how these factors interact to produce rankings for US states.²

The relative contribution of the factors to health is:

30% Health Behaviours

- 10% Tobacco
- 10% Diet & exercise
- 5% Alcohol & drug use
- 5% Sexual activity

20% Clinical care

- 10% Access to care
- 10% Quality of care

40% Social and Economic Factors

- 10% Education
- 10% Employment
- 10% Income
- 5% Family and social support
- 5% Community safety

10% Physical Environment

- 5% Environmental quality
- 5% Housing & Transport

In addition, these factors whether health promoting or health damaging add together as people age. So having good family support, a good education and living in high quality housing when you are young can protect you from health damaging behaviours as you age, whilst growing up with a poorer education and in poor quality housing can make you more vulnerable to ill health as you get older. The case studies in this report show how social and economic factors particularly social support are being addressed locally.

Take Home Messages

Health is influenced by a number of factors. Social and economic factors are the largest contributor (40%) followed by health behaviours (30%).

The impacts, health promoting or health damaging can accumulate over time

Action to improve health needs to address more than just access to high quality health services

² <http://www.countyhealthrankings.org/our-approach> (last accessed 30/12/2015)

Case Study 1: Social Prescribing – Social Support

In July 2015 a Doncaster man became the 500th referral to Doncaster’s social prescribing service. Run in partnership between Doncaster CVS and South Yorkshire Housing and funded jointly by the council and NHS Doncaster Clinical Commissioning Group, social prescribing is the perfect tonic for linking people up to activities in the community that they might benefit from. Social prescribing is open to everyone in Doncaster with issues such as isolation, loneliness, bereavement, housing, debt and much more. All referrals must be made through your GP.

Many people suffer health problems because of issues that impact on their lives, such as managing their money and paying their bills, or finding suitable accommodation to live in. Some people also need help to look after their emotional wellbeing, or support to find a job or to do volunteering activities. The way that the service works is that a ‘prescription’ is given in the form of an introduction to various, related, activities going on throughout the borough. This presents clients with new experiences, support and friends, which can help them improve their general physical and mental wellbeing.

What people say about the service.

‘I would recommend the service to anyone. At my age you can lose touch with what’s happening in your local area. My GP referred me to the service and working with my advisor, Debbie I’ve been put in touch with a new bunch of people to socialize with, as well having some improvements made to my house which has made getting up and about easier for me and my wife.’

These improvements included converting their bathroom into a wet room to make showering easier and installing adaptive equipment to make getting in and out of bed less challenging.

“If you think you can benefit from the service, prompt your doctor. Have a word with him. It’s better if you can stay independent and active, especially at my age. It’s easy to get morbid when you’re sat in at home all the time, but, as I’ve been shown, there’s always things you can do – so get out there!”

Mandy Willis, Social Prescribing Manager at Doncaster CVS, said: “This is a great service and provides the link for GPs and their patients to the voluntary and community sector in Doncaster. Our advisors visit people in their own homes and support clients to explore community groups and activities in the borough and help them to access these services. It may be a referral for aids and adaptations, for a benefits check or a group to make friends and new connections.

Dr Nick Tupper, chair of the CCG, said: “Social prescription is another way that we can reduce the strain on busy GPs by offering an alternative which empowers people to tackle their health problems which can’t be solved through pills, tablets and other medical interventions. It’s important that we commission services that help people to stay independent and support them to make changes to their life that can improve their general wellbeing.”

Health Differences between Doncaster and England

As described earlier, although health in Doncaster is improving it is not improving as fast as in other parts of the country.

Health is complex and in order to improve health we need to address the combination of factors described by Dahlgren and Whitehead in a coordinated way. One effective set of actions would be to:

Give every child the best start in life

Enable all children, young people and adults to maximise their capabilities and have control over their lives

Create fair employment and good work for all

Ensure a healthy standard of living for all

Create and develop healthy and sustainable places and communities

The Institute of Health Equity publishes indicators on an annual basis that provide data for each of the 150 'upper tier' Local Authorities in England on the above set of actions.³ Collectively we need to ask ourselves what more we could do to support children get a good start in life and support children to succeed at school. We also need to tackle the issue of worklessness as a key health issue. The local performance against these indicators is shown in the tables below.

Giving every child the best start in life

	Period	Local value	Regional value	England value	England worst	Range	England best
Good level of development at age 5 (%)	2013/14	53.1	58.7	60.4	41.2		75.3
Good level of development at age 5 with free school meal status (%)	2013/14	39.6	42.4	44.8	31.7		68.1

Enabling all children, young people and adults to maximise their capabilities and have control over their lives

	Period	Local value	Regional value	England value	England worst	Range	England best
GCSE achieved 5A*-C including English and Maths (%)	2013/14	49.4	53.9	56.8	35.4		74.4
GCSE achieved 5A*-C including English & Maths with free school meal status (%)	2013/14	29.4	28.4	33.7	16.0		62.6
19-24 year olds not in education, employment or training (%)	2014		17.5	15.9			

³ Institute of Health Equity (2015). Marmot Indicators <http://www.instituteofhealthequity.org/projects/marmot-indicators-2015> (last accessed 30/12/2015)

Create fair employment and good work for all

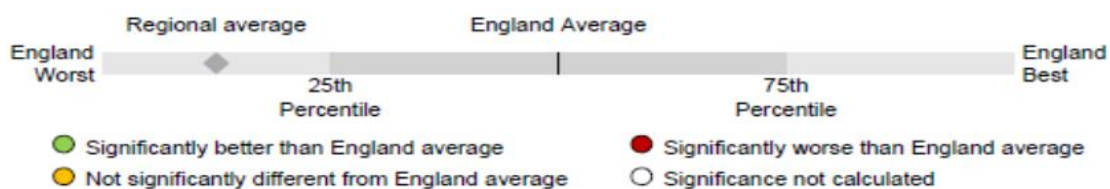
	Period	Local value	Regional value	England value	England worst	Range	England best
Unemployment % (ONS model-based method)	2014	8.6	7.4	6.2	12.5		2.9
Long term claimants of Jobseeker's Allowance (rate per 1,000 population)	2014	11.4	10.8	7.1	23.5		1.3
Work-related illness (rate per 100,000 population)	2013/14		4860	4000			

Ensure a healthy standard of living for all

	Period	Local value	Regional value	England value	England worst	Range	England best
Households not reaching Minimum Income Standard (%)	2012/13		27.1	24.4			
Fuel poverty for high fuel cost households (%)	2013	9.8	10.6	10.4	18.9		5.6

Create and develop healthy and sustainable places and communities

	Period	Local value	Regional value	England value	England worst	Range	England best
Utilisation of outdoor space for exercise/health reasons (%)	Mar 2013 - Feb 2014	15.7	18.3	17.1	0.3		30.8



Take Home Messages

Addressing children's health and wellbeing is a major contributor to health differences between Doncaster and England

Work and worklessness is a key health issue

Most of these health issues cannot be addressed by one organisation working alone

Case Study 2: Peer Mentoring – connecting health to work

Peer mentoring success in Doncaster

Two Doncaster men who have been helped by our Doncaster Drug and Alcohol Services are proving that new beginnings really are possible.

Daniel Bowden and Joe Sheerin are starting new careers as support workers after successfully graduating from a peer mentoring scheme, which sees people with direct experience of substance misuse, volunteering their time to help others on their own recovery journeys.

Stainforth dad of two Daniel (31) referred himself to the service when he felt his evening and weekend drinking was getting out of hand. He underwent a period of counselling and therapy at Rosslyn House on Thorne Road, and has now successfully given up alcohol.

Daniel said: "I felt like I was drinking too much and just didn't want the rest of my life to be like that.

"The therapy I received helped me by dealing with the issues and triggers that drove me to drink in the first place."

He added: "Since giving up drinking, I'm much happier and I'm now a better partner and dad.

"We have more money to enjoy family days out at weekends – and get to go further afield because we go in the car now, whereas before I'd have left it at home so I could have a drink."

After completing his therapy, Daniel used his annual leave from work and evenings to volunteer in Doncaster Drug

and Alcohol Service's peer mentoring programme. He has recently been successful in finding new employment and will shortly take up a new job as a support worker with The Alcohol and Drug Service (ADS).

Joe, (45) from Wheatley, has just taken up his new post as support worker at New Beginnings Drug and Alcohol Rehabilitation Centre in Balby, helping people on the same recovery journey he himself successfully completed after 20 years of addiction.

He said: "Thanks to the brilliant support I received from New Beginnings, not only have I beaten my addiction, but I'm now in meaningful employment for the first time in around 10 years.

"When I saw the positive results of my own recovery, I decided to become a peer mentor to give something back to the service, because in my experience it really helps to meet someone who has 'been there' themselves, and who is proof there really is a way out."

Volunteer and Mentor Coordinator Lydia Rice said: "By sharing their own experiences, peer mentors deliver vital support to people beginning their recovery journeys.

"They offer empathy and encouragement, and play a valuable role in motivating others.

"All peer mentors are qualified through training certified to Level 2 in Peer Mentoring and Substance Misuse Awareness delivered by Certa, which gives them a good step on the pathway to employment."

Service Manager Stuart Green said: "Over 70 people applied for these posts, so competition was very high.

"Both Daniel and Joe went through a rigorous interview process and proved themselves worthy of the posts in a high pressure situation in front of the panel"

Lydia Rice added: "We are really proud of Daniel and Joe and know they will continue to be fantastic role models to Doncaster people in recovery."

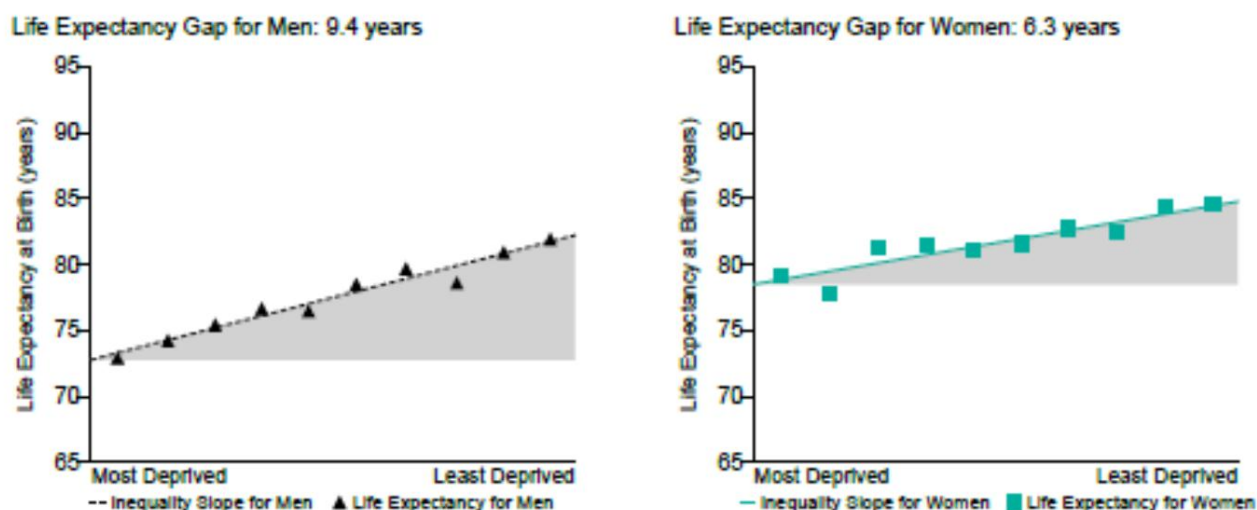


RDaSH Volunteer and Mentor Coordinator Lydia Rice (centre) with Joe Sheerin (left) and Daniel Bowden (right).

Health Differences within Doncaster

Doncaster's geography is an asset and a challenge. The Romans recognised the importance of Doncaster as a major logistics hub as a crossing point on the Don between York and Lincoln and today, Doncaster continues to thrive as a logistics hub, well connected by road, rail and the recent airport. Doncaster is the largest geographical metropolitan borough in the country and this brings its own challenges with key population centres in the town itself, Mexborough, Thorne and Bawtry together with numerous outlying villages and settlements.

Health varies across the Doncaster communities. Life expectancy (at birth) is over 9 years higher in the least deprived parts of the borough for men and over 6 years for women compared to the most deprived parts.⁴



One way the geography of Doncaster is divided is into the 21 electoral wards (map below). However not all the wards are the same they have different stories, assets and health.

Profiles for all these communities are available and each profile contains useful information which paints a picture about what a ward is like, including its population, educational attainment, crime levels and health issues. Three electoral wards have been compared in the table below, the ward and their consistent communities are:

Bessacarr: Bessacarr and Cantley

Conisbrough: Conisbrough, Denaby Main, Old Denaby and Clifton

Hatfield: Duncroft, Hatfield, Dunsville, Hatfield Prison and Hatfield Woodhouse

⁴ Doncaster Health Profile (2015). Public Health England
<http://www.apho.org.uk/resource/browse.aspx?RID=50313> (last accessed 31/12/2015)

□ Two member

□ Three member



Index of Wards

- | | |
|----------------------------------|-------------------------------|
| 1. Adwick-le-Street and Carcroft | 11. Hexthorpe and Balby North |
| 2. Armthorpe | 12. Mexborough |
| 3. Balby South | 13. Norton and Askern |
| 4. Bentley | 14. Roman Ridge |
| 5. Bessacarr | 15. Rossington and Bawtry |
| 6. Conisbrough | 16. Sprotbrough |
| 7. Edenthorpe and Kirk Sandall | 17. Stainforth and Barnby Dun |
| 8. Edlington and Warmsworth | 18. Thorne and Moorends |
| 9. Finningley | 19. Tickhill and Wadworth |
| 10. Hatfield | 20. Town |
| | 21. Wheatley Hills and Intake |

	Bessacarr	Conisbrough	Hatfield	Doncaster
Deprivation ranking (out of 21 wards)	16/21 (more affluent)	4/21 (more deprived)	14/21	
Population	13,760 Generally older than Doncaster as a whole	16,509 Similar age profile to Doncaster, less ethnically diverse	17,687 Similar age profile to Doncaster	303,622
Life expectancy men	81 yrs at birth 19.2 yrs at age 65	76.5 yrs at birth 16.8 yrs at age 65	80.2 yrs at birth 18.4 yrs at age 65	77.9 yrs at birth 17.8 yrs at age 65
Life expectancy women	85.1 yrs at birth 22.5 yrs at age 65	80.7 yrs at birth 20.0 yrs at age 65	81.8 yrs at birth 19.9 yrs at age 65	81.8 yrs at birth 20.4 yrs at age 65
Self reported good and very good health	79.4%	72.7%	66.8%	76.4%
Mortality rates all causes under 75 per 100,000	285.6	489.4	341.3	408
Low birth weight (%)	6.1	10.2	7.0	9.2
Children in poverty (%)	13.1	26.9	20.4	23.2
Excess winter deaths (ratio of winter to non-winter deaths)	25.4	13.2	30.2	17.4
Living within 1km of a takeaway	94.9%	98.0%	78.1%	89.3%
Population per asset*	281	226	353	

*assets include dentist, GP practice, pharmacy, school, children centres, support groups and community centres.

Take Home Messages

Life expectancy and mortality are related to deprivation and vary across the three wards

Early life indicators cluster together, so if one indicator is poor it is likely that all children's indicators will be poor

Levels of self reported health may indicate people living with disabilities

Excess winter deaths may be related to the condition of housing stock as well as the health of the population

Case study 3: Breast Feeding Mums – family support

Support for mums breastfeeding their baby

A team of mums are undergoing training so they can help other mothers who are breastfeeding their babies.

They will also be able to help mums-to-be who just want to know more about breastfeeding.

A group of 15 mums are undergoing the training and once it's completed will be on hand to help new mothers who would like a little extra advice and support. Called Breastfeeding Peer Supporters, the mums can be vital in helping a new mother get breastfeeding off to a good start and continue to breastfeed for as long as they want to.



Jayne Mundy, a Health Promotion Nursery Nurse at Rotherham Doncaster and South Humber NHS Foundation Trust (RDaSH), said: "We always encourage breastfeeding due to the many benefits for both the baby and mum.

"Our volunteer mums offer fantastic help and support to other mums across Doncaster. They help new mums who are breastfeeding, and because they have all breastfed their own babies, they can pass on really good ideas and tips," added Jayne. "They offer an excellent service and the new mums we are training will be a vital asset to Doncaster."

If you are a mum and would like to get involved with breastfeeding support please call Jayne on 01302 640065. The Doncaster mums undergoing the training are pictured with RDaSH staff.

Health Differences between Different Population Groups in Doncaster

The 2011 census provides the most up-to-date picture of the differences in health and the factors improving or damaging health between different protected groups in Doncaster. This report focuses on 2 areas, ethnicity and disability.

Health and Ethnicity

The census 2011 still provides the best overall picture of the make up of Doncaster's population, although there are known problems and underestimates of some parts of the population e.g. Gypsy or Irish Traveller groups.

The overall picture shows 91.8% of Doncaster's population is White British, the White Irish population is the next largest group (3.4%), followed by Asian (2.5%), mixed (1.1%), Black (0.8%) and other (0.4%).

Ethnic Group Census 2011	Population
White: English/Welsh/Scottish/Northern Irish/British	277,740
White: Irish	10,326
White: Gypsy or Irish Traveller	587
White: Other White	8,556
Mixed	3,321
Asian	7,614
Black	2,337
Other	1,064
All categories: Ethnic group	302,402

Overall Asian and Black groups had higher self reported health (95.8% and 95.4%) than White British groups (91.3%), although both Asian and Black groups are less active than the general population.

White British groups show twice the level of alcohol dependency than other groups, however both White and Black groups show the same level of drug dependence. The Asian group has the lowest levels of alcohol and drug dependency.

National data shows that the Black population suffer from at least double the amount of Post Traumatic Stress Disorder than other populations and as much as 10 times the levels of severe mental illness (including psychosis). Other health conditions are more common in some ethnic groups, so heart disease is more common in the Asian population, stroke and hypertension more common in the Black population and both Asian and Black populations have high levels of infant mortality.

The census also shows that the level of educational qualification varies across the ethnic groups with White Irish, Asian and Black groups having higher numbers of people with level 4 (degree level) qualifications than the general population. Asian and Black groups are also more likely to be students and as a result of being younger populations are more likely to be unemployed and less likely to be retired than the general population.

Disability

Disability is an increasing issue in Doncaster. Although people are living longer, many people are only living longer with a disability. Men in Doncaster can expect to live to 77 years, but their Disability Free Life Expectancy is 57.8 years, for women life expectancy is 81.4 years with a Disability Free Life Expectancy of 58.7 years. On average then, people in Doncaster live 25% of their lives with a disability.

In the 2011 census 33,644 people reported being limited a lot by their disability over 10% of the Doncaster population, a similar number are limited a little by their disability. People with a disability that limits their day-to-day activities also have lower educational achievements, are less likely to be in work and more likely to live in rented accommodation. More women have a disability that limits their day-to-day activities than men 53% against 47%.

Take Home Messages

Most data on ethnicity and health is based on national surveys

Ethnicity impacts on both how people perceive their own health and the health that they experience. Different approaches to improve health may be needed in different ethnic groups

In Doncaster people may live 25% of their lives with a disability and over 10% of the population has a disability that limits them a lot

Case Study 4: Healthy Living for Black and Minority Ethnic (BME) Women in Doncaster – social support

BME communities currently make up nearly 10% of the population of Doncaster. Through the commissioning of the Healthy Living for BME Women in Doncaster service Public Health provides an opportunity to engage with women from ethnic minority communities in Doncaster with the view to improving the health and well-being of themselves and their families. Working with BME women in this way is important because both they and their families experience inequalities in their health compared to the general population. Research tells us this is likely to be due to several reasons, for example:

- Some ethnicities are predisposed to certain conditions, for instance African Caribbean women are 60% to 70% more likely to suffer from strokes than the general UK population. Type 2 diabetes is 6 times as common amongst Pakistani women and there is also a lower risk age of 25 compared with 40 for the general UK population.⁵
- We also know that BME women in particular “may also be excluded from services that seem ‘alien’ and intimidating due to unfamiliarity, cultural/religious incompatibility, lack of language services and information gap in service provision.”⁶

So how does this service help? It offers access to information, advice and guidance in a safe environment. The service looks at the circumstances of each woman and supports her accordingly. For example: the women are able to learn English through the English for Speakers of other Languages (ESOL) programme; they learn how to register with a GP and dentist; and, understand how important it is to participate in screening and immunisation programmes.

Over the year 2014/2015 the service engaged with 303 BME women; 61 women achieved an ESOL qualification and 12 gained accreditation in Volunteering. The service facilitated 37 health promotion workshops including diet and nutrition and cancer awareness. The service works hard to dispel myths about health so the women understand why they are invited for screening and immunisations and know the importance of attending. The service also teaches the women how to integrate into a different way of life; knowing how and why we do things, such as recycling and how to use our transport systems. This helps build social cohesion.

How does this impact on the women? This service doesn’t just focus on accessing health services but teaches the women about a variety of factors that affects their health and wellbeing. This helps to build social cohesion.

Because of this service many women report they feel less isolated, are able to speak better English and therefore communicate better in the wider community. Some have gone onto employment or accessed further training and education.

⁵ Leung, G., & Stanner, S. (2011). Diets of minority ethnic groups in the UK: influence on chronic disease risk and implications for prevention. *Nutrition Bulletin*, 36(2), 161–198.

⁶ Chitembo, A., & Tsikira, L. (2012). *Breaking the Cycles of Abuse: Understanding the Complexities of Domestic Violence & Abuse in BME Communities & Finding Pathways to Reduce It!* West Sussex.

Conclusions and Recommendations

Improving health in Doncaster will require concerted action to address the four main challenges identified at the start of the report.

- Improving children's health and wellbeing
- Making the link between education, work and health
- Addressing low Disability Free Life Expectancy and high levels of preventable health conditions
- Reducing inequalities in health between and within Doncaster communities

As health is influenced by a wide range of factors the following recommendations are addressed to Team Doncaster and anyone interested in improving the health of Doncaster people.

Overarching Recommendations

- Adopt a 'Health in All Policies' approach
- Make a strategic shift to prevention
- Empower people and communities to take control of their own health and if services are required involve people in co-designing the services
- Improve data capture, sharing and reporting so that services can become more seamless and based on insight to address inequalities in access and outcomes
- Carry out a local Health Needs Assessment for Black and Minority Ethnic (BME) Groups
- Move beyond integration to population health systems and budgets

Recommendations for Children, Young People and Families

- Implement and evaluate the Early Help strategy
- Focus on vulnerable mothers from pregnancy until the child is 2 ½ (the first 1000 days)
- Build on the national Future in Mind developments to address bullying and improve the mental health of school aged children
- Support schools to develop a Curriculum for Life
- Support schools to increase physical activity in the curriculum

Recommendations for Employment and Health

- Use the Social Value Act to maximise equitable employment opportunities when commissioning
- Recommission the 'work programme' as part of the Sheffield City Region deal to help those furthest from the labour market find work
- Work to keep those with health issues in employment longer, improving health literacy and self management
- Continue to help residents keep their homes warm through collective switching schemes, improving energy efficiency of properties and ensure access to welfare advice

- Use community assets to join up health, social care, education, skills and employment around the family building on the Stronger Families and Well North approaches

Recommendations to Prevent Disability

- Include preventative approaches in all patient pathways and clinical services
- Launch 'Get Doncaster Moving' campaign to increase physical activity
- Continue to reduce the negative impact of takeaways and fast food on health and air pollution by considering health in spatial planning approaches
- Develop local approaches with South Yorkshire Fire and Rescue to promote fire safety and address falls including enhanced home safety checks

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To the Chair and Members of Full Council

DONCASTER HEALTH AND WELLBEING STRATEGY 2016-21

EXECUTIVE SUMMARY

1. The purpose of this paper is to present a revised final draft of the Doncaster Health and Wellbeing Strategy 2016-21. To fulfil its statutory duties, the Doncaster Health and Wellbeing Board are required to produce a Health and Wellbeing Strategy and this revised strategy replaces the first Health and Wellbeing Strategy (2013-16) endorsed in 2013. The revised strategy (following a comprehensive public and stakeholder consultation) is now a more up to date reflection of the Health and Wellbeing Board's strategic priorities and changing health and social care landscape. The accompanying Due Regard Statement reflects the feedback from the consultation and areas for development in relation to the needs of protected groups.

The revised Health and Wellbeing Strategy 2016-21 is a high level document underpinned by a number of technical plans and delivery mechanisms and is aligned with the Doncaster's Borough Strategy Refresh (2014) and other strategic plans. The strategy has **3 key aims**:

- The strategy presents a high level vision for health and wellbeing in Doncaster and describes the locally adopted model for health and wellbeing
- The strategy outlines the roles and ways of working for key partners to play in ensuring the effective delivery and implementation of the Health and Social Care Transformation Fund which will focus on developing early interventions and lower level wellbeing support in communities
- The strategy has identified **4 key themes** for development to improve health and wellbeing outcomes in Doncaster:
 - Wellbeing
 - Health and Social Care Transformation
 - Five Areas of Focus
 - Reducing Health inequalities

These 3 aims form the work plan of the Health and Wellbeing Board which will continue to be the key partnership for health and wellbeing in Doncaster and is part of the wider Team Doncaster Strategic Partnership.

EXEMPT REPORT

2. N/A

RECOMMENDATIONS

3. The Council is asked to:

- a **CONSIDER** and **ENDORSE** the final strategy report with recommendation for final publication of the Health and Wellbeing Strategy (2016-21) in January 2016
- c **CONSIDER** and **ENDORSE** the Due Regard Statement (2015-21)

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The Health and Wellbeing strategy provides an overarching strategy for the Health and Wellbeing Board and is the link between the Borough strategy and more detailed operating plans of both partnerships and individual organisations. The strategy is not meant to include everything that is happening in health and wellbeing but serves to focus the work of the board.

BACKGROUND

5. **Strategy Refresh**– following the feedback from the Health and Wellbeing Board Peer Challenge review in December 2013 it became apparent that in view of the changing membership of the board, and the changing landscape in recent months it would be timely now to refresh the current Joint Health and Wellbeing Board strategy. It was also pertinent in that the Borough strategy, the Council Corporate plan and the JSNA were also under review and have since been refreshed in 2014 as part of a wider Partnerships Improvement plan and therefore it would make sense that the Health and Wellbeing strategy is aligned with these corporate strategies. It is also significant in terms of the developing Integration (Better Care Fund) agenda now called the *Health and Social Care Transformation Programme*.

At the **13th March 2014** Board meeting it was agreed that the proposal to provide a review of the current strategy and to determine if there are any gaps; which elements of the strategy are still current and identify any new areas for development was approved. The following areas/priorities were considered:

- *Vision*
- *I statements*
- *Areas of Focus – review of current areas particularly personal responsibility*
- *Alignment with other strategies and Corporate Plan*
- *Refresh of the JSNA*
- *Wider partnership links*
- *Wider Determinants model*
- *Links to Better Care Fund*
- *Links to TLAP/Community Capacity building*
- *Community engagement*
- *Work plans for the Areas of Focus and programme areas*

6. In **June 2014** a stakeholder event was held at the Hub and the report Presented to the board in **September 2014** where a further update paper was presented outlining the proposal for the refresh and was endorsed by the Board. The outcomes of the June Stakeholder event were collated and presented to the Board and were agreed alongside the vision, the mission statement and the I Statements as the overarching framework. Further work was proposed to develop the 4 strategic priorities which included the following 4 themes:

- **Wellbeing** including the themes identified from the June event
- **Areas of Focus** – refresh of current priorities
- **Health and Social Care Transformation Programme**
- **Reducing Health Inequalities**

7. In **June 2015** a draft Health and Wellbeing strategy was presented to the Health and Wellbeing Board following a series of workshops and conversations in February 2015 with a caveat that further amendments would be made, graphical design input would be implemented and the proposed consultation plan would be delivered over the 12 week period from July to early October 2015. Final revisions would be made following the consultation and a final draft presented to the Health and wellbeing Board in November 2015.

8. In **July 2015** the consultation plan for the Health and being Strategy was executed through the Public Health team and the Officer group and consisted of a two staged process – an online survey monkey targeting over 400 stakeholders and third sector networks/groups, a social media campaign implemented through local bulletins, Facebook, social media. local libraries, GP practices, area teams and a targeted consultation with 11 protected groups. The detailed consultation plan is available on request. As a result of this **256** responses were received consisting of:

- 131 survey monkey responses
- 91 protected groups responses
- 34 hard copy and email responses

Although 28 groups were contacted (and the invite extended to further groups through Third sector emails and lead contacts) in the end **11** groups were consulted with using a variety of methods including focus groups, 1:1 interviews, easy read presentations and group discussions. All consultations were tailored to group and individual need. With this in mind, an easy read version and dictionary of the strategy was produced in conjunction with service users and a summary was also made available on the website in response to early feedback through consultation. The targeting of groups with protected characteristics was deliberately chosen to gain representation and feedback from those groups who are usually unrepresented.

The feedback from the consultation is available on request. The results show representation from different areas of Doncaster, different age groups, gender and ethnic status and from those with learning and physical disability and different sexual orientations.

9. Consultation feedback and Strategy revision – following the 12 Week consultation period a Public Health task group who implemented the consultation process met to discuss the findings and to pull together a consultation report (available on request). The main themes identified from the consultation were as follows:

- The need to include **substance misuse (Drugs and alcohol)** - a recurring theme;
- The need to include **children and young people** – make it more explicit around children’s health and wellbeing;
- The needs of **minority ethnic groups** -this will be picked up through the health inequalities section and the delivery plan;
- The need to ensure **user friendly versions of the strategy** are available and to ensure a **delivery plan** is in place.

The key issues raised from the consultation from the protected groups is also captured in the Due Regard statement (attached) where real consideration has been applied in relation to the impact of the strategy on certain groups including veterans, minority ethnic groups, individuals with physical or learning disability, sex workers, immigrants and refugees . These will be further explored through the proposed delivery plan

Other issues raised were around the varying definitions of wellbeing; cultural and spiritual wellbeing and the need to include ‘**feeling safe**’ in the overall vision. These changes have already been incorporated into the final version of the strategy. Issues were also highlighted around mental health and the Crisis team and these will be picked up through the Mental Health work streams.

At the January 2016 Health and Wellbeing Board the draft strategy was approved subject to a few minor amendments for recommendation to Full Council on 28th January 2016 for adoption.

The timescale proposed for the strategy development is as follows:

- **Revised draft to 7th January 2016 Health and Wellbeing Board – completed and endorsed subject to minor amendments**
- **Presentation to Full Council – 28th January 2016**
- **Final publication of document – January 2016**
- **Development of Strategy Implementation/ Delivery plan January – March 2016**

OPTIONS CONSIDERED

10. a Endorse the final strategy document and Due Regard Statement following recent amendments and endorse final publication by January 2016
- b Propose further amendments before final publication in January 2016

REASONS FOR RECOMMENDED OPTION

11. The current strategy reflects the health and wellbeing needs of Doncaster people and is based on the Joint Strategic Needs Assessment and public consultation. The strategy refresh is based on similar inputs and production will be aligned with the borough strategy, the Corporate Plan ,The Health and Social Care Transformation Programme and the refreshed JSNA bringing it up to date. The Think Local Act Personal (TLAP) framework and the Health Improvement Framework will provide the underpinning delivery mechanism for the implementation of the strategy and will further enhance community engagement and wider consultation with key stakeholders in Doncaster. A delivery plan will be developed following its publication and a wider public engagement strategy will be explored in line with the Board's self- assessment process.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

12.

	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 dimensions of Wellbeing in the Strategy should support this priority.</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 and Wellbeing Board strategy will contribute to this priority</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 and Wellbeing Board strategy will contribute to this priority</p>

	<p>All families thrive.</p> <ul style="list-style-type: none"> • Mayoral Priority: Protecting Doncaster's vital services 	The Health and Wellbeing Board strategy will contribute to this priority
	Council services are modern and value for money.	The Health and Wellbeing Board strategy will contribute to this priority
	Working with our partners we will provide strong leadership and governance.	The Health and Wellbeing Board strategy will contribute to this priority

RISKS AND ASSUMPTIONS

13. Doncaster requires a health and wellbeing strategy and reviewing the current strategy will fulfill the Board's statutory duty.

LEGAL IMPLICATIONS

14. N/A

FINANCIAL IMPLICATIONS

15. N/A

HUMAN RESOURCES IMPLICATIONS

16. N/A

TECHNOLOGY IMPLICATIONS

17. Nil.

EQUALITY IMPLICATIONS

18. The work plan of the Health and Wellbeing Board needs to demonstrate due regard to all individuals and groups in Doncaster through its work plan, the Joint Health and Wellbeing Strategy and Areas of focus as well as the Joint Strategic Needs Assessment. The officer group will ensure that all equality issues are considered as part of the work plan and the underpinning delivery mechanisms.

A Due Regard statement is presented alongside the Health and Wellbeing strategy for consideration and will be revisited during its life course. A number of groups have been consulted as part of this process and the feedback has informed the amendments in the strategy as well as informing future work programmes and approaches to health inequalities. The need to continually update the statement is highlighted and the recommendation to review the needs of protected and minority groups in the strategy delivery plan.

CONSULTATION

19. 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

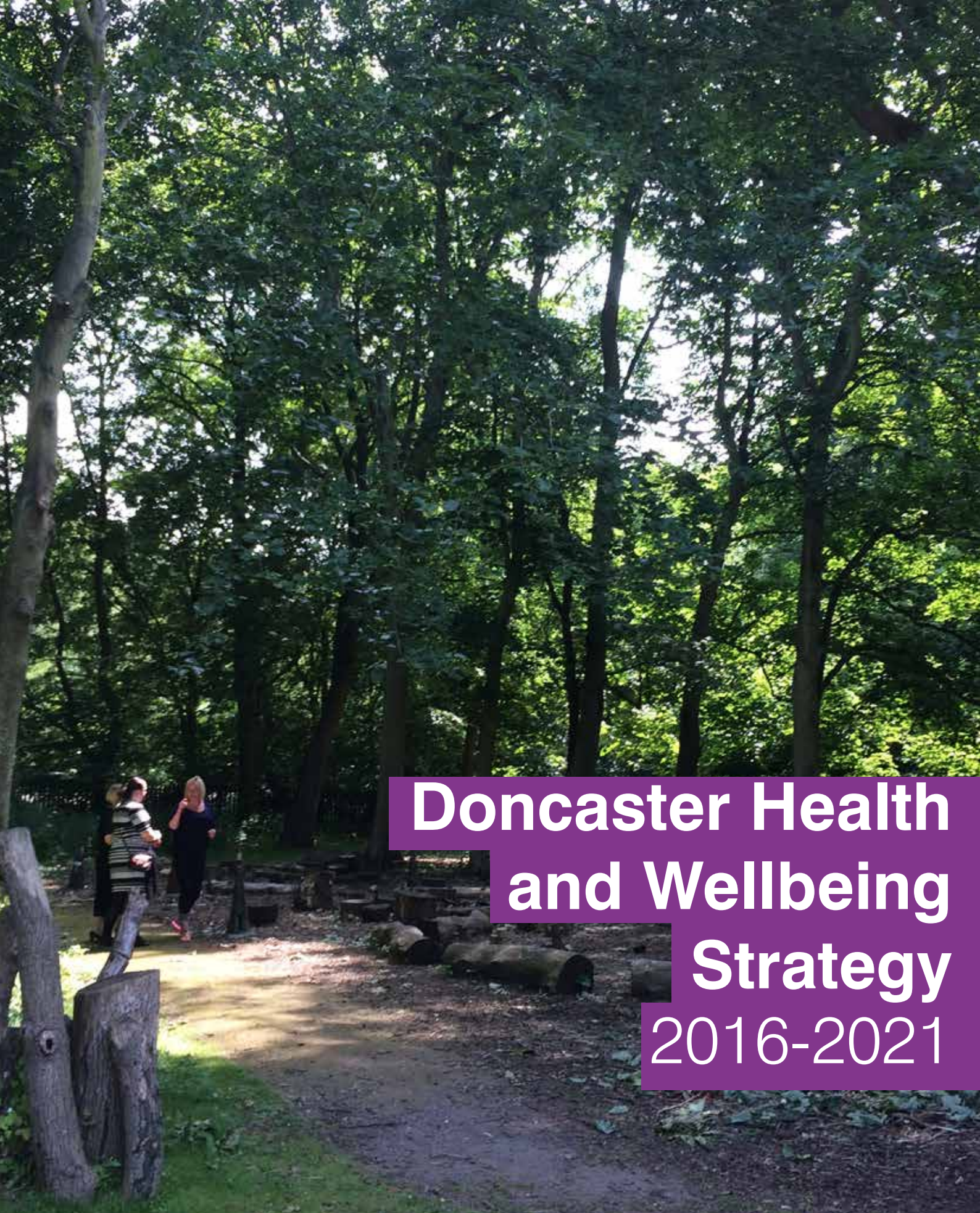
20. Health and Wellbeing Strategy 2013-16
Consultation Plan 2015 (Available on request)
Consultation Summary 2015 (Available on request)
Due Regard Statement March 2015-21 (attached)

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Doncaster Health and Wellbeing Strategy 2016-2021



Doncaster
Metropolitan Borough Council

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Foreword

The Doncaster Health and Wellbeing Board have been in a full board function now for 3 years. It is good to see so many partners on the Board giving their time to assist in the health and wellbeing of Doncaster residents. Our areas of focus are still strong and real progress is being made.

We have made changes to our performance measures and have taken the route of Outcomes Based Accountability (OBA) where clearer outcomes are defined and the measures actually show whether the outcome is achieved or not.

The specific areas of focus will be challenging due to on-going Government cuts to Public Health budgets but the health and wellbeing of our Doncaster residents is still paramount in our work and will remain a top priority in the work streams of the Board.



Pat Knight
Councillor Pat Knight
Cabinet Member for Public Health & Wellbeing
Chair Doncaster Health and Wellbeing Board



Dr Rupert Suckling
Director Public Health



Chris Stainforth
Chief Officer Doncaster Clinical Commissioning
Group

Doncaster's Health and Wellbeing Strategy

The production of Doncaster's Health and Wellbeing Strategy has been led by the Doncaster Health and Wellbeing Board in consultation with members of the public and key partners. It is aligned with [Doncaster's Borough Strategy Refresh 2014](#) and is an opportunity to take stock and look at what has been achieved since the last Strategy, assess and review our priorities and identify where we need to go in the next five years. It takes into consideration the Team Doncaster self-assessment and Peer Review in 2014, the [Partnership Summit](#) in the same year and all key strategic plans including the Corporate Plan and is aligned to the Mayoral priorities. Like the Borough Strategy, it is a high level document underpinned by a number of technical plans and delivery mechanisms. The Strategy will only be successful if all key partners and residents are involved.

