

# Public Document Pack

**Would you please note that a Group Meeting will be held at 5.00 p.m. 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, Civic Officer Floor 2, Doncaster**

**DATE: Thursday, 15th September, 2016**

**TIME: 6.00 pm**

**Jo Miller  
Chief Executive**

## **BROADCASTING NOTICE**

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Issued on: Wednesday, 7 September 2016

Senior Governance Officer  
for this meeting:

David Taylor  
01302 736712

## ITEMS

1. Apologies for Absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Declarations of Interest, if any.
4. Minutes of the Council Meeting held on 14th July, 2016. 1 - 12
5. To receive any announcements from the Chair of Council, the Mayor, Members of the Cabinet or the Head of Paid Service.
6. Questions from the public in accordance with Council Procedure Rule 13:-

- (a) Question from Mr. A. Foley, 15 Don View, Mexborough, S64 0JE, to the Mayor of Doncaster, Ros Jones:-

“Will DMBC consider a point where financial benefits to the Borough outweigh the negative impact of HS2 Ltd's revised route, if so, what does DMBC consider a fair price for the sacrificing of approximately 250 homes and businesses, years of disruption to an arterial route through the Dearne Valley and the destruction of the environment in Old Denaby, Mexborough and Barnburgh?”

- (b) Question from Mr. P. Douglas, 72 Comelybank Drive, Mexborough, S64 0EP, to the Mayor of Doncaster, Ros Jones:-

“When was Doncaster Council first aware of the route change (as announced by HS2 - David Higgins on 7th July) that meant approx 250 homes would need to be demolished within the Doncaster boundaries?”

- (c) Question from Mrs. R. Ridler, 74 Comelybank Drive, Mexborough, S64 0EP, to the Mayor of Doncaster, Ros Jones:-

“How is DMBC working to stop HS2 affecting the Doncaster area, what assistance will it give local residents if the route is approved in November, or are you just focused on getting a parkway station in the Borough?”

- (d) Question from Mr. M. Huddleston, 42 Comelybank Drive, Mexborough, to the Mayor of Doncaster, Ros Jones:-

“Firstly, I would like to say that we should be pushing to halt the HS2 route as we all agree that it is a complete and utter waste of public money. But we all know that there is a possibility that this will go ahead. So, as a resident at the

Shimmer Estate, I would like to know if the Council has the same powers as Sheffield Council in turning down the new proposed route through Mexborough. Do they have the power to put forward alternative routes that miss out our estate or any other residential housing within the area?"

- (e) Question from Mr. D. Goddard, 16 Benita Avenue, Mexborough, S64 0NB, to the Mayor of Doncaster, Ros Jones:-

"Where exactly does Doncaster Council stand with regard to HS2. Does it a) support all those affected by the route change as announced on 7th July 2016, b) want an additional benefit to the region despite all those constituents affected and blighted, c) oppose HS2 as not required as the capacity and speed can be achieved with no demolitions within the councils boundaries, d) other - (if other please detail)?"

- (f) Question from Mrs. S. Douglas, 72 Comelybank Drive, Mexborough, S64 0EP, to the Mayor of Doncaster, Ros Jones:-

"What practical help can be offered by the Council for those whose blighted homes are to be demolished and also those whose homes are permanently blighted but not to be demolished. For example, could there be a reduction in council taxes for the blighted properties, interest free loans for those in need of monetary assistance, assurances that people whose homes are to be demolished will be able to buy a new home of the same standard including flooring etc and alternative accommodation offered to those in rental properties?"

#### **For Decision**

- |     |   |         |
|-----|---|---------|
| 7.  | Core Annual 'Define & Deliver' Cycle.   | 13 - 28 |
| 8.  | Appointment of Section 151 Officer.   | 29 - 34 |
| 9.  | Appointment of Conservative Councillor Representative to Sheffield City Region Combined Authority's Transport Committee.  | 35 - 38 |
| 10. | To consider the following Motion, written notice of which has been given by the Mayor of Doncaster, Ros Jones and Seconded by Councillor Andy Pickering, in accordance with Council Procedure Rule 16.1:- |         |

"This Council objects to the new proposals for HS2 in the Sheffield City Region, which were announced on 7th July.

When compared to the previous recommended HS2 route and station at Meadowhall, the new proposals put forward by HS2 Ltd will provide fewer train services, reduce job creation, reduce connectivity,

damage the environment and have a devastating impact on communities in our borough, in particular the destruction of over 200 homes in Mexborough and the surrounding areas.

This proposal is bad for local residents, communities, Doncaster and the Sheffield City Region. Doncaster Council therefore calls on the Secretary of State to reject the recommendation.”

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

(i) Question on Notice to the Executive:-

None received for this meeting.

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

**For Information**

12. To receive the Minutes of the following Joint Authorities:-

39 - 146

- A. South Yorkshire Police and Crime Panel held on 4th March, 2016.
- B. Sheffield City Region Combined Authority held on 9th May, 20th June, 27th June and 1st August, 2016.
- C. South Yorkshire Fire and Rescue Authority held on 27th June (Annual) 27th June (Ordinary) and 25th July, 2016 and Section 41 Briefing Notes for June and July, 2016.
- D. South Yorkshire Pensions Authority held on 26th May, 9th June (Annual) 9th June (Ordinary) and 30th June, 2016.

# Agenda Item 4

## DONCASTER METROPOLITAN BOROUGH COUNCIL

### COUNCIL

THURSDAY, 14TH JULY, 2016

A MEETING of the COUNCIL was held at the CIVIC OFFICE on THURSDAY, 14TH JULY, 2016, at 6.00 pm.

#### PRESENT:

Chair - Councillor David Nevett  
Vice-Chair - Councillor George Derx  
Mayor - Ros Jones  
Deputy Mayor - Councillor Glyn Jones

Councillors Nick Allen, Nigel Ball, Iris Beech, Rachael Blake, Phil Cole, John Cooke, Tony Corden, Jane Cox, Steve Cox, Jessie Credland, Linda Curran, Nuala Fennelly, Neil Gethin, Pat Haith, James Hart, John Healy, Rachel Hodson, Charlie Hogarth, Mark Houlbrook, Glyn Jones, Richard A Jones, Ros Jones, Kenneth Keegan, Majid Khan, Jane Kidd, Ted Kitchen, Pat Knight, Chris McGuinness, Sue McGuinness, John McHale, Bill Mordue, Jane Nightingale, Andy Pickering, Cynthia Ransome, Andrea Robinson, Kevin Rodgers, Craig Sahman, Dave Shaw, Alan Smith, Clive Stone, Austen White, Sue Wilkinson and Paul Wray.

#### APOLOGIES:

Apologies for absence were received from Councillors Joe Blackham, Elsie Butler, Bev Chapman, Susan Durant, Sean Gibbons, Eva Hughes, Alan Jones, Sue Knowles, John Mounsey and Jonathan Wood.