The Doncaster Health and Wellbeing Strategy has three key aims:

1. This Strategy presents a high level vision for health and wellbeing in Doncaster and describes the locally adopted model for health and wellbeing
2. The Strategy outlines the roles and ways of working for key partners to play in ensuring the effective delivery and implementation of the Health and Social Care Transformation Fund which will focus on developing early interventions and lower level wellbeing support in communities
3. The Strategy has identified 4 key themes for development to improve health and wellbeing outcomes in Doncaster:

- Wellbeing
- Health and Social Care Transformation
- Five Areas of Focus
- Reducing Health Inequalities

Taken together these three aims form the work plan of the Health and Wellbeing Board, which will continue to be the key partnership for health and wellbeing in Doncaster and is part of the wider [Team Doncaster Strategic Partnership](#).



Highfields Country Park

How the Health and Wellbeing Strategy has been developed

Since its formal establishment in April 2013 (following the Health and Social Care Act in 2012) the Health and Wellbeing Board has been working to develop the Health and Wellbeing Strategy. It has done this by using a number of existing priorities and plans and by holding several workshops and consultations. This work is shaping the way forward to improve health and wellbeing in Doncaster.

The Journey So Far - Events and Consultations: 2012-2015

In 2011/12 an extensive public consultation took place regarding the first Health and Wellbeing Strategy in Doncaster which consisted of:

- Telephone research with over 400 residents
- A Voluntary and Community sector workshop
- Online and wider public consultations

Following this, the Strategy was reviewed by the then Shadow Board and later endorsed by the Doncaster Health and Wellbeing Board in June 2013.

In December 2013, following an external Peer Review, it was recommended that the Health and Wellbeing Strategy was revisited in view of the changing membership of the Board and the changing health and social care landscape.

Therefore, during 2014 a series of workshops were held to review the Health and Wellbeing Strategy alongside the Joint Strategic Needs Assessment (JSNA). These workshops included a borough-wide stakeholder event held in June which explored the wellbeing themes and looked at updating the Strategy priorities. A further workshop was held in October with Board members to revisit the strategic priorities and to set the parameters for the Strategy refresh.

In November 2014 the Doncaster Borough Strategy Review was finalised through a wider Partnership Summit event. The journey then began to refresh the Health and Wellbeing Strategy for Doncaster to reflect the outcomes from the earlier workshops. A more detailed description of these outcomes is included on page nine of this document.

Following the Corporate Peer Review in 2014 and as part of the Communities restructure, further emphasis was made around an Early Help Wellbeing Model combined with recommendations for development and expansion of the current Wellbeing Service in Communities.

As part of the on-going work of the Health and Wellbeing Board a Health Improvement Framework was approved and a series of 'conversations' took place during the first part of 2015. The aim of the conversations was to further enhance work streams and inform an action plan that will sit under the Strategy as a living document.

In July 2015 a public consultation was launched over a 12 week period to test out the draft Strategy with both stakeholders and the wider community and the results have informed this final version of the Health and Wellbeing Strategy. A Consultation Summary and a Due Regard Statement were completed in October 2015 and are available on the council website.

Health and Wellbeing in Doncaster: Key Achievements

Since the last Health and Wellbeing Strategy was launched there have been a number of key achievements in the last 12-18 months:

- The Health and Wellbeing Board has continued to make progress on reducing the harmful impact of alcohol, obesity, addressing dementia and mental health and improving the lives of families
- A successful bid to the Better Care Fund was approved which engages all the key partners and will enhance joined up health and social care across the borough
- A refresh of the Joint Strategic Needs Assessment (JSNA) has been undertaken and we are revising our Health and Wellbeing Strategy
- The Health and Wellbeing Board has agreed a protocol on how to work with the Safeguarding Boards
- The Health and Wellbeing Board has signed up to the Local Government Declaration on Tobacco Control and the Mental Health Crisis Concordat
- The Health and Wellbeing Board lobbied for a stricter approach to gambling advertisements locally, regionally and nationally (Partnership Summit, 2014)

Where are we now?


Health has been improving in Doncaster for both men and women. In 2012-14 Male life expectancy at birth was 77.5 years, this is an improvement of almost 5 years since 1991-93 when it was 72.8 years. For women there have been similar improvements from 78.1 years to a current life expectancy of 81.6 years. Unfortunately life expectancy in the country as a whole has been improving faster.

Since the early 1990's the gap between Doncaster and England has widened from about a year to around 2 years in men and from around a year to 1.6 years in women.




It should also be noted that since 2009-11 life expectancy at birth has not improved at all in men and women in Doncaster.

As well as living longer people should be living longer in good health. Recent data published by the Office for National Statistics (ONS) shows that in England men's Disability Free Life Expectancy (DFLE), that is the number of years on average that men can expect to live without a 'long standing illness or infirmity' is 64.1 years. In Doncaster the DFLE is 60.1 years. For women the story is similar, in England as a whole DFLE is 65 years and in Doncaster 61.8 years.



Around 35% of all deaths are premature, this equates to just over 1000 deaths each year.

Premature mortality rates (deaths under the age of 75) have been falling in Doncaster. Premature deaths now account for around 35% of all deaths. Most premature deaths are caused by cancer, circulatory disease, respiratory disease and liver disease. Premature mortality rates from cancer have not improved since 2008-10, and while recently there has been a narrowing in the gap between premature deaths from liver disease in Doncaster and the national rate, Doncaster still has a statistically significant high mortality rate.



Around 2,000 Doncaster people are diagnosed with cancer each year

However, it's not all bad news, there is some good news to report around Cancer:

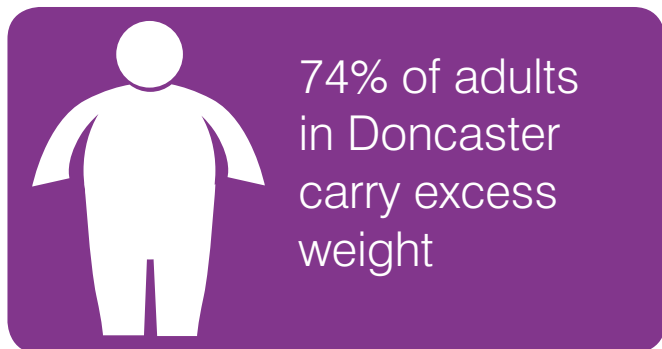
Due to action taken to increase work around cancer awareness, early identification and treatment, over the past 2 years we have seen:

- A 30% reduction in emergency admissions relating to cancer
- A 38% increase in referrals from GPs for suspected cancer with no deterioration in the conversion rate (which equates to 2,703 additional referrals)
- Over 500 more people have had their 1st treatment for cancer
- For patients receiving their first treatment in the latest 4 quarters (compared to the baseline year) we have seen an increase in the proportion of Doncaster patients receiving their 1st treatment by 12% compared to an average of 2.5% increase across the rest of South Yorkshire and an average 0.5% increase across 3 comparator CCG areas
- Early staging data suggests that patients are experiencing their first treatment at an earlier stage in their diagnosis therefore survival rates are increasing
- It is estimated that 10,473 people in Doncaster are currently living with and beyond cancer and this is expected to increase to over 20,000 by 2030. The one year cancer survival rate is currently 67% compared to a national average of 68% and the five year survival rate is around 46% across the South Yorkshire area comparable again to the national average of 48%. A co-production approach has been successfully implemented in Doncaster over the last 2 years working with current survivors around improving services, pathways and engagement. With these improvements in services and joined up working, cancer survival rates are clearly improving in Doncaster
- In Doncaster we have a peer support scheme called [Cancer Buddies](#) for people affected by Cancer which has received local, regional and national recognition and is being shared in other areas

Alcohol prevalence in Doncaster is approximately 40,000 harmful, 14,000 hazardous and 5,600 dependent drinkers. The Local Alcohol Profiles for England show a relatively high rate of alcohol related morbidity and mortality across a range of indicators. Opiate/crack use prevalence is approximately 3000 in Doncaster. However fewer young people are presenting to treatment with opiate/crack use, and the treatment population is ageing, with more complex health needs.

Each year there are around 3,700 live births in Doncaster, while infant mortality rates have generally been falling the numbers of underweight births has been increasing in Doncaster. One of the causes of low weight births is smoking in pregnancy. In Doncaster around 20% of women were smoking

at the time of delivery. This figure has fallen slightly recently but remains almost double the national rate. Smoking in the adult population is also significantly higher than the national rate and is around 2 % points higher than areas with a similar level of deprivation.



Obesity represents a significant challenge in Doncaster. The Sport England sponsored Active People Survey found that Doncaster was one of the areas with the highest prevalence of adults who were overweight or obese. The survey found that almost $\frac{3}{4}$ of the population was in this category compared to around 64% in England as a whole. Amongst children excess weight has remained at around 32% in 10-11 year olds and 23% in 4-5 year olds.

Evidence from the National Adult Psychiatric Morbidity Survey shows that around 23% of adults have experienced at least one psychiatric disorder, and more than 7% have had two or more. In Doncaster the prevalence of mental health problems is more difficult to discern.

If the national figures are applied to the Doncaster population then almost 55,000 people living in the borough have experienced some form of mental health problem. There is some tentative evidence that, for at least some mental health conditions, prevalence might be higher than the national rate in Doncaster. Several national surveys have found that Doncaster has slightly higher rates of depression than England.

Doncaster, in common with most areas of the country, has an ageing population. On average over the next 15 years the number of people aged 65+ is forecast to increase by 1,200 each year, and the number of people aged over 90 will have doubled by 2030. The implications of these changes are difficult to predict. However, it is possible that the numbers of people in the borough aged over 64 and living with dementia could increase from around 3,900 to almost 6,000 by 2030

Because people are living longer the Doncaster population is ageing and the more the population grows and ages the more people will develop dementia. Dementia remains a priority for Doncaster and some key outcomes have already been achieved:

- Diagnosis rates are now beyond the national ambition of 67% (currently 73.4%)
- Over 3500 people live with dementia in Doncaster but we now have over 5000 Dementia Friends
- Less people with dementia are being admitted to hospital and in the main, if they are, their lengths of stay are shorter and they are not being re-admitted Outcomes are improving and satisfaction is increasing

Children, Young People and Families

- We have refreshed the Children and Young People's Plan to reflect Borough Health and Wellbeing priorities.
- Our Stronger Families practitioners have successfully completed phase 1 of the National Programme and are working with families in phase 2.
- We have successfully launched the Early Help Strategy across the Team Doncaster Partnership and established an Early Help Hub.
- Ofsted recognised improvements in services for children in need of safeguarding, looked after children and care leavers, including 'Good' services for looked after children.

Mission Statement

The mission of the Health and Wellbeing Board is to

“Prevent disease, disability and harm, sustain health and wellbeing through a first class health and care system”

To achieve this, the Health and Wellbeing Board will:

- Lead on the production of the statutory Joint Strategic Needs Assessment
- Develop a refresh of the original Joint Health and Wellbeing Strategy
- Monitor the Health and Social Care Transformation programme outcomes and progress which promotes integration and joined up commissioning across the NHS, Local Authority, Public Health and key stakeholders supporting joint commissioning and pooled budget arrangements. Early identification and early help are key themes.

The Vision for Health and Wellbeing

The Doncaster Health and Wellbeing Board’s vision for Health and Wellbeing is that:

The vision for the Borough is:

A strong local economy, progressive, healthy, safe and vibrant communities.

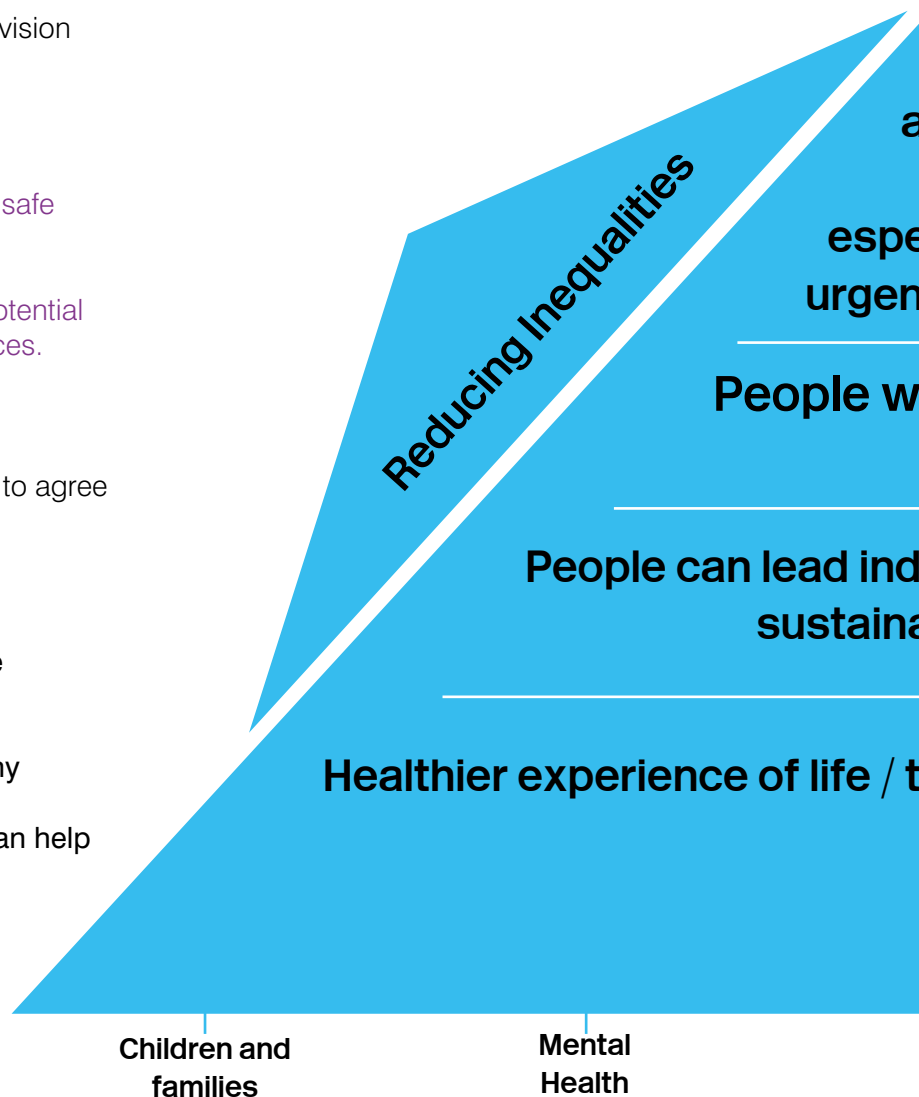
All residents will be able to achieve their full potential in employment, education, care and life chances.

‘All residents to be proud of Doncaster’

The Board’s ambition is for Doncaster people to agree with the following ‘I’ statements.

- I’m able to enjoy life
- I feel part of a community and want to give something back
- I know what I can do to keep myself healthy
- I know how to help myself and who else can help me

- I am supported to maintain my independence for as long as possible
- I understand my health so I can make good decisions
- I am in control of my care and support
- I get the treatment and care which are best for me and my life
- I am treated with dignity and respect
- I am happy with the quality of my care and support
- Those around me are supported well
- I want to live and die with dignity and respect



Our Strategic Priorities

Since the development of the last Health and Wellbeing Strategy in 2013, Team Doncaster has become the overall umbrella for partnership development across Doncaster and the Health and Wellbeing Board is one of the 4 theme boards within that [partnership structure](#). A number of approaches have been taken to ensure consistency in approach across the theme boards including the following:

- An overarching Borough Strategy which highlights the work of all the theme boards
- Corporate plan and Mayoral priorities incorporated in all plans
- Inclusion of all partners including the public, private, voluntary, community and faith sector
- A culture of co-production and personal responsibility to create independence and reduce dependency on public services

Performance Measures

The Health and Wellbeing Board uses Outcomes Based Accountability (OBA) templates to measure its performance against its strategic priorities (further information about OBA's can be found on the [David Burnby & Associates' website](#)). This approach was endorsed by Team Doncaster in 2014 and is being adopted by all the theme boards.

The aim of the Outcomes Based Accountability process is to:

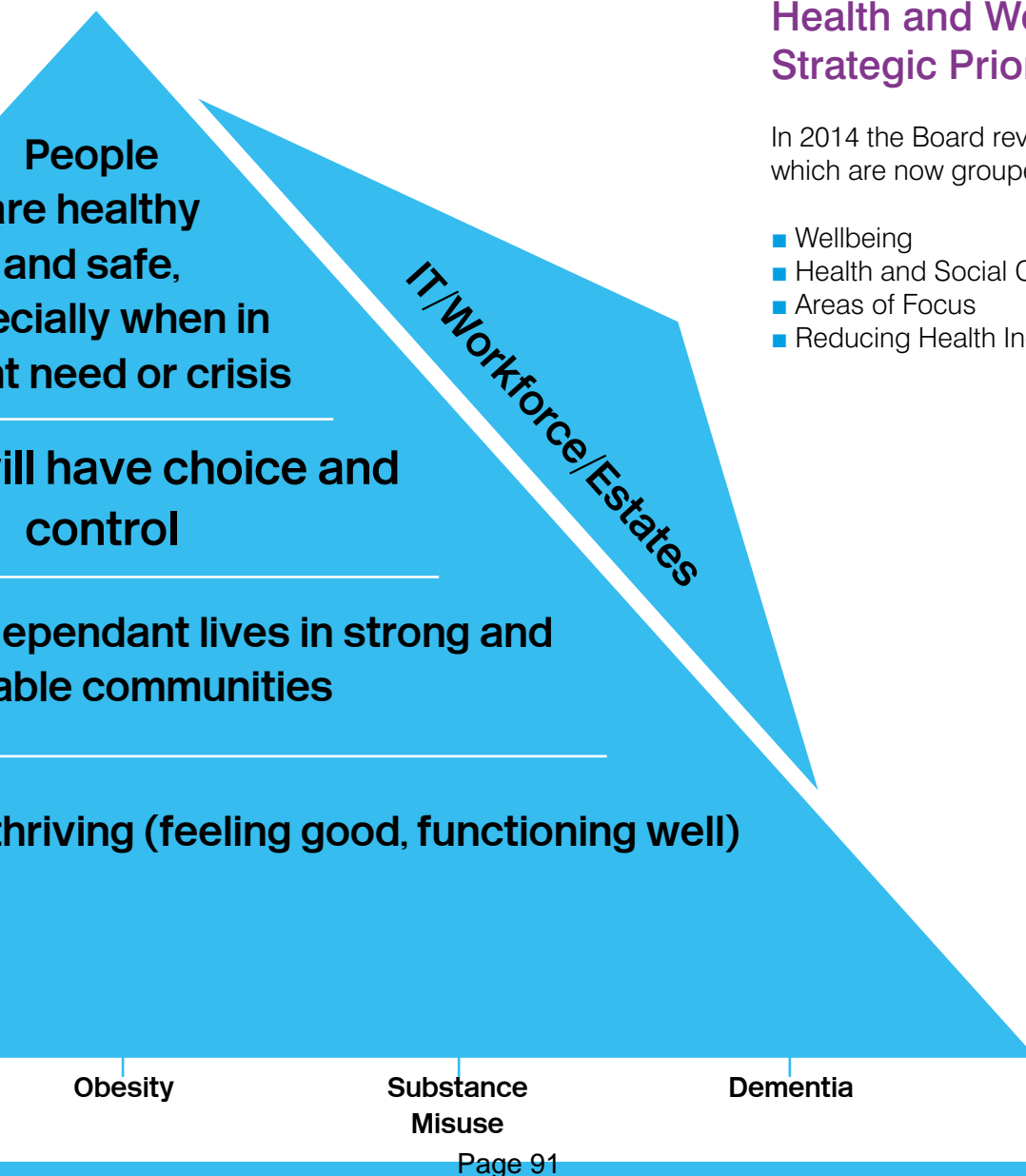
- Have a clear defined outcome for each area of focus/priority
- Define what indicators need to be measured to show whether the outcome is achieved or not
- Identify who is involved i.e. which partners
- Tell the story about what is being measured and why

This approach has been used for all the strategic priorities in this Strategy.

Health and Wellbeing Board Strategic Priorities

In 2014 the Board reviewed its strategic priorities which are now grouped into 4 themes as follows

- Wellbeing
- Health and Social Care Transformation
- Areas of Focus
- Reducing Health Inequalities



Action around the Strategic Priorities (4 themes)

The delivery of the Board's strategic priorities will be undertaken through a number of themed groups and partnerships which are grouped under the following four themes:

Theme 1 - Wellbeing

Wellbeing is a complex idea, but it can be divided into two aspects: feeling good and functioning well. The New Economics Foundation (NEF) describes it as follows:

'Feelings of happiness, contentment, enjoyment, curiosity and engagement are characteristic of someone who has a positive experience of their life. Equally important for well-being is our functioning in the world. Experiencing positive relationships, having some control over one's life and having a sense of purpose are all important attributes of wellbeing.'

The Office for National Statistics (ONS) has developed a national programme of work to produce 'accepted and trusted measures of the wellbeing of the nation'. This programme breaks down wellbeing into 10 areas that are being used to measure individual wellbeing. These are:

- Personal wellbeing
- Our relationships
- Health
- What we do
- Where we live
- Personal finance
- Economy
- Education and skills
- Governance
- Natural environment

The New Economic Foundation has also identified an approach to wellbeing which adopts Five ways to wellbeing:

New Economic Foundation – Five ways to wellbeing:

- Connect
- Take notice
- Give
- Be active
- Keep learning

This approach will be adapted at a local level as part of the wellbeing programmes.

In 2014 Doncaster Public Health team commissioned a film called High5 which focuses on how the 5 Ways to Wellbeing can enhance recovery of substance misuse.

<https://www.youtube.com/watch?v=KLsVSIjhtTc>

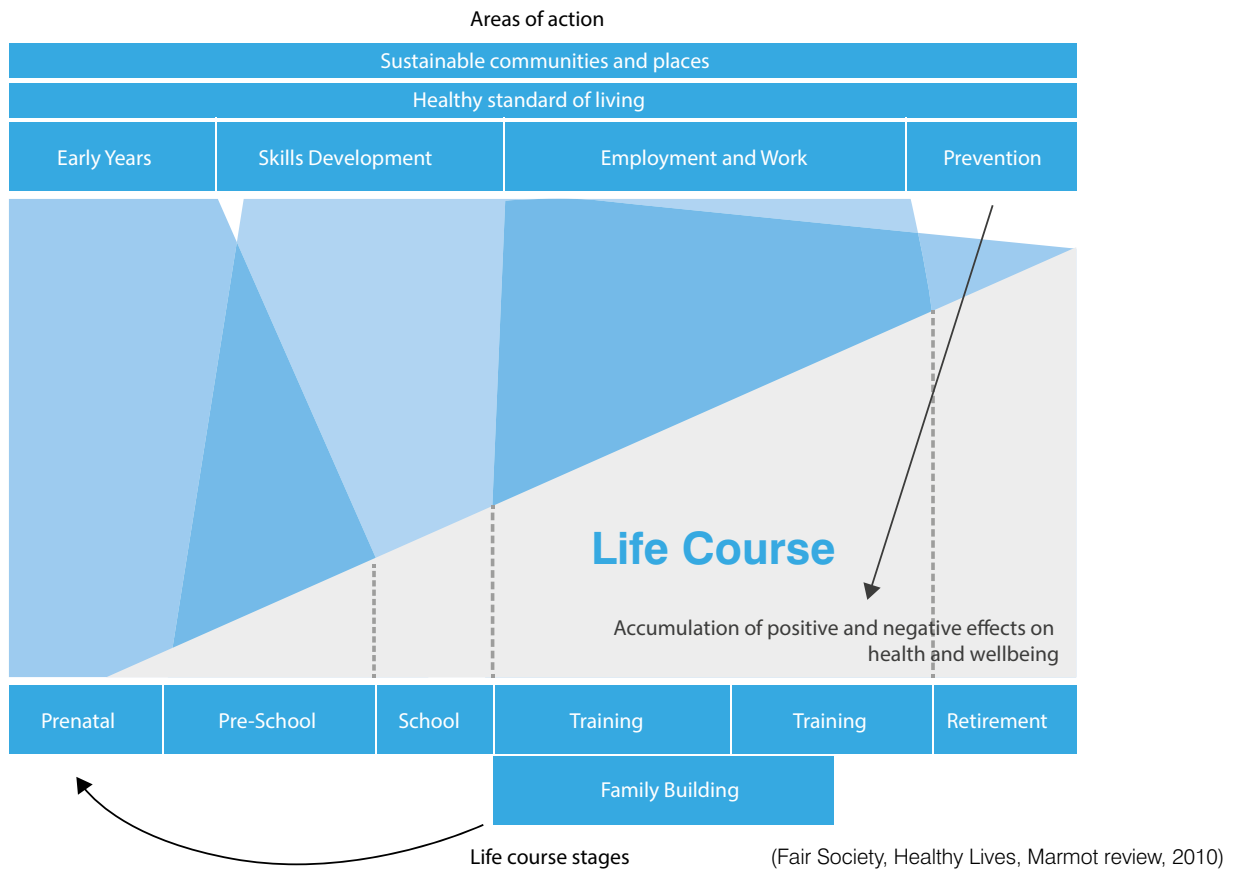
Locally, the Health and Wellbeing Board has created the model below which depicts five themes that encompass the measures opposite.



Doncaster's five domains of wellbeing

How can we improve Wellbeing?

There is much evidence to demonstrate the different factors that impact on individual wellbeing and there are key moments in people's lives when we are motivated to make lifestyle changes that will improve our wellbeing as well as our health. Marmot calls this the Life Course approach.



Of course, all lifelines are unique to an individual but there are certain common episodes, as illustrated in the diagram above that provide opportunities for significant positive behaviour and lifestyle changes. Having the right choices, support and interventions in place at the right time in life means individuals will have every opportunity to improve their health and wellbeing.

To achieve this all partners have a commitment to work collectively to identify the best times to intervene using the most effective interventions at that stage of life.

The Health Improvement Framework is a tool that the Board is using to gather information about the services and support that are available to support the people of Doncaster at these critical times in their lives. This piece of work is on-going and will run alongside this Strategy.

What is happening locally around Wellbeing?

In June 2014 a stakeholder event was held to explore a Wellbeing Model to inform the Strategy refresh. Five wellbeing themes were identified:

- Social and emotional wellbeing
- Physical health and mental wellbeing

- Environmental wellbeing
- Educational wellbeing
- Economic wellbeing

Priorities for each of these areas were collated and fed back to the appropriate boards. The full evaluation report for the event can be accessed [here](#)

The Health and Wellbeing Strategy will explore all of the 5 Wellbeing Themes over the next 12-18 months and focus on the wider determinants of health. The following key priorities will need to be considered:

- Housing** – affordable, safe and quality housing/ places to live
- Environment** – green spaces, planning, transport, access to services, asset based community development and community safety
- Education** – lifelong learning, work readiness, family support
- Economy** – business support, money management, living wage/fairer working conditions, apprenticeships/ employment opportunities and financial planning
- Social and emotional wellbeing** – self-worth/ esteem; relationships; leisure opportunities and youth engagement; cultural and spiritual factors
- Physical and mental health** – personal responsibility; physical activity, lifestyle choices, reducing stigma.

(Health and Wellbeing Workshop Report, June 2014)

How will Wellbeing be delivered in Doncaster?

The Health and Wellbeing Board will be looking at how it can improve loneliness and social isolation for all age groups across the life course (not just older people) and this will become a cross cutting thread in view of a growing and ageing population in Doncaster.

In particular it will work with the Safeguarding Boards and partners to address domestic violence and sexual exploitation.

The provision of access to quality housing is a vital step towards empowering people to be able to live independently in their own homes for as long as possible.

The Board will continue to provide a combination of services to support residents to live in safe, healthy and supported communities (Borough Strategy, 2014)

The Way Forward, our Health Improvement Framework

To complement the Health and Wellbeing Strategy a series of 'conversations' have been held with a wide range of stakeholders to begin to develop a Health Improvement Framework for Doncaster.

This piece of work highlights work that is already in place to reduce barriers to good health and wellbeing and will underpin the delivery of the strategic priorities over the next five years.

The Framework is a living document of action that Board members and stakeholders sign up to.

Alongside this, following the Peer Review in 2014 the Adults, Health and Wellbeing Directorate has committed to the further development of the Wellbeing Service across the borough which will also compliment the implementation of the Health Improvement Framework and other delivery plans.



Meeting of local Ghurkas at a community centre



Theme 2 - Health and Social Care Transformation Programme

The Health and Social Care Transformation programme is the Doncaster approach to embedding person-centred integrated care. It is led by the Health and Social Care Partnership. The Health and Social Care Transformation OBA template seeks to capture data in relation to three outcomes:

Outcome 1: People can lead independent lives in strong and sustainable communities

The key success markers will include:

- The number of people needing intensive support from health and social care services is reduced
- People say they find it easy to access information and advice
- There are more people in long term employment, education and training
- People report an improvement in their overall quality of life
- The gap in inequalities is improved
- People are feeling safer and more involved in their communities

Outcome 2: People will have choice and control

Key success markers for this will include:

- People spending less time living in long term care settings
- There are more carers feeling supported and enabled to care
- More people choose to have a personal budget/ personal health budget

Outcome 3: People are healthy and safe, especially when in urgent need or crisis

- Reduce unnecessary non-elective admissions to general and acute services
- Increase number of anticipatory care plans for people at risk of crisis
- Increase people who are re-abled enough to stay at home and be independent post crisis
- Reduce people's length of stay in acute and crisis services

Theme 3 - Areas of Focus

The Doncaster Health and Wellbeing Board has agreed 5 Areas of Focus that will act as a catalyst to change across the borough. These Areas of Focus were developed in the original Strategy in 2013 following a series of workshops and consultations and remain strategic priorities (with the exception of personal responsibility which is now a cross cutting theme) for the refresh strategy in 2015 as identified below:

Alcohol with the addition of drugs (Substance Misuse) is now 1 of the 5 areas of focus due to recent feedback from the public consultation.

- Substance Misuse (Drugs and Alcohol)
- Obesity
- Families
- Dementia
- Mental Health

Here are our progress updates and plans for the Areas of Focus priorities since the last Strategy:

Substance Misuse

Alcohol

Population Outcome: All people in Doncaster who use alcohol do so within safe limits

What has happened since the last Strategy?

Alcohol was chosen as a priority in 2011/12 because alcohol-related hospital admissions and deaths from preventable liver disease were significantly above the rates for England.

Alcohol was also chosen because of its detrimental effect on mental health, domestic violence and family cohesion, community safety, sickness absence and economic wellbeing. Since 2011/12 the rates of alcohol-related admissions have increased further while the national rate has decreased, meaning the gap has widened further. The reasons are complex and largely driven by the low price and high availability of alcohol added to social and economic determinants.

There have been changes in the local system since 2011/12. Separate treatment services for drugs and alcohol have now been integrated and made more



accessible; removing the ring-fence on drug treatment has opened more resource to alcohol clients and there are now more alcohol clients in treatment. There is a greater focus on recovery than in recent years; clients access education, training and employment and there is more provision for mentoring, volunteering and family support (rather than a successful treatment exit being the end point).

The treatment service is being tendered in 2015/16 which will further integration through a lead provider model, enhance the recovery agenda and provide greater emphasis on social models of support.

What are we measuring?

This refresh of the [Alcohol OBA template](#) seeks to broaden the information to cover preventive work, acute health harms, wider social impacts and community engagement.

Therefore the system indicators detail primary care screening, A&E attendance, hospital admissions and community safety. The performance measures for individual stakeholders detail primary care screening, specialist treatment and recovery / quality of life measures.

The data development agenda includes plans to incorporate alcohol use by young people, work to support children and families and the public health influence on licensing.

Next Steps

Reducing alcohol-related harm requires a focus on prevention and early intervention alongside conventional treatment. The top priorities to reduce alcohol harm over the next year are to:

- Expand and improve primary care screening and interventions. Also deliver screening and very brief interventions in non-primary care and non-health settings
- Evaluate the Community Alcohol Partnership in Askern, Campsall and Norton and expand the model to other areas if appropriate. Utilising communities and addressing underage consumption will be key in the future
- Make greater use of campaigns to raise public awareness and influence peoples' attitudes to alcohol, and work with business to help foster an ethos of responsibility
- Improve the referral pathway between the hospitals and the treatment system and do more to identify and support vulnerable people who repeatedly attend A&E or are admitted to wards. Similarly, working to embed substance misuse within the Liaison and Diversion Scheme within the criminal justice system

Drugs

Population Outcome: Reduce illicit/other harmful substance use

Background

Drug treatment in England continues to head in the right direction. Though demand is generally declining in most areas, services remain open to anybody who needs them and they are helping more and more people to make a full recovery from their addiction.

The original pool of dependent heroin and crack users in England is shrinking and because far fewer young people are using heroin or crack, it is not being topped up. This is reflected in a shifting treatment population profile: there are now fewer younger users of opiates and crack cocaine. Older clients, who have been using for many years and who have had several previous experiences of treatment have complex needs. It is also important that we respond to changing patterns of drug use (Novel



Psychoactive Substance or so called 'Legal Highs') by adopting a preventative approach and providing early intervention, this increases knowledge of the harms of substance misuse and prevents longer term 'drift' into maintenance.

Client characteristics, previous experience of, and progress in treatment all give valuable insight into treatment outcomes.

For example, analysis shows that:

- Opiate and non-opiate clients in treatment have a different profile and experience significantly different treatment outcomes
- Length of time in treatment and drug using career
- Starting treatment for the first time or having previous experience
- Client complexity of needs
- Extent of their recovery capital
- Treatment of naïve clients (those new to the treatment system) and those abstinent from their main problem drug during treatment are more likely to complete treatment successfully
- The more complex, and those with previous experience of treatment, are often in treatment for much longer periods
- Clients that have been in treatment long term (over four years), or those with long drug using and treatment careers, are most likely to remain there

A client's likelihood of completing treatment in a successful way can be influenced by their housing needs and access to training, education, employment and mutual aid. Drug users can be prone to relapse, however, by adopting a recovery focused treatment system re-presentations can be minimised.

Beyond supporting parents to reduce their substance misuse, drug and alcohol services can play an important role in delivering enhanced outcomes relating to child safeguarding and families; by providing treatment and supporting recovery for parents, they play a part in supporting the wellbeing of Children & Young People. In recent years, separate drug and alcohol services were integrated; this has benefited clients by giving them access to more holistic pathways. This integration will continue next year as Public Health has tendered a whole system approach, to start in April 2016, encompassing screening, assessment, treatment and recovery.

What are we measuring?

The refresh of the drug OBA aims to measure those that are leaving specialist treatment in a successful

way recovery and quality of life measures. This is in line with national priorities about 'recovery' rather than maintaining people in treatment indefinitely.

Next Steps

Reducing illicit and other harmful substance use requires a focus on prevention and early intervention alongside conventional treatment. The top priorities to reduce drug related harm over the next year are to:

- Make greater use of campaigns and prevention work to raise public awareness and influence attitude to drug and alcohol in the population
- Direct services to be more flexible to meet the needs of the ever changing patterns and trends of usage and vulnerabilities

Obesity

Population Outcome: For all Doncaster residents to have the opportunity to be a healthy weight

What has happened since the last Strategy?

Obesity was chosen as a priority area because it is widespread, prevalence is rising and the consequences are costly. The prevalence of overweight and obesity across Doncaster is considerably higher than the England average. Although there is a marginal decrease in recent National Child Measurement Programme (NCMP) results, this may be more to do with a fluctuation in data, rather than a levelling off or part of a long term downward trend.

Unhealthy diets, inactivity and the availability of high energy foods are major factors in the rise of obesity across the UK. Obesity is a complex issue and we know it is not solely affected by individual behaviours, but influenced by a number of social and environmental issues.

Since the last Strategy the focus has been on developing a range of both prevention and weight management interventions to promote good health and prevent ill health in the Doncaster population, specifically targeting groups where we know obesity is more common, such as people from deprived communities, people with disabilities, older age groups and some black and minority ethnic groups.

The priorities of this OBA are around developing a whole systems approach to obesity which promotes and positively contributes to creating a healthy



Highfields Country Park

and equitable living environment; by providing access to healthy, affordable locally produced food, opportunities to be physically active and, where appropriate, by restricting opportunities for unhealthy eating.

What are we measuring?

The Obesity OBA template focuses on capturing data around creating a healthier environment and creating the skills and opportunities to provide individuals with support and advice. One of the challenges of this OBA template is demonstrating short term impact as a result of policy changes and prevention initiatives. For this reason we will be incorporating a qualitative element, with the use of case studies.

Some of the indicators which will be used will be around the quality and availability of healthier food, access to physical activity opportunities and an increase in the opportunity to offer advice and support.

Next Steps

Although the objectives of this OBA are long term, over the next year, the aim is to strengthen partnership and collaborative work to tackle issues which influence excess weight.

The top priorities for 2015/16 are:

- The development of a plan to address access to healthier food (to incorporate Doncaster food plan, food procurement, school meals, workplace health award environmental health plan)
- Work with academic partners to explore the feasibility of a toolkit to improve the food environment in Doncaster communities
- Active promotion of physical activity opportunities (promotion of discount cards)
- Development and rollout of a Making Every Contact Count (MECC) training package
- Continued work with planning teams to ensure access to healthier food and physical activity opportunities are incorporated into the Local Development Plan

Children and Families

Population Outcome: The Expanded Stronger Families programme is delivered. Families who are identified as meeting the eligibility criteria see significant and sustained improvement across all identified issues.

What has happened since the last Strategy?

- Doncaster successfully delivered the first phase of the national Troubled Families Programme (locally known as Stronger Families)
- In February Doncaster posted a claim to take us past 100% of the agreed number of families we had to 'turn around' by the end of the programme (March 2015). Doncaster was one of only 56 of the 152 Local Authorities across the country to do this
- On top of this Doncaster is also Number 1 in the country for people accessing progress to work under the programme
- Due to our success Doncaster has been formally invited to participate in the Expanded Troubled Families programme which commenced 1st April 2015
- We have developed a Stronger Families Outcomes Plan in line with the programme requirements and we are identifying families who meet the criteria

What are we measuring?

The Stronger Families OBA template focuses on capturing data around what has been achieved to deliver the national Troubled Families Programme in Doncaster.

- At the highest level we are measuring the number of families identified as meeting the criteria and being 'worked with' along with the number of families who make significant and sustained progress on the issues they face in order to make a Payment by Results (PbR) claim to Government
- We also need to measure cost savings via a cost savings calculator and wider family impacts via two Government processes

Next Steps

- To continue to refine the Outcomes Plan and to continue to identify families who meet the criteria. We also need to develop our reporting for cost benefit analysis and wider impact
- We need to ensure agencies are identifying families, assessing them holistically, monitoring progress against identified needs, working with whole families and implementing the 5 family intervention principles through a lead professional model

Dementia

Population Outcome: People in Doncaster with dementia and their carers will be supported to live well. Doncaster people understand how they can reduce the risks associated with dementia and are



Street Play at the Homestead, Bentley

aware of the benefits of an early diagnosis

What has happened since the last Strategy?

Much of the work since the last Health & Wellbeing Strategy has focused on raising awareness and reducing stigma, improving diagnosis rates and developing services that support people with dementia and their carers to live well with dementia.

Doncaster has seen significant improvements as follows:

- Doncaster's diagnosis rate of 73.4% is now better than the national ambition of 67% (estimated 3514 people with dementia, 2555 have a formal diagnosis)
- Doncaster now has a substantial Dementia Needs Assessment supported by timely, continuous and robust stakeholder feedback
- Doncaster is becoming dementia friendly demonstrated by: 72 members of the Doncaster Action Alliance (national average for membership of local action alliance is 16), 5429 dementia friends and 52 dementia friends' champions
- Less people are being admitted and re-admitted to hospital with dementia and more are being supported effectively at home. If people with dementia are admitted to hospital their experience and outcomes have improved with on average shorter length of stays and less complaints

(figures correct at the time of this report).

Dementia still remains a priority for Doncaster. The launch of the "Getting There" Doncaster Dementia Strategy 2015-2017 sets out the vision "to add years to life and life to years for people with dementia and their carers living in Doncaster".



What are we measuring?

This refresh of the Dementia OBA template seeks to expand on previous success by focusing on prevention, living well and reducing and managing crisis.

We will measure activity to ensure crisis is prevented or reduced for both the person with dementia and the carer. The performance measures will include reduction in referrals requiring 4hr response, increase in number of carers taking up carers offer, reduction in delayed discharges, hospital admissions, re-admissions from care homes, reduced length of stay for people in residential care, increase in people accessing direct payments, usage or take up of assistive technology and increase in the number of people with an advanced care plan.



Doncaster Dementia Cafe

Next Steps

The number of people with dementia is predicted to hit 850,000 in 2015 and 1 million by 2025 in the UK. The more the population grows and ages the more people will develop dementia. Dementia has a huge impact on a person's whole life, as well as their families, carers and the community. In addition to the substantial personal cost of the condition, dementia costs the UK economy an estimated £26 billion per year. Dementia was chosen as a priority in 2012 to address just some of these issues.

The top priorities over the next two years are:

- Improved public, community and workforce awareness and understanding of dementia, working towards a dementia friendly community, including how people can reduce the risks associated with dementia so they can live life well
- Wherever people with dementia and their carers live in Doncaster, whatever age they are or ethnicity / faith or gender they may be, they have equal access to assessment and treatment services and that their outcomes and experience are the best they can possibly be. This includes all primary care and specialist services such as memory services
- People who may present with symptoms of dementia, as well as those with a diagnosis of any type of dementia (e.g. vascular or Alzheimer's), receive the right, timely care and support (pre and post diagnosis) from people with the right knowledge and skills
- People with dementia live at home for as long and as independently as possible. If they should require a care home that care home provides the care and support that ensures a quality of life we would expect for our own loved ones
- People with dementia and their carers' and families will be supported to plan life and the end of life to ensure it is the best it can possibly be

Mental Health

Population Outcome: The strategic vision to "improve the mental health and well-being of the people of Doncaster" ensures a focus is put on preventive services and the promotion of well-being for people of all ages (children & young people to older adult), access to effective services and promote sustained recovery

What has happened since the last Strategy?

Since the Government set out its intention for improvement to mental health services as outlined in 'No Health without Mental Health' published in 2011, there have been a number of mental health policies and initiatives, all of which, call for more inclusive and responsive mental health services. More recently, the tone of the mental health policy has changed from encouragement to expectation and mandate. The service improvements outlined in these initiatives are not just an aspiration but more of a quality requirement. All of these documents are clearly linked and are a call to action to health and social care communities to demonstrate how they will respond to the standards and challenges laid down and more importantly set the intent to closely monitor CCGs, Local Authorities and providers about how care is commissioned and provided for people with mental health issues.

The scope of the documents include standards for children and young people, with particular emphasis on transition from CAMHS (Children's and Adolescents) to Adult Mental Health Services, support for children and young people with specialist educational needs and a call to action for strengthened partnership and commissioning arrangements between local authorities and health.

- In 2015 the Government launched the 'Future in Mind' document which set out expectations for transformation of local CAMHS services. This was followed by the directive for each CCG to complete a 'Local Transformation Plan' by October 2015. Successful completion of this plan resulted in Doncaster CCG receiving a Transformation Grant from the Department of Health to restructure local CAMHS services leading to a seamless service which prioritises early help and intervention and also keeping young people out of acute Psychiatric services by offering a highly specialised community based service. The plan is publicised on the CCG web-site and the Local Offer on the DMBC web-site.

The documents are also clear that partnerships should commission and provide ageless services and the emphasis is that we will not discriminate on the basis of age i.e. people should not experience separated care pathways due to their age i.e. Adult Mental Health and Older People Mental Health service provision should be seamless.

The National Mental Health Strategy sets the scene for service transformation that addresses the issues of

the separation between mental and physical health. It clearly defines 6 key objectives which will demonstrate that our service improvements are delivering outcomes:

- More people will have good mental health
- More people with mental health problems will recover
- More people with mental health problems will have good physical health
- More people will have a positive experience of care and support
- Fewer people will experience avoidable harm
- Fewer people will experience stigma and discrimination

It also contains a number of 'I' statements developed by services users and MIND that outlines advanced expectations when experiencing a mental health crisis. These include:

- I expect urgent help to avert a crisis 24 hours/7 days per week, and for people to trust my judgement and take me seriously
- I feel safe and I'm treated kindly with respect at all times and in accordance with my legal rights
- I am given information about and referrals to services that support my process in recovery

Doncaster Health & Wellbeing Board has identified mental health as one of its areas of focus and will seek to continue to deliver the national objectives and has been working in partnership with agencies to do so. In particular, Doncaster has been working to deliver the recommendations of a Mental Health Review which took place at the beginning of 2014 to enhance mental health crisis response services and ensuring that people in crisis get the right care at the right time.

- In response to the National Crisis Care Concordat, Doncaster submitted the Crisis Care Concordat Action Plan to the national team which was delivered by 31 March 2015 deadline
- Completion of the modernisation of the Crisis Care Pathway redesign which will deliver an ageless crisis response service for Children & Young People, Adults and older Adults by October 2015
- Where other areas have seen cuts in budgets for mental health, Doncaster has invested development monies
- Doncaster Health & Social Care Community are working alongside Public Health to develop responsive services that meet the needs of people who are in emotional distress due to life impacts such as access to debt management, housing support, job coaching and support

- Development of a perinatal mental health service which provides joint services between mental health and antenatal service for women who have a history of mental illness ensuring that the right care is provided in the most suitable setting

What are we measuring?

The [Mental Health OBA template](#) focuses on capturing data around:

- The numbers of people accessing Psychological Therapies within 4 weeks of referral and achieving recovery
- The numbers of people who are supported to live in their own home and are receiving support to maintain their tenancy
- The numbers of people accessing employment opportunities and supported to remain in work
- Mental health in-patient admissions for young people
- The number of young people being signposted for emotional health and wellbeing services via the Early Help Hub.

Next Steps

- Continue to implement the recommendations of the Mental Health Review and by doing so, support the delivery of the National Mental Health Agenda
- Continue the development and implementation of the Mental Health Development Programme and pathway redesigns – 3 year development programme (currently in year one)
- Crisis and acute care pathway
- Secondary Care & Community Teams
 - Personality Disorder
 - Perinatal Mental Health
 - Eating Disorders
 - Attention Deficit Hyperactivity Disorder
- Collaborate with Public Health to ensure that the Joint Strategic Needs Assessment has a strong focus on mental health and physical wellbeing
- Implement the local Crisis Care Concordat Action Plan with regular progress reports to the Health & Wellbeing Board
- implementation of the local transformation Plan for CAMHS

Theme 4 - Reducing Health Inequalities

Together we are working hard to improve wellbeing and quality of life for everyone. In recent years, there

have been significant improvements in the health of Doncaster people. However, despite this progress, these improvements have not been seen in equal measures across the Borough. The fact is, many people still experience poor health and many die too young with illnesses that are preventable.

Everyone has the right to be treated fairly and have the opportunity to achieve their aims in life. Unfortunately some people still do not get equal access to, for example, job opportunities, health outcomes, skills development or educational attainment. As a Council, we are committed to taking positive action to tackle discrimination and spread equality of opportunity. The [Council's Equality and Inclusion Plan 2014-2017](#) aims to do just that. Ultimately, its success will be determined by whether we are able to demonstrate improved outcomes for local people.

Population Outcome: All Doncaster people are able to make informed choices to enjoy a good quality and healthy life

What has happened since the last Strategy?

Since the last Health and Wellbeing Strategy positive steps have been made to look at where there are areas to develop including the development of Asset Based Community Development (ABCD) approaches and mapping across the borough. The Well North project is currently being developed which is embryonic and also in development are the early intervention models of wellbeing.

What are our ambitions?

Health inequalities are unjust differences in health outcomes between individuals and groups. They are driven by differences in social and economic conditions that influence peoples behaviours and lifestyle choices, their risk of illness and any actions taken to deal with illness when it occurs. Inequalities in these social determinants of health are not inevitable, and are therefore considered avoidable and unfair. The causes are complex, but are linked to an individual's social, economic or geographic status. There have been many studies undertaken throughout the UK to investigate the problem of health inequalities over the years. These confirm people who live in more deprived areas have a shorter life expectancy than those who live in less deprived areas.

Inequalities exist in a number of areas:

- Socio-economic e.g. income and education
- Lifestyle and health-related behaviours e.g. smoking, diet and physical activity
- Access to services e.g. access to maternity care or screening
- Health outcomes e.g. life expectancy and rates of death or disease

As a result of the strategy consultation a number of approaches will now be explored over the next five years with number of groups including the veterans, minority ethnic groups, disabilities ,sex workers and other at risk communities.

A comprehensive needs assessment has been developed for the veterans community and the main recommendation from this is that although the delivery of priority psychological and mental health support for veterans and their families is working well, a review of the veteran pathway to primary health provision is required to form compliance with NHS armed forces commissioning legislation and community covenant to identify and remove disadvantage.

A number of issues have been raised from asylum seekers and refugees as part of this consultation which will also be explored as well as improving access to services for all minority groups through dedicated workstreams as part of the delivery plan.

There are also personal factors which can contribute to health inequalities, such as gender, ethnic background, disability and other equality characteristics. There is nothing that can be done to change these factors, but inequalities can also result from lifestyle choices, such as smoking, drinking too much alcohol, drug misuse, poor diet or lack of physical activity etc.

Smoking

Smoking is the single biggest cause of premature deaths and widening health inequalities in Doncaster. Over 1,900 people died due to smoke-related causes between the years 2011-13. It impacts across the four strategic priorities of Doncaster Health and Wellbeing Board. Estimates indicate that smoking costs the area £88 million each year, and this is spread across social care, lost productivity (smoking breaks, and sick days), cost to the NHS, and the environment in terms of cigarette waste. Some actions are being done by individual agencies locally to tackle smoking so as to reduce the local prevalence. Current services include commissioning of social marketing campaigns on smoking, Stop Smoking Service, smoking in pregnancy, enforcement and education. However, more needs to be done by adopting integrated system-wide approach interventions on smoking, for example Making Every Contact Count (behaviour change) at industrial scale in Doncaster.

(ASH Ready Reckoner, 2014)



What is our Outcome for Doncaster?

Our aim is Doncaster people are able to make informed choices to enjoy a good quality and healthy life. The Marmot Review, "Fair Society, Healthy Lives", focuses on reducing health inequalities through six key policy objectives, and provides areas of policy action across the Life Course approach mentioned on page 11. By taking a life course approach the Marmot Review is emphasising the fact that disadvantage starts before birth and accumulates throughout life.

What are we measuring?

The Reducing Health Inequalities in Doncaster OBA template focuses on capturing data around:

- Smoking in pregnancy rates; teenage conception rates and childhood /adult obesity rates/mortality rates
- Feedback through our Local Account data (Baseline 2014/2015 and 2016)
- Feedback from Healthwatch Doncaster data – views of our residents around services including complaints
- Well North – a pilot is being developed identifying hotspot areas of inequality across the borough and area based approaches to improving health outcomes are currently being developed

Next Steps

The Health and Wellbeing Board is committed to taking a strategic approach and will work in partnership to promote equality of opportunity and tackle health inequalities. This is not straightforward, so in some instances we will deliver targeted asset based actions in geographical areas where the inequalities gap is greatest for example through the Well North Initiative. This is because it is important to ensure that health and wellbeing of people who live in the most deprived areas 'catches up' with those who live in less deprived areas. However, some initiatives will be focused on individuals, specific groups or on the population as a whole.

For our residents to make more informed choices we need to get better at:

- Communication and awareness raising to all groups
- Clearly signposting what is available and connectivity to services internally and externally
- Using social media to reach those individuals and groups who do not engage with services
- Building on good practice: celebrating success of positive information campaigns
- Increasing awareness of what is available to our frontline staff through training and cascading information
- Developing pilot services the Well Doncaster arm of Well North
- Building on an asset based approach
- Team Doncaster Partnership Theme Boards consider how the Health and Wellbeing priorities link to their particular strategies and work plans

What Happens Next?

Following twelve weeks of consultation on the draft Strategy, where we sought views from stakeholders and the wider community we have made some changes to the Strategy based on the feedback and:

- We will further develop our action plans around the priorities and keep the information up to date and available on our website
- We will review our priorities as a Board and look at our own strategic development
- We will continually review our plans to reduce health inequalities and update our Due Regard statement
- We will provide an Annual Report on our performance and progress to date which will be available through our website
- We will develop a delivery plan to implement this strategy.



Sign Language

Glossary of Terms

DCST Doncaster Children Services Trust
JSNA Joint Strategic Needs Assessment
LGA Local Government Association
MECC Making Every Contact Count
OBA Outcomes Based Accountability (Performance tool)
ONS Office of National Statistics

References

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The Five Ways to Wellbeing: Developed by the New Economics Foundation (NEF) from evidence gathered for the Foresight Mental Capital and Wellbeing Project (2008)

Introduction to Outcome Based Accountability Workshop, David Burnby & Associates (2015)

Joint Strategic Needs Assessment (JSNA), Doncaster 2014

Team Doncaster Self-Assessment, 2014



EQUALITY, DIVERSITY AND INCLUSION

DONCASTER METROPOLITAN BOROUGH COUNCIL

Due Regard Statement Template: Doncaster Health and Wellbeing Strategy (March 2015 - 2021)

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 needs 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.

1	<p>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>Name: Doncaster Health and Wellbeing Strategy 2016-2021</p> <p>Aim: To refresh the Doncaster Health and Wellbeing strategy through stakeholder and community wide engagement and consider that due regard is given to all the protected groups within Doncaster.</p> <p>Activity: To consult on the draft consultation document across a broad cross section of the Doncaster community including the voluntary sector and key stakeholders through a comprehensive consultation process.</p> <p>Expected Outcome: Doncaster Health and Wellbeing Strategy will be completed and published in line with statutory requirements by January 2016.</p>
2	<p>Service area responsible for completing this statement.</p>	<p>Doncaster Health & Wellbeing Board/Public Health Directorate.</p>
3	<p>Summary of the information considered across the protected groups.</p> <p>Service users/residents</p> <p>Doncaster Workforce</p>	<p><i>To undertake the HWB strategy refresh process utilising a wide range of demographic information and service mapping from the following areas:</i></p> <ul style="list-style-type: none"> • <i>JSNA – current demographic profiles and data already available through Public Health intelligence including protected groups (Doncaster Council website)</i> • <i>Doncaster Census 2011</i> • <i>Outcomes Based Accountability (OBA) mapping through workshops and consultation – approach endorsed by Team Doncaster</i> • <i>Existing data sets around protected groups</i> • <i>Existing data sets around services and previous consultations/workshops – user feedback; consultation reports; telephone research (baseline data established in 2012);</i>

- *Health watch data*
- *Local account data*

The Equalities & Inclusion Plan includes a number of Service Specific Equality Objectives including 6: To improve health and wellbeing by reducing health inequalities. A [factsheet](#) has been published on the Team Doncaster website including the key data.

Published information from the [Census 2011](#)

Age and Demographics:

The age profile in Doncaster is broadly similar to the national picture with a slightly higher proportion of older people (65+) and slightly lower proportion of working age people (16-64). The number of younger people (0-15) from the 2011 Census was 57,493 (19% of population), working age people (16-64) was 193,768 (64.1%) and older people (65+) was 51,141 (16.9%).

Projecting to 2016, the overall population of Doncaster is predicted to grow by 1% compared to the national prediction of 4%. However in Doncaster the number of older people (65+) is predicted to grow by 9% which is the same as the national predictions. In particular the proportion of people aged over 90 in Doncaster is predicted to grow by 23% which is faster than the national prediction of 20%.

Disability:

In Doncaster 21.7% (65,535) of people have some form of disability compared to the national average of 17.9%. Of these 33,644 (11.1%) residents in Doncaster indicated that their day-to-day activities were limited a lot and 31,891 (10.5%) residents indicated that day-to-day activities were limited a little. Doncaster is predicted to have a similar proportion of people with learning disabilities as the national average at 1.85% of the

population.

Ethnicity:

Based on Census 2011 data, the proportion of total population in Doncaster classified as 'White British' equates to 91.8% (4.7% less than in 2001), and the national average is 80.45%. Those from Black & Minority Ethnic (BME) backgrounds represent 8.2% of the total population. Young people from BME backgrounds represent 10.2% of the total 0-19 population. The working age population from a BME background represent 8.8%, and older people from BME backgrounds represent 2.9%.

The proportion of BME population is not as large as the national average however key minority groups do exist in Doncaster. The table below shows the distribution of these groups. The ethnic group that is the second largest in Doncaster is 'white other' which includes 0.4% Irish, 0.2% Gypsy or Irish Traveller, and 2.8% White Other.

White	British	91.8%
	Other	3.4%
Mixed	White & Black Caribbean	0.5%
	White & Black African	0.1%
	White & Asian	0.3%
	Other	0.2%
Asian / Asian	Indian	0.6%
	Pakistani	0.9%

British	Bangladeshi	0%
	Chinese	0.4%
	Other	0.6%
Black / Black British	African	0.4%
	Caribbean	0.3%
	Other	0.1%
Other	Arab	0.1%
	Other	0.3%

Although it appears from the census data that the ethnic group 'Gypsy or Irish Traveller' accounts for only 0.2% of the population, this group is accountable for 587 people, the largest population in South Yorkshire (Barnsley 163, Rotherham 126 and Sheffield 358 people). This is the second largest settlement in the region (42nd in England and Wales). Furthermore local analysis has estimated that the population of this group is closer to 4000 with a number of sites within the borough and also an estimated 900 permanent households.

The working age population for BME groups in Doncaster is 8.8% compared to the National Average of 21.5%.

The older people population for BME groups in Doncaster is 2.9% compared to the national average of 8.4%.

The proportion of people in Doncaster who speak English as their main language is 95.9% compared to the national figure of 92%. Other main languages spoken in Doncaster are

Polish 1.6%, Urdu 0.3%, Chinese 0.2% and Punjabi 0.2%.

Gender:

The gender ratio in Doncaster is very similar from birth up until 65+. From the 2011 Census the ratio between the ages 0-17 are Male 50.51% and Female 49.49%. Between the ages of 18-64 the ratio is Male 50.31% and Female 49.69%. However at 65+ the ratio becomes Male 44.37% and Female 55.63%.

Gender Reassignment:

The 2011 Census did not include a specific question in respect of gender reassignment. It is estimated from national research that 1 in 10,000 are referred to as being transgender or transsexual. This would equate to around 30 residents in Doncaster.

Marriage and Civil Partnership:

The proportion of people over the age of 16 who were married in Doncaster is 46.91% which is similar to the national average of 46.6%. In Doncaster 32.21% of people were single, 0.2% were in a civil partnership, 13.1% were separated/divorced and 7.7% were widows/surviving member of civil partnership.

Pregnancy and Maternity:

Doncaster has a higher proportion of babies born with low birth weight at 9.7% compared to the national average of 7.4%. Teenage conceptions in Doncaster were at a rate of 39.7 per 1000 women, this is above the national rate of 30.0 per 1000 women.

Religion and Belief:

Most of the population of Doncaster in the 2011 Census stated their religion as Christian at 65.9% compared to 59.3% nationally. A further 24.4% stated they had no religion, 2.9%

was made up of other religions and 6.9% did not state their religion.

Sexual Orientation:

There is no specific question on the 2011 Census regarding sexual orientation, however in 2010 the Office of National Statistics received responses on their Integrated Housing Survey that suggested that around 1.4% of the population considered themselves as gay, lesbian or bisexual. If this was applied to Doncaster’s population this would equate to 4,223 residents.

A picture of Doncaster (Census 2011)

	Category		Doncaster population
Gender	Female		50.6%
	Male		49.4%
Age	0 – 19		24.0%
	20 – 39		25.2%
	40 – 59		27.6%
	60 – 79		18.6%
	80+		4.5%
Ethnicity	White	British	91.8%
		Other	3.4%

		Mixed	White & Black Caribbean	0.5%
			White & Black African	0.1%
			White & Asian	0.3%
			Other	0.2%
		Asian / Asian British	Indian	0.6%
			Pakistani	0.9%
			Bangladeshi	0%
			Chinese	0.4%
			Other	0.6%
		Black / Black British	African	0.4%
			Caribbean	0.3%
			Other	0.1%
		Other	Arab	0.1%
			Other	0.3%
		-----	Prefer not to say	Not given as option
		Disability	Declared disability	21.6%
		Religion / Belief	No religion / Atheism	24.4%

		Christianity	65.9%
		Buddhism	0.2%
		Hinduism	0.3%
		Judaism	0.03%
		Islam	1.7%
		Sikhism	0.4%
		Any other religion	0.3%
		Prefer not to say	24.4%
	Sexual orientation	Bisexual	Not asked in 2011 Census.
		Gay man	
		Gay Woman / Lesbian	
		Heterosexual	
		Other	
		Do not wish to declare	
<p>From the recent JSNA findings the following facts and information have been highlighted to the HWBB and provide a local picture:</p> <p>Inequalities in life expectancy</p>			

Since the early 1990's the gap between Doncaster and England has widened from about a year to around 2 years in men and from around a year to 1.6 years in women. It should also be noted that since 2009-11 life expectancy at birth has not improved at all in men and women in Doncaster.

Premature mortality rates (deaths under the age of 75) have been falling in Doncaster. Premature deaths now account for around 35% of all deaths. Most premature deaths are caused by cancer, circulatory disease, respiratory disease and liver disease. Premature mortality rates from cancer have not improved since 2008-10, and while recently there has been a narrowing in the gap between premature deaths from liver disease in Doncaster and the national rate, Doncaster still has a statistically significant high mortality rate.

Disability

Recent data published by the Office for National Statistics (ONS) shows that in England men's Disability Free Life Expectancy (DFLE), that is the number of years on average that men can expect to live without a 'long standing illness or infirmity' is 64.1 years. In Doncaster the DFLE is 60.1 years. For women the story is similar, in England as a whole DFLE is 65 years and in Doncaster 61.8 years.

Areas of Focus:

Alcohol prevalence in Doncaster is approximately 40,000 harmful, 14,000 hazardous and 5,600 dependent drinkers. The Local Alcohol Profiles for England show a relatively high rate of alcohol related morbidity and mortality across a range of indicators.

Opiate/crack use prevalence is approximately 3000 in Doncaster. However fewer young people are presenting to treatment with opiate/crack use, and the treatment population is ageing, with more complex health needs.

Obesity represents a significant challenge in Doncaster. The Sport England sponsored

Active People Survey found that Doncaster was one of the areas with the highest prevalence of adults who were overweight or obese. The survey found that almost $\frac{3}{4}$ of the population was in this category compared to around 64% in England as a whole. Amongst children excess weight has remained at around 32% in 10-11 year olds and 23% in 4-5 year olds.

Mental Health

Evidence from the National Adult Psychiatric Morbidity Survey shows that around 23% of adults have experienced at least one psychiatric disorder, and more than 7% have had two or more. In Doncaster the prevalence of **mental health** problems is more difficult to discern. If the national figures are applied to the Doncaster population then almost 55,000 people living in the borough have experienced some form of mental health problem. There is some tentative evidence that, for at least some mental health conditions, prevalence might be higher than the national rate in Doncaster. Several national surveys have found that Doncaster has slightly higher rates of depression than England.

Age and Dementia

Doncaster, in common with most areas of the country, has an ageing population. On average over the next 15 years the number of people aged 65+ is forecast to increase by 1,200 each year, and the number of people aged over 90 will have doubled by 2030. The implications of these changes are difficult to predict. However, it is possible that the numbers of people in the borough aged over 64 and living with dementia could increase from around 3,900 to almost 6,000 by 2030. Diagnosis rates of dementia are now beyond the national ambition of 67% (currently 73.4%).

Pregnancy and maternity

Each year there are around 3,700 live births in Doncaster, while infant mortality rates have generally been falling the numbers of underweight births has been increasing in Doncaster. One of the causes of low weight births is smoking in pregnancy. In Doncaster

around 20% of women were smoking at the time of delivery. This figure has fallen slightly recently but remains almost double the national rate. Smoking in the adult population is also significantly higher than the national rate and is around 2 % points higher than areas with a similar level of deprivation.

Information collated from the HWBB consultation with reference to protected characteristics:

Age and demographics – the consultation highlighted the growing issue around carers and an ageing population; increasing burden on health and social care services and the need to involve young carers. The consultation also highlighted the need to demonstrate more prevention work with children and young people.

Disability – there were no specific issues raised in relation to disability however direct links and work with the learning disabilities groups enabled us to tailor the consultation and provide easy read options. We intend to build on this for future work and also wider Public health initiatives have resulted from this.

Ethnicity – a number of issues were raised from the consultation around access to services (veterans); gaps in services for minority groups around housing/homelessness (asylum seekers and refugees) and also issues around access to education and English courses to improve pathways to training and employment for all minority groups. Although engagement did take place with minority groups from both genders and across some groups, the intention is to undertake further work to look at local needs of minority groups and to address the health inequalities and to look at wider approaches with communities of interest.

Gender – the consultation did not highlight any specific gender issues but the intention is for the Health and wellbeing strategy to explore wider inequalities between gender groups through its delivery plan.

		<p>Gender re-assignment – although there were no specific issues raised in this consultation around this group, there were general responses from this group and they have been taken on board with other comments.</p> <p>Marriage and Civil partnership – there were no specific issues highlighted in relation to this from this consultation.</p> <p>Pregnancy and maternity – there were no specific issues raised in relation to this .</p> <p>Religion and Belief – the main issue highlighted in the consultation was around the wellbeing section and the need to explore ‘spiritual’ and cultural wellbeing. The wider definition of wellbeing needs to be explored in relation to different minority groups and individual needs.</p>
4	<p>Summary of the consultation/engagement activities</p>	<div data-bbox="875 804 936 863" data-label="Image"> </div> <p data-bbox="801 871 1005 922">HWB strategy consultation planning</p> <ul data-bbox="757 976 1939 1388" style="list-style-type: none"> • Online consultation (survey monkey) – a 12 week public and stakeholder consultation • 28 protected groups contacted; 11 groups responded and consultation sessions were held, including third sector organisations • Social media – press release; Facebook; Twitter; internal bulletins; external bulletins • Partnership boards and elected members – internal boards and bulletins; Team Doncaster will be used as the umbrella partnership for wider consultation • Community – through current events and existing consultations • Stakeholder Engagement through wide dissemination <ul style="list-style-type: none"> ○ 415 stakeholders emailed four times over the consultation period.

		<ul style="list-style-type: none"> ○ Hard copies distributed on request ○ On line copies distributed to GPs and Libraries ● Various easy read documents were developed in conjunction with service users to support people with learning/physical disabilities
5	<p>Real Consideration:</p> <p>Summary of what the evidence shows and how has it been used</p>	<p>Following the consultation a number of key themes have emerged, the main four themes are:</p> <ul style="list-style-type: none"> ● Substance misuse including legal highs <ul style="list-style-type: none"> ○ As a result of this theme we are now adding substance misuse into the strategy within the areas of focus section with an OBA template. ○ This theme covers the drugs aspect of the alcohol area of focus set out in the strategy ● Children and young people (families) <ul style="list-style-type: none"> ○ As a result of this theme we are now adding children to the families section as an area of focus. This is to highlight the importance of childrens health and wellbeing. ○ This theme covers the childrens aspects of the families area of focus. ● More support needed for minority groups eg. disability, immigrants, refugees, sex workers, veterans <ul style="list-style-type: none"> ○ A veterans health needs assessment has been produced, endorsed and is available on the website. ○ Feedback from the consultations with asylum seekers and refugees highlighted the need for better provisions on entering Doncaster i.e. welcome pack/induction process. Other issues highlighted from this consultation included housing, education and awareness/access to services. This has been fed back to the Engagement And Experience Management Group ○ Issues pertaining to sex workers will be considered through the sexual health partnership. ○ This theme covers the reducing health inequalities section of the strategy. (theme 4) ● Make the documents easier to understand (less jargon)

- A variety of documents were available including easy read, easy read dictionary, an easy read powerpoint. All of these documents were developed in conjunction with service users and have been well received.
- A strategy summary was added to the website and was used for consultations and made available in the libraries.
- Resources were tailored to each consultation based on group and individual needs.
- Although this is a theme that we need to consider there were conflicting views between the general public and professional stakeholders. This is because the documents were intended as a high level strategic plan.

Other areas highlighted were:

- Theme 1 Wellbeing
 - A minority of respondents (3%) believed that “wellbeing means different things to different people”. Comments suggested that cultural and spiritual wellbeing had not been represented in the Doncaster five domains of wellbeing. In response to this we have added this to the social and emotional wellbeing domain.
- Theme 4 Reducing Health Inequalities
 - See previous comments. Further work will be developed around veterans and other protected groups.

Health and wellbeing Issues highlighted from the consultation included:

Minority Groups

Hospitality and signposting – need better support for new arrivals into Doncaster; talked about need for a welcome pack with right information and some kind of induction for new arrivals into Doncaster (quoted examples from elsewhere)

Single people accessing services when have no family/job etc – problems

	<p>accessing housing and the transition period between M25 support and obtaining own accommodation. Highlighted legal aspects and barriers with services – need to be more joined up; need a central access point on entry as new arrivals and clear information/support regarding accessing housing and other services</p> <p>Access to college courses including English – not enough; too short and not always free. Importance of gaining English competence to access jobs and further training highlighted as a need. It was confirmed that the Changing lives centre do offer free ESOL courses for women but it was thought by the group that wider options at other venues such as DEMRP may not be free. Need to highlight inequalities for males and to raise awareness of what is available in Doncaster and what support is available to access other education courses. 1 individual expressed concern that they could not continue their training to become a dentist.</p> <p>Homelessness – when granted immigration status (in transition period) – Council should take a leadership role in ensuring that people have somewhere to live (good examples shared from Huddersfield and Sheffield); mentioned Council rules and exception clauses regarding acquisition of housing (3 year rule); M25 only short term option and then nothing available particularly if a single person; if have no house and no job can't think about the other things that affect health and wellbeing (basic needs).</p> <p>NHS Primary Health Care – Doncaster Veteran access “Progress and engagement with the 43 Doncaster NHS Practice Surgeries has been extremely slow. Despite the 2013 armed forces commissioning requirement relating to veterans and their families accessing local primary care, significant barriers exist. Asking the veteran question and use of the national veteran “Reed Code” for new GP Practice surgery registrants remains unknown. The potential negative implications for ex-service personnel and their families can be significant.” “ A review of the veteran pathway to primary health provision is required to confirm compliance with NHS armed forces commissioning legislation and community covenant,</p>
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	<p>to identify and remove disadvantage.”</p> <p>Children and young people “Mental health services are not adequate to meet the needs of young people in Doncaster”</p> <p>“...don’t just aim the campaigns at adults - start young - get children involved - let them educate their parents and grandparents - teach them what they should and shouldn’t be doing and how to do it - including relationship management - assertiveness, not blame, taking responsibility.’</p> <p>Carers issues What if you are a carer for an elderly relative and you are the only person doing this - how can Doncaster help these people to do things differently if everything falls on their shoulders? What about the practicalities of implementation - or are they just words to tick a box?” “ We need more home carers”</p> <p>“We have high-lighted the negative impact caring can have on young people and yet I cannot see them included in this plan. Surely the impact of caring, especially for children hits every aspect of your priorities and yet they do not feature in this plan - surely this is an oversight?”</p> <p>“Focus on carers - with higher thresholds for accessing support for adult the pressure is falling on children and young people within families and adult carers. How is a plan missing the opportunity to support the people who save Health so much money?”</p> <p>Mitigation and Development of the Health and Wellbeing Strategy Implementation Plan</p> <p>As the HWB strategy is a living document and the delivery implementation plan is</p>
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		<p>evolving, it is intended that the issues highlighted throughout the HWBB consultation will be considered in light of future work streams and actions. The implementation plan will pick up the areas which have been highlighted as gaps or unmet needs and there will be further work around this following the DPH report in 2016. Future workshops and action plans will also pick up the inequalities highlighted and more work will be focused around the needs of protected and minority groups . This will include a commitment to updating the BME Health needs assessment in the near future.</p>
6	Decision Making	<ul style="list-style-type: none"> • The Due Regard statement for this Health and wellbeing strategy commenced in March 2015 and continues throughout the process until the report is finalised and published in January 2016. The Statement is a living document throughout the life of the HWBB strategy and will be updated accordingly. • The Health and Wellbeing Board are the accountable body for the completion and publication and implementation of Doncaster's Health and Wellbeing strategy. Local commissioners including Board members and wider partners are responsible for considering the implications of this strategy and for the implementation and delivery of its priorities and vision. The report will be shared at full council for information.
7	Monitoring and Review	<p>Performance for all areas of the HWBB strategy refresh will be monitored through quarterly and annual reports and also through the regular monitoring of the action plans/Outcome based accountability plans. The delivery of the strategy will also be monitored through the Transformation Board Programme, the Health Improvement framework action plan and through the quarterly report mechanisms at Board meetings. Equality implications are a standard consideration for all papers presented to the board and should be included in all Partnership papers. This will also be monitored through an internal Equality audit.</p>
8	Sign off and approval for publication	<p>*To be completed post consideration at the January 2016 Health and Wellbeing Board and approved for publication in January 2016.</p>

28th January, 2016

**To the Chair and Members of the
COUNCIL**

APPOINTMENT OF A MONITORING OFFICER TO THE COUNCIL

PURPOSE

1. The purpose of this report is to seek the approval of Council to appoint Scott Robert Fawcus as the Council's Monitoring Officer with effect from the 1st March, 2016.

RECOMMENDATION

2. It is recommended that Scott Robert Fawcus be appointed as the Council's Monitoring Officer with effect from the 1st March, 2016.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. The impact of the postholder on the citizens of Doncaster is to ensure that the Council meets its statutory responsibilities in respect of legal and democratic services and acts as the Council's Monitoring Officer.

BACKGROUND

4. Roger Harvey became the Council's Monitoring Officer upon his appointment as Assistant Director, Legal and Democratic Services in 2010 and will be leaving the Authority with effect from the 29th February, 2016.
5. The recruitment to the position of Assistant Director Legal and Democratic Services which also encompasses the Monitoring Officer role was undertaken by the Chief Officers Appointments Committee on Wednesday, 13th January, 2016. As a result of this meeting, Scott Fawcus was appointed to the post which will take effect from the 1st March, 2016. Scott has been employed by the Council since 2002 and is currently the Deputy Monitoring Officer and Head of Service Contracts, Property and Governance. He is a Solicitor with a current practising certificate.

THE ROLE OF THE MONITORING OFFICER

6. Under Section 5 of the Local Government and Housing Act, 1989 (as amended) the Council has a duty to appoint a Monitoring Officer. The Monitoring Officer is responsible for overseeing lawfulness issues. In particular, reporting to the Local Authority any proposal, decision or omission which he/she thinks would give rise to unlawfulness or if any decision has given rise to maladministration. The Monitoring Officer is also responsible for the formal reporting of any finding of maladministration by the Local Government Ombudsman. The duties of the Monitoring Officer are set out in Part 2 of the Council's Constitution.
7. The Monitoring Officer therefore performs a key function ensuring lawfulness and fairness in the operation of the Council's decision making process including, investigating and reporting on issues that embrace all aspects of the Council's functions.
8. With the introduction of the ethical framework under Part III of the Local Government Act 2000, there were significant changes to the role of the Monitoring Officer. The Monitoring Officer has a key role in promoting and maintaining high standards of conduct within the Local Authority. The Monitoring Officer cannot be Head of the Paid Service (the Chief Executive) or the Chief Finance Officer.
9. Under Executive arrangements, the Monitoring Officer has a key role in providing advice on lawfulness issues, maladministration, financial impropriety, probity and policy framework and budget issues, to all Members of the Local Authority.

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

10. It is a statutory requirement to have a Monitoring Officer which is fulfilled by this post. It is a key post within the current approved chief officer senior management structure and recruitment has been carried out in accordance with the Council's established and approved chief officer recruitment practices.

IMPACT ON THE COUNCILS KEY OUTCOMES

- 11.

	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>This is a key role within the Council's Management Structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities</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>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>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

12. The proposals outlined in the report are consistent with the requirements set out in the Local Government and Housing Act, 1989 (as amended). This statutory post must be filled to ensure the Council meets its statutory responsibilities as well as ensuring stability and effective leadership.

LEGAL IMPLICATIONS

13. The proposals set out in this report meet the requirements of Section 5 of the Local Government and Housing Act, 1989 (as amended) to appoint an Officer to undertake the functions referred to at paragraphs 6 to 9 respectively.