19 RECENT DEATHS OF JO COX, MEMBER OF PARLIAMENT FOR BATLEY AND SPEN, FORMER COUNCILLOR GARTH OXBY AND AN OFFICER OF THE COUNCIL, MR COLIN JOY, TOURISM MANAGER

Prior to the commencement of formal business, Elected Members, Officers and members of the public, observed a minute's silence as a mark of respect and remembrance in relation to the recent deaths of Jo Cox, Member of Parliament for Batley and Spenningsdale on 16th June, 2016, former Councillor Garth Oxby and an Officer of the Council, Mr Colin Joy, Tourism Manager, who had recently passed away.

20 DECLARATIONS OF INTEREST, IF ANY

No declarations of interest were made at the meeting.

21 MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 13TH MAY, 2016

RESOLVED that the Minutes of the Annual Council Meeting held on 13th May, 2016, a copy of which had been circulated to each Member, be approved as a correct record and signed by the Chair.

22 TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIR OF COUNCIL, THE MAYOR, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE

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

“John Ellis, a freeman of the Borough, has been awarded the Knight Commanders Medal of the Order of Merit of the Federal Republic of Germany for his efforts to improve employment and training opportunities for young people through his work with the Doncaster Youth Jazz Orchestra and Counterparts in Herten, Germany. This is a very well deserved honour for John and I would like to record our congratulations to him.”

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

“I was shocked and surprised to learn of the significant changes to the HS2 project which were announced last week. The new proposals would save the Government £1billion but my position is clear; people in Doncaster and South Yorkshire must not suffer as a result of this eleventh hour cost-saving exercise.

I have already spoken to the Secretary of State to express our deep concerns and I will be continuing that dialogue with the Government.

I cannot support any proposal which reduces job creation and economic growth forecasts unless alternative growth mechanisms are in place, and I will certainly not back any proposal where people in communities like Mexborough take a hit on jobs, housing, quality of life and future growth without very significant benefits in return.

First in my mind are the people whose homes and communities will be directly affected. I have been speaking to residents and I am working together with local Councillors and MPs, to support them and fight on their behalf.

People have also asked for my views on the overall proposed changes to HS2 in South Yorkshire. In my experience, it is always best to fully understand a proposal and its implications before rushing to welcome it. In terms of the wider issue of regional job creation and economic growth, it is important that we analyse the details. That is what we are now doing. However, some of the initial information does raise concern. For example, under the previous proposal, getting HS2 from London to Meadowhall would have taken 68 minutes and there could have been up to five or six trains per hour. HS2 estimated that travelling on to the city centre, if that is where you wanted to go, would take a total of 78 minutes. The new spur into Sheffield Midland, on slower tracks, will take 83 minutes, including stopping at Chesterfield, and carry ‘up to two trains per hour’. In fact, using HS2 services, you could get from London to Leeds quicker than London to Sheffield.

The report is also unclear when it comes to a number of other important issues. The proposals do not commit to a northern link back onto the main HS2 line to Leeds. Similarly, there is no commitment to a parkway station in South Yorkshire. The level of connectivity to Birmingham is unclear. It appears that we may now be getting a service which is less frequent, slower, with no guaranteed connection to Leeds and perhaps even Birmingham. On the face of it, that doesn’t sound like a good deal.

It also isn’t what anyone in South Yorkshire actually campaigned for. Instead, I fear that the future economic prospects of our area may be being compromised in order to save £1billion. I understand the financial challenges facing the project, but saving money must not be achieved at our expense. I will therefore ensure that these

proposals are properly scrutinised and that we hold the Government to account if the evidence suggests that is what is happening.”

Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools, made the following announcement:-

“I was at the House of Lords on Monday 11th July with a young lady from Hayfield Academy to collect her prize for winning the England Trading Standards Award for ‘Design a Toy for a Child’ competition. The School has won this prize 3 times over the past few years. I would like to congratulate both the young lady and the School on their success. The School won £1000 and the young lady won £100.”

Councillor Jane Nightingale, Cabinet Member for Housing, made the following announcement:-

“St Leger Homes this week won a prestigious national award at the Business in the Community 2016 Responsible Business Awards, for their ground-breaking work with championing older people in the workplace.

The awards celebrate inspiring examples of businesses. The awards scheme saw 297 companies enter this year, with 103 shortlisted and just 52 firms named finalists; to win is a wonderful achievement.

St. Leger Homes was recognised for its New Directions recruitment and retention programme, which offers retraining and redeployment opportunities, flexible working and retirement to support those aged 50 and over who may need to consider their career options. The aim is to ensure St Leger Homes can retain the skills and experience of its diverse workforce for the benefit of its customers and the local economy, whilst supporting the wellbeing of staff. Older staff members also help upskill new employees via mentoring programmes; it is committed to ensuring it maintains an age diverse workforce.”

23 QUESTIONS FROM THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 13

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

24 CORPORATE PLAN 2016/17 REFRESH AND MONITORING (MINUTE NO. 27 - 30TH JULY, 2015)

Further to the above Minute, the Council considered a report, presented by the Mayor of Doncaster, Ros Jones, which sought Members approval of the refreshed Corporate Plan.

It was reported that the Corporate Plan was an important document which set out the Council’s priorities to ensure that it contributed effectively to the Council’s success as a Borough.

Members noted that Full Council had already approved a three year Corporate Plan at its meeting held in June, 2014 and that this was the third and final year of this approved plan. This was a light touch refresh which aimed to ensure that the plan was up to date and remained focussed on the Council’s key objectives.

The Mayor pointed out that the plan had been considered by Overview and Scrutiny and that she expressed her gratitude to Elected Members for their input, and she was pleased to act on their recommendations. There had been no major changes to the plan and the minor amendments proposed were outlined in the report.

The Mayor reported that there had been some significant successes as the Council sought to:-

- Build a thriving economy;
- Improve skills development and opportunities for local people;
- Develop new housing;
- Reshape and improve local services; and
- Ensure that the Council was an efficient and effective local Council.

In conclusion, the Mayor stated that the Council would continue to closely monitor and report on progress through the quarterly performance reports.

Following the presentation of the report, Members were afforded the opportunity to comment on the plan.

RESOLVED that the refreshed Corporate Plan, be approved.

## 25 OVERVIEW AND SCRUTINY ANNUAL REPORT 2015/16

The Council considered the Overview and Scrutiny Annual Report presented by Councillor Charlie Hogarth, Vice-Chair of the Overview and Scrutiny Management Committee (OSMC), which highlighted the progress of Doncaster Council's Overview and Scrutiny function during 2015/16. The report also provided a short summary of some of the work carried out by OSMC and its four Standing Panels during 2015/16 and also highlighted some of the key achievements and the impacts that Overview and Scrutiny had made over the past year, and identified priorities for 2016/17.