FINANCIAL IMPLICATIONS

14. There are no specific financial implications arising from this report.

HUMAN RESOURCES IMPLICATIONS

15. There are no specific human resources implications associated with this report.

TECHNOLOGY IMPLICATIONS

16. There are no specific technology implications associated with this report.

EQUALITY IMPLICATIONS

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

CONSULTATION

18. Not applicable.

BACKGROUND PAPERS

None

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Jo Miller
Chief Executive

To the Chair and Members of the

COUNCIL

**MINOR AMENDMENTS TO COUNCIL CONTRACT PROCEDURE RULES AND
FINANCIAL PROCEDURE RULES**

EXECUTIVE SUMMARY

1. This report outlines the proposed minor revisions to the:
 - a) Council's Contract Procedure Rules (CPRs), to bring them in line with the enactment of the Public Procurement Regulation 2015. The CPR's also contain the revised European Procurement thresholds as prescribed by the European Commission which reflect changes in the exchange rate for the Euro.
 - b) The Council's Financial Procedure Rules have been slightly updated to provide further clarification, in particular on the approval for capital projects and grants to voluntary organisations, to update the virement limits to include the Chief Financial Officer up to £100k, and other minor updates to reflect current practices and guidance e.g. approval of detailed fees and charges by Council.

EXEMPT REPORT

2. Not applicable

RECOMMENDATIONS

3. It is recommended that Council:
 - (i) Agree the proposed minor revisions to Contract Procedure Rules (CPR's) Appendix A.
 - (ii) Agree the proposed minor changes to Financial Procedure Rules (FPRs) Appendix B.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The proposed changes will reflect best practice and enable the Council to achieve better value for money for the citizens of Doncaster, through simplifying the procurement process and increasing competition within the supply chain.

BACKGROUND

EU Procurement Directive

5. In 2011, the European Commission initially made proposals to change the EU Public Procurement Directives. The new Directives were finally adopted by the European Commission in March 2014.
- 5.1 The UK Government were keen to transpose the new Directives into UK law and on 26th February 2015, the new statutory regulations (the Public Contracts Regulations (PCR's) 2015) came into force in the UK. Along with transposition of the directive into UK Law, the government also chose to incorporate many of the recommendation made by Lord Young in reforming public procurement and open up opportunities to Small and Medium sized enterprises.
- 5.2 As a consequence of the change to the legislation, it is necessary to update the Councils CPR's attached as Appendix A.
- 5.3 The key legislative changes to the PCR's are set out below. As we are legally required to comply with these legislative changes, these have been incorporated into the council's procurement practices to ensure we continue to comply with the law.
 - Abolition of pre -qualification questionnaires below £164,176
 - Statutory requirement to pay all undisputed invoices within 30 days.
 - Statutory requirement to advertise contract opportunities on contracts finder.
 - Statutory requirement to complete a tender evaluation report for all European Tenders.

Lord Young Reforms

- 5.4 Lord Young's report "Growing Your Own Business", made a series of recommendations to government regarding how they could improve public procurement practice to increase opportunities for small to medium sized enterprises (SME's) through the removal of several barriers. These are namely;
 - The creation of a 'single market' by requiring public authorities to advertise their contract opportunities on the 'Contracts Finder' portal in addition to their own advertising portals.
 - To make the procurement process simpler and less bureaucratic ensuring business of all sizes have an equal opportunity to compete, though the abolition of pre-qualification questionnaires for below threshold (£164,176) procurements.
 - A requirement to pay all undisputed invoices within 30 days
 - A requirement to include within contracts prompt payment clauses to ensure that main contractors pay their subcontractors within 30 calendar days.
 - The introduction of a Mystery Shopper Scheme (as part of the Crown Commercial Service) who has more powers to enforce

good procurement practice.

Key Changes to CPRs

- 5.5 The current CPR's were last amended in 2014, to provide opportunities for local business to quote for below EU threshold procurements.
- 5.6 Following the introduction of the new PCR's, it is proposed to update CPR's not only to reflect the legislative changes but also to ensure that our CPR's make the procurement process clearer, simpler and remove barriers to participation in the procurement process. Set out below are the proposed key changes to CPR's:-
- 5.6.1 The introduction of new threshold allowing the direct award of a contract up to £5,000 subject to value for money being addressed. Under this proposal officers will be required to obtain one quote (from a Doncaster based business where possible) and demonstrate that value for money has been achieved. The proposed changes have been recommended by the Audit Committee.
- 5.6.2 To reduce the current threshold for obtaining three **written** quotations from £30,000 - £172,514 to £25,000 - £164,176. The new lower threshold of £25,000 brings the Council in line with Part 4 of the PCR 2015 regarding the publication of contract opportunities on Contracts Finder. Together with the introduction of a revised threshold of £5,000 to £25,000 for obtaining three **verbal** quotations backed up as minimum with an email from the supplier.
- 5.6.3 To ensure that all contracts above £164,176 are tendered in line with the PCR's. This proposal brings clarity to the current rules which have been interpreted as allowing three written quotations up to the European Threshold for works currently £4.3m and aims to increase competition and value for money.
- 5.6.4 To ensure that a tender evaluation report is completed post procurement in accordance with the PCR's.
- 5.6.5 The introduction of a requirement for waiver requests for contracts related to Social, Health and Education Services as defined by the PCR's under the Light Touch Regime and are valued above £164,176 and below £589,148) to be jointly signed by the CFO (or representative) and the Chief Executive.

FINANCIAL PROCEDURE RULES (FPRs)

- 5.7 The Council's Financial Procedure Rules (FPR's) also form part of the Councils Constitution. These require updating to add further clarification, amend the virement limits and other minor changes to reflect current practices and the latest terminology. The main changes to FPR's are detailed below:
- 5.7.2 The capital budget management and monitoring section has been updated to clarify the current approval routes for capital projects and when approval is required for increases to the approved capital budget.

5.7.3 Updating the virement levels to include Chief Financial Officer up to £100k and Chief Executive £100k to £250k; currently approval is Chief Executive up to £250k.

5.7.4 Updating rules for the approval of Grants to External Voluntary Organisations; specifically including exemptions for joint arrangements with health and passing on funding to academies and VA schools for capital projects.

OPTIONS CONSIDERED

- 6.
 - a) Amend CPR's and FPR's as outlined within the body of the report (recommended option);

Or

- b) Do not amend CPR's and FPR's which will mean that the Council's rules are not updated in accordance with legislative changes and general best practice.

REASONS FOR RECOMMENDED OPTION

- 7. The proposed changes will continue to ensure that
 - The Council continues to comply with PCR's
 - Encourages greater efficiencies and value for money throughout the procurement cycle and increasing opportunity within the supply chain.
 - Promotes best practice

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>Increased opportunity for SME's to do business with the Council.</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>Good quality services can continue to be procured to protect the most vulnerable people in our society.</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>Increased opportunity for local business to do business with the Council.</p>
	<p>All families thrive.</p> <ul style="list-style-type: none"> • <i>Mayoral Priority: Protecting Doncaster's vital services</i> 	<p>Good financial and procurement governance arrangements will enable the Council to protect vital services.</p>
	<p>Council services are modern and value for money.</p>	<p>Streamlined procurement resulting in the removal of unnecessary bureaucracy.</p>
	<p>Working with our partners we will provide strong leadership and governance.</p>	<p>To ensure that we maximise collaborative opportunities to gain efficiencies where possible and practicable to do so.</p>

RISKS AND ASSUMPTIONS

9. Failure to address the new PCR's could lead to potential legal challenge from Suppliers, Cabinet Office and/or the European commission. Failure to update FPR's will not reflect best practice and may lead to inefficiency.

LEGAL IMPLICATIONS

10. The Council is required to follow European Procurement Regulations when purchasing works, goods and services. The most recent regulations have been adopted into English law. The amended CPR's incorporate the changes introduced by the PCR's. Section 151 of the Local Government Act 1972 provides that "every local authority shall make arrangements for the proper administration of their financial affairs", the publication of an appropriate set of Financial Procedural Regulations is consistent with that obligation.

FINANCIAL IMPLICATIONS

11. The Council's CPR's and FPR's Procedure Rules form part of the Councils Constitution. Any changes to the Constitution must be approved by Council.

HUMAN RESOURCES IMPLICATIONS

12. There are no specific HR implications contained within this report.

TECHNOLOGY IMPLICATIONS

13. The requirement to consult with the Assistant Director – Customers, Digital & ICT prior to the commencement of any tendering activity in relation to ICT or ICT related contracts (i.e. by following the agreed ICT governance processes) is unaffected by the proposed revisions outlined in this report.

EQUALITY IMPLICATIONS

14. The Equality Act 2010 has been given due regard and this proposal will not have an impact on Equality.

CONSULTATION

15. Consultation with the Mayor, Audit Committee, Internal Audit and Directors has taken place through the revision of the Contract Procedure Rules.

BACKGROUND PAPERS

16. Public Contract Regulation 2015

A brief guide to the EU Public contracts Directive (2014)

Cabinet office Letter on advertising Contracts £25,000 and above

Guidance on Advertising Contracts £25,000 and above

Mills & Reeve Briefing User guide to the public contracts regulations 2015

Lord Young (May 2013) Growing Your Business: A report on Growing Micro Businesses

Financial Procedure Rules

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PART 4: RULES OF PROCEDURE

7. CONTRACT PROCEDURE RULES

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SECTION 1 – SCOPE OF CONTRACT PROCEDURE RULES

1.0 Introduction and definition of procurement

1.1 Strategic Procurement is ‘the process of acquiring goods, works and services, covering both acquisition from third parties and from in-house providers. The process spans the **whole life cycle** from identification of needs, through to the end of a services contract or the end of the useful life of an asset. It involves options appraisal and the critical 'make or buy' decision.’¹

1.2 These Contract Procedure Rules outline the policy and procedures for the procurement activities across the council which includes ordering for the purchase, commissioning, hire, rental of goods, supplies, works and services on behalf of the Council.

1.3 Compliance with the Contract Procedure Rules ensures that:

- All contractors, suppliers and providers are treated fairly and equally and that all procurement takes place in an open and transparent way, encouraging competition.
- The rules and procedures governing the procurement process are set out clearly for Council Members, Officers, third parties buying or commissioning on behalf of the Council, and suppliers and other interested stakeholders.
- All elements of procurement, from identifying the need through to disposal of goods or ending of contracts, are governed to ensure sound, robust procurement practice.
- The Council complies with EU Procurement Directives and the UK Public Procurement Regulations.
- The Council can defend against allegations of incorrect or fraudulent procurement practice, should the need arise.

1.4 The Council has a duty to make the best use of its assets and finances on behalf of the residents and business of the borough. It is important that works, goods and services are procured in a way that offers value for money and is carefully regulated, lawful, and ensures transparency and accountability.

1.5 The following pages offer further details in relation to the compliance and general requirements around procuring goods and services on behalf of the Council and should be read and complied with for any procurement exercise.

1.6 It also should be noted that these Contract Procedure Rules should be read in conjunction with the Council’s Finance Procedure Rules and the Procurement Guidance Manual in order for budget holders to discharge their responsibilities accordingly.

2.0 Basic Principles of Procurement

2.1 All procurement and commissioning procedures must:

- Be in line with the Council’s objectives as set out in the Corporate Plan.
- Meet the procurement need and achieve value for money.

¹ Source – National Procurement Strategy for Local Government

- Ensure fairness and transparency in the allocation of public contracts.
- Comply with all appropriate legal requirements.
- Ensure that all risks in the process are appropriately assessed and managed.
- Ensure that all required pre-tender consultation has taken place.
- Ensuring Strategic Procurement is engaged at an early stage of the Commissioning process to ensure that the best commercial option is undertaken in any resulting tendering exercise

2.2 Procurement Procedures - once the need for goods, services or works has been identified, Officers are required to :-

- investigate whether the Council has an In House Supplier which can meet the requirements; if this is not possible
- investigate whether the Council operates a Council Wide contract or other arrangement through which the requirement can be met; if this is not possible
- investigate whether there is a suitable regional or national framework which could be used to source the requirement; if this is not possible
- consider carrying out a DMBC procurement process (for the avoidance of doubt a DMBC process should only be carried out if steps a-c have not proved possible).

3.0 Procedures for Schools

3.1 Governing bodies, in association with Head Teachers and Management Teams, are required to use the Council's Contract Procedure Rules as the basis for development of their own Contract Procedure Rules.

4.0 Compliance

4.1 The Contract Procedure Rules must be adhered to by:

- All Members
- All Officers
- Contractors, suppliers and third parties responsible for awarding, managing and monitoring contracts on behalf of the Council.

4.2 The highest standards of probity are required of all those involved in the procurement, award and management of Council contracts.

4.3 Any **failure to comply** with any of the provisions of these Contract' Procedure Rules, the Code of Practice, the Financial Procedure Rules or UK and European Union legal requirements by Officers **may result in disciplinary action**.

5.0 Procurement Plan, Contracts Register and Statistical Returns

5.1 The Council's Strategic Procurement Team (SPT), in conjunction with Directorates, shall publish Prior Information Notice's in the Official Journal of the

European Union listing the contracts for services and supplies which it expects to procure in the coming financial year. Directors shall ensure that all contracts to be procured over £164,176 (or EU threshold as revised) per annum are notified to the procurement team and are registered on the procurement forward plan.

- 5.2 Each Director shall ensure they notify the SPT of any contracts awarded or extended so that SPT may update the Corporate Contracts Register

6.0 Contract Value

- 6.1 Competitive tendering exercises must be undertaken with due consideration to Contract Procedure Rules, EU Procurement Regulations and EC Treaty principles which include fairness, transparency, non-discrimination and mutual recognition.

- 6.2 When contracting goods, services or works, a genuine assessment of the whole life value of the costs must be undertaken.

- 6.3 The estimated value must present the total potential cost, exclusive of VAT, over the whole life of the project, including any extension terms.

- 6.4 If the project can be demonstrated as truly, innovative and an estimate cannot be provided approval to proceed must be obtained from the Chief Financial Officer (CFO) or nominated deputy before commencing a competitive tendering process.

- 6.5 The Council shall make the best use of its purchasing power by aggregating purchases wherever possible. In particular contracts for supplies, services or works shall not be split in an attempt to avoid the application of these Contract Procedure Rules or the Regulations.

7.0 Awarding of Contract

- 7.1 These CPRs should be read in conjunction with the decision making provisions in the Council's Constitution and Financial Procedure Rules. Directors may take the decision to accept a tender themselves provided that any appropriate key decision or budget approvals are already in place.

8.0 Relevant Contracts

- 8.1 All relevant contracts must comply with the Contract Procedure Rules

- 8.2 A relevant contract is any arrangement made by, or on behalf of, the Council for the carrying out of works, or for the supply or provision of goods, materials or services.

This includes arrangements for:

- The supply or disposal of goods
- The hire, rental or leasing of goods and equipment
- The delivery of services, including (but not limited to) those related to
- Use of agency staff
- Land and property transactions relating to development agreements
- Financial Services

- Consultancy services
- 8.3 Relevant contracts do not include:
- Contracts for the employment of individual members staff (permanent, interim or casual). For the avoidance of doubt the appointment of recruitment agencies would need to be subject to CPRs.
 - The employment of Barristers - Barristers engaged to represent the Council must be appointed through the Assistant Director of Legal and Democratic Services
 - Contracts relating to disposal or acquisition of an interest in land
- 8.4 A contract is a legally binding agreement required for all goods, works or services entered into by a representative of the Council. A contract can be formed through verbal, written means or via the exchange of monies.
- 8.5 All contracts above £250,000 are required to be approved by the Assistant Director of Legal and Democratic Services.
- 8.6 Letters of Intent will only be issued in very exceptional circumstances following consultation and approval of the Assistant Director of Legal and Democratic Services.
- 8.7 The Council may enter into nil (cash) value contracts and the Council's Contract Procedure Rules will still apply in this case.
- 8.8 Contractors fulfilling duties on behalf of the Council must comply with the Council's Contract Procedure Rules.
- 8.9 Any lease, hire, rental or credit arrangement (such as vehicle or equipment leasing) which has a capital cost must be approved for inclusion in the Capital Programme in accordance Finance Procedure Rules relating to Capital expenditure, prior to commencing any procurement exercise
- 9.0 Exemptions to the Contract Procedure Rules**
- 9.1 No exemptions can be made to the requirements of competition in terms of the Contract Procedure Rules, unless authorised in writing by the CFO (or nominated deputy), after considering a written report by the appropriate Director.
- 9.2 A register of all exemptions will be maintained by the Assistant Director – Finance and Performance and will be reported to the Audit Committee on a six monthly basis.
- 10.0 Waivers to Contract Procedure Rules**
- 10.1 Waivers to contract procedure rules may be allowed under certain circumstances. Waivers which may be permitted include:
- a) Where the Director is able to demonstrate that only one specialist firm is able to meet the requirement
 - b) A contract to be placed as an emergency solution only where the Director is able to demonstrate immediate risk to persons or property or serious disruption to Council Services
- The Director must notify the CFO (or nominated deputy) immediately of the action taken in dealing with the emergency. The specific circumstances in which the exception was justified must be recorded.

- 10.2 Only the CFO (or nominated deputy) have authority to waive Contract Procedure Rules for exceptions listed or the Chief Executive for the CFO's Directorate.
- 10.3 Any other request for a waiver of Contract Procedure Rules outside those listed requires the approval of the CFO (or nominated deputy) or the Chief Executive for the CFO's Directorate.
- 10.4 Waivers must be obtained in advance of the procurement action as a waiver cannot be issued retrospectively.
- 10.5 Waivers must not be used to avoid the requirements of the Contract Procedure Rules to go to competition, due to lack of time available within the procurement timelines.
- 10.6 Requirements of EU Procurement Directives, UK Procurement legislation or any other relevant law or external regulatory framework cannot be waived.
- 10.7 Waivers for goods & services contracts can only allowed up to the value of £164,176, £589,148 for contracts under the Light Touch Regime and £4.104,394(or current EU threshold) for works contracts.
- 10.8 All Waivers for services subject to the Light Touch Regime above £164,176 and below £589,148 will require joint approval of the CFO (or nominated deputy) and the Chief Executive.
- 10.9 Waivers must demonstrate that value for money has been obtained and there is a clear benefit or advantage to the Council.
- 10.10 Waivers must be documented in a form approved by the CFO, this is available on the council's intranet and should be submitted to Strategic Procurement Team for approval.

11.0 Using In House Suppliers (IHS)

- 11.1 Where an In House Supplier is available, then this provider must be used. A full list of In House Suppliers is available on the Council's intranet page.
- 11.2 Where the IHS cannot provide the service required, they will be responsible for procuring the requirements for the Council.
- 11.3 The council will benchmark all In House Suppliers to ensure they are achieving value for money, and where it is decided that the Council is not receiving value for money then alternative arrangements will be considered, this may include looking to external suppliers to provide the service.

12.0 Using Council Wide Contracts

- 12.1 Where the Council holds council wide contracts on behalf of all services, officers are required to use those contracts.
- 12.2 Details of the current council wide contracts are available on the Councils intranet page
- 12.3 There is no exemption from the use of council wide contracts unless agreed by the CFO (or nominated deputy).

13.0 Using Framework Contracts

- 13.1 Services must use a framework agreement let by another public sector body, such as public sector consortia or another Council, where these are available for the service or goods that are required. SPT maintain a list of such frameworks on the Council's Intranet page (see link)
- 13.2 The advice of SPT should be sought when using Frameworks. The Strategic Procurement Team will provide a list of all appropriate frameworks that can be accessed for the service or goods required.
- 13.3 The framework may also include within its terms the requirement for a mini-competition exercise, if this is required, the SPT will assist with this process, in line with the guidance published on the SPT intranet page

14.0 Approved Lists (below EU threshold only)

- 14.1 Approved lists may only be set in agreement with the CFO (or nominated deputy) and in line with the SPT guidance on setting up approved lists.
- 14.2 Where authorised approved lists have been set up, Directors shall ensure that these are regular reviewed and agreed with the CFO.
- 14.3 Before drawing up an approved list it should be advertised and expressions of interest should be invited for contractors to become approved suppliers for the particular type of contract. The officer establishing the approved list should ensure that the approved list is advertised in such a manner so as to ensure that it will be visible by Doncaster Businesses. An approved list shall:
- Set out the criteria for inclusion, suspension and exclusion from the list including but not by way of limitation:
 - Economic and financial standing
 - Technical ability and capacity
 - Insurance arrangements
 - Quality systems
 - Health and Safety Records
 - Environmental performance and compliance with environmental legislation
 - Compliance with all relevant legislation
 - Transparency/basis of appointment
 - Indicate the categories of contracts for which the contractors listed may be invited to tender
 - Be reviewed at regular intervals of not less than one year or more than four years
- 14.4 Approved lists must be operated so as to ensure that all contractors on the list are given a reasonable opportunity of submitting quotations or tenders for appropriate contracts let by the Council from time to time.
- 14.5 Approved lists **must not** be used for any procurement exercise over the EU procurement thresholds (which are currently set at £164,176 for goods and

services, £625,050 for contracts under the Light Touch Regime & £4,104,394m for Works contracts).

15.0 Joint Procurement

15.1 When undertaking a joint procurement arrangement on behalf of the Council the Director must ensure the other public bodies that are to be included in that arrangement are listed in the advertisement and contract documents. They can either be individually listed or referred to as a class of organisation within a particular region e.g. "all Local Authorities in the Yorkshire and Humber Region". The estimate given must include the potential usage of that joint arrangement by those public bodies listed.

16.0 Contracts valued up to (£5,000 inclusive)

16.1 Where the estimated value or amount of a proposed Contract does not exceed £5,000 then the Authorised officer should obtain at least 1 verbal quotation from suitable suppliers followed up by written confirmation (including email). Wherever possible the quotation should be sought from a Doncaster based business.

16.2 Whilst there is only a requirement for one quotation the Authorised Officer must consider whether additional quotations are in the Councils best interest.

17.0 Contracts valued £5,000 to £25,000 – Low Value Procurement (Quotations)

17.1 Between these value the requirement is to obtain 3 verbal quotations from suitable suppliers followed up by written confirmation (including e-mail (see Appendix A for further details). Wherever possible a minimum of one of the quotations must be sought from a Doncaster Business. A written record must be kept of all quotations.

18.0 Contracts valued £25,000k to £164,176k (current EU threshold) – Intermediate Value Procurement (Quotations)

18.1 Three written quotations should be sought from suitable suppliers or providers (see Appendix A for further details). Wherever possible a minimum of one of the quotations must be sought from a Doncaster Business.

19.0 Contracts valued over £164,176k – High Value Procurements (Tenders)

19.1 Over this value the requirement is to tender all contracts. Where the EU threshold is exceed (£164,176k for goods and services) then tenders should be in accordance with the EU regulation and Contract Procedure Rules (see Appendix A for further details). A separate limit exists for contracts under the light touch regime and works contracts, see Appendix A for details.

20.0 ICT and ICT Related Contracts

20.1 The Assistant Director – Customers, Digital & ICT must be consulted regarding the procurement of ICT consumables, hardware, software or website development or any other ICT service prior to the commencement of any tendering activity.

21.0 Qualification

21.1 For all procurements with a value of over £164,176k the Council shall only enter into a contract with a Contractor if it is satisfied as to the Contractor's:-

- Economic and financial standing
- Technical ability and capacity
- Insurance arrangements
- Quality systems
- Health and Safety Records
- Environmental performance and compliance with environmental legislation
- Compliance with all relevant legislation

22.0 The Invitation to Tender/Quote

22.1 The Invitation to Tender or Quotation shall include details of the Council's requirements for the particular contract including:

- (a) A description of the services, supplies or works being procured;
- (b) The procurement timetable including the Tender/Quotation return date and timescales. A reasonable period should be allowed for the applicants to prepare their Tender/Quotation and where applicable meet the minimum Regulation timescales;
- (c) A specification and instructions on whether any variant bids are permissible;
- (d) Subject to the Council's terms and conditions of contract or a request for the bidders to submit their terms and conditions (the Council should look to use its own terms & conditions wherever possible).
- (e) The evaluation criteria including any weightings and or sub-criteria as considered appropriate;
- (f) Pricing mechanism and instructions for completion;
- (g) Whether the Council is of the view that TUPE may apply;
- (h) if appropriate the form and content of method statements to be provided by the bidders;
- (i) rules for submitting of Tenders/Quotations (all Tenders/Quotations should state that the Council's preferred option is to have Tenders/Quotations submitted electronically where appropriate);
- (j) any further information, such as a project brief, which will inform or assist Contractors in preparing Tenders/Quotations;
- (k) Consideration should also be given whether or not a performance bond should be required. This should be considered for all contracts over £500,000, and should only be specified following advice from legal services and finance.

23.0 Submission, Receipt, Opening and Registration of

23.1 Electronic Tendering

Requests for Quotations and Invitations to tender must be transmitted by electronic means using the Council's YORtender system. This will:

- (a) Evidence and record successful transmissions

- (b) Securely store tenders under the control of the Head of Strategic Procurement to ensure that they are not opened until the deadline for receipt of quotations/tenders has passed.

The Council's preferred method of tendering is by electronic means. However, in very exceptional circumstances (e.g. PFI schemes, large construction contracts where there are a large amount of drawings required or where a contractor doesn't have the capacity to tender electronically), paper submission may be allowed.

23.2 Hard Copy Tendering

Tenders received shall be addressed to the Chief Financial Officer in a sealed envelope endorsed with the word "Tender" followed by the subject matter to which it relates. No marks shall be included upon the envelope that identifies the bidder prior to the opening of the envelope. Tenders shall be kept in a safe place and remain unopened until the time and date specified for their opening.

Tenders shall be opened by Strategic Procurement Team (SPT) and if required at least one other officer nominated by the CFO. An immediate record shall be made of the Tenders received including names, addresses, value and the date and time of opening.

Officers who have been involved in preparing a tender bid, must not be involved in the recording or opening of tenders. Only persons authorised by the Director (as client), and a member of SPT shall attend tender opening. Due notice must be given to the SPT of the details of the scheme, the closing date and time, and the number of Tenders invited.

24.0 Hard Copy Quotations

- 24.1 Should be returned to the appropriate service Director. Quotations should be opened by persons not involved in the procurement and an immediate record shall be made of the Quotations received including names, addresses, value and the date and time of opening.

25.0 General

- 25.1 The design of the Tender/Quotation documents must be such that price documentation cannot be changed or substituted following submission of the Tender or Quotation.
- 25.2 No Tenders, Quotations or Pre-Qualification Questionnaires received after the specified date and time for their receipt can be considered by the Council unless approved by the CFO.
- 25.3 All Tender/Quotation documents must be retained in line with the provisions set out at by the council's records management policy and set out on the Councils intranet site

26.0 Evaluation of Tenders & Quotations

- 26.1 The evaluation criteria shall be predetermined and approved by the Relevant Director and listed in the Invitation to Tender/quote documentation in order of importance. In addition, the criteria shall be strictly observed (and remain unchanged) at all times throughout the contract award procedure.
- 26.2 Tenders subject to the Regulations shall be evaluated in accordance with the relevant Regulations and the evaluation criteria set out in the Invitation to Tender.

Sub-criteria should also be listed – further advice is available from SPT. All other Quotations/Tenders shall be evaluated in accordance with the evaluation criteria set out in the Invitation to Tender.

- 26.3 All contracts, except contracts where lowest price was predetermined to be the only criteria, must be awarded on the basis of the offer which represents Value for Money for the Council.
- 26.4 Procurements can only be abandoned and re-tendered for proper justifiable reasons e.g. receipt of non-compliant bids so genuine competition cannot be obtained or funding is no longer available etc. It would be a breach of the Regulations if a tender was abandoned on the grounds that a particular contractor was not the successful bidder and such action would leave the Council open to legal challenge.

27.0 Errors in Tenders/Quotations

- 27.1 Errors in Tenders/Quotations must be dealt with either by asking the Contractor to confirm that they will accept the contract documentation as issued or if not withdraw the Tender/Quotation from the procurement process. Where a Contractor has made a genuine error they may be given an opportunity to correct that error. Other than where a procurement exercise is being carried out under the competitive dialogue or negotiated procedure, where fine tuning and clarification are permitted, no other adjustment, revision or qualification is permitted.
- 27.2 Tender/Quotation documents must state how errors in Tenders/Quotations will be dealt with.
- 27.3 Contractors regularly making errors should be warned appropriately.

28.0 Post Tender Negotiation

- 28.1 Where a procurement exercise is conducted pursuant to the Regulations through either the open, restricted or competitive dialogue procedures, post tender negotiations are not permitted. Under the open and restricted procedures negotiations on price are never permitted. Where the competitive dialogue procedure is used all aspects of the procurement can be discussed pre-tender. However, post tender the officer may only seek to clarify, specify or fine tune tenders in accordance with (i) the Regulations and (ii) the tender instructions (this should only be done in accordance with advice from Legal services & SPT).
- 28.2 Where procurements are conducted outside the Regulations, such as below threshold contracts, the CFO (or nominated deputy) may authorise negotiations if he/she considers that it is in the Council's interest to do so.
- 28.3 Negotiations shall be conducted on behalf of the Council by at least two appropriately trained officers (in correct procurement procedures) from the client department concerned and or SPT member. A full written record shall be kept of the results of the negotiations, signed by the Director or his or her nominee personally and the Contractor, and retained on a central file by the Director.
- 28.4 An amended Tender following negotiations under this rule may not be accepted unless it provides Value for Money to the Council.
- 28.5 At all times during the procurement process the Council shall ensure that all tenderers are treated equally and in a non-discriminatory and transparent manner.

29.0 Awarding Contracts.

- 29.1 A contract shall only be awarded subject to the tender evaluation criteria.
- 29.2 Where a Tender is to be evaluated on price only the Contract must be awarded to the Contractor submitting the lowest price, it is not recommended to award contracts on price only.
- 29.3 Where the quotation/tender proposed for acceptance exceeds the estimated budget by more than 10% it shall not be accepted unless the Director has received written advice from:
- an authorised officer, explaining why the contract exceeds the budget; and
 - the relevant Group Finance Manager has confirmed that adequate budgetary provision exists to cover the funding of the additional cost.
- 29.4 Where the scope of the original contract is to be reduced in order to fit within budgetary provision you will be required to re-enter negotiations with all contractors who have submitted a bid.

30.0 Debriefing

- 30.1 Once a decision to award any contract, subject to the EU Regulations has been taken, the officer shall inform SPT and Legal services immediately in order for a 10 day standstill period to be implemented (i.e. a contract must not be entered into with the successful tenderer and neither goods, works or services may be performed or delivered to the Council during this period).
- 30.2 Legal Services and the SPT will advise the officer on the preparation of an "Alcatel Letter". This is a specific letter that must be sent out to:
- The successful tenderer;
 - any unsuccessful tenderer
- 30.3 The Alcatel letter advises all tenderers of the result of the evaluation and as a minimum must:
- contain the award criteria used to select the winning bid,
 - the score obtained by the recipient of the letter/notice
 - the score obtained by the winning bidder and the name of the winning bidder.
 - the reasons for the decision, including the characteristics and relative advantages of the successful tender.
 - The precise date when the standstill is expected to end

31.0 Contract Award Notice

- 31.1 All Contract awards above £5,000 will be recorded on the Supplier Contract management System (YORTENDER)
- 31.2 All contracts over £250,000 shall be under seal, unless the Assistant Director of Legal and Democratic Services approves other arrangements.
- 31.3 Contracts with a value up to £164,176k (EU Threshold), will be based on the Council's standard terms and conditions. Where a variation is required from the

standard terms and conditions this will be agreed by the Assistant Director of Legal and Democratic Services (or nominated deputy).

- 31.4 The decision to award a contract shall be made by the Director (or nominated deputy) on receipt of a written recommendation from the relevant officer. This recommendation should give details of the reasons why tenders, if any, were disqualified and the reasons for the selection of Contractor(s).
- 31.5 Where the terms and conditions of Contract are not fully agreed no Contractor shall be allowed to commence delivery of goods, works or services until a full risk assessment has been carried out by the Authorised Officer as to the possible implications to the Council by the Contractor being allowed to commence work before the Contract terms and conditions have been finalised.
- 31.6 Following the notification of award of contract the Authorised Officer is required to submit a pro-forma to the Strategic Procurement Team so the details of the awarded Contract can be published on the Council's Corporate Contracts Register and Contracts Finder to meet the requirements of the Regulations and Transparency Agenda.
- 31.7 Where a contract has been tendered pursuant to the Regulations, the Council shall publish a contract award notice in the Official Journal of the European Union and on the YORtender system as soon as possible after the decision to award the contract has been taken, and in any event no later than 30 days after the date of award of the contract.
- 31.8 Authorised Officers are also required to prepare a Report in accordance with Regulation 84 of the Public Contract Regulations.

32.0 Contract Terms and Conditions

- 32.1 The officer shall use their best endeavours to ensure that Contracts are entered into on the Council's terms and conditions, which shall be included with each purchase order or invitation to Tender. Where this is not possible, because the Council's terms and conditions are not suitable, and a Contractor has been asked to submit their terms and conditions, where there are material changes to the councils terms and conditions they must be formally approved in writing by the Assistant Director of Legal and Democratic Services (or nominated deputy) before they can be accepted.

33.0 Contract Extensions and Variations

- 33.1 Variations must be evidenced in writing.
- 33.2 All Contract variations must be carried out within the scope of the original Contract. Contract variations that materially affect or change the scope of the original Contract are not allowed.
- 33.3 All Contract variations must be in writing and signed by both the Council and the Contractor except where different provisions are made within the Contract documentation. The value of each variation must be assessed by the Authorised Officer and all necessary approvals sought prior to the variation taking place including registrations on the Council's forward plan if applicable. Approval for any variation shall be sought in writing from the Director in a timely manner and supported by an appropriate decision record signed by the Director

33.4 The term of any contract may only be extended where all the following criteria have been met:

- Provision for an extension of the term is evidenced by the original contract (and the original tender/quotation); and
- Where the budget provision and the extension is in line with the Financial Procedure Rules; and
- Where the contract value including the extension exceeds the key decision threshold (£250,000), a separate key decision has been approved.
- Where the contract still delivers Value For Money

33.5 Only the CFO may approve an extension to the term of a contract outside the rules, after consulting the Portfolio Holder for Finance and Corporate Services, and the Assistant Director of Legal and Democratic Services.

33.6 Contract extensions will not be permitted if the value of the extension is above the EU procurement threshold.

33.7 All variations and extensions to any Council contracts must be in writing and reported to the SPT in order that YORtender can be updated accordingly.

34.0 Termination of Contract

34.1 Provision for the termination of a contract must be included within the terms and conditions of the contract. Only the Assistant Director of Legal and Democratic Services has the authority to agree early termination of a contract where this is not built into the contract terms and conditions.

34.2 The CFO must be consulted where there are serious concerns over the performance of a contract.

34.3 The Assistant Director of Legal and Democratic Services must be consulted if the performance of a contract is giving rise to concern and consideration is given to termination.

35.0 Procurement by External Agents

35.1 Any consultants used by the Council shall be appointed in accordance with these Contract Procedure Rules. Where the Council uses consultants to act on its behalf in relation to any procurement, then the Director shall ensure that the consultants carry out any procurement in accordance with these Contract Procedure Rules. No consultant shall make any decision on whether to award a Contract or who a Contract should be awarded to. The Director shall ensure that the consultant's performance in relation to procurement is in accordance with these Contract Procedure Rules.

35.2 Where the Council uses consultants to act on its behalf in relation to any procurement the consultant must declare any conflict of interest that may arise to the Director prior to commencing work on any Tender.

35.3 Where the Director considers that such a conflict of interest is significant the Director should consider whether it is appropriate for the consultant to work on a particular tender and the consultant should not be allowed to evaluate Tenders on behalf of the Council.

36.0 Member Involvement

- 36.1 Directors are responsible for ensuring appropriate consultation has taken place with members, this could include consultation on the evaluation criteria.
- 36.2 Members should not become involved in the remainder of the procurement activity, unless any specific decisions are required by portfolio holders, Cabinet or the Council, in accordance with the Councils constitution and scheme of delegation.

37.0 Record and Document Retention and Control

- 37.1 A Contracts Register of all Contracts awarded above annum shall be maintained by the SPT.
- 37.2 Each Relevant Director shall maintain his/her own register of all other Contracts, under £25,000 as a minimum, entered into by his/her department.
- 37.3 For every individual Contract above £25,000 a contracts file shall be maintained with appropriate documentation which must include, as a minimum, the following: -
- (a) The method for obtaining bids (see Rules 16, 17, 18 & 19);
 - (b) Any exemption under Rule 10 together with reasons for it;
 - (c) The evaluation criteria in descending order of importance and associated evaluation method;
 - (d) Tender documents sent and received from Contractors;
 - (e) Any pre-tender market research;
 - (f) All notes made by the evaluation panel during the evaluation of tenders;
 - (g) Clarification and post-tender negotiation (to include minutes of meetings);
 - (h) A copy of the Contract documents (originals should be held in Legal Services);
 - (i) Post-contract evaluation and monitoring;
 - (j) Communications with all Contractors during the Tender process and with the successful Contractor throughout the period of the Contract;
 - (k) Award of Contract documentation;
 - (l) Any decision to abandon a procurement exercise or terminate a Contract.
 - (m) All delegated decisions, authorisations, waivers and reports relating to the Tender process and subsequent Contract.

38.0 Council Purchase Cards

- 38.1 The Council uses Purchasing Cards in order to reduce transaction costs for low value purchases by reducing time spent on processing of orders and invoices.
- 38.2 Purchase cards must not be used as a way of bypassing CPRs. However, in some circumstances, where a contract exists and the supplier allows, a purchase card may still be used as a method of payment, where this offers better value for money or is specified in the contract. For further guidance refer to the Purchase Card policy or contact Strategic Procurement.

39.0 Cost Control

- 39.1 The Director shall ensure that suitable procedures are laid down and followed for the effective cost control of all Contracts. Such procedures shall involve a continuous monitoring of the cost being incurred on each Contract with the objective of ensuring that the project is completed within the authorised cost and that any unavoidable extra costs are identified quickly so that appropriate action can be taken.
- 39.2 The procedures shall provide:
- (a) A cost statement to be prepared every time a Contract payment is made assessing the probable final cost. This should take into account all known factors including variations, adjustments of prime cost and provisional sums and other items such as re-measured work;
 - (b) A cash flow forecast based on a cost statement prepared by the relevant Director, showing the expected pattern of payments to the end of the Contract, updated each month until the final payment is made.
- 39.3 As soon as it becomes apparent to the Director that costs will exceed the amount authorised, the Director must immediately report the situation to the CFO (or nominated deputy). A final cost report shall be submitted to the CFO (or nominated deputy).