Councillor Hogarth initially placed on record his appreciation to Members, the Executive, Officers, Partners, Stakeholders and the public, who had attended meetings and contributed to the Overview and Scrutiny process. Councillor Hogarth hoped that this report reflected the value that an effective Overview and Scrutiny function could bring to the organisation. He also looked forward as to how Overview and Scrutiny could positively contribute to improving the delivery of services such as health and adult social care, environment, children's issues, regeneration, housing and within communities, in delivering the Corporate Plan whilst the Council continued to effectively manage its finances.

Councillor Hogarth drew Members attention to the key impacts and achievements which had arisen from the work of Overview and Scrutiny which included all aspects of the Overview and Scrutiny process, policy review and development, reviewing performance, the work of partners, and providing a critical friend role and appropriate challenge.

Following the presentation of the report, Members were afforded the opportunity to



comment on the report.

RESOLVED that the Overview and Scrutiny Annual Report 2015/16, be noted.

26 TO CONSIDER THE FOLLOWING MOTION, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN BY COUNCILLOR JANE KIDD AND SECONDED BY COUNCILLOR RACHAEL BLAKE, IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 16.1

In accordance with Council Procedure Rule 16.1, a Motion was submitted by Councillor Jane Kidd and Seconded by Councillor Rachael Blake:-

“The Prime Minister and leaders from across the political spectrum have joined together to condemn the reported increase in xenophobic abuse and racist incidents that have recently taken place across the country.

Doncaster Council supports those who repudiate these despicable acts and unequivocally condemns racism, xenophobia and hate crimes.”

An amendment to the Motion was Moved by Councillor Nick Allen and Seconded by Councillor R. Allan Jones, in that the Motion be amended to read as follows:-

“The Prime Minister and leaders from across the political spectrum have joined together to condemn the reported increase in xenophobic abuse and racist incidents that have recently taken place across the country.

Doncaster Council supports those who repudiate these despicable acts and unequivocally condemns anti-Semitism, racism, xenophobia and hate crimes.”

A vote was taken on the amendment proposed by Councillor Nick Allen, which was declared as follows:-

For - 44

Against - 1

Abstain - 0

On being put to the meeting, the amendment to the Motion proposed by Councillor Nick Allen was declared CARRIED.

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

A vote was taken on the Substantive Motion which was declared as follows:-

For - 45

Against - 0

Abstentions - 0

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

RESOLVED that the Prime Minister and leaders from across the political spectrum have joined together to condemn the reported increase in xenophobic abuse and racist incidents that have recently taken place across the country.

Doncaster Council supports those who repudiate these despicable acts and unequivocally condemns anti-Semitism, racism, xenophobia and hate crimes.

27 TO CONSIDER THE FOLLOWING MOTION, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN BY COUNCILLOR PAUL WRAY AND SECONDED BY COUNCILLOR GEORGE DERX, IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 16.1

In accordance with Council Procedure Rule 16.1, a Motion was submitted by Councillor Paul Wray and Seconded by Councillor George Derx:-

“This Council supports the Royal British Legion’s ‘Count Them In’ campaign to better recognise, understand and support the Armed Forces community through changes to the national census. By adding new questions to the 2021 census we can improve our understanding of this unique community both locally and nationally, in order to fully meet the needs of our serving personnel, veterans and their families.”

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

A vote was taken on the Motion proposed by Councillor Paul Wray, which was declared as follows:-

For - 43

Against - 0

Abstain - 0

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

RESOLVED that this Council supports the Royal British Legion’s ‘Count Them In’ campaign to better recognise, understand and support the Armed Forces community through changes to the national census. By adding new questions to the 2021 census we can improve our understanding of this unique community both locally and nationally, in order to fully meet the needs of our serving personnel, veterans and their families.

28 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 Andy Pickering asked the Mayor of Doncaster, Ros Jones:-

“Firstly, may I thank the Mayor for visiting our Shimmer Estate to express her concerns concerning the shattering news that more than 200 homes will be lost in Mexborough to HS2.

We, the Elected Members, have just met for discussions with HS2 Ltd. It transpired that this route option is the least favoured of the four considered, but it was impossible to reach agreement on the favoured Meadowhall route with Sheffield City Region representatives.

The only favourable aspect of this option is that it saves money and gives Barnsley Metropolitan Borough Council a station en-route, but it fails to bring anything other than destruction to Doncaster MBC. 2% plus of Mexborough’s housing stock will be lost. We oppose that.

HS2 said that the next decision by the Secretary of State in the Autumn is to open consultations that may last 9 months. HS2 Ltd told us today that changes could be made including detailed changes to the route itself.

Can the Mayor assure residents that DMBC will use those months of consultation to press for a solution that saves the homes of our residents?”

A. The Mayor gave the following response:-

“I don’t think you actually heard what I said in my announcement. First in my mind are the people, not only on the Shimmer Estate, but in other areas as well, whose homes and communities will be directly affected. I went out to the Shimmer Estate to visit and I will continue to communicate. As I have said before, we will work together and this is ‘Apolitical’ in order to achieve the best outcome we can and that’s with ourselves and Members of Parliament, and we will fight on everyones behalf.

Just to add, there is no certainty, so Barnsley Metropolitan Borough Council is not forced to gain out of this as I have read the report. I understand that they will undertake a study to see whether a further station can be added, so there is no definite plus on their side, so to quote that Barnsley will be better off; they do not know.

We believe and I categorically state that Meadowhall will benefit the wider communities of the Borough.”

Q. Councillor James Hart asked the Mayor of Doncaster, Ros Jones:-

“Would the Mayor comment on a recent Free Press article or it may have been The Star, in which Councillor John Mounsey commented on the state of litter in Doncaster. He is quoted saying ‘this is an absolute disgrace;

somebody needs to sort things out, something must be done rapidly'. I personally would have thought that as senior Labour Councillor in this Borough, even the Chair of the Overview and Scrutiny Management Committee, might have the contacts to do that. I don't know what your views are?"

A. The Mayor gave the following response:-

"All Councillors were made aware that there is a backlog because we are introducing a new 7 day working pattern. Every new system takes some time to get it implemented. All Councillors were told it would take possibly 6 weeks, but we are on track to deliver that. Introducing a 7 day a week system will actually benefit the Borough. Therefore, I think as Councillor Mounsey has made that statement, he needs to look back and look at his emails to see what was put out there to all Councillors.

You need to be aware that I put in these new systems because it's about us saving money and improving systems. 45 new members of staff have been recruited; 96% of the posts have now been filled. We need to go through all the processes and comply with Health and Safety. This is about us saying we will spend capital money in order to deliver what is needed. The answer has got to be that we need to give them the chance to bring it back. This was brought about by contractors not delivering what they should. We took steps immediately; got rid of those contractors and have brought in new contractors to cover the rural roads."

Q. Councillor Nick Allen asked the Mayor of Doncaster, Ros Jones:-

"What stage are we at with regard to the compensation we received from SUEZ; I think it was £50,000. Is it going to be divided up into small funding pots per Ward which can be spent on environmental projects, and how are we getting on with that?"