40.0 Contract Claims

- 40.1 To safeguard the Council's right to deduct liquidated damages, if the Contract is over-running the officer must certify in writing that the Contractor ought reasonably to have completed the works within the Contract period. Such a certification must be in accordance with the Contract conditions and be issued prior to the issue of the final certificate for payment.
- 40.2 Any events that may lead to claims for extension of time must immediately be brought to the attention of the officer.
- 40.3 Claims for extension of time must be assessed promptly and any extension award made in accordance with the conditions of Contract.
- 40.4 If the works are not complete the officer must issue a certificate of non-completion in accordance with any relevant Contract conditions immediately after the expiry of the (extended) date for completion. It is the ultimate responsibility of the Director (or nominated deputy) to arrange for the deduction of liquidated damages.
- 40.5 If the Contractor subsequently brings forward fresh evidence of delay, the officer may award a further extension but must then also issue a revised certificate stating the revised date in accordance with any relevant Contract conditions.
- 40.6 Before the final certificate is issued the officer shall check that any necessary certificate has been issued in accordance with the relevant Contract conditions.
- 40.7 The above procedures must be strictly followed for each section of a 40.8. The CFO (or nominated deputy) shall be kept informed at all times of all contractual claims whether by or against the Council.
- 40.9 It is critical that documentary evidence is kept relating to all aspects and stages of a claim and these should be kept by the Director at one central point.

41.0 Review and Amendment of Contract Procedure Rules

- 41.1 The CFO and Assistant Director of Legal and Democratic Services are authorised to make technical amendments from time to time to ensure these procedures are consistent with legal requirements, changes in Council structures and personnel and best practice.

Appendix A: Procurement Flow Chart

1.0 Contracts below £5,000

- 1.1 Where the estimated value or amount of a proposed Contract does not exceed £5,000 the appropriate Director shall ensure that value for money is achieved.
- 1.2 Where the estimated value or amount of a proposed Contract does not exceed £5,000 then the Authorised officer should obtain at least 1 verbal quotation from suitable suppliers followed up by written confirmation (including email). Wherever possible the quotation should be sought from a Doncaster based business
- 1.3 Whilst there is only a requirement for one quotation the Authorised Officer must consider whether additional quotations are in the Councils best interest.
- 1.4 For all Contracts valued below £5,000 the Authorised Officer must retain on file a note outlining the process undertaken and justification for the decision to award work to a given Supplier.

2.0 Between £5,000 and £25,000 (Quotations)

- 2.1 Where no appropriate In House Supplier, Council Wide Contract or Framework Agreement exists, competition (three verbal quotations three quotations using quick quotes) is required for procurements with an estimated value of between £5,000 and £25,000 followed up by written confirmation. Wherever possible a minimum of one of the quotations should be requested from a Doncaster Business. Where an Approved List is in place it must be used.
- 2.2 The Authorised Officer must ensure that for all contracts, details of the procurement is entered onto the Council e-Procurement Portal and a unique reference number obtained, which will be applied to all stages and documentation of the procurement process.
- 2.3 Once a Contractor is selected an order shall be issued specifying the services, supplies or works to be provided and the price and terms of payments.
- 2.4 Subject to reasons outlined in CPRs, quotations should be invited using the Council's standard terms and conditions.
- 2.5 Written confirmation of any verbal quotation accepted must be obtained from the contractor prior to placing an order as well as a written record (including email) containing the following information:
 - Details of the contract
 - The full name and address of the contractor
 - The person who verbally supplied the quotation
 - The contractor's submitted price

3.0 Between £25,000 and £164,176 - Intermediate Value Procurement (Quotations)

- 3.1 Where no appropriate In House Supplier, Council Wide Contract or Framework Agreement exists, competition (3 written and confirmed quotations) is required for procurements valued over £25,000 but at or below £164,176k. Wherever possible a minimum of one of the quotations must be requested from a Doncaster Business. Where an Approved List is in place it must be used.
- 3.2 The procurement must, as a minimum, be procured using YORtender. At least three written and confirmed Quotations shall be invited. The Authorised Officer shall obtain a unique reference number from YORtender which will be applied to all stages and documentation of the procurement.
- 3.3 Procurements need not be advertised on YORtender where other arrangements are already in place which enables works, goods and services to be procured via a website set up for those purposes (for example conducting a procurement exercise via the Crown Commercial Services website). However, once complete details of those procurements must be registered on YORtender.
- 3.4 Faxed or emailed quotations are not acceptable for these purposes.
- 3.5 Director's shall ensure that, where proposed procurements, irrespective of their total value, might be of interest to potential Contractors located in other member states of the EU, a sufficiently accessible advertisement is published on YORtender and Contracts finder. Generally, the greater the interest of the procurement to potential bidders from other member states, the wider the coverage of the advertisement should be. Advice must be sought from SPT.
- 3.6 Where clients undertake their own procurements they shall do so in accordance with these Contract Procedure Rules and Procurement Code of Practice as agreed by SPT.
- 3.7 Details of all procurements undertaken by client departments of a value greater than £25,000 must be recorded on YORtender by the Authorised Officer or shall be forwarded to SPT in order that YORtender can be updated on their behalf.
- 3.8 Where the procurement of any value is fully funded by a third party, and if that third party so requests, then the name(s) of one or more Contractor(s) may be added to the quotation list or be the only Contractor(s) invited provided the Approved List criteria are satisfied (and the Regulations not contravened).
- 3.9 Quotations should be invited using the Council's standard terms and conditions

4.0 Contracts over £164,176 - High Value Procurements (Tenders)

- 4.1 Where the estimated value of the proposed contract exceeds £164,176 tenders shall be invited. Where the proposed contracts exceed the EU threshold, then the contract shall be tendered in accordance with the Regulations and these CPRs. In all such circumstances appropriate advice must be sought from SPT and Legal Services. The current thresholds are:-

Services	£164,176
Supplies	£164,176
Light Touch Regime	£589,148

Works

£4,104,394

- 4.2 The thresholds change every two years and are due to change again on the 1st January 2018.
- 4.3 The Authorised Officer shall obtain a unique reference number from YORtender which will be applied to all stages and documentation of the procurement.
- 4.4 Approval of the proposed procurement and contract award procedure including the evaluation criteria to be applied shall be formally sought by the Authorised Officer from the Director in accordance with CPR's.
- 4.5 The officer shall develop and document the procurement approach which shall set out relevant considerations to the procurement exercise.
- 4.6 The procurement must, as a minimum, be procured using YORtender by the officer. This will include advertising the Tender on the system and ensuring that the Tender documents are electronically available in accordance with CPR's.
- 4.7 Where there are sufficient numbers of Contractors at least five written Tenders shall be invited. The only exception to this is where five suppliers fail to reach the minimum criteria for selection.
- 4.8 Faxed or emailed Tenders are not acceptable for these purposes.
- 4.9 Directors shall ensure that, where proposed procurements, irrespective of their total value, might be of interest to potential Contractors located in other member states of the EU, a sufficiently accessible advertisement is published on YORtender and Contracts Finder. Generally, the greater the interest of the procurement to potential bidders from other member states, the wider the coverage of the advertisement should be. Advice must be sought from SPT.
- 4.10 Where clients undertake their own procurements they shall do so in accordance with these Contract Procedure Rules the Procurement Guidance Manual as agreed by SPT.
- 4.11 Details of all procurements undertaken by client departments must be recorded on YORtender or shall be forwarded to SPT in order that YORtender can be updated on their behalf.
- 4.12 Where the procurement of any value is fully funded by a third party, and if that third party so requests, then the name(s) of one or more Contractor(s) may be added to the tender list or be the only Contractor(s) invited provided the Approved List criteria are satisfied (and the Regulations not contravened).
- 4.13 Subject to CPRs above Tenders should be invited using the Council's standard terms and conditions.

Please follow the instructions below when procuring, goods, services or works. These procedures aim to ensure the Council is achieving value for money and operating a fair, transparent and consistent approach to procurement.

**Under
£5,000**

→
In House Supplier (1st)
Council Wide Contract(2nd)
Available framework agreement (3rd)
Approved list (4th)
Direct award (5th)

£5,000 - £25,000

→
In House Supplier (1st)
Council Wide Contract(2nd)
Available framework agreement (3rd)
Approved list (4th)
Request 3 verbal quotations

[one of which must be from a Doncaster based business followed by written confirmation (5th)

£25,000 - £164,176

→
In House Supplier (1st)
Council Wide Contract (2nd)
Available framework agreement (3rd)
Approved list (4th)

Request 3 written quotations [one of which must be from a Doncaster based business](5th)

**£164,176 – Tender or
Full EU Tender**

→
In House Supplier (1st)
Council Wide Contract (2nd)
Available framework agreement (3rd)
Approved list (4th)
Tender (5th)

GLOSSARY OF TERMS (including general procurement terms)

Added Value - Any benefits or services which can be provided over and above that of the contract requirements

Aggregation of Demand – Where similar or same purchases made separately over a period of time (and often from multiple suppliers) are combined into one contract requirement

Alcatel (or Standstill) Period – Contracts over the EU threshold must include a minimum standstill period between the decision to award a contract and the actual award. Unsuccessful suppliers are notified of the proposed award and given the opportunity to appeal if they believe that the award is not justified. It's named after the case law establishing a ruling of an unfairly awarded contract

Approved List – List of suppliers who have met a minimal level of quality assessments, usually through a pre-qualification questionnaire, or pre-approved list e.g. Constructionline database and approved to provide specific work, goods or services

Approved Suppliers – Suppliers included on approved lists

Assignment – The transfer of rights from one contractor to another on the basis of the same contract

Audit Trail – System or paper generated evidence showing how decisions and procedures were carried out

Authorised Officer – a person appointed by a Director who is responsible for the procurement Procedure

Award – The allocation of a contract to a successful bidder/contractor/supplier

Award Stage – Final stage of the tendering process, with notification of the successful supplier and the signing of the contract

Bid – A submitted tender

Business Case (Procurement) – The reasons for carrying out a procurement or project, usually indicating initial value, and justifying the need such an identified service need or meeting Council objectives

Challenge Point – a review of the evaluation process to ensure that the procedures and outcome of the evaluation process are fair, transparent and reflect the views of the evaluation panel

Collaboration – Process by which two or more 'organisations' (local authorities, other public sector bodies) work together to obtain a joint solution for a shared requirement.

Used to capitalise on the advantages of aggregating demand, such as economies of scale or stronger positioning in the marketplace

Collusion – illegal process of agreeing to unfair activities in a procurement process, such as price fixing

Commissioning – the strategic activity of assessing need and using resources (both budgets and services) to meet those needs, with procurement forming part of commissioning for the sourcing and setting up contracts to provide services

Competitive Dialogue – Competitive dialogue is a procedure in which any economic operator may request to participate and whereby the contracting authority conducts a dialogue with the candidates admitted to that procedure, with the aim of developing one or more suitable alternatives capable of meeting its requirements, and on the basis of which the candidates chosen are invited to tender

Concession – an agreement between the Council and a private company for the sole right to provide a specific service

Contingencies – future events or circumstances which may occur

Contract – Legally binding document that sets out the terms and conditions of the delivery of the works, services or goods, including performance measures

Contract Management – Contract management activities can be broadly grouped into three areas.

CFO – Chief Financial Officer, the statutory Section 151 Officer, this is the Director of Finance and Corporate Services

Contract administration – handles the formal governance of the contract and changes to the contract documentation.

Contracts Finder - Government portal for advertising contract valued above £25,000 as required by the Public Procurement Regulations 2015

Contracts Register – A register of Council wide contracts centrally held by Strategic Procurement

Contract Award Notice – Notice of the award of a contract published in the Official Journal of the European Union (OJEU) as required by EU legislation

Contract Procedure Rules – The section of the Council's Constitution which sets out the rules which must be followed when undertaking any procurement process

Council Wide Contracts – contracts let on behalf of the Council to meet the requirements of good, services or works which are common or shared across the Council (previously referred to as Corporate Contracts)

Criteria – Set of specific requirements that a quote or tender will be marked against

Delegated Authority – Officers who have been authorised to carry out such tasks as set out in the Council's scheme of delegation contained within the Council constitution.

Director – The person responsible for the proper compliance with these procedures. Except as indicated otherwise, a Director may delegate authority to other persons to deliver their responsibilities.

Disaggregation – Splitting a requirement for similar works, goods or services into a number of smaller contracts to avoid having to undertake a full competitive tender exercise for contracts exceeding the EU thresholds. This practice is a breach of EU legislation

Dispute - Disagreement between Council and supplier or contractor which may result in Court action

Doncaster Business – A company or other organisation which has an office or premises within the Doncaster Metropolitan Borough Council area.

EU Procurement Directives (EU Legislation) – European procurement law enacted into UK law as the Public Procurement Regulations 2006, detailing rules and regulations that must be complied with for all public sector procurement processes that exceed specified thresholds

Evaluation – Detailed assessment and comparisons of bid submissions verifying how suppliers will meet the requirements of the contract, measured against quality and price criteria

Evaluation Panel – Group brought together with the specific aim of assessing submitted tenders against pre-set criteria, to make final recommendations on the award of contract.

Exceptions – Permits the undertaking of a procurement action within a specific area without the need for a competitive tender exercise, but signed by Assistant Director of Finance and Performance or the Corporate Director Corporate Services and Finance.

Execute – the completion of contract documentation, including the signing, and sealing where required, of the formal contract

Exemption – excluding a procurement activity from one or more of the Contract Procedure Rules

Framework Agreement – Used where specific works, services or goods will be needed on a number of occasions over a known duration, but the exact requirement isn't known. Can be with a single supplier (sometimes referred to as a 'call-off' contract) or with a multiple number of suppliers. Once set up, there is no need to go to the open market as competition is held between those suppliers on the framework

ISP – IN-House Service Provider is an identified internal service offered by the Council to carry out Council services

Invitation to Tender – Sent to tenderers asking them to submit bids based on a specification, indicating the requirements of the Council.

Joint Procurement – Where other public bodies are included within a procurement exercise

Key Decision – a decision which is over £250,000 or affects 2 or more wards.

Letter of Intent – A written statement indicating the Council’s willingness to enter into a formal contract

Light Touch Regime – The new light-touch regime (LTR) is a specific set of rules for certain service contracts that tend to be of lower interest to cross-border competition. Those service contracts include certain social, health and education services, defined by Common Procurement Vocabulary (CPV) codes. The list of services to which the Light-Touch Regime applies is set out in Schedule 3 of the Public Contracts Regulations 2015

Liquidated Damages – Compensation awarded by a court judgement or a contract stipulation regarding breach of contract

Marketplace – Wording used to describe a commercial activity or a group of potential suppliers possibly able to meet requirements

Negotiation – Process by which a contract proposal is reached through discussion and agreement between the prospective contractor and the Council representative

Negotiated Procedure – Procurement process undertaken directly with one bidder. Used under specific circumstances

Non-Commercial Consideration – Non-financial concerns such as social and environmental factors

Novation – Substitution of a contractor with a new contractor, or of a contract with a new contract

OJEU (Official Journal of the European Union) – on-line publication advertising tender opportunities and publicising contract awards for the public sector in all EU Member states, the European Economic Area and the World Trade Organisation

OJEU Notice – published notice of tender opportunity or contract award in OJEU

Open Tender Procedure – Tender process which is open to any supplier who wishes to bid. All tenders must be considered

PFI – A Private Finance Initiative is a way of creating public – private partnerships by funding public infrastructure projects with private capital.

Pre-Procurement Procedure – A requirement for stakeholder to ensure they have correctly identified the needs of the service and outcomes have been assessed.

Pre-Qualification Questionnaire – Set of questions used to establish the suitability of a supplier to be included in a bidding process, based on experience, financial stability and quality assessments. Is also be used to eliminate bidders in a restricted (two stage) tender so that only the most suitable suppliers are invited to tender

Procurement Code of Practice – The document is an aid to understanding approaches and best practice approach to procurement activity.

Qualified Tender – Where a bidder submits a bid which has been amended to the bidders requirements, such as inserting their own terms and conditions

Quotation – Written or verbal price given by a supplier on request

Remedies Directive – EU legislation which sets out the rules by which the procurement actions and decisions may be challenged.

Regulations – EU Procurement Directives and the UK Public Procurement Regulations

Relationship management – keeps the relationship between the two parties open and constructive, aiming to resolve or ease tensions and identify problems early.

Restricted Tender Procedure – Tender process where potential suitable tenderers are identified by the evaluation of a pre-qualification questionnaire. Only those passing the evaluation criteria of the pre-qualification questionnaires will be invited to tender

YORtender – Supplier, contract, management, system (YORtender) is an electronic e-tendering system used by Yorkshire Council's.

Service delivery management – ensures that the service is being delivered as agreed, to the required level of performance and quality.

Specification – Detailed description of what is required, including monitoring procedures

Stakeholder – Individual or organisation with an active interest in the impact or effect of the Council's procurement activities

State Aid – Any Government aid must not distort competition by favouring certain businesses or goods

Sub-Letting – Engagement of another contractor by the main contractor

Submission – The bid or tender submitted by a supplier in response to an invitation to quote or tender

Sustainable Procurement – the economic, environmental and social issues to be considered in procurement

Tender – Written response to an invitation to tender that contains a full costed proposal. Submitted in a sealed process, and evaluated against set criteria

Tenderer – Prospective supplier who submitted a bid in response to an invitation to tender or quote

Tender Documents – Set of documents provided to prospective tenderers which forms the basis on which tenders will be submitted. Includes, as a minimum, instructions to tenderers, contract terms and conditions, specification, evaluation criteria, pricing schedule, form of tender and anti-collusion statement

Testing the Market – Formal procurement process to establish whether there are suppliers able and interested in providing quotes or bidding

Termination – Cancellation of all or most of a contract.

Thresholds – Financial boundaries (based on the whole life value of a proposed contract) which determine the procurement action, for example whether a competitive tender is required, or whether an EU competitive action is required

TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) - Preserves the continuity of employment and safeguards employment rights of all employees transferring to a new employer i.e. where there is a change of contract provider or where current Council staff are being transferred to another service provider

Value for Money – ensuring the needs of the Council are met whilst achieving the required balance of quality and price

Variation - A variation is usually a change to the specification. It may either be a one off item of work or service, or a change for the remainder of the contract. Deeds of Variation and Variation Orders are contractually binding on both parties.

Waiver – Approval obtained prior to procurement activity, by the CFO (or nominated deputy), permitting an exception to the Contract Procedure Rules.

Whole Life Value – All costs incurred in the lifespan of the contract, including disposal.

Further guidance is also available from the Strategic Procurement Team.

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FINANCIAL PROCEDURE RULES

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INTRODUCTION

- 1.1 These **Financial Procedure Rules** form part of the overall control framework within which Doncaster Council operates. They aim to facilitate service delivery by setting out best practice for the administration of all financial matters throughout the Council, ensuring a high quality of financial information and enabling better decision making. They enable the Council to conduct its business efficiently and operate an appropriate level of public accountability.
- 1.2 The Constitution defines the rules governing the procedures of the Council including responsibility for functions, Contract Procedure Rules and these Financial Procedure Rules.
- 1.3 The Constitution defines the framework within which the powers to make decisions, take action etc. are delegated to the appropriate level in the organisation. In particular the Constitution: -
 - requires all Directors to act within the terms of these Rules in the exercise of their delegated powers
 - empowers the Chief Financial Officer (CFO) to act as the Proper Officer under Section 114 of the Local Government Finance Act 1988 (as amended) and the Local Government Act 2003.
 - empowers the CFO to exercise the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972 (as amended).
- 1.4 The Contract Procedure Rules define the correct procedures to be followed when the Council enters into any contractual arrangement and should be read in conjunction with these Rules.
- 1.5 The Finance Manual is a comprehensive document detailing all aspects of financial systems and procedures and is designed for use on a day to day basis by staff involved in any aspect of financial administration. Any new or revised instructions on financial matters issued by the CFO will be incorporated into the Finance Manual.

APPLICATION OF THE RULES

- 2.1 These rules apply across all parts of the Council. They govern management of financial resources and assets under the Council's direct control, but also extend to the Council's partnerships, its subsidiaries, its associates, joint ventures, joint operations and any other arrangements in which the Council has an interest. This is to the extent that they are capable of being imposed by virtue of the Council's control or influence and would not be detrimental to the interests of the Council. Doncaster Schools have their own financial procedure rules, approved by governors, which are aligned to those of the Council.
- 2.2 All members and staff have a general responsibility for taking reasonable action to provide for the security of the assets, funds and resources under their control, and for ensuring that the use of these resources is legal, is properly authorised and provides value for money.

MAINTAINING THE RULES

- 3.1 The Council operates a system of managerial and financial control whereby the CFO has overall responsibility for the proper management of the finances of the Council as a whole but the responsibility for the day-to-day financial control and administration in Directorates and other corporate project and programme work is devolved to the relevant Director.
- 3.2 The overall responsibilities of the CFO in respect of these rules are therefore to:
- maintain these Rules and submit any additions or changes necessary to Council for approval in consultation with the MO (Monitoring Officer) and Chief Executive;
 - issue explanatory advice and guidance to underpin these Rules as necessary. Where such advice and guidance is issued, Members, officers and others acting on behalf of the Council are required to comply with the general provisions of these Rules;
 - require any officer to take any action deemed necessary (as is proportionate and appropriate) to ensure proper compliance with these Rules;
 - report, where appropriate, any breaches of these Rules to Members;
 - report all waivers of Rules to Members approved by him/her during the course of any financial year which he/she has delegated authority to determine.
- 3.3 Should any uncertainty or dispute arise pursuant to these Rules, the matter must be referred to the CFO for interpretation and/or arbitration.

NON-COMPLIANCE WITH THE RULES

- 4.1 Failure to comply with any part of these Rules may constitute misconduct and lead to formal disciplinary action. Non-compliance will be referred for management action, to be dealt with by the relevant Director in most instances. Serious breaches will be referred to the CFO who may require remedial action to be taken by the Director.

GENERAL PRINCIPLES OF FINANCIAL MANAGEMENT

- 5.1 The financial management staff report to the CFO and provide day to day support to all Directorates. They are able to provide assistance to any member or officer regarding financial management. The general principles of financial management operated in the Council follow best practice guidance and aim to ensure that:-
- roles and responsibilities are clearly understood;
 - there is a system of financial control which ensures that transactions are authorised appropriately, with adequate separation of duties;
 - financial transactions are recorded properly, with a clear audit trail;
 - clear, up-to-date and accurate position reports will be provided to Directors and Cabinet to properly monitor the financial standing of the Council;
 - risks are managed on an ongoing basis and, for significant projects with financial impact, risks are registered and managed;
 - the Council's ERP system and other key financial systems and processes are documented and business continuity plans in place to maintain effective financial administration at all times;

- staff are aware of and comply in spirit and substance with the Council's anti-fraud and corruption policy.

FINANCIAL PROCEDURE RULE A:

FINANCIAL MANAGEMENT - RESPONSIBILITIES

RESPONSIBILITIES OF THE FULL COUNCIL

These are detailed in the Constitution at Article 3; the financial responsibilities are:

- A.1 Setting the Budget and Policy Framework within which the Cabinet will operate.
- A.2 Approving any budgetary decision that causes the total expenditure financed from Council Tax, grants and corporately held reserves to be increased above that approved.
- A.3 Approving the Treasury Management policy statement and an annual Investment strategy for the Council's cash balances.

RESPONSIBILITIES OF THE ELECTED MAYOR AND CABINET

These are detailed in the Constitution; the financial responsibilities of the Elected Mayor and Cabinet are:

- A.4 Proposing the Budget and Policy Framework and Capital Programme to Council, and for discharging executive functions in accordance with the Budget and Policy Framework agreed by full Council.
- A.5 Approving the Risk Management policy statement and strategy.
- A.6 The Elected Mayor determines the Scheme of Delegation which will govern the framework for financial decision-making and budgetary responsibility, except where these financial procedure rules impose other responsibilities or arrangements. Executive decisions can be delegated by the Elected Mayor, to a committee of Cabinet, an individual cabinet member, a member of staff, or a joint committee. Where the scheme of delegation established by the Mayor is silent as to where responsibility for a budget lies, the budget holder will be the officer with responsibility for the relevant service, policy or project.

RESPONSIBILITIES OF COMMITTEES

Audit Committee is responsible for:

- A.7 Approving the Council's Annual Governance Statement.
- A.8 Considering audit matters for recommendation to Cabinet including the Council's anti-fraud and corruption policy.

Overview and Scrutiny Management Committee's financial responsibilities include:

- A.9 Scrutinising executive decisions before or after they have been implemented and for holding the Executive to account.
- A.10 Making recommendations on future policy options and for reviewing the general policy, budget and service delivery of the Council.
- A.11 Providing a response within 6 weeks to the Mayor's budget proposal.

RESPONSIBILITIES OF OFFICERS

- A.12 Officer responsibilities for the overall management of the Council's financial affairs are variously set out by legislation, the provisions of the Council's Constitution and the Council's Scheme of Delegation.
- A.13 Certain legislation requires the Council to designate particular officers as the 'proper officer' for the performance of certain functions. 'Proper Officer' functions include the responsibilities of the Head of Paid Service (HPS), the Monitoring Officer (MO) and Chief Finance Officer (CFO) in managing the overall financial affairs of the Council. Formal recognition is also given to the particular responsibilities and functions of the Chief Internal Auditor (CIA) at the Council in accordance with best practice advice and guidance.

Chief Executive

The Head of Paid Service (HPS) is designated as the Chief Executive. The financial responsibilities of the Chief Executive include:

- A.14 Advising the Mayor on budget strategies as linked to the Corporate Plan and Council Policies, including the preparation of a medium-term financial strategy.
- A.15 Advising the Mayor in preparing a capital programme and establishes capital budgets for identified projects.
- A.16 Establishing protocols to ensure that those with Executive decision-making powers consult with relevant officers before taking a decision within his or her delegated authority. In doing so, the individual officer or Member must take account of legal, financial and human resource implications, other internal policies and any cross-cutting issues where relevant.
- A.17 Ensuring that there is a proper scheme of delegation, which clarifies responsibilities from the Mayor downwards and the skills to carry out those responsibilities. This will include developing and maintaining a resource allocation process that ensures due consideration of the Council's Budget and Policy Framework.

- A.18 Establishing arrangements for the ongoing regular review, assessment and assurance of the effectiveness of the Council's internal control arrangements and for annually preparing an Annual Governance Statement Monitoring Officer

Monitoring Officer

The Monitoring Officer is responsible for:

- A.19 Promoting and maintaining high standards of conduct including those of financial administration.
- A.20 Reporting any actual or potential breaches of the law or maladministration to Council and/or to the Cabinet.
- A.21 Ensuring that procedures for recording and reporting key decisions are operating effectively and that executive decisions and the reasons for them are made public. He or she must also ensure that all Council members are aware of key decisions made by those with Executive decision-making powers.
- A.22 Advising all councillors and employees about who has authority to take a particular decision.
- A.23 Advising (in conjunction with the CFO), whether a decision is likely to be considered contrary or not wholly in accordance with the Budget and Policy Framework.
- A.24 Decisions that may be 'contrary to the budget' include:-
- causing the total expenditure financed from Council Tax, grants and corporate reserves to increase above that stated in the budget approved by full Council;
 - committing expenditure in future years significantly above the current year budget level or as set out in the approved medium term financial plan and budget strategy.

Chief Financial Officer (CFO)

- A.25 The functions and responsibilities of the CFO are directed in the first instance by legislation that imposes statutory duties on the CFO for the proper management, financial administration and stewardship of Council assets and the fiduciary interests of current and future local tax payers. These responsibilities include:
- proper administration of the council's financial affairs, systems and procedures;
 - providing advice to the political and appointed Executive, Overview and Scrutiny and Council on financial and economic factors likely to influence the budget and policy framework. This may also include legal requirements, medium-term planning prospects, available resources, borrowing requirements, spending pressures, best value and other relevant government guidelines;
 - reporting on the adequacy of the Council's reserves and the robustness of budgets to the Council meeting, which approves the Mayor's budget and Council Tax proposal;
 - setting and monitoring compliance with financial management standards, accounting standards and policies;
 - ensuring proper professional practices are adhered to in relation to the standards, performance and development of all finance staff;

- advising on the corporate financial position and on the key financial controls necessary to secure sound financial management;
- providing quality financial information to decision makers and preparing the annual statement of accounts in accordance with CIPFA's Accounting Code of Practice;
- preparing the revenue budget and capital programme;
- treasury management and insurance;
- proper procurement practice;
- in exceptional circumstances personally suspending these Financial Procedure Rules, where to do so appears to be in the best interests of the Council and in its financial interests.

A.26 Section 114 of the Local Government Finance Act 1988 requires the CFO to report to the full Council, Executive and external auditor if the Council or one of its employees:-

- has made, or is about to make, a decision which involves or would involve incurring expenditure which is unlawful;
- has taken, or is about to take a course of action which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency on the part of the Council;
- is about to enter an item of account the entry of which is unlawful.

It is the duty of the CFO, in preparing the report to consult with the MO and the Chief Executive as far as practicable

A.27 Section 114 of the 1988 Act also requires:-

- the CFO to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally;
- the Council to provide the CFO with sufficient staff, accommodation and other resources, including legal advice where this is necessary, to carry out the duties under section 114 of the 1988 Local Government Finance Act.

A.28 In addition, the CFO (together with the MO) is responsible for advising Members as to whether a decision is likely to be considered contrary or not wholly in accordance with the Budget. Actions that may be contrary to the Budget include:

- a) initiating new policies that may impact on agreed budgetary provisions and resource allocations;
- b) committing expenditure in future years over and above the Council's Budget;
- d) causing the total expenditure financed from Council Tax, grants and corporately held reserves to increase, or to increase by more than a specified amount.
- c) incurring interdepartmental transfers above the virement limits set out in these Rules;

A.29 The CFO can choose to delegate day-to-day responsibilities to an appropriate representative(s). Where this is the case the delegation and officer responsibilities must be clearly documented and be kept under regular review by the CFO.

The Chief Internal Auditor (CIA)

- A.30 The CIA is designated by the CFO and plays a key role in providing assurance to the Members, the CFO, the HPS and Council's Management Team about the probity, practical deployment and effectiveness of financial management at the Council.
- A.31 The CIA has rights of access to information and data held by officers or Members of the Council at all reasonable times and is responsible for the overall co-ordination and deployment of internal audit resources at the Council.
- A.32 The CIA is responsible for reporting on any relevant matter of concern to senior management and Members of the Council outside normal line management arrangements to protect the interests of the Council and/or local tax payers.

RESPONSIBILITIES OF DIRECTORS

- A.33 Whilst the CFO has overall responsibility for the finances of the Council, Directors are responsible for ensuring the effective discharge of the day-to-day management of their Directorate finances and/or the finances of any projects or programmes for which they are responsible. It is the responsibility of Directors to make appropriate arrangements for the discharging of their financial responsibilities by Assistant Directors and Managers within their Directorate, delegating authority to manage budgets to an appropriate level of management and thereby creating a budget holder structure. Directors should review the performance of managers in delivering their budget holder role.

Directors, Assistant Directors and Managers responsibilities include:

- A.34 Operating sound financial management of their allocated budget and only commit the Council to expenditure where there is sufficient funding available;
- A.35 Promoting and ensuring compliance with the financial management standards and practices set by the CFO in their Directorates and/or any projects or programmes for which they are responsible;
- A.36 Consulting with the CFO on any matter which is liable to materially affect the resources of the Council. This must be done before any commitment is incurred, or a report made to a Portfolio Holder or to a Committee for decision;
- A.37 Ensuring that Portfolio Holders are advised of the financial implications of all proposals and that these have been agreed by the CFO or his/her nominated representative;
- A.38 Reporting suspected fraud and irregularities to the Police or external agencies in consultation with the CFO;
- A.39 Safeguarding all assets and information used in their day to day activities within the Directorate.

FINANCIAL PROCEDURE RULE B: FINANCIAL PLANNING AND BUDGETING

BUDGET STRATEGY

Budget Preparation and Approval

- B.1 The annual revenue budget (including medium-term financial strategy) proposed by the Elected Mayor will be considered by Cabinet, and then put forward for approval to Council. Council may amend the budget strategy or ask the Elected Mayor to reconsider it before approving it, as detailed in the Constitution (part 4, section 3).
- B.2 The CFO will report on the robustness of budgets and the adequacy of Council reserves to the Council meeting which approves the Mayor's budget and Council Tax proposal.
- B.3 Capital budgets for individual projects will be approved within the framework of a multi-year capital programme. The CFO will advise on the affordability of capital investment plans and propose prudential indicators for the approval of Council.

Revenue Budget Management and Monitoring

- B.4 Directors and budget holders will control income and expenditure within their area, taking account of financial information provided by the CFO.
- B.5 A Budget Holder may only authorise expenditure from budgets under their direct control. Throughout the financial year each Budget Holder shall monitor income (including any grants) and expenditure against those specific budgets for which they are responsible. Budget Holders shall supply the CFO with sufficient information, as and when required, to enable financial projections to be produced.
- B.6 Directors should report on variances within their own budget responsibility areas and should formulate and promptly implement, action plans in respect of any significant variances. They should also take any action necessary to avoid exceeding their budget allocation and must alert the CFO to any problems at the earliest opportunity.
- B.7 The latest forecast budget position and any virements for approval will be included in the quarterly report to Cabinet.
- B.8 The CFO is responsible for agreeing the system and methodology of all recharges.

Capital Budget Management and Monitoring

- B.9 Relevant approval is required before a project can commence or commit to capital spend. New additions to the capital programme are approved in either the annual capital budget setting report or the quarterly monitoring report; which must be followed by a more detailed ODR.
- B.10 If approval is required outside these times a project specific report will be needed, approved by CFO and relevant Director, in consultation with the relevant Portfolio Holder, unless key decision rules apply. These will then be included in the next quarterly monitoring report. With the exception that Council approval is required for new capital projects funded by more than £1,000,000 general uncommitted reserves.

- B.11 Projects, once approved and included in the capital programme and which can be delivered within the project's approved budget are not subject to further key decision reporting. The only exception is that any project that involves a capital commitment of £1,000,000 or more requires the completion of an ODR for the approval of the relevant Director and CFO in consultation with the Portfolio Holder (Finance & Corporate Services) before a formal commitment is entered into or a contract signed.
- B.12 Any project expecting to exceed its approved budget must identify sources of funding to cover the additional expenditure. Where no additional funding can be identified, a request for additional resources must be made to the CFO by an ODR approved by the relevant Director before the additional spend is committed. The CFO will then determine if additional resources are available and amend the capital programme if required.
- B.13 The CFO will report any significant deviations from expectations for prudential indicators as part of the quarterly financial management reports to Cabinet. The key objectives of the prudential indicators are to ensure that capital investment plans are affordable, prudent and sustainable.
- B.14 The Chief Executive will ensure that the Leadership team monitor and control expenditure against approved budgets and address any problems of overspending or resource re-allocation.

Virements

- B.15 Virement is the transfer of resources from one budget heading to another, including any earmarked reserves.
- B.16 Virement is not permitted from certain budget heads as these impact on the Council's ability to fund non-discretionary expenditure. These excluded heads are as follows, or as may be determined from time to time by the CFO:-
- Depreciation;
 - Corporate Recharges
 - Administration and Building Recharge budgets
- B.17 Directors are responsible for agreeing in-year virements within their Directorate budgets. Proposals for virement between Directorates must be approved by the CFO, up to £100,000, Chief Executive, £100,000 to £250,000, Portfolio Holder (Finance & Corporate Services), £250,000 to £500,000. Proposals for virement between Directorates above £500,000 must be approved by Cabinet.
- B.18 Directors cannot agree virements within their Directorate for budgets funded by:-
- Corporate Capital Resources including prudential borrowing;
 - Earmarked Reserves

Fees and Charges Approval

- B.19 At the annual budget meeting Council will approve all discretionary fees & charges for the forthcoming financial year as proposed by Cabinet.. The proposals will be based on advice from the CFO taking into consideration inflation, market forces and the Council's overall financial position.

- B.20 Any new fees and charges proposed within the financial year will be approved by Cabinet.
- B.21 Some fees and charges are set by legislation and therefore the above paragraphs (B.18 and B.19) do not apply.
- B.22 Any changes not covered by the above paragraphs will be approved by the CFO and reported to Cabinet in the quarterly monitoring report.

Treatment of Year-End Under/Overspends

- B.23 Any under / overspend at the year-end on the Directorate revenue budget will not be carried forward to the following financial year. Cabinet will approve budget carry forward requests, taking advice from the CFO and Chief Executive.
- B.24 Where a Directorate is forecasting an overspend outturn position, alternative resources should be identified and/or budget virements actioned to mitigate the adverse financial position

FINANCIAL PROCEDURE RULE C:

RISK MANAGEMENT AND CONTROL OF RESOURCES

INTRODUCTION

- C.1 It is essential that robust, integrated systems are developed and maintained for identifying and evaluating all significant strategic and operational risks to the Council. This should include the ongoing pro-active participation of all those associated with planning and delivering services.

RISK MANAGEMENT

- C.2 Cabinet is responsible for approving the Council's risk management policy and to promote a culture of risk management awareness throughout the Council, which is monitored by the Audit Committee.

INSURANCE

- C.3 The CFO is responsible for ensuring that proper insurance exists where appropriate. Directors are responsible for updating and approving insurance schedules for the CFO. Directors are also responsible for providing timely and accurate information to the CFO in relation to any insurance claims. The CFO is responsible for advising the Cabinet on proper insurance cover where appropriate.

INTERNAL CONTROL

- C.4 'Internal control' refers to the systems of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and that the Council's assets and interests are safeguarded.
- C.5 Directors are responsible for maintaining adequate internal control arrangements in their service areas. The CFO is responsible for the Internal Audit function and to advice on the Council's internal control arrangements.
- C.6 The CFO is responsible for establishing arrangements for the ongoing and regular review, assessment and assurance on the effectiveness of the Council's internal control arrangements and for annually preparing an Annual Governance Statement to the requirements of the Accounts and Audit Regulations 2003 (as amended).
- C.7 It is the responsibility of Directors to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial and service performance targets.