A. The Mayor gave the following response:-

"I will pass you over to Councillor Chris McGuinness who has more detail on this, but I can inform you that we have received the money."

A. Councillor Chris McGuinness gave the following response:-

"We did report that there would be a fund for environmental projects. All of the money will be spent equally across the Wards. It is not a great deal, about £2500 per Ward. The Commercial Team is looking at the criteria; obviously its environmental, it could be tree planting, litter picking, clean ups, whatever. That should be ready by September and the money will probably have to be spent by next September. It will be led by Members in their Ward. Members will have to take care of those schemes and look after them. There will be a year to spend the money, so there is no rush, but we will need to report back to SUEZ on what we have done with the money in due course. So, you will be getting some more information about the criteria."

Q. Councillor Cynthia Ransome asked the Mayor of Doncaster, Ros Jones:-

A. 8

“Thank you for your swift attention in contacting the Members that were affected by HS2. Regarding the Sheffield City Region, where do they stand in supporting the proposals?”

A. The Mayor gave the following response:-

“This has not been debated further at Sheffield City Region. This is a new proposal which has been put forward by HS2 Ltd not Sheffield City Region and therefore, I cannot answer for them, but what I will reiterate again is that we will analyse all the information that has been put forward and ensure that we seek to fight our corner on behalf of the residents of Doncaster and the wider South Yorkshire area.”

Q. Councillor Cynthia Ransome asked the Mayor of Doncaster, Ros Jones:-

“Regarding the Fire Authority, considering the three embarrassments currently under review; the overtime payments to Officers, Wirral Cladding and the payment of £600 for the past Chair to attend the Labour Party Conference, all occurring under Barnsley’s leadership, why did the four Leaders decide that a Member from Barnsley be Chair again?”

A. The Mayor gave the following response:-

“Doncaster still Chairs the Transport Authority at this moment in time and I am sure over time it will be subsumed into other areas, and the Fire Authority is one aspect. It is up to Members there to actually pursue it further.”

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

No questions were put to the 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

In the absence of Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation, the Chair of Council informed Members that any questions for Councillor Blackham should be submitted in writing to the Executive Office after this meeting and that the Cabinet Member would respond accordingly.

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

Q. Councillor Cynthia Ransome asked the following question:-

“I have received a large number of complaints relating to difficulty getting through to our 736000 telephone number. Last night, I attended a Parish Council meeting, admittedly it was mainly dominated by HS2, but one of the comments that came forward was that they tried to get through and one lady was complaining that she was 105 in the queue. Since reading in the

paper that there has been 20,000 complaints regarding littering, is this going to improve?"

A. Councillor Tony Corden gave the following response:-

"I should hope it would. I don't know of the incident you are referring to about the lady in the queue, but I will check on it. I have not heard of the figure of 105 in a queue, but hopefully we can get 736000 working better and as it should. As you know we are working on a new App for Councillors as a new way of recording and reporting things, so I will check on it and get back to you on what the problems were."

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

"The question I would like to ask is I appreciate the fact about the App; that is commendable. However, it does not suit everyone and I think that wherever we are asking people to complain, I think we should make it as easy as possible for them, but I would like to say at no point, there has never been any question that staff are not ultra-polite when they do answer, it's just the time limit on how long it takes?"

A. Councillor Tony Corden gave the following response:-

"I understand what you are saying; I will check. As well as 736000, there are alternative ways by way of the internet and the web-site to make complaints and we are trying to encourage people more and more to use those systems, but we will look at the issue you have raised and will get back to you."

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

No questions were put to Councillor Pat Knight, Cabinet Member for Public Health and Wellbeing.

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

Q. Councillor Cynthia Ransome asked Councillor Chris McGuinness:-

"Why spend thousands of pounds on an advertisement in the local paper, page two and the back page, advertising that we have invested in new machinery to clean the streets. It is on a par with a hairdresser advertising that she has got a new hair dryer and that the local butcher has got a new bacon slicer. The customers want to see the end product; that is what they are interested in. We are expected to do the job. The customers want to

see cleaner streets, litter free and the grass cut, which unfortunately is not happening at the moment?”

As the subject of the question fell within the remit of Councillor Joe Blackham, Cabinet Member for Regeneration and Transportation, and in the absence of Councillor Blackham who was not in attendance at the meeting, Councillor Chris McGuinness informed Councillor Cynthia Ransome that he would refer her question to the Executive Office after this meeting and that the Cabinet Member would respond accordingly.

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

Q. Councillor Neil Gethin asked the following question:-

“We seem to be enjoying talking about newspapers; there’s a wonderful photograph of one of our Councillors.

I would like to ask about the fencing which has been done by St. Leger Homes. Would Councillor Nightingale agree with me and a fellow Councillor, Majid Khan, who fully support the plan, whether or not she agrees with another Councillor that one of the best ways to tackle anti-social behaviour is to punish perpetrators, but to fence victims off might be preventative, but it does not tackle the root cause of the problem?”

A. Councillor Jane Nightingale gave the following response:-

“St Leger Homes have 39 Environmental Fencing Schemes identified to be delivered this financial year of which 8 already have been delivered. These schemes are in an allocated budget of £1 million.

This year, we will have seen 12 people employed who are St Leger Homes tenants through the ‘World of Work’ programme on 8 month contracts to deliver. Towards the end of the contracts, the candidates are supported to apply for permanent positions either with SLHD or other external companies.

I believe that the scheme within your Ward at Craven Close was proposed after complaints were received from residents of persons walking over the open grassed facility at these properties. Also reported are episodes occurring of Anti-Social Behaviour.

We need to ensure that our elderly and vulnerable are secure and safe, and not having to encounter these unnecessary disturbances in their later years. This scheme, I believe, is a start in assisting in this process.”

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

In the absence of Councillor John Mounsey, Chair of the Overview and Scrutiny Management Committee, no questions were put to the Vice-Chair of the Overview and Scrutiny Management Committee, Councillor Charlie Hogarth.

29 TO RECEIVE THE MINUTES OF THE FOLLOWING JOINT AUTHORITIES

In response to a query from Councillor John Cooke with regard to dates of future Joint Authority Meetings, the Head of Legal Services and Monitoring Officer, Scott Fawcus, advised Councillor Cooke that all future meeting dates were detailed on the Joint Authority Websites, and undertook to forward the appropriate web links to Elected Members.

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

- A. South Yorkshire Police and Crime Panel held on 27th January, 2016.
- B. Sheffield City Region Combined Authority held on 14th and 31st March, 2016.
- C. South Yorkshire Fire and Rescue Authority held on 15th February and 11th April, 2016 and Section 41 Briefing Note for March, 2016.
- D. South Yorkshire Pensions Authority held on 11th February and 17th March, 2016.