AUDIT REQUIREMENTS

- C.8 The Accounts and Audit Regulations 2010 require every local authority to maintain an adequate and effective internal audit of its accounts and supporting systems. The Council's internal audit function will fulfil this requirement, and will do so in accordance with the approved Audit Charter and the C.I.P.F.A. Code of Practice for Internal Audit in Local Government. These require:

- that internal auditors are given access at all reasonable times for requests to access premises, personnel, documents and assets that the auditors consider necessary for the discharge of their official duties.
- that auditors are provided with any information and explanations that they seek in the course of their work.
- audit reports and recommendations are responded to within 30 working days.
- that any agreed actions arising from audit recommendations are carried out in a timely and efficient manner.
- that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Head of Internal Audit prior to implementation.

C.9 External Auditors shall be appointed to the Council to conduct, and report on, the external audit of the Council in accordance with the relevant statutory code of audit practice.

C.10 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies that have statutory rights of access.

PREVENTING FRAUD AND CORRUPTION

C.11 Directors co-ordinated by the CFO are responsible for the drafting, submission to Audit Committee and delivery of a suitable effective corporate anti-fraud and anti-corruption policy and relating strategy. This policy and strategy shall be subject to periodic monitoring and updating with the intention of ensuring that the policy remains relevant. Cabinet will receive reports from time to time on the effectiveness of the policy and strategy. Members of staff at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

C.12 Directors must notify the CFO immediately of any suspected fraud, irregularity, improper use or misappropriation of the Council's property or resources. Pending investigation and reporting, the Director, in consultation with the CFO should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration. Directors are responsible for reporting suspected fraud and irregularities to the Police or external agencies, in consultation with the CFO.

ASSET MANAGEMENT

C.13 The Council holds tangible assets in the form of property, vehicles, equipment (e.g. blackberries, computers, mobiles), furniture and other items (e.g. share certificates) worth many millions of pounds. It also makes use of other non-tangible assets such as intellectual property. It is essential to the financial health and well-being of the Council that these assets are safeguarded and used efficiently and effectively in supporting the delivery of Council services. All staff are responsible for safeguarding the assets and information used in their day to day activities.

C.14 The Assistant Director of Legal and Democratic Services shall have the custody of all title deeds under secure arrangements, maintaining a separate register of all such deeds. The Property Officer (responsible for the Council's properties) will maintain an up-to-date register of all Council land and buildings.

C.15 The CFO shall ensure that a full and accurate register of all Council fixed assets is maintained, in accordance with good practice standards and the relevant Codes of

Practice. The Property Officer is responsible for arranging the valuation of all land and buildings as necessary to meet the accounting requirements of the CFO;

C.16 In the absence of any specific conditions or exemptions agreed by Cabinet and these Financial Procedure Rules, the following have authority to undertake a review of property charges. If in each case the revised rent, licence fees, easement or wayleave payment or compensation claim does not exceed £250,000 per annum, the Property Officer may approve. If it is over £250,000 per annum, the approval of Cabinet is required.

C.17 In respect of disposals of land and property:-

- processes followed should be robust and transparent and in accordance with current legislation;
- in all cases of planned disposal of land or property, the Property Officer, the Assistant Director of Legal and Democratic Services and the CFO must be consulted.
- where the estimated disposal value is less than £1,000,000 the Property Officer, having taken financial and legal advice, may arrange for the disposal of land or property;
- where the estimated disposal value of individual property assets is equal to or greater than £1,000,000, a decision of Cabinet is required;
- in respect of disposal at less than Best Consideration where the estimated disposal value would otherwise have been at less than £250,000, the Property Officer may arrange for the disposal of land or property;
- in respect of disposal at less than the Best Consideration that can reasonably be obtained where the estimated disposal value would otherwise have been at or above £250,000, the Property Officer, shall prepare a report to Cabinet, requesting approval to proceed with the disposal in accordance with the relevant legislation (Circular 06/03: Local Government Act 1972 general disposal consent (England) 2003;
- all arrangements for the acquisition and disposal of land and buildings shall be in accordance with Council Asset Management Policy, and be conducted by the Property Officer, including all negotiations and the preparation and certification of valuation certificates;

In respect of the acquisition of land and property:-

- where budget provision for an acquisition exists within the total Council budget, the Property Officer may approve a purchase of land or property.

Leasing Agreements

- C.18 The CFO shall undertake the negotiation of terms for, and authorise the leasing of, any assets for the Council.
- C.19 Directors are responsible for adhering to the terms and conditions for assets (excluding property) in their service acquired under a lease agreement, particularly in relation to wear and tear and residual condition of the asset at the end of the leasing period.
- C.20 Any assets subject to a leasing agreement must not be disposed of without the prior consent of the CFO who shall be responsible for agreeing conditions and terminating the lease.

Inventory

- C.21 Directors are responsible for the care, custody and recording of the stocks, stores and equipment in their respective service areas; ensuring that they are kept securely, protected from loss, theft and damage etc.
- C.22 Directors are responsible for:-
- only holding stocks, stores or equipment that are required to meet their reasonable requirements;
 - maintaining local inventories recording adequate descriptions of all furniture, fittings, equipment, plant and machinery above £500 together with all attractive and portable items below this figure; reviewing annually the stocks, stores or equipment required for their service areas; and
 - review and write-off promptly obsolete items of stocks, stores or equipment.
- C.23 Directors shall provide the CFO with the information in relation to all inventory that is required for accounting, costing and financial records.

TREASURY MANAGEMENT

- C.24 The Council will have due regard to all recognised codes of practice and guidance issued relating to its Treasury Management operations. The Council defines its treasury management activities as:-

"The management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of risks associated with those activities, and the pursuit of optimum performance consistent with those risks."

C.25 The Council will create and maintain the following:-

- a Treasury Management strategy statement, approved by Council, stating the policies and objectives of its treasury management activities;
- suitable treasury management practices, setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities; and
- Treasury Management Prudential Indicators as part of the Council's budget and policy framework.

C.26 The Cabinet will receive regular reports on the treasury management activities which will include as a minimum an annual strategy report in advance of the forthcoming financial year and an annual report detailing the performance of actual activity six months after the financial year.

C.27 This Council delegates responsibility for all decisions, execution and administration of its treasury management activities to the CFO. The CFO will enter into any borrowing, investment and guarantees on behalf of the Council.

FINANCIAL PROCEDURE RULE D:

SYSTEMS AND PROCEDURES

GENERAL

- D.1 The CFO is responsible for the operation of the Council's Enterprise Resource Planning ('ERP') system, the form of accounts and the supporting financial records.
- D.2 Any new or changes to current systems containing financial transactions must be approved by the CFO prior to procurement and/or implementation. The CFO can request changes to be made to Directorate systems, where they do not provide the necessary financial data required. Suitable and appropriate business continuity arrangements should be established, tested and kept up to-date in respect of all important financial systems.
- D.3 Directors must ensure that, where appropriate, computer and other systems are registered in accordance with data protection legislation. Directors must ensure that staff are aware of their responsibilities under Freedom of Information legislation and Regulation of Investigatory Powers Act, and any other Council policies and guidance relating to the use of I.T. systems, or the dissemination of information. Likewise any information system used by Members.

INCOME AND EXPENDITURE

Scheme of Authorisation

- D.4 It is the responsibility of Directors, in consultation with the CFO, to ensure that a proper Scheme of Authorisation has been established within their area that is suitably documented and is operating effectively. The Scheme of Authorisation should identify staff authorised to act on the Director's behalf in income collection and placing orders/raising requisitions and making payments, together with the limits of their authority. These records should be amended promptly where changes in circumstances or personnel take place and reviewed annually to ensure that they are kept up-to-date

Income

- D.5 Directors are responsible for ensuring that all income due to the Council is identified and collected for the services provided by their Directorate. It is preferable to obtain income in advance of supplying goods or services as this improves the Council's cash flow and also avoids the time and cost of administering debts.
- D.6 Directors are responsible for the safeguarding of any income collected prior to banking. All relevant details must be forwarded to the CFO to allocate the income to the correct budgets.
- D.7 Any changes to fees and charges must be in accordance with rule B.18 to B.20.
- D.8 In order to comply with the Money Laundering Regulations 2003 this Council will not accept cash income for the purchase of goods with a value greater than the sterling equivalent of €15,000 (approx. £11,000). This also applies where payment is accepted over a number of instalments and the total value of all instalments exceeds €15,000. If goods are sold exceeding this value, a payment method other than cash is required, for example electronic bank transfer.

D.9 Only the CFO has the legal authority to write-off bad debts and will delegate responsibilities as necessary for smaller items. For larger items, the following arrangements are in place.

- Bad or doubtful debts below £50,000 can be authorised by the CFO;
- The CFO will consult with the Portfolio Holder (Finance & Corporate Services) before authorising the writing-off of debts between £50,000 and £250,000;
- The CFO will consult with Cabinet for the write-off of bad or doubtful debts of £250,000 or over.

Debts written-off over £50,000 will be included in financial management reports to Cabinet.

In all cases, debts will not be written-off unless processes for collection have proved fruitless. All write-offs should be properly recorded and such records retained, with due explanation for non-collection.

Banking Arrangements

D.10 The CFO is responsible for all matters relating to the establishment, varying and closing of bank accounts for the Council and for approving all standing orders, direct debits or other electronic payment methods from the Council's bank accounts. This includes imprest and petty cash accounts and debit/credit cards.

Ordering and Paying for Work, Goods and Services

D.11 The CFO is responsible for approving the form of orders and associated terms and conditions.

D.12 Directors should identify and maintain a list of designated officers to authorise orders.

D.13 Directors should ensure that the following key controls are complied with:-

- goods and services are ordered in accordance with the Contract Procedure Rules (CPRs) and by designated officers;
- designated officers ensure that there is uncommitted budget before placing an order;
- goods and services received are checked to ensure they are in accordance with the order;
- there is proper separation of duties between staff responsible for ordering, receiving, checking works, services and goods and authorising invoices for payment;
- payments should not be made unless goods have been received by the Council to the correct price, quantity and quality standards.
- payments in advance must be avoided except where this is the accepted practice for the type of expenditure involved (e.g. leasing payments, travel or conference facility fees), following advice from the CFO.
- payments are made to the correct person for the correct amount and are properly recorded;
- where payments are made by cheque or electronically these should be made by the CFO;

- appropriate evidence of the transaction and payment documents are retained and stored for the appropriate period as defined by the document retention schedule; and
- expenditure, including V.A.T. is accurately recorded against the appropriate budget and that budgetary provision exists to cover the payment.

PAYMENTS TO EMPLOYEES AND MEMBERS

D.14 The CFO is responsible for all payments of salaries, wages and expenses to staff and members in accordance with approved procedures and rules.

TAXATION

D.15 The CFO is responsible for advising Directors on all taxation issues that affect the Council.

D.16 The CFO is responsible for maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate. Directors shall provide such information, maintain such records and administer taxes in a suitable manner, as the CFO requires, to fulfil these responsibilities.

TRADING ACCOUNTS

D.17 The CFO is responsible for advising Directors and Members on the establishment of trading accounts and the operation of 'contractor' business units.

D.18 Directors are responsible for observing all statutory requirements, including the maintenance of a separate revenue account to which all relevant income is credited and all relevant expenditure, including overhead costs are charged and to produce an annual report in support of the final accounts. Directors must ensure the Council's accounting principles are applied in relation to trading accounts.

FINANCIAL PROCEDURE RULE E:

EXTERNAL ARRANGEMENTS

INTRODUCTION

- E.1 The Council provides a distinctive leadership role for the community and brings together the contributions of the various stakeholders. It must also act to achieve the promotion or improvement of the economic, social, or environmental well-being of its area.
- E.2 All projects involving the voluntary sector must be supported by an appropriate assessment of need, options appraisal, value for money and contain expected outcomes.

PARTNERSHIPS, TRUSTS OR OTHER ORGANISATIONS

- E.3 The Council should be clear about the role and responsibility of officers or members attending or participating in any partnerships, trusts or other organisations as a result of their position within the Council. Cabinet is responsible for approving delegation of financial management arrangements relating to, and specifically, agreeing partnerships. The CFO will create and maintain a register of significant partnerships the Council has representation on and include the representation.
- E.4 The Council representative on any partnership, trust or other organisation must refer all financial decisions to Cabinet, including considering any recommendations that would create a commitment or liability for the Council. Any other specific delegation arrangements in respect of partnerships will be set out in the Scheme of Delegation.
- E.5 The Monitoring Officer is responsible for promoting and maintaining the same high standards of conduct with regard to partnerships that apply throughout the Council and representatives to partnerships should exercise these same high standards. Representatives should not be put under any actual or perceived undue pressure to carry out a particular course of action.
- E.6 The CFO must ensure that accounting arrangements to be adopted relating to partnerships, joint operations and joint ventures are satisfactory. Directors must also consider any overall corporate governance issues and shall take account of any legal issues when arranging contracts with external bodies. They must ensure that the risks have been fully appraised and brought to the attention of the respective decision-maker before agreements are entered into with partners and other external bodies and that all significant risks are effectively managed and reported upon.
- E.7 All partnership agreements involving the discharge of Council Services and statutory duties by external bodies in exchange for payment shall contain the following clause:-

In order to deliver the Council's statutory responsibilities for internal audit, the CIA shall have all reasonable rights of access to information and persons of the partner body so as to ensure that the Council's internal control arrangements are sound, its financial interests protected and all income due to it and payments made by it can be vouched for and confirmed to be adequate and correct.

- E.8 Directors are responsible for ensuring that appropriate approvals are obtained before any negotiations are concluded in relation to work or partnerships with external bodies, before financial arrangements are made.

EXTERNAL FUNDING

- E.9 Directors are responsible for ensuring that action plans are in place (including exit strategies) for all external funding within the Directorate.
- E.10 The Council may receive external funding after the budget for the year has been approved. Any new grant received in the financial year in excess of £50,000 unless there are conditions attached, will be classed as a corporate resource unless a business plan prepared by the relevant Director, in consultation with the relevant portfolio holder for Finance & Corporate Services, is approved by the Management Team within reasonable timescales agreed with the CFO.
- E.11 The CFO in consultation with the respective Director, is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts. Directors are responsible for informing the CFO, promptly, about such funding and of any subsequent modifications to timing and amounts of anticipated funding.
- E.12 Where the income is receivable against a grant claim, the respective Director is responsible for producing the grant claim and shall provide sufficient information to enable the claim to be signed by the CFO where it is appropriate.

WORK FOR THIRD PARTIES

- E.13 Current legislation enables the Council to provide a range of services to other bodies e.g. shared services, joint ventures. Cabinet are responsible for approving the contractual arrangements for work undertaken on behalf of third parties or external bodies where the value of the contractual commitment exceeds £250,000 in value. Where the value of such work is below £250,000 the responsible Director may approve such work, in consultation with the CFO. In all cases consideration must be given to the financial, legal, risk and human resources implications of such arrangements both in the short and longer term.

GRANTS TO OUTSIDE BODIES

– WHERE THE COUNCIL IS NOT ACTING AS AN ACCOUNTABLE BODY

- E.14 The approval of Cabinet is required for all grants and annual assistance to external bodies with a financial value of £50,000 or more with the exception of Academies, VA schools for capital projects and joint arrangements under sections 75 and 76 of the National Health Service Act 2006. Where the value in total per annum to any one body is below £50,000 the respective Directors may approve such assistance subject to other requirements of these financial procedure rules and related guidance and this approval being formally recorded.
- E.15 Irrespective of where approval responsibility rests, the relevant Director must ensure the Council's interests are protected at all times and must be in a position to provide assurance that the following requirements have been met or will be met before any grant or other assistance is actually made:
- the receiving body has been properly identified with suitable lead parties, its work/purpose is identified, and are bona fide, with suitable trust documents or Constitution;

- any conflicts of interest have been declared and properly managed;
- any risks to such agreements and the Council's interests are being adequately and appropriately managed on a continuous basis;
- it will be possible to confirm the proper use of the Council's assistance, including the purpose and outcomes, which contribute to the delivery of Council services or achievement of Council goals;
- arrangements for the repayment of any loan have been made;
- arrangements to gain repayment/recovery for the value of the assistance are in place in the event of default by the recipient, including taking security of assets where appropriate;
- appropriate monitoring and performance arrangements, commensurate with the value of grant, are to be set in place to ensure the predetermined expected outcomes and performance of the external organisation are being satisfactorily achieved;
- arrangements are set in place whereby the recipient will produce his/her financial accounts to a representative of the council so that they can confirm the proper use of the grant/assisted sum and the recording of its receipt in the proper accounts of the body;
- the recipient will provide evidence to the Council demonstrating the proper accounting for and use by the recipient of the assistance, including, for assistance over £5,000 in value, a copy of the annual accounts of the body, access to other accounting records as is deemed necessary and the CFO and representative of the Council are given rights supporting such access to information, documents and evidence;
- a formal legally binding agreement is in place between the Council and the body covering the above conditions relating to the use of the grant or other assistance;
- for grants in excess of £10,000, arrangements should be made to monitor the financial status of the recipient in order to ensure that the Council is not providing assistance to a body that is to, or is likely to, terminate for financial reasons and hence be unable to fulfil the purpose for which assistance is being given.

E.16 Full records shall be maintained of all grants and related applications for assistance; they should identify members of staff or members involved in the processing of applications and grants should record the date of approval of any grant or other assistance, together with other relevant transaction information.

GRANTS TO OUTSIDE BODIES

- WHERE THE COUNCIL IS ACTING AS THE ACCOUNTABLE BODY

E.17 Where grants are given and the Council is acting as a funding conduit or accountable body for a particular grant stream it is equally important that the interests of both the Council and funding body are protected and that the use of such funds does add value to and benefit the local Doncaster community. It is the responsibility of the administering Director to ensure that:-

- Grants are actually used for the intended purpose;
- Grant outcomes are achieved;

- Assets related to such grants can be accounted for;
- All related expenditure is correctly accounted for;
- That the details highlighted in E.15 above are adequately covered;
- Spending and scheme target attainment is adequately monitored; and
- Action is promptly taken where there are concerns over delivery, accounting, or any other aspects of scheme administration and management. This may require the recovering grant sums or the value of assistance given and assets provided by Doncaster Council.

GLOSSARY

In these Rules, unless the context otherwise requires:-

Asset is any asset including material and intellectual property, but excluding any estate or interest in land and buildings, (i.e. 'Property' as defined by these Rules).

Annual Revenue Budget is the Council's revenue spending plans for the year including the level of Council tax.

Bad debt means any debt that is unable to be collected after all reasonable efforts have been exhausted.

Doubtful debts means any debt that is unlikely to be collected after all reasonable efforts have been exhausted.

Budget is a plan expressed in financial terms.

Budget Framework is the overall budget approved by Council this includes the revenue, capital and HRA budget for the medium-term.

Budget Holder is an officer nominated by a Director as being responsible for managing a defined sum of money (i.e. 'budget').

Capital Programme is the sum of all the Council's individual capital projects.

Capital Project is a project which uses capital resources to build, improve, increase the market value or substantially lengthen the useful life of an asset.

Capital Expenditure is to acquire fixed assets that will be of use for more than one year in which they are acquired and which adds to the Council's tangible assets rather than simply maintaining existing ones.

Council means the Doncaster Council.

Chief Financial Officer (CFO) is appointed by the Council to exercise the powers defined in Section 151 of the Local Government Act 1972. The CFO is designated as the Director of Finance & Corporate Services.

Chief Internal Auditor (CIA) is designated as the Head of Internal Audit. The responsibilities of the CIA are set out in the Code of Governance.

CPR means the Contract Procedure Rules.

Depreciation means the measure of the wearing out, consumption or other reduction, in the economic life of a fixed asset, whether arising from use, passage of time or obsolescence through technological or other changes.

Director means the Chief Executive and those Managers that report direct to the Chief Executive.

Directorate refers to the large departments that make up the Council's management structure.

Earmarked Reserves are funds set aside for a specific purpose.

Executive means the body described in Part 1 of the Constitution.

Finance Manual is the detailed financial guidance which will assist users in the applications of these rules.

Leasing Agreement is a contract for the provision of finance to enable goods or services (but not Property) to be obtained and where ownership in any goods does not necessarily pass to the Council at the end of the contract period.

Officer means any employee of the Council or other authorised agent.

Management Team means the group of executive staff comprising the senior management charged with the execution of strategy.

Medium-term Financial Strategy refers to the overview of the Council's revenue position over the next four year period.

Monitoring Officer (MO) is designated as the Assistant Director Legal and Democratic Services.

Partnership means an arrangement where parties agree to cooperate to advance their mutual interests.

Portfolio Holder is the Councillor who, as a member of the Executive, has primary responsibility for a defined area of service(s).

Property refers to any estate or interest in land or buildings.

Property Officer within these rules refers to the Director of Regeneration and Environment with responsibilities for Property.

Reserves means the accumulation of surpluses, deficits and appropriations over past years.

Revenue is income or expenditure, arising from or spent on, day to day activities and short lived commodities or consumables.

Rules means these Financial Procedure Rules.

Services means the provision by a contractor of any services or similar facilities or works for the Council.

Virement is the transfer of resources between or within approved cost centres for both revenue and capital purposes.

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To the Chair and Members of the FULL COUNCIL

ESTABLISHMENT AND APPOINTMENT OF A REPRESENTATIVE TO THE JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE TO SUPPORT HEALTH SERVICE CHANGES IN SOUTH AND MID YORKSHIRE, BASSETLAW AND NORTH DERBYSHIRE

EXECUTIVE SUMMARY

1. The NHS “Commissioners Working Together” (CWT) require confirmation of whether the Local Authority wishes to take part in the Joint Health Overview and Scrutiny Committee to consider proposed substantial variations in the local health service.
2. There is a statutory duty for NHS bodies to consult with Overview and Scrutiny Committees where it proposes changes to a service. Where changes affect more than one local authority then a joint overview and scrutiny committee is required to be established to consider and respond to the consultation.
3. Establishment of a Joint Scrutiny Committee will also provide the opportunity for a stronger sub-regional voice on related health matters.

EXEMPT REPORT

4. This report does not contain exempt information.

RECOMMENDATIONS

5. That:
 - a. The Authority joins the Joint Health Overview and Scrutiny Committee to support health service changes in South, Mid Yorkshire, Bassetlaw and North Derbyshire;
 - b. Appoints a representative of the Council to serve as a Member of the Joint Health Overview and Scrutiny Committee; and
 - c. Appoints a substitute representative of the Council to serve as a Member of the Joint Health Overview and Scrutiny Committee, subject to substitute arrangements being part of the agreed Joint Health Scrutiny arrangements.
 - d. Approval of the terms of reference of the joint Scrutiny Committee be delegated to OSMC for approval.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

6. The Overview and Scrutiny function has the potential to impact upon all of the council's key objectives by holding decision makers to account. The Overview and Scrutiny of health is an important part of the Government's commitment to place patients at the centre of health services. It is a fundamental way by which democratically elected community leaders may voice the views of their constituents and require local NHS bodies to listen and respond. In this way, local authorities can assist in reducing health inequalities and promoting and supporting health improvement.

BACKGROUND

7. The Commissioners Working Together (CWT) is a collaborative of eight clinical commissioning groups (CCGs) and the NHS England across South and Mid Yorkshire, Bassetlaw and North Derbyshire:
8. The CWT covers a population of around 2.3 million and has a collective budget of £2.8 billion. Within the area, there is a range of community health service providers, more than 300 GP surgeries, three mental health trusts and seven acute hospital trusts.
9. Planning and commissioning on this wider footprint is becoming increasingly urgent as more and more people use NHS services, live longer and the technology to deliver care improves. And, as with all public services, there is a need to ensure that financial resources are used in an effective and efficient manner.
10. The CWT is therefore looking at all services across the footprint - from GP practices, to community, mental health and acute hospital services - and working with a range of people and organisations to plan and commission the best local services possible within the resources available. The CWT's discussions include patients and carers, voluntary sector organisations, local authorities, health and wellbeing boards, NHS providers, strategic clinical networks and the Yorkshire & the Humber Clinical Senate, and the Yorkshire and Humber Academic Health Science Network.
11. The CWT is currently undertaking a strategic review of health and social care in the region, while delivering four work streams identified by the CCGs as part of an earlier scoping exercise in 2013. These four work streams are: cardiovascular disease, children's services, smaller specialties (covering ear, nose and throat; oral maxilla facial; and ophthalmology services) and out of hospital care.
12. It has also started working recently with Macmillan to develop services that support people who are living with and beyond cancer. Over the course of the next few years, the CWT will be putting together proposals to reconfigure these services.

Establishing a Joint Health Scrutiny Committee

13. The CWT is initially planning to consult on substantial changes to two service areas (acute stroke care and children's surgery and anaesthetic services) which will affect people in each local authority area in South, Mid Yorkshire, Bassetlaw and North Derbyshire, in early summer 2016 and the establishment of a joint committee now will facilitate early shared discussions about the process and content of each formal consultation.
14. The eight CCGs and NHS England which make up CWT have formally requested each Local Authority detailed below come together to establish a joint health overview and scrutiny committee:-
 - Barnsley
 - Rotherham
 - Doncaster
 - Wakefield
 - Sheffield
 - Bassetlaw
 - Nottinghamshire County Council
 - Derbyshire County Council
15. Council is asked to consider the appointment of a representative from the Local Authority to serve as a Member of the Joint Health Committee. Full Council is reminded that the Chair of the Health and Adult Social Care Scrutiny Panel was appointed by Full Council as the Authority's current representative to the Joint Overview and Scrutiny Health Committee Yorkshire and Humber.
16. Whilst the terms of reference have not yet been agreed it is suggested that council appoint a substitute to represent the authority in the absence of the nominated person, subject to this being incorporated within any terms of reference or membership requirements.
17. The Joint Health Overview and Scrutiny Committee to Support Health Service Change in South and Mid Yorkshire, Bassetlaw Derbyshire County and Nottinghamshire County will need to be added to the schedule of Council appointments to outside bodies in future years.
18. Work is currently underway to draft the terms of reference for the joint Scrutiny committee. To avoid any delay in establishing the joint committee and ensuring it is up and running, it is recommended that the terms of reference be submitted to the OSMC for approval as there are scheduled meetings during February, March and April where these can be considered. The work of the joint scrutiny committee will be reported back to the Health and Adult Social Care Overview and Scrutiny Committee and OSMC committees as part of their regular work plan updates.

OPTIONS CONSIDERED

19. The Council has the option to join the Joint Scrutiny Committee or not take part in consultation required by the CWT.

REASONS FOR RECOMMENDED OPTION

20. If the Local Authority agrees to join the Joint Health Overview and Scrutiny Committee it would support consultation across South, Mid Yorkshire, Bassetlaw, Nottinghamshire and Derbyshire and enable a Joint Scrutiny process to be in place in the event of proposals for substantial services variation across geographical boundaries. By not participating in the joint Scrutiny arrangements would limit the authorities' opportunity to help shape any final arrangements.

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>The Overview and Scrutiny function has the potential to impact upon all of the council's key objectives by being consulted on proposals by external partners services and reviewing issues outside the remit of the council that have an impact on the residents of the borough.</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>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>Council services are modern and value for money.</p>	

	Working with our partners we will provide strong leadership and governance.	
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RISKS AND ASSUMPTIONS

21. The risk of not joining the Joint Scrutiny Committee would mean non participation in consultation on changes to the NHS that would affect the residents of Doncaster.

LEGAL IMPLICATIONS

22. The Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) allows the setting up of joint scrutiny committees. It also states that the provisions relating to scrutiny committees in the Local Government Act 2000 Act apply to the joint scrutiny committee, so the rules within the Authority's scrutiny procedures rules apply.
22. Terms of reference for the joint Committee will need to be established and agreed.
23. The terms of office of representatives on the Joint Health Committee will be in accordance with the Constitutions of each constituent Authority.

FINANCIAL IMPLICATIONS

24. The cost of supporting the Joint Health Scrutiny Committee for South, Mid Yorkshire, Bassetlaw, Nottinghamshire County and Derbyshire County is anticipated to be minimal at this stage and can be contained within the existing Scrutiny budget.

HUMAN RESOURCES IMPLICATIONS

25. It is the responsibility of the local authorities to administer the joint overview and scrutiny meetings, but details of which are currently being discussed and are yet to be agreed. Bearing in mind the potential resources required, particularly staff time and meeting and administration costs, it is being discussed that meetings be held on a rotational basis between each authority.
26. Additionally, it should be recognised, the issues that progressed when the Joint Health Overview and Scrutiny Committee for Yorkshire and Humber considered the Children's Cardiac Services in Leeds. An unexpected development unfolded which required, for a short period of time, a dedicated resource and ongoing commitment where each Authority was requested to, and agreed to, a one off payment of £1,000 to Leeds City Council to contribute to the additional work being undertaken.

TECHNOLOGY IMPLICATIONS

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

EQUALITY IMPLICATIONS

28. There are no specific equality issues associated with this report. Equality issues will be a key area of consideration by Overview and Scrutiny as the proposals for reshaping services are considered.

CONSULTATION

29. The issue was brought to the attention of the Scrutiny Chairs, Vice Chairs and Mayors meetings where the benefits of joining the joint scrutiny Committee were discussed.
30. Group Leaders have also been made aware of the need to make an appointment and join the Scrutiny Committee.

BACKGROUND PAPERS

31. Letter from Chris Stainforth Accountable Officer NHS Doncaster CCG and Alison Knowles Locality Director NHS England (Yorkshire and the Humber) to Jo Miller Chief Executive Doncaster Council re Formation of Joint Health Overview and Scrutiny Committee for the Commissioner Working Together Programme.

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28th January, 2016

To the Chair and Members of the Council

OVERVIEW AND SCRUTINY UPDATE AND PROGRESS REPORT

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, 2015.

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, 2015.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The Overview and Scrutiny function has the potential to impact upon all of the Council's key objectives by holding decision makers to account, reviewing performance and developing policy. This is achieved through making robust recommendations, monitoring performance of Council and external partners and reviewing issues outside the remit of the Council that have an impact on the residents of the borough. 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 to account, performance review, policy review and development and external scrutiny. The work plans are reviewed at each meeting to ensure they take account of emerging issues that may arise during the course of the year e.g. key decisions and new policy decisions.
6. OSMC comprises of Chairs of Panels to ensure greater co-ordination of activity and covers all areas of Council/partnership/statutory activity (except Health). 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 on important issues identified by OSMC. Work Plans are reviewed at each meeting to ensure they remain relevant and take account of emerging issues. OSMC may also establish ad hoc cross cutting groups to undertake specific work.
8. The Overview and Scrutiny Panels consist of: -
 - **Children and Young People’s Panel** – 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** – considers issues relating to regeneration, economic development, strategic transport and Housing;
 - **Community and Environment** – considers neighbourhood issues, street scene and highways, community safety as well as environmental issues, and
 - **Health and Adult Social Care** – 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 developments in portfolio areas and can effectively manage 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 2015.

Overview and Scrutiny Management Committee

11. **Finance and Improvement** - The Committee has continued to consider the quarterly Finance and Improvement reports focusing on how key areas of overspend and underperformance are being addressed. Question planning sessions have been used prior to these meetings to ensure that there is a more systematic approach to identifying and focusing on key areas of concern. In particular some of the areas discussed in more detail have included Digital Council, PDR Management, overspends in residential care, educational attainment and recycling. For those key areas of underspend or underperformance the Committee has sought assurances on how improvements are being taken forward and are monitoring progress at future meetings.

13. **Pre Decision Scrutiny** – The Committee gave consideration to and forwarded recommendations to the Executive on a number of policy framework documents such as the Corporate Plan, Youth Justice Plan and Statement for Licensing Policy. The Committee also considered the Implementation of removal of subsidies from non-residential social care charges. Whilst recognising this was a specific challenge the Committee expressed the view that when implementing this the removal of subsidies should be equitable and that those people with a lower income should contribute less.
14. **Holding To Account** – To gain a greater understanding of the effectiveness of Council and multi-agency co-ordinated activities, consideration was given to the ongoing work of the Stronger Families Programme as a means of reducing anti-social behaviour and crime, improving school attendance and supporting adults in families into work. Reviewing the Programme’s progress provided an opportunity for the Committee to consider how effectively partnership working was taking place to deliver outcomes and early help strategies to turn around the lives of those families identified through the programme.
15. **Monitoring External Partners** – Members learnt about work being undertaken by Team Doncaster Anti-Poverty Strategy Group such as Anti-Poverty Summits, the Anti-Poverty Strategy Statement signed by Team Doncaster, Task and Finish Groups and also the governance arrangements that are in place. The Committee raised concerns around the range of information available and having the most current data included within the Anti-Poverty Needs Assessment, understanding the implications and effects of welfare reforms and tax credits, Doncaster’s latest position on the Indices of Multiple Deprivation, measuring current levels of debts and finally, the impact of health issues on poverty. The Committee raised its concerns and forwarded recommendations to the Executive. Following the meeting, an all Members Seminar was held which provided an update on available data and outlined the actions being undertaken by Team Doncaster Anti-Poverty Strategy Group.

Future Issues

17. Moving forward into 2016, the Committee will review and respond to the following:-
 - The **Mayor’s Budget Proposals** - The Committee has commenced its discussion on the budget proposals, firstly considering the current position with the 3 year budget for 2015/16 to 16/17. The Committee will be considering the budget in more detail during January and February 2016. As in previous years the Committee will seek to put forward comments and suggestions that will help inform the proposals when they are presented to Council in March 2016. The Committee will consider the extent to which the

proposals are evidence based, support corporate and Borough wide priorities, and capacity and risks around deliverability and implementation.

- **Proposed Devolution Agreement** - The Committee is scheduled to hold an extraordinary meeting on 12th January to consider the proposed devolution agreement between the Sheffield City Region and Government and considered what this will mean for both the City Region and Doncaster.
- **Equality Action Plans** – to be considered at its meeting in April 2016.
- **Quarterly Performance and Improvement Reports** - to continue to monitor the Council’s effectiveness through the quarterly performance and Improvement reports.
- **Panel reviews** – to include “Place Marketing - Development of the Doncaster brand” review (Regeneration and Housing Overview and Scrutiny Panel) and “Children with Disabilities” review (Children and Young People Overview and Scrutiny Panel).

HEALTH AND ADULT SOCIAL CARE PANEL

18. This Panel holds scheduled meetings to ensure it effectively discharges the Council’s Health Scrutiny role. The Panel has undertaken its scrutiny role by considering a number of varied issues including modernisation and peer review, personalisation and direct payment, and challenged the Chair of the Adult Safeguarding Board when considering its Annual Report. When considering promotion of the healthy high street the Panel debated the most and least health promoting businesses on the Borough’s high streets. It was particularly recognised that bookmakers, pubs and bars were highlighted as being least health promoting, but Members stressed that some people use these premises to get warm, have a coffee, have a chat to friends and socialise. In respect of transport Members expressed concern that re-routing buses could leave some communities isolated giving them no other option, or to use local takeaways more often and not keeping appointments with doctors. It was therefore recommended that consideration be given to health impact assessments being undertaken on future major changes to transport provision.
19. **Health and Well-being Board** – The Board continues to undertake its work programme and the Chair and Cabinet Member has extended an invite to the Scrutiny Panel to attend Board meetings and workshops to increase understanding of local and national issues for example In October 2015, there was an Obesity workshop and at the end of February 2016 there will be a workshop on Loneliness. The Chair and Vice Chairs of both the Board and Panel also regularly meet to discuss their relevant work plans.

Regional Health Scrutiny

20. **Joint Health Overview and Scrutiny Committee (Children's Cardiac)** - The Chair has continued to serve as a Member of the Joint Health Overview and Scrutiny Committee for Yorkshire and Humber. In autumn, NHS England approved the proposed model of care, service specification and standards in relation to services for congenital heart disease – as recommended by the CHD Review Team. The review has been formally completed and is now entering the implementation/commissioning phase of the process.

Future Issues

21. **Joint Health Overview and Scrutiny Committee (Support Health Service Change in South and Mid Yorkshire)** – In January, Full Council will be considering whether to join the Mid and South Yorkshire, Nottinghamshire, Derbyshire, Bassetlaw and Hardwick Health Scrutiny Committee to consider substantive variations to Health provision in those areas. The Commissioners Working Together (CWT) is a collaborative of eight clinical commissioning groups (CCGs) and the NHS England across South and Mid Yorkshire, Bassetlaw and North Derbyshire.

REGENERATION AND HOUSING SCRUTINY PANEL

22. The Regeneration and Housing Overview and Scrutiny Panel has focused its work on a "Place Marketing - Development of the Doncaster brand" review. The Review has been split into four elements:-
- Work (Business/Inward Investment/Economy);
 - Play (Tourism, Leisure and Culture, Shopping);
 - Learn (skills – highlight opportunities in Doncaster's students and schools); and
 - Rest (Looking at where we live, general perceptions about living in Doncaster, communities, accessibility and housing).
23. Meetings have involved attendance by representatives including key partners and external organisations relevant to each themed meeting. The meetings have been centred on the same set of questions to ensure continuity and focus. The review is almost complete following which recommendations will be developed for consideration and forwarded to the Executive for consideration.

CHILDREN AND YOUNG PEOPLE SCRUTINY PANEL

24. The Panel's review has focused on what deal children with disabilities are receiving. To undertake the work six meetings and site visits were held. In addition to meeting with Council officers, Members of the Panel met with young people, parents and visited the Councils respite care facility. Recommendations from the review are currently being developed for consideration by the Executive and will include areas relating to actively promoting the service provided by the Children with Disabilities Social Work team, to ensure families receive the most appropriate and cost effective support package.
25. The Panel also holds scheduled meetings and has considered a number of varied issues including School Improvement Inspection Report, Ofsted Action Plan/Main Improvements and Exam Results. An informal meeting was also held to learn more about Early Years and collaborative strategy.
26. The Panel also considered the Doncaster Safeguarding Children Board Annual Report 2014-15 which was presented by the Independent Chair of the Doncaster Safeguarding Children Board. The Panel discussed a number of areas identified within the annual report, in particular, the Strategic Plan Progress, encouraging engagement with head teachers and engaging with partners and those in minority groups. A letter was sent to the Independent Chair outlining these issues and an update on the Business Plan will be provided at the February meeting.
27. Following the establishment of the **Children's Services Trust**, the Panel has continued to meet on a quarterly basis to consider the Trusts performance and general update under the Local Authority's and Children's Services Trust Agreement. As part of these meetings the Panel looked at the Annual Complaints results and has requested an update to be provided on the improvements identified within the report. This and a further performance and general update will be considered at the Panels meeting in February 2016.