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_



**To the Chair and Members of  
Full Council**

## **Core Annual 'Define & Deliver' Cycle**

<b>Relevant Cabinet Member(s)</b>	<b>Wards Affected</b>	<b>Key Decision</b>
Ros Jones, Mayor of Doncaster	All	No

### **EXECUTIVE SUMMARY**

1. 2017/18 will mark the start of a new 4 year Mayoral term, 4 year Strategic Plan and the continuation of the Council's journey to improve its governance arrangements. This report proposes an improved core annual 'define & deliver' cycle which more clearly links together the following key annual processes for defining and delivering improved outcomes for residents:
  - State of the Borough assessment.
  - Policy and Budget Setting and updating the Strategic Risk Register.
  - Service Planning and staff Performance and Development Reviews (PDRs).
  - Corporate Performance Monitoring.
2. By better integrating these processes and establishing a clear annual timetable for completing them, the Council will ensure that year on year the Council's priorities:
  - Reflect an up to date understanding of the needs of residents and how the Borough is changing.
  - Pervade the work of the Council.
3. The fundamental objective is to ensure that the efforts of the Council are focussed on delivering and supporting the improvements that matter most – to residents and the long-term success of Doncaster as a place.

### **EXEMPT REPORT**

4. This report is not exempt.

### **RECOMMENDATIONS**

5. It is recommended that:
  - a) Full Council agrees to an annual timetable for completing the key processes of a 'define & deliver' cycle, as a key building block of good governance.
  - b) This annual timetable is captured in the Council's forward plans (which includes the Council's Forward Plan of key decisions) and rolling agendas.

- c) The Constitution is amended to include within Article 3.01 – Functions of Full Council: ‘to receive a State of the Borough assessment each year to inform the policy and budget setting process’.
- d) Overview and Scrutiny support the State of the Borough assessment by considering undertaking reviews into thematic areas where there are gaps in the Council’s knowledge.
- e) An annual report on the Council’s contribution to delivering Borough-wide outcomes is made available to Full Council by the end of August each year. This will draw upon the previous year’s corporate quarterly monitoring reports.

## **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

- 6. The improvements outlined in this report are focussed on delivering improved outcomes for residents.

## **BACKGROUND**

- 7. The International Framework for Governance in the Public Sector defines governance as comprising:
  - The arrangements put in place to ensure that the intended outcomes for stakeholders are defined and achieved.
- 8. The Council’s Governance Framework comprises the systems and processes, culture and values by which the Council is directed and controlled. The Council has approved and adopted a code of corporate governance, which is consistent with the principles that should underpin the governance of each local government organisation, as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA).
- 9. CIPFA’s new ‘Delivering Good Governance in Local Government: Framework (2016 Edition)’ recognises that local government has been undergoing significant change and the environment in which it works is becoming increasingly complex. New responsibilities and ways of working provide challenges for governance such as ensuring transparency and, in particular, over managing risk. Whether working with other authorities, public sector bodies, the third sector or private sector providers, councils must ensure all joint arrangements follow the principles of good governance and are managed and reviewed with sufficient rigour.
- 10. Internal Audit are reviewing CIPFA’s new Framework to identify any significant changes to the previous version. It is already clear that it is a more outcome focussed Framework. However, it not expected that the fundamental ‘building blocks’ of good governance will have changed significantly.

## **LAYING THE FOUNDATIONS FOR GOOD GOVERNANCE**

- 11. Doncaster Council is in the last year of 4 year plan and the organisation is significantly different from the start of the journey. Two years ago the Council was in Government intervention; it is now one of the most improved councils in the country, as recognised by the Local Government Chronicle in 2015 - with DMBC being Highly Commended in the Most Improved Council awards category.

12. The Council's 2015-16 Annual Governance Statement was presented to Audit Committee 22nd June 2016. It reported that governance arrangements have improved each year and are now more robust than ever before. Within the context of a complex and rapidly changing local government working environment, the Council has been committed to improving governance on a continuing basis through a process of evaluation and review. This has included the following key building blocks of good governance:
  - Defining the Council's role and priorities.
  - The working relationships between officers and members.
  - Financial stewardship.
  - Decision-making processes.
  - Reviewing Overview and Scrutiny arrangements.
  - Risk management.
  - Standards of conduct and behaviour.
13. The Council has already embarked upon a wide-reaching modernisation programme and is beginning to deliver services in innovative ways, often requiring difficult decisions to be taken, for example:
  - The establishment of the first Children's Trust in the country.
  - Transferring care homes out of public sector control.
  - Transferring libraries to community ownership.
14. At the same time, savings of £205 million from 2010/11 up to and including 2016/17 have been delivered. The Council has had to balance the prioritisation of statutory services for those at most risk with longer term investment in preventative services.
15. Doncaster Council is a more credible organisation. Businesses want to work with the Council to create jobs and growth. Doncaster's successful bid to host the National College for High Speed Rail (due to open in 2017), in partnership with the private sector, exemplifies the improved credibility, profile and potential of Doncaster. This is just one of a critical mass of investments being made in the Borough. We are also punching above our weight in the Sheffield City Region, with commitments to invest in Doncaster featuring prominently in the latest Devolution Deal.

#### **FUTHER IMPROVING GOVERNANCE - 'DEFINE & DELIVER' ANNUAL CYCLE**

16. Looking to the next four years, the Council's purpose remains the same - ensuring that communities thrive, creating the right climate for good growth and delivering modern value for money services with a strong sense of partnership. Continuing to improve governance is essential to achieving this.
17. 2017/18 will mark the start of a new 4 year Mayoral term and a new 4 year Strategic Plan which is integrated with the Medium Term Financial Plan (MTFP). The priorities in the 4 year plan will be captured in a new 2017-21 Corporate Plan - to be proposed to Full Council later this year. These plans are essential pre-requisites for good governance; however, to ensure that the outcomes that matter the most to citizens are defined and delivered, the plans need to:

- Reflect an up to date understanding of the needs of residents and how the Borough is changing
- Pervade the work of the Council.

18. A core annual 'define & deliver' cycle which more clearly links together the following annual processes will help to achieve this:

Annual Process	Main Objective	Commissioning Cycle Stage
State of the Borough assessment	A single 'picture' of how the Borough is changing and the needs of residents	ANALYSE
Policy & Budget Setting & Strategic Risks review	Agreeing and funding priorities for the next year as the basis for service planning, informed by an update of the Strategic Risk Register	PLAN
Service Planning & PDRs	Translating the Council's priorities into action and accountability	DO
Corporate Performance Monitoring	Reviewing whether residents are better off as a result of the Council's work	REVIEW

19. In effect, these processes form part of an on-going strategic commissioning process through which the Council seeks to deliver a continuous cycle of effective action and improvement:



20. Most of the annual processes also include other functions within the strategic commissioning cycle. For example, Service Planning also includes some 'Analyse', 'Plan' and 'Review' work. However, the key point is that all these processes need to be applied with the same rigour and better integrated so that the 'Do' (day to day work) is focussed on the outcomes that matter most for residents and the Borough as a whole. For example, the Corporate Plan refresh and Budget Setting process needs to be better informed by an understanding of the needs of citizens (i.e. the State of the Borough assessment).