Future Issues

28. **Child Sexual Exploitation (CSE)** – Early 2015, the Panel considered the Assurance Report responding to Child Sexual Exploitation (CSE) in Doncaster and in February 2016, the Panel will be updated on this. Members previously expressed a wish to address how the short term Action Plan will be developed to address longer term issues and how children and young people have been involved in discussions to contribute to the CSE Strategy.
29. Other issues on the workplan include:-

- **Children’s Trust performance and general update** under the Local Authority’s and Children’s Services Trust Agreement.
- **Safeguarding Board Annual Report** – update on Business Plan Report.
- **Children’s Trust Annual Complaints** – update on improvements

COMMUNITY AND ENVIRONMENT PANEL

30. As a continuation of its work from last year, the Panel has considered the **Waste Collection contract**, looking at preferred receptacles and the proposed community consultation. There will be a further meeting of the Panel in January 2016 to consider the outcome of the consultation and consider the wider Barnsley Doncaster and Rotherham (BDR) Waste Strategy.
31. **Pre-decision scrutiny** – the Panel considered the proposed installation of solar panels onto Council housing roofs and was supportive of the business case. The Panel wished the Executive to consider a couple of issues including the provision of education to tenants on exactly how they will benefit from the energy generated and when it can be used during the day to ensure value for money was being achieved.

Future Issues

32. Acting in its capacity as the **Crime and Disorder Committee**, the Panel is scheduled to meet in February 2016 to consider a Performance, update on the partnerships priorities, impact of the new local policing plan 6 months on and arrangements and update on addressing issues relating to Novel Psychoactive Substances (NPS) otherwise known as ‘legal highs’.

JOINT OVERVIEW AND SCRUTINY WORKING

33. The Children and Young People and Health and Adult Social Care Panel formed a joint Overview and Scrutiny Panel. Members gave detailed consideration to what was in place through the Council and its partners, to deliver services around Sexual Health. The meeting focused on the effectiveness of signposting these services to young people as well as the value of partnership working. It also provided an opportunity for Members to undertake their role as a corporate parent to look at the services being provided for looked after children. The Panel was pleased to hear about the positive work that was being undertaken, particularly the work of Sexual Health Partnership Group, diagnosis of chlamydia and work around Early Help. Concerns were raised around; quality of signposting and accessibility to services, links and support to voluntary led organisations that work with young people

and finally what resources and capacity were in place to deliver and outcomes for looked after children.

OPTIONS CONSIDERED

34. 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.

REASONS FOR RECOMMENDED OPTION

35. There are no specific recommended options; this report provides an opportunity for Council to consider the activities of OSMC and the standing Panels and the effectiveness of the new arrangements.

IMPACT ON THE COUNCIL'S KEY PRIORITIES

	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 work of Overview a Scrutiny has the potential to have an impact on all the Council's key objectives.</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>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> 	
	Council services are modern and value for money.	
	Working with our partners we will provide strong leadership and governance.	

RISKS AND ASSUMPTIONS

36. 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

37. 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 (The Safer Doncaster Partnership).
38. 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

39. 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

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

TECHNOLOGY IMPLICATIONS

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

EQUALITY IMPLICATIONS

42. 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

43. The Chairs of Overview and Scrutiny Panel have been consulted in respect of feedback on the progress against work plans.

BACKGROUND PAPERS

44. Overview and Scrutiny Work Plan 2015/16 and minutes of Overview and Scrutiny meetings.

REPORT AUTHOR & CONTRIBUTORS

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Roger Harvey
Assistant Director of Legal & Democratic Services

POLICE AND CRIME PANEL 16th October, 2015

Present:-

Barnsley Metropolitan Borough Council
Councillor R. Frost

Doncaster Metropolitan Borough Council
Councillor A. Jones
Councillor C. McGuinness

Rotherham Metropolitan Borough Council
Councillor C. Vines

Sheffield City Council
Councillor J. Campbell
Councillor S. Mair-Richards
Councillor J. Otten

Co-Opted Members
Mr. A. Carter
Mr. Chufungleung

F17. APPOINTMENT OF CHAIR

17.1 Due to the absence of Councillor Bowler (Chair) and Councillor Wallis (Vice-Chair), nominations were sought for the position of Chair for the meeting.

17.2 It was reported that due to the long term sickness of Councillor Bowler, Councillor Sioned Mair-Richards had been appointed by Sheffield City Council as their substitute representative.

Action: (1) That Councillor J. Campbell be appointed Chair for the meeting.

(2) That the Panel's best wishes for a speedy recovery be conveyed to Councillors Bowler and Wallis – Immediate.

(Councillor Campbell in the Chair)

The Panel welcomed Councillor Mair-Richards to her first meeting of the Panel.

F18. QUESTIONS FROM MEMBERS OF THE PUBLIC

18.1 There were no questions from the member of the public present at the meeting.

18.2 No written questions had been received.

F19. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH SEPTEMBER, 2015

19.1 Consideration was given to the minutes of the previous meeting of the South Yorkshire Police and Crime Panel held on 11th September, 2015.

Action: That the minutes of the previous meeting held on 11th September, 2015, be approved for signature by the Chair.

19.2 Arising from Minute No. 11.2, Deborah Fellowes, Scrutiny Manager, reported that the questioner had received a detailed response from Dr. Billings, Police and Crime Commissioner. A summary of the response was as follows:-

“The flag is the rainbow flag which has been an internationally recognised symbol of the Lesbian and Gay community since 1978. Each marked Police vehicle has been displaying a window sticker in the front of the vehicle that can be easily seen by the public for a number of years. It is hoped that by seeing this symbol being openly displayed on the vehicle that will instil confidence in member of the public to made contact and report homophobic incidents. In doing so this will enable South Yorkshire Police to ensure the appropriate support services are offered to those involved”.

Arising from Minute No. 12.4 (visit to Atlas Court), it was noted that the visit would take place on either 23rd or 28th October, 2015.

Action: Deborah Fellowes to finalise arrangements and notify Panel members as soon as possible – Immediate.

Arising from Minute No. 14 (Annual Report), Councillor Vines reported that the Police and Crime Commissioner had agreed to meet residents to discuss anti-social behaviour.

F20. RECRUITMENT OF INDEPENDENT CO-OPTEE

20.1 Deborah Fellowes, Scrutiny Manager, reported on the recruitment process that had taken place for a replacement independent co-opted member to achieve a full complement of Panel members.

20.1 The Police Reform and Social Responsibility Act 2011 required that the Panel, when co-opting members, must ensure that the co-opted members had the skills, knowledge and experience necessary for the Panel to discharge its functions effectively. The majority of candidates were strong contenders for the position but it was felt that the best candidate was Stephen Chufungleung who brought the most appropriate mix of skills and abilities to complement those of the existing Panel members.

Action: That Mr. Stephen Chufungleung be appointed as an independent co-opted member for a term of four years commencing 16th October, 2015, until September, 2019.

Stephen was welcomed to the meeting.

F21. CAPITAL PROGRAMME

21.1 Further to Minute No. 12.6 of the previous meeting, Dr. Billings, Police and Crime Commissioner, presented the 2015/16 Capital Programme which was approved in February, 2015, in the sum of £27.4M with further planned spending of approximately £29M from April, 2017 to March, 2020.

21.2 There were more than sixty schemes included in the Programme the management of which was delegated to the Chief Constable.

21.3 Since the original Programme was approved, there had been further additions as a result of further external funding and an assessment of the position at the end of 2014/15. The revised Capital Programme amounted to £27.5M for 2015/16.

21.4 Officers within the Force had provided forecasts of the anticipated level of spending in the current financial year. The overall forecast Capital outturn amounted to £24.8M, a forecast variation of £2.6M to the end of the year. The majority (£1.7M) was expected to slip into the following financial year. The full detailed position was set out in Appendix A of the report submitted.

21.5 Issues arising from presentation of the report included:-

- The proposed joint provision in Maltby for both the Fire Service and the Police was the start of an excellent collaboration, saving money for both parties and making better use of the building. All was on track with no problems or issues
- The level of borrowing, compared with previous years, was much higher due to the strategy of moving away from using reserve funds and using borrowing given the current low interest rates
- Regular reports were given to the Governance and Assurance Board and a strategic monthly planning meeting both of which considered reports relating to the Capital Programme. Due to the collaboration with Humberside Police, there was a Joint Collaboration Board to bring the infrastructure together particularly around IT projects. The Chief Finance and Commissioning Officer had commissioned an internal audit review to ensure awareness of any potential for slippage given the savings proposals and plans in place. The internal audit report would be available shortly

Action: That the project Capital outturn for 2015/16 be noted.

F22. ENGAGEMENT STRATEGY

22.1 Further to Minute No. 12.2 of the previous meeting, Dr. Billings, Police and Crime Commissioner, presented the Engagement and Communications Strategy which demonstrated how the Office of the Police and Crime Commissioner (OPCC) would engage and communicate with victims and the wider community and stakeholders.

22.2 Communication and engagement with the public and stakeholders was essential in order to understand what the priorities were and to ensure that their views were an integral part of the Police and Crime Commissioner's decision making process. It was also vital to increase public trust and confidence in policing.

22.3 There were numerous ways in which the OPCC currently engaged with the public (as set out in Section 4.3 of the Communications and Engagement Strategy) and would continually strive to seek out new ways of engaging and communicating with many different groups and sections of the community to ensure the processes were as inclusive as possible.

22.4 Throughout the Strategy, it was made clear the commitment to:-

- Be open, accessible, transparent, accountable and responsive
- Gather views and involve the community in setting police and crime priorities and commissioning services
- Inform the community of performance, how they had influenced priorities, how the OPCC held South Yorkshire Police to account and how the public could access services

22.5 A programme of engagement opportunities within the community was being established where members of the public could speak to the Police and Crime Commissioner (PCC) and members of the Engagement Team at a variety of venues. These would be promoted widely within the communities.

22.6 A section of the PCC's website was currently being developed which would provide information on all engagement activity undertaken since the PCC came into office and would then be updated on a weekly basis.

22.7 As part of the statutory duty to hold the Chief Constable to account on South Yorkshire Police's engagement activity with local communities, a full review of PACT (Partners & Communities Together) meetings had taken place. A set of recommendations had been agreed to improve the way the meetings worked and would be rebranded as "Community Safety Meetings" forging closer links with partner organisations to provide a more community-based focus. Work on this was currently ongoing with the Local Policing Teams and engagement with partners to establish the new meetings in the New Year. In those areas where PACT was working well there would be no change to the current format other than the name

change; in other not successful areas the existing PACTs may be merged with other established community meetings.

22.8 Issues arising from presentation of the report included:-

- Although the list of community groups, organisations and individuals the Police and Crime Commissioner had engaged with did not specifically mention an older person's group, almost every group had retired people in attendance. However, the Commissioner would look at engineering an invitation to meetings in that sector
- The OPCC had been kept informed of the progress of the South Yorkshire Devolution Deal but no more than that; the Police did not feature in the Devolution document
- A meeting with the Fire Authority, Fire Chief Officers and the Commissioner to talk about collaboration and efficiencies had been convened prior to the Government announcement of potentially PCCs running the Fire Service and replacing Fire Authorities. The Home Office consultation ran until 23rd October

Action: That the Communication and Engagement Strategy and the Police and Crime Commissioner's commitment to engagement activity be noted.

F23. FINANCE REPORT - OPTIONS FOR REDUNDANCY PAYMENT SCHEMES

24.1 In accordance with Minute No. 13 of the previous meeting, Dr. Billings, Police and Crime Commissioner, presented a report on the Voluntary Enhanced Redundancy Scheme together with details of the redundancy rates.

24.2 Savings and/or additional income of up to £17M had been required in order to balance the 2015/16 budget with a similar amount required for 2016/17. With the majority of the Force costs being employee costs, it was estimated that up to 300 staff posts would be lost over the said period.

24.3 Neither the Force or Commissioner had a budget for redundancy costs, therefore, in order to make the redundancy costs self-financing, the majority of the staff posts to be lost needed to be removed by July, 2015.

24.4 In line with statutory redundancy conditions, the Enhanced Voluntary Redundancy Scheme was only open to employees of the Chief Constable or Police and Crime Commissioner with 2 years' service or over (including those on Fixed Term contracts). The granting of any voluntary enhanced redundancy remained purely at the discretion of the organisation and, therefore, there was no right to severance or early retirement under the scheme.

24.5 The Chief Constable and Police and Crime Commissioner had power, in law, to enhance the statutory redundancy payments of any employee who had 2 or more years relevant service.

24.6 The basis for calculation of a week's pay had been the employee's actual weekly salary without reference to the statutory maximum (£475 per week).

24.7 The number of weeks' service had been enhanced by a factor of 2 subject to a maximum of 60 week's pay.

24.8 The Force had released 25 staff on VER in 2014 and 151 in 2015 costing a total of £3.4M at an average cost of £19,359 per individual. Had the same individuals been made compulsorily redundant it would have cost £3.1M, however, additional costs would have then been incurred due to the length of time compulsory redundancies would have taken to implement. Based on the 176 individuals, compulsory redundancy would have added a further £0.9M salary costs.

24.9 The VER scheme had allowed the Force to achieve the required reductions in staffing levels relatively quickly with no legal challenges.

Issues arising from presentation of the report included:-

- Not everyone who had applied had been successful due to service requirements
- Police Officers could not be made redundant therefore the VER option had only applied to 1 part of the workforce. Service provision had to be managed properly and sensibly

Action: That the report be noted.

F24. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 (contains information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and information relating to the financial affairs of particular persons).

F25. THE FUNDING OF HILLSBOROUGH LEGAL COSTS

23.1 Further to Minute No. 13, Dr. Billings, Police and Crime Commissioner, presented further information on the Police and Crime Commissioner's funding of legal costs relating to the Hillsborough Inquests.

POLICE AND CRIME PANEL - 16/10/15

23.2 The Commissioner was keen to remain neutral throughout and not comment on the inquests' process. The Coroner had issued a directive while the inquest proceedings were active for the purpose of the Contempt of Court Act 1981.

Discussion ensued on the report with a number of issues raised which Dr. Billings and the Office of the Police and Crime Commissioner responded to.

Action: That the report be noted.

Action: That the Panel be kept informed of any further developments.

F26. DATE OF NEXT MEETING

Action: That a further meeting be held on Friday, 27th November, 2015, commencing at 11.00 a.m.

SHEFFIELD CITY REGION COMBINED AUTHORITY

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

MINUTES OF THE MEETING HELD ON 26 OCTOBER 2015

PRESENT:

**Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)
Councillor John Burrows, Chesterfield BC (Vice Chair)**

**Councillor Graham Baxter MBE, North East Derbyshire DC
Councillor Chris Read, Rotherham MBC
Councillor Julie Dore, Sheffield CC
Mayor Ros Jones, Doncaster MBC**

**Ruth Adams, SCR Executive Team
Fiona Boden, SCR Executive Team
James Newman, SCR Local Enterprise Partnership
Huw Bowen, Chesterfield BC
Andrew Frosdick, Monitoring Officer
Stella Manzie CBE, Rotherham MBC
Julie Kenny CBE, Rotherham MBC
John Mothersole, Sheffield CC
Scott Cardwell, Doncaster MBC
Andrew Shirt, Joint Authorities Governance Unit
Andrew Gates, SCR Executive Team
Daniel Swaine, Bolsover DC / NE Derbyshire DC
Neil Taylor, Bassetlaw DC
Martin McCarthy, Deputy Monitoring Officer**

**Apologies for absence were received from Councillor A Syrett, Councillor S Greaves,
Councillor L Rose, B Still, C Tyler and E Walker**

1 APOLOGIES

Members' apologies were noted as above.

2 ANNOUNCEMENTS

No announcements were noted.

3 URGENT ITEMS

The Chair explained that he had agreed to accept one urgent item, namely a paper entitled 'Interim Director General – SYPTE: Employment Situation'. The special circumstances being to allow consideration of the Authority at the earliest opportunity, due to it relating to a staffing situation; noting that it would be unreasonable to delay a decision until the next meeting.

It was agreed that the paper would be taken at item 18 on the agenda and considered in the absence of the public and press.

The Chair also agreed to consider agenda item 11 'Appointment of Executive Director – SYPTE' in the absence of the public and press, due to this report being connected with the urgent item. This report would now be taken at item 19 on today's agenda.

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

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

Item 18 – Interim Director General – SYPTE: Employment Situation; and
Item 19 - Appointment of Executive Director – SYPTE.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed that no agenda items required voting rights to be confirmed by non-constituent Members.

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

Councillor Read declared an interest at agenda item 14 'Skill, Employment and Education Board Update' in relation to a decision of the Board to approve the Skills Capital mandate for RCAT Higher Skills Centre to progress to the outline business case. In the absence of the Leader, this decision would need ratifying by the Combined Authority.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

8 RECEIPT OF PETITIONS/PUBLIC QUESTIONS

No petitions were received.

The Chair informed Members that three questions had been received from Mr Nigel Slack, Sheffield for Democracy.

Mr Slack asked the Combined Authority:

1. At item 10 on the agenda, the background report suggests that all nine Councils in the City Region will be required to endorse this proposed agreement.

Reading the deal itself would suggest that only the Metro Councils, as Constituent Members, are required to agree the deal, particularly that part of the deal concerning the 'Elected Mayor'.

Will the Combined Authority clarify the exact voting requirements for each Council, constituent and non-constituent?

I understand from one of the Senior Civil Servants involved that the 'Cities' Bill which will enable this deal allows that, if one Council opposes this deal, they can be forced to accept the majority decision, but that if two Councils oppose it, the deal fails.

Can the Combined Authority clarify whether this is the case for all nine Councils or just the four Metros?

Councillor Sir Steve Houghton CBE replied:

Under the Bill as drafted, it is the constituent Councils and the Combined Authority who must make a proposal for a Mayoral Order or consent to an Order if made proactively by the Secretary of State. Therefore, the Combined Authority will need to vote on the matter as well as the four South Yorkshire Districts and that means that the issue would arise whether or not the constituent members would want to give voting rights to the non-constituent members. It was explained that this was a matter of discretion, and at this stage, the support of the non-constituent authorities within the Combined Authority when the issue is voted upon would not be required. However, given that the deal is a City Region level deal, the Combined Authority would seek endorsement from all nine members of the Combined Authority.

It was highlighted that the Deal was subject to consultation.

2. Item 10's report also comments on 'consultation'. In Sheffield we have been assured that this will be extensive and detailed, but is unlikely to start before the Autumn Statement/Spending Review.

Can the Combined Authority comment on the detail of the timescale from this point onwards, including length of the consultation period, length of further negotiations and any proposed decision date for individual Councils, and whether their deliberations will be considered by the Combined Authority before a final decision is arrived at?

Councillor Sir Steve Houghton CBE replied:

The Combined Authority would be endorsing the 'heads of terms' document at today's meeting which set out the terms of a proposed agreement between Government and the Leaders of the Sheffield City Region to devolve a range of powers and responsibilities to the Sheffield City Region Combined Authority and a new directly elected mayor, subject to consultation.

It had been agreed that a programme of consultation and engagement within the City Region with local businesses and residents would commence on 16 November for a period of 5 weeks. Throughout January to March 2016, local authorities in the City Region would be formally ratifying the Deal at their Full Council meetings. Formal Combined Authority endorsement would take place during March 2016, with the implementation of the Deal from 1st April 2016.

3. Can the Combined Authority assure the public that the next draft of the 'deal' will be written with less openness to interpretation? Thinking particularly of Paragraph 4* which, as currently drafted suggests a Mayoral veto on Combined Authority voting.

**Paragraph 4 - Proposals for decision by the Combined Authority may be put forward by the Mayor or any Cabinet Member. The Mayor will have one vote as will other voting members. Any questions that are to be decided by the Combined Authority are to be decided by a majority of the members present and voting, subject to that majority including the vote of the Mayor, unless otherwise set out in legislation, or specifically delegated through the Authority's Constitution.*

Councillor Sir Steve Houghton CBE replied:

Yes, I can confirm that the proposed deal document is written in non-technical language and is effectively a 'heads of terms' document, reflecting where we currently are at this point in the process. However, subject to the consultation process any future order would be very precise and would be underpinned by a refreshed constitution.

In relation to paragraph 4, it was confirmed that all the dynamics between the Mayor and the Combined Authority would be subject to further debate and discussion over the forthcoming months. There was certainly no intention to give the Mayor a kind of veto over the Combined Authority's decision making.

9 MINUTES OF THE MEETING HELD ON 14TH SEPTEMBER 2015

RESOLVED – That the minutes of the meeting of the Combined Authority held on 14 September 2015 be agreed as an accurate record of the meeting.

10 DEVOLUTION - ENDORSEMENT OF PROPOSED DEAL DOCUMENT AND NEXT STEPS

A report was presented informing Members that on the 4th September, the Sheffield City Region Combined Authority and Local Enterprise Partnership submitted to Government proposals for an economic Devolution Deal, in line with the deadline for such proposals set by the Chancellor of the Exchequer in the Summer Budget announcements in July 2015.

On 2 October the SCR agreed a proposed Deal for the devolution of powers from Government to the City Region. This represented the next steps forward for the City Region in securing additional devolved powers, freedoms, flexibilities and funding from Government.

Agreement of the proposed Deal was subject to a number of issues, including undertaking public consultation and local authorities ratifying this Agreement.

Members were informed that the next step in progressing the Deal would involve joint working and activity from both the Sheffield City Region and Government. A detailed paper on the implementation would be brought to a future meeting.

RESOLVED - That the Combined Authority endorse the proposed SCR Devolution Deal between the City Region and Government.

11 APPOINTMENT OF EXECUTIVE DIRECTOR - SYPTE

RESOLVED – That Combined Authority Members agreed to consider the Appointment of Executive Director – SYPTE report in the absence of the public and press. Please refer to minute 19.

12 BUSINESS GROWTH EXECUTIVE BOARD UPDATE

A paper was submitted providing Members with a summary of progress and decisions made by the Business Growth Executive Board at their meeting held on 6 October 2015.

Members noted that the Board had focussed its attention on the Growth Hub implementation with a detailed paper being presented by the new Head of Growth Hub setting out key work streams in place and progress on full implementation.

The Board also considered and approved, subject to some recommended changes, the Business Growth section of the Combined Authority's Business Plan for 2015/16.

In addition to the implementation of the Growth Hub, the Board would now consider a wider range of business growth themed activity not currently included within the delivery plan for the Growth Hub.

RESOLVED – That Combined Authority Members noted the update and endorsed the decisions made by the Board.

13 INFRASTRUCTURE EXECUTIVE BOARD UPDATE

A paper was submitted providing Members with a summary of progress made by the Infrastructure Executive Board at their meeting held on 9 October 2015.

Members noted that the final drafting of the SCR Integrated Infrastructure Plan would take place over the next 4 weeks with a view to a designed version being available at the next Combined Authority.

RESOLVED – That Combined Authority Members noted the update.

14 SKILLS, EMPLOYMENT AND EDUCATION BOARD UPDATE

A paper was presented setting out the decisions taken by the Skills, Employment and Education Board held on 10 October 2015.

Members noted the following decisions taken by the Board:

1. Endorsed the latest version of the 2015/16 business plan for Skills Employment and Education.
2. Declined the Vulcan Aviation scheme (VAA) Skills Capital mandate and subject to SCR forward commissioning approach to offer the option to resubmit pending undertaking further work on the bid.
3. Agreed that whilst the ABR process is ongoing, there will be no proactive invitations issued for further Skills Capital bids. However, any bids received as a consequence of earlier invites will be considered in line with the SCR forward commissioning approach.
4. Approved the Enterprise Adviser Pilot outline business case and agree to recommend acceptance of a grant offer letter from the Careers and Enterprise Company for £150,000, subject to the final approval of the SCR CA s151 officer.
5. Approved the decision to approve the Enterprise Adviser Pilot full business case by written procedures.
6. Approved the Skills Bank Pilot / Programme Management outline business case and agree to recommend acceptance of a grant offer letter from the SFA for £2.7m, subject to final approval of the SCR CA s151 officer.
7. Approved the decision to approve the Skills Bank Pilot / Programme Management full business case by written procedures.

The Combined Authority ratified the following decision of the Board, due to Councillor Chris Read declaring an interest:

Approval of the Skills Capital mandate for the Rotherham College of Arts and Technology (RCAT) Higher Skills Centre to progress to the outline business case. Proposed LGF requested £4m (40% of total scheme cost: total LGF available to skills capital from GD1 £18m).

RESOLVED – That the Combined Authority Members noted the update and endorsed the decisions taken by the Board.

15 TRANSPORT EXECUTIVE BOARD UPDATE

A paper was submitted providing Members with a summary of progress and decisions made by the Transport Executive Board (TEB) at their meeting held on 12 October 2015.

Members noted that in relation to governance, the SCR Director of Transport would engage with the LEP Chair to determine a nominee for the vacant LEP seat on the Board.

The Chair of the Transport Committee would be asked to develop options for the structure of the Transport Committee membership and present recommendations to the TEB.

The Board had approved the principle of submitting a low emissions bus bid for vehicles in Sheffield.

Mayor Jones asked if the bid could be widened to encompass the whole of the City Region. It was agreed that the SCR Director of Transport would be tasked to answer this question.

RESOLVED – That Combined Authority Members noted the update and endorsed the decisions taken by the Board.

16 HOUSING EXECUTIVE BOARD UPDATE

Members received a verbal update regarding the progress made and decisions taken by the Housing Executive Board at their meeting held on 7 October 2015.

It was noted that the Board had discussed the draft provisions within the Devolution Deal and the areas that would be of interest to the Board, including potential new borrowing powers for the SCR for non-transport as referenced in the Devolution Agreement and the specific commitment to explore a Housing Investment Fund.

The Board had received a presentation covering housing sites which were ready for development along with an update on the categorisation of priority sites.

The Board had noted the HCA's Quarter 2 performance report, and had provided comments on the draft Integrated Infrastructure Plan.

Furthermore, the Board had agreed to support the submission of a bid to the LGA for acceptance on the One Public Estate Bid Phase 3 programme.

RESOLVED – That the Combined Authority Members noted the update and endorsed the decisions taken by the Board.

17 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That, under Section 100A of the Local Government Act 1972, the public and press 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 1 of Part 1 of Schedule 12A of the Act, and the public interest not to disclose information outweighs the public interest in disclosing it.

18 URGENT ITEM - INTERIM DIRECTOR GENERAL - SYPTE: EMPLOYMENT SITUATION

A paper was presented to address an employment situation of the current Interim Director General of the South Yorkshire Passenger Transport Executive.

RESOLVED – That Combined Authority Members approved the recommendations set out within the report.

19 APPOINTMENT OF EXECUTIVE DIRECTOR - SYPTE

A paper was presented to provide Members with a summary of the recruitment process undertaken, and the proposed appointment of an Executive Director for South Yorkshire Passenger Transport Executive (SYPTE).

RESOLVED – That Combined Authority Members:-

- i) Recommend and endorsed the appointment of Stephen Edwards as the new Executive Director – SYPTE; and
- ii) Acknowledged that a fair and equitable appointment process had been undertaken.

CHAIR

SHEFFIELD CITY REGION COMBINED AUTHORITY

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

MINUTES OF THE MEETING HELD ON 7 DECEMBER 2015

PRESENT:

**Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)
Councillor John Burrows, Chesterfield BC (Vice Chair)**

**Councillor Mary Dooley, Bolsover DC
Councillor Julie Dore, Sheffield CC
Councillor Simon Greaves, Bassetlaw DC
Mayor Ros Jones, Doncaster MBC
Councillor Chris Read, Rotherham MBC
Councillor Lewis Rose OBE, Derbyshire Dales DC**

**James Newman, SCR Local Enterprise Partnership
Ruth Adams, SCR Executive Team
Fiona Boden, Sheffield City Region Executive Team
Huw Bowen, Chesterfield BC
Dorcas Bunton, Derbyshire Dales DC
Andrew Frosdick, Monitoring Officer
Andrew Gates, SCR Executive Team
Justin Homer, Rotherham MBC
Julie Kenny CBE, Rotherham MBC
Anthony May, Nottinghamshire CC
John Mothersole, Sheffield CC
Jo Miller, Doncaster MBC
Ben Still, SCR Executive Team
Daniel Swaine, Bolsover DC / NE Derbyshire DC
Neil Taylor, Bassetlaw DC
Diana Terris, Clerk / Barnsley MBC
Craig Tyler, Joint Authorities Governance Unit
Eugene Walker, S.151 Officer**

Apologies for absence were received from Councillor A Syrett and Councillor G Baxter

1 APOLOGIES

Members apologies were noted as above

2 ANNOUNCEMENTS

None requested.

3 URGENT ITEMS

None requested.

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

None noted.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed that no items required voting to be confirmed on non-constituent Members.

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

None noted.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

Cllr Greaves noted recent announcements regarding the government's study into the future viability of coal powered power stations and, commenting on the 4 power stations located in Bassetlaw (which includes 2 coal powered stations) and sought the CA Leaders support for Bassetlaw leading further work to consider the local implications of any national policy change.

The Leaders noted their support for this work and recognised the importance of considering the implications of policy change to the City region and wider geography.

Mayor Jones asked that power stations' supply chains also be given due consideration as part of the investigation.

It was agreed support Bassetlaw's work on this matter and noted that officers from Bassetlaw would be making contact with the other City Region districts in due course.

8 RECEIPT OF PETITIONS

None received.

9 PUBLIC QUESTIONS

None received.

10 MINUTES OF THE MEETING HELD ON 26TH OCTOBER

RESOLVED - that the minutes of the meeting of the Combined Authority held on 26th October 2015 are agreed to be an accurate record of the meeting.

11 QUARTER 2 REVENUE BUDGET AND CAPITAL PROGRAMME - FINANCIAL AND PERFORMANCE UPDATE

A paper was received to provide a joint overview of financial and performance reporting position for the CA's work streams including the revenue budget and capital programmes, partner activity, and performance summaries.

Detail was provided in the appendices to this paper.

Members were informed that this particular paper represents a working draft of the final report and is intended to provide early sight to inform composition of the final paper

It was noted that the paper provides a joint financial and programme management update at Quarter 2 and highlights continued below profile expenditure across the capital programme, with a forecast outturn underspend of between £23.8M and £28.65M

Members were advised that there are a number of reasons for this situation but are all being addressed by the CA's commitment to ensuring efficient and effective spend through our robust assurance and appraisal processes

It was noted that proposals for advancing other schemes in support of the SEP are being considered as a means of utilising uncommitted cash.

It was reported that the SY Transport budget shows a forecast surplus outturn position of c.£400k due to improved investment income returns and the CA/LEP budget shows a forecast surplus of £155k due to delayed recruitment to vacant posts, recharges into programme activity, and higher than anticipated investment income returns.

It was noted that proposals to help build future capacity for scheme development are to be considered as part of the development of a single pot.

Cllr Greaves requested that future reports more clearly highlight overall spend and variance to projection. E Walker confirmed existing intentions to further refine the formatting of the reports going forward.

RESOLVED, that the Combined Authority Members:

1. Note the revenue budget position at quarter 2

2. Note the capital programme position at quarter 2
3. Note the performance report on the capital programme, and forecast outturn position following programme management refreshes with programme leads
4. Note the financial position of partners and other regional programmes at quarter 2

12 RAIL NORTH

Following on from the September 2014 meeting of the Combined Authority at which it was agreed to become a Member of Rail North Ltd., a paper was received seeking approval from the Combined Authority to enter into the Rail North Members' Agreement.

It was noted that the Members' Agreement is an important part of the governance structure for Rail North Ltd. The other principal agreement is the Partnership Agreement with the Secretary of State, which provides for the joint management of the Northern and TransPennine Express Franchises due to start in April 2016 and for full devolution in the future. The Partnership Agreement was signed in March 2015.

It was noted that the Members' Agreement formalises the interfaces between Rail North Ltd and its 29 Member Authorities. It defines the Governance Structures and how Rail North Ltd will be funded. The Agreement has been prepared following a collaborative process with officers of Member Authorities, and has been subject to a formal consultation. The final text of the Members' Agreement was agreed by the Board of Rail North Ltd in October 2015 and each Member Authority now needs to formally agree to enter into this Agreement.

Regarding financial implications, Members were advised that the total annual subscription for all 29 Members is £36,000. This is divided among partners based on a previously agreed metric based on rail passenger numbers. Currently the SCR has 7.8% of this metric. For 2015/16 and 2016/17 the SCR contribution to the annual subscription will be £2,800, which can be met from the existing budget.

RESOLVED, that the Combined Authority approves entering into the Rail North Members' Agreement.

13 TRANSPORT FOR THE NORTH

A report was received to provide an update to the Combined Authority on the progress of the Transport for the North (TfN) project.

Regarding the publication of the interim report of the Trans-Pennine Tunnel Strategic Study and the suggestion that a new road link between Sheffield and Manchester would be technically and operationally feasible to construct; Cllr Rose informed Members that this finding had not been well received by the National Park Authority. Cllr Dore noted that the Peak Park and other organisations' feedback to the consultation had been taken into consideration and suggested this would be a

difficult decision somewhat brought to the fore as other potential solutions have already been deemed un-environmental.

RESOLVED, that the Combined Authority Members:

1. Note the appointment of the TfN Independent Chair.
2. Note the publication of the TfN Autumn Report.
3. Note the implications of the Spending Review on the TfN Programme.
4. Note the publication of the Trans-Pennine Tunnel Study

14 SUMMARY REPORT - BUSINESS GROWTH EXECUTIVE BOARD

The Summary report from the SCR Business Growth Executive Board was received.

The Resolutions made by the Board were duly noted.

15 SUMMARY REPORT - HOUSING EXECUTIVE BOARD

The Summary report from the SCR Business Growth Executive Board was received.

The Resolutions made by the Board were duly noted.

16 SUMMARY REPORT - SKILLS EXECUTIVE BOARD

The Summary report from the SCR Business Growth Executive Board was received.

The Resolutions made by the Board were duly noted.

17 SUMMARY REPORT AND BUSINESS PLAN - TRANSPORT EXECUTIVE BOARD

The Summary report from the SCR Transport Executive Board was received.

Members were also presented with the draft Transport Executive Board Business Plan for 2015/16

Members were advised that the production process for 2016/17 (and beyond) Business Plans for all Executive Boards, and also a corporate business plan for the CA, had commenced. Drafts will be brought before the CA in due course.

The Resolutions made by the Board were duly noted.

18 SUMMARY REPORT - INFRASTRUCTURE EXECUTIVE BOARD

The Summary report from the SCR Infrastructure Executive Board was received.

The Resolutions made by the Board were duly noted.

19 SOCIAL INCLUSION AND EQUALITIES ADVISORY BOARD

Members were presented with an update on the cross-cutting work being undertaken to support the SCRIP around social inclusion and equalities, led by the Social Inclusion and Equalities Board (Chaired by LEP member Deborah Egan OBE).

Members requested confirmation of the Board's membership.

Action: R Adams to supply

It was requested that the Board adopt an alternate reporting template to provide a distinction from the decision making Executive Boards.

RESOLVED, that the update be noted.

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

30 NOVEMBER 2015

PRESENT: Councillor J Andrews BEM (Chair)
Councillor A Atkin (Vice-Chair)
Councillors: S Ayris, A Buckley, A Cave, G Furniss, P Haith,
E Hughes, R Munn and C Ransome

CFO J Courtney, DCFO J Roberts, ACFO M Blunden, S Howe
and M Wright (South Yorkshire Fire & Rescue Service)

A Frosdick, J Bell, F Foster, M McCarthy, L Noble and
M McCoole (BMBC)

Apologies for absence were received from Councillor
S M Richards, Councillor J Satur and B Sandy

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 Item 17 entitled ‘Disposal of Sites’ be considered in the
absence of the public and press.

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

None.

6 REPORTS BY MEMBERS

In her capacity as Lead Member for Equality and Inclusion, Councillor Cave had attended a meeting with the officers from the Service on 22 October, to discuss concerns that the Fire Authority’s momentum around equality and inclusion would slip following the dissolution of the Workforce and Organisational Board in September, and also to ensure that the Fire Authority continued to be compliant with the Equality Duty. Councillor Cave had received reassurance that the Authority was compliant in terms of the legislation. From spring 2016 an annual report would be produced which would cover legal requirements and what the Service had been doing to meet its equality and inclusion objectives. Externally,

equality and inclusion was managed within Prevention and Protection and reported via the Stakeholder Engagement Board (SEB); links between the FRA and SEB in terms of reporting needed to be strengthened. Members had expressed concerns as to how equality and inclusion would be monitored, and this could be reported to the Fire Authority within the People Strategy. A brief session would be held at the conclusion of the Fire Authority Meeting on 4 January 2016 to discuss how equality and inclusion would be reported in the future. Additionally, it was important that Members had access to learning and development on the subject. Councillor Cave confirmed that an awareness session for new Members would be held in the New Year.

Councillor Atkin gave thanks to the staff at the Lifewise Centre, for the recent update on the Service's strategies to keep people safe in the home. He had also attended the opening of the Dementia Café at Adwick Fire Station last week. Councillor Atkin thanked everyone involved in project, and in particular the volunteers, and he looked forward to this being rolled out into community rooms across the County.

Councillor Ransome had attended the Doncaster School for the Deaf with Councillors Atkin and Munn for an SSCR cheque presentation. She encouraged Members to visit the school.

Councillor Haith had attended the opening of the Stocksbridge First Responder, where she had spoken to firefighters. She had also visited Thorne Fire Station where she had listened to CPC concerns, in particular gaining entry into properties when YAS had not provided backup, together with concerns that the black fleece jackets did not match the navy uniforms. Councillor Haith gave thanks to S Helps and A Thompson for her visit to the Lifewise Centre in relation to the initiatives with DMBC with the Health and Wellbeing Board and working with SYFR.

Councillor Hughes gave thanks to Thorne Fire Station, following her recent visit where she had watched a training demonstration. She also gave thanks to the organisers following her recent visit to the Emergency Fire Services Museum.

Councillor Buckley referred to the recent Scrutiny Board meeting where a presentation on outcome based accountability and home safety checks had been received; the presentation would be scheduled for a future Fire Authority meeting, and a copy would be forwarded onto all Members together with a key issues paper. The Scrutiny Board had recommended that CPC be removed as a standing agenda item, to be revisited upon the conclusion of the building works.

Councillor Cave referred to a visit with Councillor Andrews to the Lifewise Centre. There is an issue with some Barnsley schools not taking up the offer to visit, but she and Councillor Andrews would liaise with the necessary officers within Barnsley MBC.