21. **Annex 1** proposes a high-level annual timetable for completing each of these interlined corporate processes within a 4 year Mayoral term and Strategic Plan horizon. It represents a typical year. The budget setting process already has a detailed timetable. The Strategy and Performance Unit (SPU) will co-ordinate the work to ensure that similarly detailed timetables are produced for the other processes.

22. To ensure that this annual timetable is achieved it is essential that it is reflected in the

Council's forward plans (which includes the Council's statutory Forward Plan) and rolling agendas.

23. Each of the core annual processes is now discussed in turn, including areas for improvement.

### State of the Borough Assessment

24. The work of the Council needs to be better informed by a rolling assessment of how the Borough is changing and the needs of residents – scheduling a State of the Borough assessment each year will provide this knowledge. Many individual needs assessments are currently undertaken or planned which provide the evidence base for the State of the Borough assessment, for example:
  - Joint Strategic Needs Assessment.
  - Joint Strategic Intelligence Assessment.
  - Place Based assessments, e.g. Economy, Housing, Skills & Infrastructure.
  - Children's Needs Assessment.
  - Ward/Community Profiles.
25. It is recommended that each year these individual needs assessments are consolidated into a single 'picture' to inform priority setting. A full assessment would include both a backwards and forward look and:
  - Assess how the Borough is faring against the priority outcomes.
  - Capture the results of horizon scanning.
  - Probe in more detail particular themes/topics to better understand the drivers and forces that are impacting on quality of life in the Borough.
  - Review the progress made over the past year.
26. There is a significant opportunity for Overview and Scrutiny to support this assessment by proactively undertaking reviews into thematic areas where there are gaps in the Council's knowledge. This could involve fieldwork and direct engagement with citizens to provide new insights into how the Borough is changing and the impact on the needs of residents. When updating its annual work programme, it is recommended that Overview and Scrutiny consider undertaking reviews in support of the State of the Borough assessment.
27. To ensure the annual State of the Borough assessment report is considered in accordance with the above requirements it is recommended that 'to receive a State of the Borough assessment each year to inform the policy and budget setting process' is inserted within Article 3 of the Constitution - 3.01 Functions of Full Council.
28. The SPU will develop a proposed scope and detailed timetable for completing the State of the Borough Assessment which will be shared at the earliest opportunity with officers and Members to inform forward planning. The target month for the assessment to be submitted to Council each year is July.

### Policy & Budget Setting

29. Part 3 of the Council's Constitution 'Responsibility for Functions' set out the plans and strategies that form the Policy Framework. These include those which are required by

law to be adopted by Full Council:

- Crime and Disorder Reduction Strategy.
- Local Transport Plan.
- Plans and alterations which together comprise the Development Plan.
- Youth Justice Plan.
- Licensing Authority Policy Statement.
- Sustainable Community Strategy.

As well as the other plans and strategies which the Full Council decide should be adopted by the Full Council:

- Corporate Plan.
- Health and Wellbeing Strategy.

30. The Corporate Plan is the key Council-specific document in this list and will be subject to a more comprehensive update in 2017/18. **Annex 2** shows the position of the Corporate Plan within the “golden thread” which connects strategic priorities to the actions of individual employees at all levels.

31. The impact of the Corporate Plan depends upon the priorities within it being translated into more detailed policies which provide an up to date, agreed Council position on how it will deliver outcomes for citizens. There are many other ‘outward’ facing policies, not on the list above, for example the Growth Plan and Environment Strategy. There are also many ‘inward’ facing policies which are focussed on improving the Council’s capacity to deliver outcomes for residents through its workforce, for example the People Strategy. An initial assessment of the range of policies currently in existence reveals that there is considerable scope for having a fresh look at:

- What policies are needed.
- How to better integrate the policies.
- Opportunities to better schedule policy updates to capture an up to date assessment of need.
- Improving the integration between the Council’s policy development processes and those of partner organisations.
- Improving the consistency of the development and implementation of policies.
- The potential for all plans, including the Sustainable Community Strategy, to be on a 4 yearly update timeframe to be consistent with the Mayoral Term/4 Year Strategic Plan - unless specifically agreed otherwise or because of the different time period required, for example by legislation.
- The purpose and content of the Sustainable Community Strategy (Borough Strategy) – in the light of the changing needs of residents, changing partnership landscape, and given that it is no longer a statutory requirement to produce one.

32. The SPU will lead this review; any potential implications for the Constitution will be reported to Full Council.

### Service Planning

33. Service Planning is the key mechanism for ensuring the Corporate Plan (and the thematic policies that flow from it) is delivered. Service Plans provide the starting

point for the PDRs of all but the most senior Council staff.

34. There was a 100% return rate of service plans in 2016/17 by Heads of Service and they were completed by the end of May, which is earlier than previous years. **Annex 1** reflects an even more challenging timeframe – to have Service Plans ready for the start of the financial year (recognising that they are four year ‘living’ documents). The SPU will continue to propose improvements to the Council’s approach, for example to ensure there is a more systematic process for identifying, managing and reporting risks – as discussed under ‘Strategic Risks’ below.

### Performance & Development Reviews

35. One of the five core themes within the Council’s People Strategy is ‘Workforce Planning and Development’; it is focused on ensuring that the Council has a skilled and flexible workforce, now and in the future, to support good growth and delivers modern value for money services with a strong sense of partnership. Embedding continuous and robust performance management practices including an effective PDR scheme, where managers and employees are clear about their priorities and are held to account, is a cornerstone of the Council’s Performance Management Framework. The PDR process effectively translates the priorities in service plans into individual targets and together with subsequent 1-1 meetings throughout the year, allows for a fair and robust performance monitoring process. It ensures we have the right people in the right jobs with the right skills, behaviours, knowledge and expertise.
36. **Annex 1** represents a proposal for starting PDRs earlier and condensing the overall timeframe, so that all staff have targets in place by the end of July. This will present a significant challenge to some people managers and therefore this proposal is subject to further discussion. A new four year People Strategy will be implemented from April 2017 to align with the Corporate Plan and Medium Term Financial Plan. It will ensure both employees and partners understand their role in working together as ‘Team Doncaster’ to enable Doncaster and its people to thrive.

### Strategic Risks

37. Significant strategic risks are identified and reported as part of the quarterly Finance and Performance challenge process. The Council’s Risk Management Framework sets out the mechanisms for ensuring that a systematic and integrated approach is taken to the identification, management and reporting of risks. However, Audit Committee have requested that these processes are better embedded. A review is underway, led by the SPU, to identify key areas for improvement to be recommended to the Committee. However it is already clear, for example, that the identification, management and reporting (to the leadership) of strategic risks needs to be a more systematic, on-going part of service planning.