Councillor Andrews commented that the Lifewise Centre was free of charge, but some schools could not attend due to travel costs. Members noted that S Helps and ACFO Blunden were working to include the NHS element within the Lifewise Centre, which would provide a wrap-around service for Year 6 children.

Councillor Munn, in his capacity as Business Continuity Lead Member, had met with the Emergency Planning Officer who had assured him that all appropriate measures were in place. He had also visited the National Emergency Services Museum, an SSCR cheque presentation at the Da Hood Boxing Club, a visit to the Doncaster Deaf School and the Lifewise Centre.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 19 OCTOBER 2015

Councillor Haith enquired how negotiations were progressing in relation to the aerial appliance at Doncaster.

DCFO Roberts commented that this would be implemented in line with the IRMP, as it had not been possible to reach an outcome between the Service and the FBU.

Councillor Hughes commented that she had not received statistical data around the use of the aerial appliance in the last 5 years for South Yorkshire, and in particular Doncaster. ACFO Blunden commented that he would email the information onto Councillor Hughes today.

Councillor Hughes had recently re-visited the Control Room to follow up on a number of issues previously raised. Staff had indicated that, on occasions, the whole system had closed down for 20 minute periods.

DCFO Roberts commented that the issue in relation to the computer system for emergency and non-emergency telephone calls had now been resolved. A system was in place for WYFR to automatically receive SYFR's calls if the system closed down. The Service continued to apply pressure onto Systel, the system provider, to ensure that improvements were continuously made. A number of other Fire and Rescue Authorities used the Systel system which included West Yorkshire, Leicestershire, Nottinghamshire and Derbyshire, and tenders had been put out for North Wales, Scotland and Essex.

Councillor Andrews queried whether any problems had been encountered with Systel at West Yorkshire, Leicestershire, Nottinghamshire and Derbyshire Fire and Rescue Services.

DCFO Roberts reported that the system was bespoke for each individual Fire and Rescue Service but, generally, every Service had encountered the same problems as South Yorkshire.

RESOLVED – That the minutes of the Authority meeting held on 19 October 2015 be agreed and signed by the Chair as a correct record.

10 FINANCIAL IMPLICATIONS RELATING TO FUTURE CONTINGENCY ARRANGEMENTS

A report of the Chief Fire Officer and Chief Executive was submitted following a request from Members at the last Fire Authority meeting to be provided with further details and costing in relation to options 3 and 4 of the future arrangements for contingency. The report highlighted the costs of both options based on the current contingency establishment and any potential risks associated with those options.

RESOLVED – That Members agreed:-

- i) To option 4 of the future arrangements for contingency.
- ii) A letter be sent on behalf of the Fire Authority to the Fire Minister to urge a resolution to the pensions dispute.

11 ANNUAL REPORT FOR 2014/15

A report of the Chief Fire Officer and Chief Executive and Clerk was submitted to present Members with the South Yorkshire Fire and Rescue Annual Report for 2014/15.

DCFO Roberts commented that it was a priority for Fire and Rescue Authorities, under the Fire and Rescue National Framework for England, to be accountable to communities for the service that they provided, which included transparency, accountability and scrutiny arrangements. It was necessary for all Fire and Rescue Authorities to publish an Integrated Risk Management Plan (IRMP) and an Annual Statement of Assurance to help meet those expectations.

Members noted that the Annual Report, which detailed its performance and achievements over the past year, would be available on the South Yorkshire Fire and Rescue's website.

DCFO Roberts commented that the Service endeavoured to engage with as many partners agencies as possible; national data had been received from the Department of Work and Pensions for people over the age of 65, which was the most vulnerable age group. A data sharing inventory was being produced to collate all sources of data received.

Councillor Ayris queried why the review of the Emergency Call Management Performance systems had not yet been implemented, due to issues with the new system.

DCFO Roberts referred to problems encountered in transferring information from the system onto the analysts. Progress was being made to resolve the issue.

Councillor Haith expressed concern at the increased number of fire deaths and injuries in 2014/15 in comparison to 2013/14.

CFO Courtney commented that this had resulted from an unfortunate incident earlier in the year that had resulted in 5 fatalities which had significantly impacted on the 2014/15 figures.

Councillor Furniss welcomed a discussion with the Service and SY Police in relation to the high volume of vehicle arson incidents in the Fox Hill area of Sheffield; a total of 14 cars had been set alight since January 2015.

DCFO Roberts commented that the Service was engaged in dialogue with SY Police around vehicle arson in this area.

Councillor Atkin suggested that the report be distributed to all elected Members within South Yorkshire. He would convey the message back to RMBC, to indicate the great work undertaken by the Service in such financial difficulties.

RESOLVED – That Members:-

- i) Noted and approved the report.
- ii) Agreed that the report be distributed to all elected Members within South Yorkshire.

12 CONFERENCE REPRESENTATION - LOCAL GOVERNMENT ASSOCIATION (LGA) ANNUAL FIRE CONFERENCE AND EXHIBITION - 8-9 MARCH 2016

A report of the Clerk to the Fire and Rescue Authority was submitted in relation to the Local Government Association (LGA) Annual Fire Conference and Exhibition 2016 on 8-9 March 2016, at the Marriott Hotel, City Centre, Bristol.

M McCarthy commented that Member representation had been sought, and provisional bookings had been made.

RESOLVED – That Members approved representation at the LGA Annual Fire Conference and Exhibition 2016.

13 SEPTEMBER 2015 PROJECTED OUTTURN REPORT

A report of the Chief Fire Officer and Chief Executive and Treasurer was presented to inform Members of the projected revenue and capital spend for the 2015/16 financial year based on the first six months of the year and taking into account other known factors.

Councillor Ayris queried the projected underspend of £100,000 for smoke alarms.

ACFO Blunden commented that 35,000 smoke alarms had been installed during 2010/11, and a greater focus would now be placed upon vulnerable people within the home. This issue had been raised at Scrutiny Board on 26 November.

Councillor Buckley commented that the Home Safety Checks presentation on the outcome-based performance received at the recent Scrutiny Board meeting would be presented to a future Fire Authority meeting.

RESOLVED – That Members noted the report.

14 MEDIUM TERM FINANCIAL STRATEGY

A report of the Treasurer and Chief Fire Officer/Chief Executive was submitted to provide Members with context and assumptions behind the Medium Term Financial Strategy (MTFS) which would form the basis to the Authority's budget setting process for 2016/17 and beyond.

Members noted that it was likely that the report would be updated once the details of the Local Government Settlement were known.

RESOLVED – That Members:-

- i) Noted the information provided within the report.
- ii) Would receive an updated position when the details of the recent Local Government Settlement had been examined.

15 MALTBY UPDATE

M Wright informed Members of the proposal to close Maltby Fire Station, and to relocate into Hellaby Police Station. The project was on target to be opened in the summer of 2016. Kier, the appointed construction partner, would provide a price for the specification agreed by SYFR and SYP.

A report would be presented to the Fire Authority meeting in January 2016, at which point the specification, price and finalised programme would be available.

RESOLVED – That Members noted the verbal update.

16 EQUALITY AND INCLUSION UPDATE

DCFO Roberts informed Members that a report would be presented to a future Fire Authority meeting on the compliance against equality duties and staff profile, together with a refreshed People Strategy.

RESOLVED – That Members noted the verbal update.

17 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 item 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.

18 DISPOSAL OF SITES

A report of the Chief Fire Officer and Chief Executive was submitted to update Members regarding the planned disposal of the three vacated fire stations.

RESOLVED – That Members:-

- i) Confirmed the acceptance of 'Offer B' for Mosborough Fire Station site, subject to the conditions set out in the report.
- ii) Instructed the Head of Asset Management to remarket the sites at Darnall and Mansfield Road by private treaty.

CHAIR

SECTION 41 MEMBER BRIEFING



DECEMBER 2015

Please find below information from your
Section 41 Member representative on South
Yorkshire Fire and Rescue Authority
Cllr Pat Haith



**STRONGER
SAFER
COMMUNITIES
RESERVE**

Boxing club wins fire service funding



Youngsters in the Manor area of Sheffield are fighting fit thanks to fire service funding for their local boxing club.

De Hood boxing club has been awarded funding for equipment and a boxing ring, which will enable the club to expand and take on more young members.

The boxing club began in 2013 with the aim of reducing antisocial behaviour in the area and to give the youngsters a purpose. Within only a few weeks of opening the antisocial figures had been halved.

With 100 current members, the club wants to expand and to increase its numbers to 150.

South Yorkshire Fire & Rescue are to hold

hold regular fire and road safety sessions for the youngsters at the club and will be seen as a role model by many of them.

The project was awarded £7,767 which will provide the equipment which De Hood needs to progress, and provide opportunities for even more youngsters.

The funding comes from the South Yorkshire Fire & Rescue Authority's funding scheme, the Stronger Safer Communities Reserve.

The fund saw dozens of registered charities, community organisations and partner agencies come forward and apply for grants from the £2 million fund, which had been set aside from the Authority's reserves.

Station Manager Steve Wood, at South Yorkshire Fire & Rescue said, *"This new and exciting project will give the young people on the Manor an opportunity to let off steam in this very popular sport. We look forward to visiting the club and offering advice and encouragement, which in turn will benefit the whole community and help to reduce antisocial behaviour in the area."*

De Hood Boxing Club organiser Mark Wilkinson said, *"We are really pleased that our project has won this funding. Our aim is to become one of the main community hubs for children and young people in the Manor area of Sheffield. The project will work in partnership with South Yorkshire Fire & Rescue and South Yorkshire*

and South Yorkshire Police to bring down antisocial behaviour, and for the youngsters something to be proud of in their local community.”

#Safety Circles

Being seen by car drivers and other pedestrians at night is so important to help save lives and prevent accidents. Laura Connell (Rotherham Safety Partnership), Darren Walmsley (Speakup) and Michael Allott (Speakup) have been taking part in a film to show the important things people need to check on their bike to be safe.

Visit this page to read more and watch the film: www.speakup.org.uk/safetycircles

Darren and Michael worked with Laura in the film to highlight the important things to check. This includes things like having good working lights, reflectors, working brakes, good tyres which are pumped up as well as wearing a helmet and bright or reflective clothing. Thanks so much to Michael and Darren for their acting skills and to Laura for being a fantastic presenter and all round good sport for taking on this role! You did a great job.

Fire service recognised for reservists support



The fire service was one of three Sheffield organisations to be recognised as being among the country's leading employers for their support of the Reserve Forces, having been honoured at a special awards ceremony last week as part of the government's Employer Recognition Scheme.

Receiving a certificate signed by the Secretary of State for Defence and the Chief of the Defence Staff, Sheffield City Council, South Yorkshire Fire & Rescue and Chesterfield Special Cylinders received the Silver Employer Recognition Scheme (ERS) award. The three organisations were among only 14 from across the Yorkshire region, out of 500 candidates, which have been successful in winning the award.

SYFR Area Manager Steve Helps, said: *“Reservists are an integral part of the UK Armed Forces and are trained to a high standard. It's right that as an organisation we support reservists with their training and deployment and it's pleasing that we have been picked out in our region as leading the way in this respect.”*

The launch of the Employer Recognition Scheme was a commitment made in the July 2013 White Paper entitled 'Reserves in the Future Force 2020: Valuable and Valued', and takes into account the views of a wide range of companies and industry bodies who championed the value in publicly recognising employers supportive to Reservists.

Reservists in the Yorkshire and Humber areas serve in the Royal Naval Reserve, the Royal Marines, the Army Reserve and the Royal Auxiliary Air Force and can be mobilised wherever needed to work alongside Britain's regular Armed Forces. Reservists are an integral part of the UK Armed Forces and are trained to a high standard.



Did you know you can watch all Authority meetings LIVE?

All Fire Authority meetings are open to the public and are broadcast live on the internet. Visit www.southyorks.gov.uk. You can also view previous meetings.

Whilst viewing the meeting you can contribute comments and debate proceedings with other viewers via CoverItLive or Twitter.

Follow the South Yorkshire Fire and Rescue Authority on Twitter

@syFireAuth



Fire station hosts 'memory cafe' as part of new dementia partnership



A fire station based 'memory cafe' which aims to support the growing numbers of people in South Yorkshire who live with dementia has been officially launched.

Adwick fire station at Quarry Lane, Woodlands hosts the monthly memory cafe as part of a new partnership between South Yorkshire Fire & Rescue 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, like games and health walks.

An Alheimers Society Dementia Support Worker also attends each meeting to give information and support to carers.

Leaders including South Yorkshire Fire Authority Vice Chair Cllr Alan Atkin, Assistant Chief Fire Officer Martin Blunden and Integrated Dementia Lead for Doncaster Clinical Commissioning Group Wayne Goddard were amongst those who attended the launch, alongside carers and their loved ones.

Officers believe the project will benefit the fire service by providing a vital link with one of its key target groups in terms of vulnerability to fire.

They think the partnership also highlights the growing role the fire service can play in promoting health and wellbeing in the communities it serves.

Area Manager Steve Helps, said: "In the last decade, the fire service has helped to make South Yorkshire safer than it has been at any time in its history in terms of house fires and fire related deaths and injuries.

"But we believe we can play a much wider role in terms of tackling some of the big health challenges our country faces in the future. This project is the perfect illustration of that aspiration, where fire service resources are helping to improve the lives of one of the most vulnerable groups in society."

South Yorkshire Fire & Rescue is also a member of the Yorkshire & Humber Dementia Alliance, which is committed to tackling the growing issue of dementia within our communities.

Hundreds of its staff have also signed up to become Dementia Friends- a Government backed initiative which teaches people a little bit more about what it's like to live with dementia, and then turns that understanding into action.

Paul Harrison, Alzheimer's Society Operations Manager for South Yorkshire, said:

"We are delighted to enter into this partnership with the fire service and are grateful to them for hosting the Memory Café in their premises – it is certainly one of our more unusual locations.

"Alzheimer's Society research has shown that people living with dementia thrive better if they can continue to live in their own homes for as long as possible, but they can be very vulnerable to risks in the home including fire. Working with the South Yorkshire Fire & Rescue is a vital part of creating supportive dementia friendly communities and improving both safety and wellbeing of people living with dementia and their carers in the area"

South Yorkshire Fire & Rescue has community rooms available at many of its fire stations across the county which are available to use, free of charge, to a variety of charities and community organisations.

For more information, visit <http://www.syfire.gov.uk/contact/book-a-community-room/>

Safe and Well



The new SYFR Safe & Well Scheme has been developed and will replace the current way SYFR manage referral partnerships. The aim of the scheme is to improve the safety and wellbeing of members of our community by developing referral partnerships with local organisations to improve the targeting, identification and risk management of vulnerable and excluded members of the community who may experience an increased risk of fire.

The initiative will focus on developing referral partnerships with organisations who work with high risk groups. However, the scheme also puts a strong emphasis on promoting inclusion within our communities by targeting organisations who work with minority and excluded community groups, in particular BME and Faith and Belief communities, the Homeless community, refugees and asylum seekers, new arrivals and hoarders. The Scheme is due to launch on November 30th

Princes Trust 12 week Programme

The Prince's Trust "Team Barnsley" programme is a 12 week personal development programme which begins with team building activities, including a week at a residential activity centre, followed by teamwork on real projects in the Barnsley community as well as individual work placements. Young people who are aged 16 to 25 and unemployed are eligible for the project. Throughout the programme, young people will experience a sense of achievement which will inspire them to move forward with new confidence and ambition. They will develop a sense of purpose through the camaraderie of working in a team, as well as new friendships. This involvement will allow the young people of Barnsley space to reconsider where they are going in their lives. We aim to run three Team Barnsley programmes over a period of 12 months. Funding would be required for one year and from the second year we envisage that the project would be self financed. Following the initial twelve month period, we hope to expand the project to the wider community of South Yorkshire.

The benefits will be enormous. Three in four people on Team Programmes nationally progress to a job or re-enter education within three months of completing the programme. Team members will be able to gain nationally recognised accreditation for their work. Young people will begin to recognise their skills and uncover previously hidden talents. Confidence and motivation will be boosted. Personal skills, such as communication and teamwork will improve and community awareness will be changed as a sense of responsibility develops.

Outcomes: The Team Barnsley programme will re-engage young people. Completing the programme activities will build a sense of achievement through which the young people will develop their confidence, motivation and skills and thereby increase their employability. Young people will be encouraged and helped to find employment, enter education or training, or access any specialist help they may require on completion of the programme. They will also be supported to achieve nationally recognised qualifications and other certificates for the skills developed. Key outcomes are:

Positive outcomes – numbers of young people entering employment, education, training, volunteering or apprenticeships.

Qualifications awarded.

Skills developed: Communication (including presentations and assertiveness), working with others (including tolerance), setting and achieving goals (including problem solving, planning and organising), confidence (self esteem and self worth), managing feelings, reliability (including time keeping and taking responsibility), job search skills, money management and leadership skills.

All the young people will be enrolled as learners with Barnsley College and will be registered to take their qualification. The Prince's Trust certificate and award in Employment, teamwork and Community Skills at Entry Level 3, Level 1 and 2 consists of the following units: Career Planning, Community Project, Presentation Skills, Teamwork, Work Experience, Planning for Progression and Supporting Others. The young people will receive support with literacy, language, numeracy and digital literacy skills during the programme. They will also be able to obtain additional certificates such as Basic Food Hygiene, First Aid and Manual Handling. A Prince's Trust certificate will be awarded to all individuals who complete the Team Programme.

Planning permission for shared police and fire station in Maltby

Planners have approved proposals for a joint police and fire station in Maltby.

Maltby fire station will close and Maltby police station will be modified to accommodate fire service vehicles and staff, under the plans approved by Rotherham Council.

The project won Government Transformation Funding of £560,000 last year and will help save both South Yorkshire Police and South Yorkshire Fire & Rescue money by sharing building running costs, enabling funding to be targeted at frontline services.

The move will shift fire service resources around a mile closer to the east side of Rotherham, which traditionally accounts for a greater volume of emergency incidents compared to lower risk areas to the east of Maltby.

It will also improve services by making it easier for police and firefighters to share knowledge, skills and expertise when tackling common issues, like anti-social behaviour and road traffic collisions. In a similar way, it will also help both organisations to reach the most vulnerable members of the community.

SYFR Director of Finance & Resources Beverley Sandy, said: "This move makes perfect sense for us, for the police and for the taxpayer. Instead of having two public buildings, and all the running costs associated with them, we will be able to combine our resources into one facility to provide a more efficient frontline service.

"By working alongside each other under one roof, the move will also benefit both organisations by improving how we work together to solve problems we both face, which can only help to improve the quality of the service we offer to local people."

Dr Alan Billings, South Yorkshire Police and Crime Commissioner said: "We are constantly looking for ways in which to work in collaboration with partners and implement efficiency savings. I welcome this move to bring both emergency services together to serve the community of Maltby."

Kier has been appointed as the main contractor for the project and the final specification will be submitted to the Fire Authority in January, with a view to the new facility opening in later in 2016.

Maltby fire station on High Street is currently home to one full time fire engine. Work to begin making the necessary changes to Maltby police station on Byford Road is expected to begin in the New Year, with a view to the new facility opening in summer 2016.

SOUTH YORKSHIRE PENSIONS AUTHORITY

SPECIAL MEETING

19 NOVEMBER 2015

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: E Butler, B Lodge, K Rodgers, A Sangar,
M Stowe and K Wyatt

Councillors: I Auckland and D Leech (SYPTPF Committee)

Trade Unions: F Tyas (UCATT) and R Askwith (Unison)

Investment Advisors: T Gardener, L Robb (SYPF) and
E Lambert (SYPTPF)

Officers: J Hattersley (Fund Director SYPA), F Foster
(Treasurer), M McCarthy (Deputy Clerk), S Smith (Head of
Investments SYPA), F Bourne (Administration Officer SYPA)
and A Shirt (Senior Democratic Services Officer)

Observers: G Boyington, S Carnell, N Doolan and
J Thompson

Apologies for absence were received from Councillor H Mirfin-
Boukouris, Councillor B Webster, G Warwick and J Bell

1 APOLOGIES

Apologies for absence were noted as above.

2 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.

RESOLVED – That agenda item 4 ‘Government Consultation on LGPS’ be considered
in the absence of the public and press.

3 DECLARATIONS OF INTEREST.

None.

4 GOVERNMENT CONSULTATION ON LGPS

A report of the Fund Director was presented to advise Members that the Government
intended to consult over the pooling of LGPS investments to reduce costs.

Members noted that the Government had issued a clear message that it expected the
Administering Authorities for all 89 LGPS funds in England and Wales to come
forward in the next six months (ahead of the 2016 Budget) with proposals for pooling
their assets.

The Fund Director updated Members on the current issues, and what was so far known about the proposals. It was noted that the Investment Board had given approval for the Fund Director to participate in the research being undertaken by Hymans Robertson, and had given approval for the Board to enter into this providing the costing was circa £10,000. Officers were heavily involved in five of the HR workstreams.

Members agreed a set of criteria which the Authority would regard as its minimum aspiration to be delivered under any pooling solution. The key one was the preservation of internal investment management if possible. Members then considered the various potential investment pooling structures which might deliver these criteria and authorised officers to continue discussions with potential partner funds.

It was agreed that a Special Meeting of the Authority would be called when officers were in a position to firm up the various pooling options and, or when, more information regarding criteria etc. was published by Government.

The Chair thanked Members' and the Investment Advisors' for their contributions.

RESOLVED – That Members agreed in principle the criteria that officers should consider when pursuing discussions with potential partner funds.

CHAIR

SOUTH YORKSHIRE PENSIONS AUTHORITY

3 DECEMBER 2015

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: B Lodge, H Mirfin-Boukouris, K Rodgers,
A Sangar, J Scott, M Stowe and K Wyatt

Trade Unions: N Doolan (Unison), G Warwick (GMB), F Tyas
(UCATT) and R Askwith (Unison)

Officers: G Chapman (Head of Pensions Administration
SYPA), S Smith (Head of Investments SYPA), B Clarkson
(Head of Finance), A Frosdick (Monitoring Officer), F Foster
(Treasurer), M McCarthy (Deputy Clerk) and M McCoole
(Senior Democratic Services Officer) BMBC

Apologies for absence were received from Councillor E Butler,
Councillor B Webster, Councillor J Wood, J Hattersley, J Bell
and R Bywater

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

Members were informed of a petition submitted by Sheffield Climate Alliance for an ethical investment policy.

K Stott from Sheffield Climate Alliance informed Members of the following:-

- Sheffield Climate Alliance was a Sheffield based network of individuals and voluntary community organisations, campaigning locally and nationally for effective climate action, some of whom are also SYPA active members.
- With temperatures set to rise 4 degrees before the end of this century, this was a global emergency; such a temperature rise was not compatible with human civilisation.
- We therefore believe that there is compelling financial and ethical arguments for organisations such as pension funds to radically review investments.
- Morally indefensible to invest in companies that destroy our climate and so leave to our children a world where life, as we know it, is unsustainable.
- Financially irresponsible to invest in such a high risk sector where the assets, experts agree, are currently wildly overstated and where share prices will plummet.
- Mark Carney and many other financial advisors say that business as usual is neither acceptable nor viable.

- Low carbon and ethical portfolios are performing at least as well as other portfolios and coal investments have already brought losses to local authority pension funds.
- We want to see SYPA divest from carbon intensive industries (such as Shell, BP, BHP Billiton) and instead make positive investments, such as building the local South Yorkshire low carbon infrastructure, developing local energy generation and other aspects of the low carbon future.
- **Our petition:-**
- Calls for the Authority 'to implement an ethical investment policy that will divest from fossil fuels and ensure that our money is used to support the creation of a sustainable, healthy, just and fair future for us, our families and the planet as a whole'.
- 143 signatures.
- Mainly from just one lunchtime a month ago at Moorfoot (our resources are limited).
- At least 1 in 3 people we approached were happy to sign.
- Demonstrates that a significant proportion of members want you, the Authority, to take account of their ethical concerns (including divestment from fossil fuels) when investing their pension contributions.
- **What now?**
- The petition should act as a catalyst for further action by the Authority, including:-
- Use the opportunity afforded by the Authority's carbon audit to better align the current portfolio with members' views. By being the change they want to see. By investing in the world they want to leave for future generations.
- Seek legal advice and re-examine the meaning of fiduciary duty in the light of a well-documented threat to human civilisation.
- Reverse the current position on members' ethical concerns and allow them to become a driver for investment policy.
- Canvass the entire membership to ascertain their views about an ethical investment policy (in parallel with a programme of balanced information to inform their decision).
- Continue to build your own knowledge of divestment issues and the options available to pension funds. We, SCA, have offered to co-organise a workshop with you on this topic (in our letter sent to the Investment Board in September). We look forward to working with you on this.

Councillor Ellis acknowledged receipt of the petition and she added that the Authority would provide a response to the Sheffield Climate Alliance.

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 20 'Human Resources – JNC Officers' Job Evaluations'.

Item 21 'Voluntary Retirement – Request to Waive Actuarial Reductions on

Compassionate Grounds'

5 DECLARATIONS OF INTEREST

None.

6 MINUTES OF THE AUTHORITY MEETING HELD ON 1 OCTOBER 2015

RESOLVED – That the minutes of the Authority meeting held on 1 October 2015 be signed by the Chair as a correct record.

7 MINUTES OF THE INVESTMENT BOARD HELD ON 17 SEPTEMBER 2015

RESOLVED – That the minutes of the Investment Board held on 17 September 2015 be noted.

8 MINUTES OF THE JOINT LOCAL PENSION BOARD HELD ON 1 OCTOBER 2015

Members noted the discussion which had taken place in regard to the Constitution, particularly in relation to investment strategies and emphasised again that there was no intention to prevent open dialogue.

RESOLVED – That the minutes of the Joint Local Pension Board held on 1 October 2015 be noted.

9 WORK PROGRAMME

Members were presented with a copy of the cycle of future meetings work programme to 17 March 2016.

Following Councillor Wyatt's suggestion, G Chapman agreed to contact Civica and request copies of their presentation well in advance of the meeting on 14 January 2016.

Councillor Ellis requested that Members be sent additional confirmation of the extraordinary meeting of the Pensions Authority scheduled on Thursday 10 December 2015 at 10am, to discuss the Government's consultation on the LGPS.

RESOLVED – That:-

- i) Members noted the contents of the report.
- ii) Additional confirmation be sent onto Members, for the extraordinary meeting of the Pensions Authority on Thursday 10 December 2015

10 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

Councillor Rodgers commented that DMBC, like many other local authorities, was giving consideration to additional spending cuts following the impact of the spending review.

Councillor Ellis confirmed that this was also the case in RMBC; she had raised with RMBC's Leader, the sustainability of the pension payment coming out of the ever decreasing budget. Councillor Ellis referred to feedback received on the actuarial valuation, which had echoed the Authority's view that matters were progressing, although some independent financial input was expected.

11 ACTUARIAL VALUATION 2016: BACKGROUND INFORMATION

A report of the Fund Director was submitted to advise Members about the findings of recent research conducted by the Institute and Faculty of Actuaries regarding deaths.

Members noted that the Institute and Faculty of Actuaries (IFoA) had suggested that the life expectancy in England and Wales was not improving as expected; more people were expected to die in 2015 than in any other year in the last decade.

RESOLVED – That Members noted the report.

12 GOVERNMENT CONSULTATION ON LGPS POOLING

S Smith informed Members that the criteria had last week been released on the Government Consultation on LGPS pooling. It was noted that a number of meetings would be held prior to the Extraordinary Pensions Authority Meeting scheduled on 10 December 2015, where Members would be fully updated.

RESOLVED – That Members noted the verbal update.

13 LGPS CURRENT ISSUES

The Authority gave consideration to the LGPS paper entitled 'Are you up to date with the current issues?'

RESOLVED – That Members noted the contents of the report.

14 PERFORMANCE SNAPSHOT REPORT 2016/16: Q2

Members were presented with a copy of the Business Planning and Performance Framework's Snapshot Report for 2015/16 Quarter 2.

G Chapman commented that a total of 19313 cases had been processed during the quarter, of which 61.92% were on target. The backlog following UPM implementation still affected the overall performance but 4000 additional cases had been completed in the period and an improvement in performance of 8%. G Chapman was confident that the backlog would return to normal levels by the end of December 2015.

Councillor Wraith complimented staff, on behalf of the Authority, for all of the hard work involved in bringing the workload up to date, and for the continued excellent service provided to members.

RESOLVED – That the contents of the report be noted.

15 AMENDMENTS TO CONTRACT STANDING ORDERS

A report of the Clerk was submitted to seek approval to the proposed amendments to the Authority's Contract Standing Orders.

Members noted that the Authority had last undertaken a comprehensive review of the Authority's Contract Standing Orders in June 2012, where minor changes had been made, which had improved the tender handling process and had taken account of legislative changes.

A Frosdick referred to a number of changes required to the Authority's Contract Standing Orders, to reflect the changes to the roles and responsibilities arising out of changes in officer roles, and he suggested slight increases in thresholds to move quotations to formal tender processes of £25,000 up to £75,000.

A Frosdick requested the Authority's discretion to modify the wording to change the reference to 'Part B services' to 'light touch services', which had not been fully picked up in the changes to the 2015 Regulations.

Councillor Scott requested that A Frosdick gave consideration for reference to be made within the standard procurement items that the Authority would prefer support and give appropriate weighting to a living wage, which would project a positive statement.

RESOLVED – That Members:-

- i) Approved the revised Contract Standing Orders.
- ii) Agreed that an additional amendment be made to the Contract Standing Orders, to change the reference to 'Part B services' to 'light touch services'.
- iii) Noted that A Frosdick would amend the guidance which accompanied the Contract Standing Orders to indicate that the Authority would prefer support for and where permitted, give relevant weighting to the payment of a living wage.

16 REVENUE ESTIMATES 2016/17 - ADMINISTRATION AND INVESTMENT MANAGEMENT EXPENSES

A report of the Treasurer was submitted to consider the Authority's draft revenue estimates for 2016/17 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.

Councillor Ellis commented that the Authority's accommodation costs were in the top quartile across the UK. She suggested that the matter be reviewed to establish whether changes could be made to bring this in line with what might be expected.

RESOLVED – That Members:-

- i) Approved the revised estimates for 2015/16 in the sum of £6,120,000.

- ii) Approved a levy of £504,000 for 2016/17 in accordance with The Levying Bodies (General) Regulations 1992.
- iii) Noted the preliminary forecasts for 2016/17, and to refer the estimates to the District Councils for comment.
- iv) Agreed that accommodation costs for the Pensions Service be reviewed to determine whether they reflected the going market rate.

17 BOARD CHAIRS' REPORT

Councillor Ellis referred to the specialised Authority meetings on pooling arrangements, and it was noted that the Authority was slowly moving to a suitable position. Members would be updated further at the Extraordinary Authority meeting on 10 December.

Councillor Ellis commented that the timetable for the replacement of the Fund Director was progressing as expected. The Pension Fund Annual Meeting had been held on 22 October at Doncaster Racecourse. Members had commented that the venue had been an excellent choice with good acoustics; written questions received prior to the meeting had been incorporated into the general presentations provided. Members noted that the next Pension Fund Annual Meeting would be held in Barnsley.

18 ANNUAL REVIEW OF RISK MANAGEMENT POLICY

A report of the Clerk was submitted to review the Authority's Risk Management Policy and the Corporate Risk Register. Members noted that the current Risk Management Policy had been agreed and last reviewed by the Authority in April 2010.

M McCarthy commented that the Corporate Risk Register had been considered at the recent Corporate Planning and Governance Board meeting. M McCarthy sought Members' approval for a review to be undertaken in collaboration with A Hunt, the Risk and Governance Manager at BMBC, in order to present a series of options or a draft proposal for the Authority moving forwards.

M McCarthy requested Members to disregard the information at paragraph 4.4 of the report.

Councillor Sangar expressed concern in terms of the future changes to the LGPS and the new pensions system; he queried how the Authority could reduce the risk rating from high, given that most of the challenges were uncontrollable.

M McCarthy commented that it was possible to have a significant risk, providing that it was adequately managed and that mitigations were in place to manage it.

Councillor Scott commented that there were too many occasions where several lead officers had been assigned to a risk, rather than having one assigned lead owner; he sought assurance that the Corporate Risk Register linked into the Work Programme.

Councillor Ellis commented that the Work Programme would be revised to reflect the Corporate Risk Register.

A Frosdick added that reference would also be made to the Corporate Risk Register in the Annual Governance Statement.

Councillor Lodge referred to Risk 6 'Introduction of New Pensions Administration System', and he queried when this would move out of the high risk rating.

G Chapman commented that the backlog of work was expected to return to normal levels by the end of year. It was hoped that when Civica attended the Authority Meeting on 14 January 2016, that they would provide Members with assurance of their commitment in making the system more efficient in terms of the bulk jobs undertaken; it was envisaged that the risk rating could then be reduced at that point.

RESOLVED – That Members:-

- i) Noted the Risk Management Policy attached at Appendix A to the report.
- ii) Considered the Corporate Risk Register attached at Appendix B to the report.
- iii) Agreed that a review of the Authority's Risk Management Policy be undertaken in advance of the Annual Meeting, in collaboration with A Hunt, Risk and Governance Manager at BMBC, in order to present a series of options or a draft proposal for the Authority moving forwards.
- iv) The Work Programme be revised to incorporate the work taking place on the Corporate Risk Register.

19 FREEDOM OF INFORMATION ACT 2000: ANNUAL REPORT

A report of the Clerk was presented to provide Members with an update of the Freedom of Information requests.

Members noted that the Authority had responded to all requests within the 20 day limit required by the Act. It had taken approximately 56 hours of officer time to complete the requests, and no charges had been made for retrieving the information, photocopying or postage; there had been no requests for internal reviews and no complaints had been received in relation to any disclosure.

A discussion ensued in relation to FOI requests received from data collecting commercial organisations, the costs of which had not exceeded the threshold.

A Frosdick referred to a Government working party to review the legislations and to determine whether the range of exemptions should be more focused in terms of the reason why the information was requested. A national review process was currently being undertaken following the Act having been enforced for a number of years.

Councillor Ellis commented that the Authority's views in relation to FOI requests received from data collecting commercial organisations, could be included in the response to the Government. If such requests increased, individuals could be made aware of the cost incurred to the Authority.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Agreed that the Authority's views in relation to FOI requests received from data collecting commercial organisations would be included in the response to the Government.

20 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 item 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.

21 VOLUNTARY RETIREMENT - REQUEST TO WAIVE ACTUARIAL REDUCTIONS ON COMPASSIONATE GROUNDS

A report of the Head of Pensions Administration was submitted to seek a decision from Members in relation to a request from an Authority employee to waive actuarial reductions on compassionate grounds upon their voluntary retirement.

RESOLVED – That Members:-

- i) Reviewed the evidence presented by the employee at Appendix A to the report.
- ii) Agreed to waive all actuarial reductions as specified within the report.

22 HUMAN RESOURCES - JNC OFFICERS' JOB EVALUATIONS

A report of the Fund Director was presented to seek Members' views on the proposed amendments to the current salaries of the Service's senior management team.

RESOLVED – That Members:-

- i) Agreed that the current salaries of the senior management team be uplifted to recognise the current roles and market factors. **Councillors Sangar and Scott voted against the decision**
- ii) Would consider an appropriate job title for the current Fund Director.
- iii) Agreed that the Authority considered earmarking monies for leadership and management development in this and future financial years for organisational development and succession planning.

CHAIR

SOUTH YORKSHIRE PENSIONS AUTHORITY

SPECIAL MEETING

10 DECEMBER 2015

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: E Butler, B Lodge, H Mirfin-Boukouris,
K Rodgers, A Sangar, J Scott, M Stowe, J Wood and K Wyatt

Councillors: I Auckland, S Cox, D Leech and B Mordue
(SYPTPF Committee)

Trade Unions: G Warwick (GMB) and F Tyas (UCATT)

Investment Advisors: L Robb and N MacKinnon

Officers: J Hattersley (Fund Director SYPA), S Smith (Head of
Investments SYPA), F Bourne (Administration Officer SYPA),
F Foster (Treasurer), M McCarthy (Deputy Clerk) and A Shirt
(Senior Democratic Services Officer)

LPB Observers: G Boyington and S Ross

Apologies for absence were received from Councillor
B Webster, Councillor M Godfrey, R Askwith, A Frosdick,
J Bell, T Gardener and E Lambert (SYPTPF)

1 APOLOGIES

Apologies for absence were noted as above.

2 ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.

RESOLVED – That agenda item 4 'Government Consultation on LGPS' be considered
in the absence of the public and press.

3 DECLARATIONS OF INTEREST.

None.

4 GOVERNMENT CONSULTATION ON LGPS

A report of the Fund Director was presented to advise Members that the Government
had issued consultation and guidance papers relating to the pooling of LGPS
Investments to reduce costs.

The consultation proposed to revoke and replace the current Local Government
Pension Scheme (Management and Investment of Funds) Regulations 2009 with the
draft regulations set out within the consultation paper. The deadline for initial
responses is 19 February 2016 with refined and completed submissions by 15 July
2016.

The proposals included:

- Removing some of the existing prescribed means of securing a diversified investment strategy and instead placing the onus on authorities to determine the balance of their investments and taking account of risk.
- Introducing safeguards to ensure that the more flexible legislation being proposed is used appropriately and that the guidance on pooling assets is adhered to. This included a suggested power to allow the Secretary of State to intervene in the investment function of an administering authority when necessary.

Members noted that submissions should include a commitment to pooling and a description of their progress towards formalising their arrangements with other authorities. Authorities could choose whether to make individual or joint submissions, or both, at this first stage.

Members reaffirmed that one of their key aspirations to be delivered under any pooling solution, was the preservation of internal investment management, if possible.

Members authorised officers to continue discussions with potential partner funds, as outlined at today's meeting.

RESOLVED – That Members:-

- i) Agreed that the Authority submits both an individual and joint submission to Government's first stage of consultation.
- ii) Endorsed officers to continue discussions with potential partner funds, as outlined at today's meeting.
- iii) Agreed that, at an appropriate time, when the Chair, Vice-Chair, Section 41 Members and the Fund Director are content with the proposed future arrangements, an official announcement is made regarding South Yorkshire Pension Fund's future pooling arrangements.
- iv) Agreed an initial budget of £10,000 for expenses incurred during the discussions relating to pooling.
- v) Requested that a Special Meeting of the Authority be arranged for February 2016 to consider the Authority's draft consultation response to Government.

CHAIR