### Assessing the impact on residents

38. At the moment the quarterly Finance and Performance challenge process is the key, regular process for considering whether residents are better off as a result of the work of the Council. This is a well-established process and improvements continue to be made, for example condensing the quarterly timetable to facilitate more timely and joined up decision making. The reports are more succinct, and are providing a sharper focus for the work of Overview and Scrutiny to hold the Executive to account.

39. Further improving data quality is an essential pre-requisite for an effective challenge process and work is underway, led by the SPU to identify improvements.
40. The introduction of an annual State of The Borough assessment (as discussed above) will significantly enhance the breadth and depth of evidence available for assessing the impact of the work of the Council on the lives of residents. The Council's ability to communicate this impact in a meaningful way to residents, partners and staff will be enhanced by capturing individual resident stories and experiences in case studies.
41. It is recommended that the Council's contribution to delivery of Borough outcomes is captured in an annual report which is made available to Full Council by the end of August each year. This will draw upon the previous year's corporate quarterly monitoring reports.

### **Other Good Governance Building Blocks**

42. There are many other related processes/mechanisms that are essential for the annual cycle to function effectively. Improvements are being made to a number of them:

#### **Business Intelligence**

43. The State of the Borough Assessment is a key part of the Annual Cycle and essential for more informed decision making. However, it is only one part of a business intelligence framework which needs to more effectively capture and disseminate:
  - The latest developments, e.g. at a Government, City Region and Team Doncaster level.
  - New research and intelligence, e.g. generated locally through horizon scanning and via national Think Tanks.
44. Work is underway in the SPU to develop and propose an improved business intelligence framework for the Council.

#### **Programme Management**

45. The Strategy and Performance Unit is working jointly with the DN17 team to review and improve the Council's approach to programme management, at a strategic and operational level. By implementing a more consistent approach to programme management, the Council will ensure its agreed priorities are translated into the intended outcomes for residents.

#### **Forward Plans**

46. Forward plans capture for the future business of the Council and include for example:
  - The Forward Plan of executive decisions covering the next 4 months.
  - Council's 12 month rolling Work Plan.
  - OSMC's Work Programme.
  - Other forward plans, e.g. Directors' meetings and Directorate Leadership Teams.



47. These need to be more reflective of the Council’s priorities as determined by the Core Annual Cycle. The Council’s SPU is considering pragmatic options for achieving this.

Partnership Boards & Outside Bodies

48. Improvements have already been made to the structures for ensuring that the Key partnerships boards and Outside Bodies more systematically report into the Council. A report was agreed by Cabinet in September 2015 recognising that the Council must ensure that its business is conducted in accordance with law and proper standards, and that public money is safeguarded, accounted for and spent economically, efficiently and effectively. This applies equally to its partnerships as it does to the Council itself. As part of our continued governance of these partnerships, further improvements are required to ensure there are consistent approaches to accountability and capturing the partnerships business intelligence that needs to inform the Council’s core annual cycle.

49. A report will be presented to Full Council in November 2016 which will capture a consolidated view on the effectiveness of our partnerships governance arrangements, whilst making a series of recommendations which aim to provide assurances to Members and officers that risks associated with partnerships are routinely and regularly considered.

**OPTIONS CONSIDERED**

50. The other main option is to leave the current ways of working largely unchanged – with a more ad-hoc approach to ensuring that the day-to-day business is focused on delivering the priorities and outcomes that matter to residents.

**REASONS FOR RECOMMENDED OPTION**

51. The improvements to the core annual cycle outlined above will enhance the ability of officers and Members to:
- Determine priorities based on an understanding of residents’ needs.
  - Use the latest business intelligence to inform decision-making.
  - Shape interventions, ideas and projects in their formative stages.
  - See the connections between interventions.
  - Monitor the delivery of the interventions.
  - Understand and communicate whether residents are better off as a result of interventions and on-going service delivery.

**IMPACT ON THE COUNCIL’S KEY OUTCOMES**

52.

<b>Outcomes</b>	<b>Implications</b>
<p>All people in Doncaster benefit from a thriving &amp; resilient economy.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Be a strong voice for our veterans</i></li> <li>• <i>Mayoral Priority: Protecting Doncaster’s vital services</i></li> </ul>	<p>An improved core annual ‘define &amp; deliver’ cycle will improve the Council’s focus on delivering its priority outcomes.</p>

People live safe, healthy, active & independent lives. <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> <li>•</li> </ul>	
People in Doncaster benefit from a high quality built and natural environment. <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
All families thrive. <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	
Council services are modern and value for money.	
Working with our partners we will provide strong leadership and governance.	

## RISKS AND ASSUMPTIONS

53. One of the areas of improvement identified in this report is to better embed the mechanisms for ensuring that a systematic and integrated approach is taken to the identification, management and reporting of risks.
54. For the core annual cycle to have the required impact on outcomes all the processes within it need to be applied with the same rigour and better integrated. The processes span the work of the entire Council and depend upon the commitment of all staff and Members to work effectively. The Council operates within a rapidly changing, challenging and complex environment and there is a risk that an improved core annual 'define & deliver' cycle will not be effectively embedded and remain 'fit for purpose' over time.

This initial risk is rated as 20 = Likelihood 4 (likely) x Impact 5 (critical)

55. This risk will be mitigated by ensuring:
- There is a clear, widely communicated annual timetable for completing the key processes of a 'define and deliver' Council cycle which is reflected in forward plans
  - The Council's leadership routinely communicates the importance of cycle for ensuring the 'day job' is focussed on delivering improvements that matter most for residents.
  - That the improvements to the individual processes and the connections between are informed by engagement with officer and members
  - An overview of the effectiveness cycle is retained and how the individual elements fit together, with any areas for improvement identified early.
  - Improvements are made to related processes that will enable the cycle to function effectively, for example the Business Intelligence Framework.

These actions will reduce the risk rating to 10 = Likelihood 2 (unlikely) x Impact 5 critical).

## **LEGAL IMPLICATIONS**

56. Changes to the Council's Constitution must be approved by Full Council. Any changes or additions to the Council's Policy Framework will need to be made in accordance with the Council's Budget & Policy Framework Procedure Rules and should be subject to further legal advice and Council approval.

## **FINANCIAL IMPLICATIONS**

57. By more effectively linking together the assessment of the need to service delivery, an improved core annual 'define & deliver' cycle will support the Council in embedding equality considerations into its day to day work. Improvements to the individual processes that form part of the cycle may require a due regard statement to be completed and reported as and when appropriate.

## **HUMAN RESOURCES IMPLICATIONS**

58. The Council has clear priorities to ensure Doncaster residents thrive and the workforce plays a key role in achieving these objectives. This should be achieved in an environment of robust governance and accountability and there is a need for staff to understand and comply with all aspects of the 'Define and Deliver' cycle to help support improved outcomes for residents.

## **TECHNOLOGY IMPLICATIONS**

59. The Council's on-going progress towards becoming a modern digital authority as detailed in the ICT Strategy, Digital and Customer Service Strategies provide essential enablers in contributing to the success of the core annual cycle. These deliverables include:
- Enabling business intelligence to be more effectively captured and disseminated to allow more effective decision making in supporting those individuals and families that need the most help.
  - Providing a Single Customer Record and joined up service delivery enabling the council to have an informed picture of need and become more proactive in providing services.
  - Improving the Council's ability to direct, performance manage and track all services.
  - Reducing the cost of printing and circulating meeting agendas.
  - Equipping the workforce with the tools it requires to establish itself as a modern digital authority including mobile/remote working and collaboration working tools and skills and training to support a digital workforce.
60. It is the responsibility of the whole organisation to deliver transformation, utilising technology as the enabler; service functions must drive the delivery through effective identification and gathering of business requirements.

61. It is anticipated that the deliverables in this report will be closely linked with the Business Intelligence and Open Data/GIS Projects within Digital and being led by representatives from the Strategic Policy Unit. The effective gathering of business requirements to define the technology requirements will allow business intelligence to be utilised as an effective tool to support the deliverables detailed in this report.

## **EQUALITY IMPLICATIONS**

62. By more effectively linking together the assessment of the need to service delivery, an improved core annual 'define & deliver' cycle will support the Council in embedding equality considerations into its day to day work. Improvements to the individual processes that form part of the cycle may require a due regard statement to be completed and reported as and when appropriate.

## **CONSULTATION**

63. The good governance building blocks in this report have been considered by:
- Directors 3 May 2016.
  - Executive Board 19 July 2016.
  - OSMC 1 September 2016. The Committee fully supported the proposed approach set out in this report and welcomed the opportunity to consider undertaking reviews into thematic areas in support of the State of the Borough assessment.

## **BACKGROUND PAPERS**

64. None.

## **REPORT AUTHOR & CONTRIBUTORS**

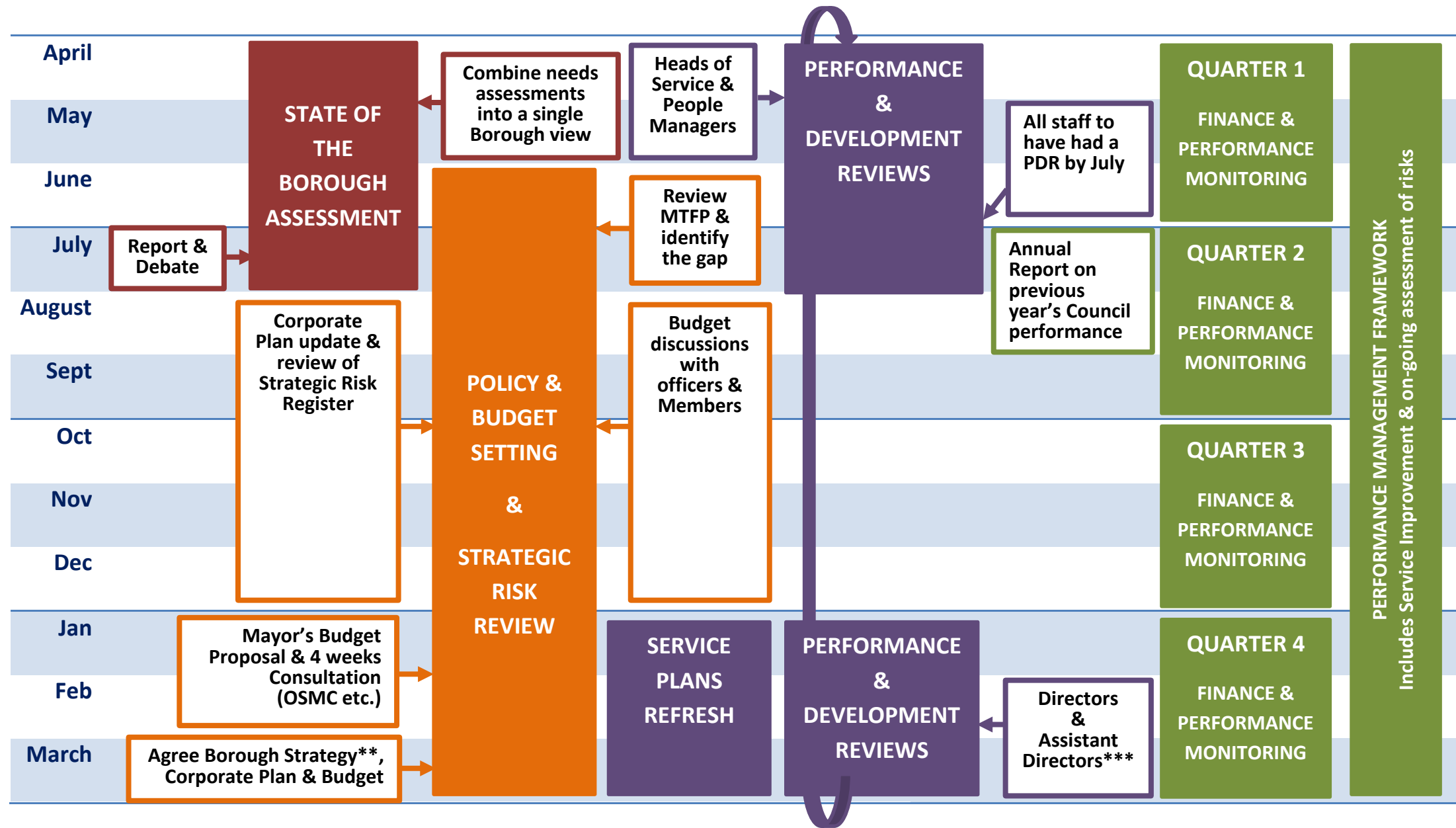
Andy Pattinson, Senior Strategy & Performance Manager  
01302 734896  
[andy.pattinson@doncaster.gov.uk](mailto:andy.pattinson@doncaster.gov.uk)

Allan Wiltshire, Head of Performance & Data  
Sarah Jones, Head of HR & OD  
Andrew Sercombe, Governance Manager  
Laurie Mott, Head of Research, Evaluation & Intelligence  
Sennette Wroot, Senior Strategy & Performance Manager  
Christian Foster, Head of Service  
Hayley Lloyd, Strategy & Performance Support Officer  
Sandra Ranns, Strategy & Performance Analyst

**Simon Wiles**  
**Director Finance & Corporate Services**



# CORE ANNUAL 'DEFINE & DELIVER' CYCLE\*



\*Adjustments may be required to some of the milestones to reflect particular circumstances/requirements. For example, in the year prior to a Mayoral election, budget consultation may take place earlier. However, pre-planning will ensure that all the processes within the cycle remain interlinked.

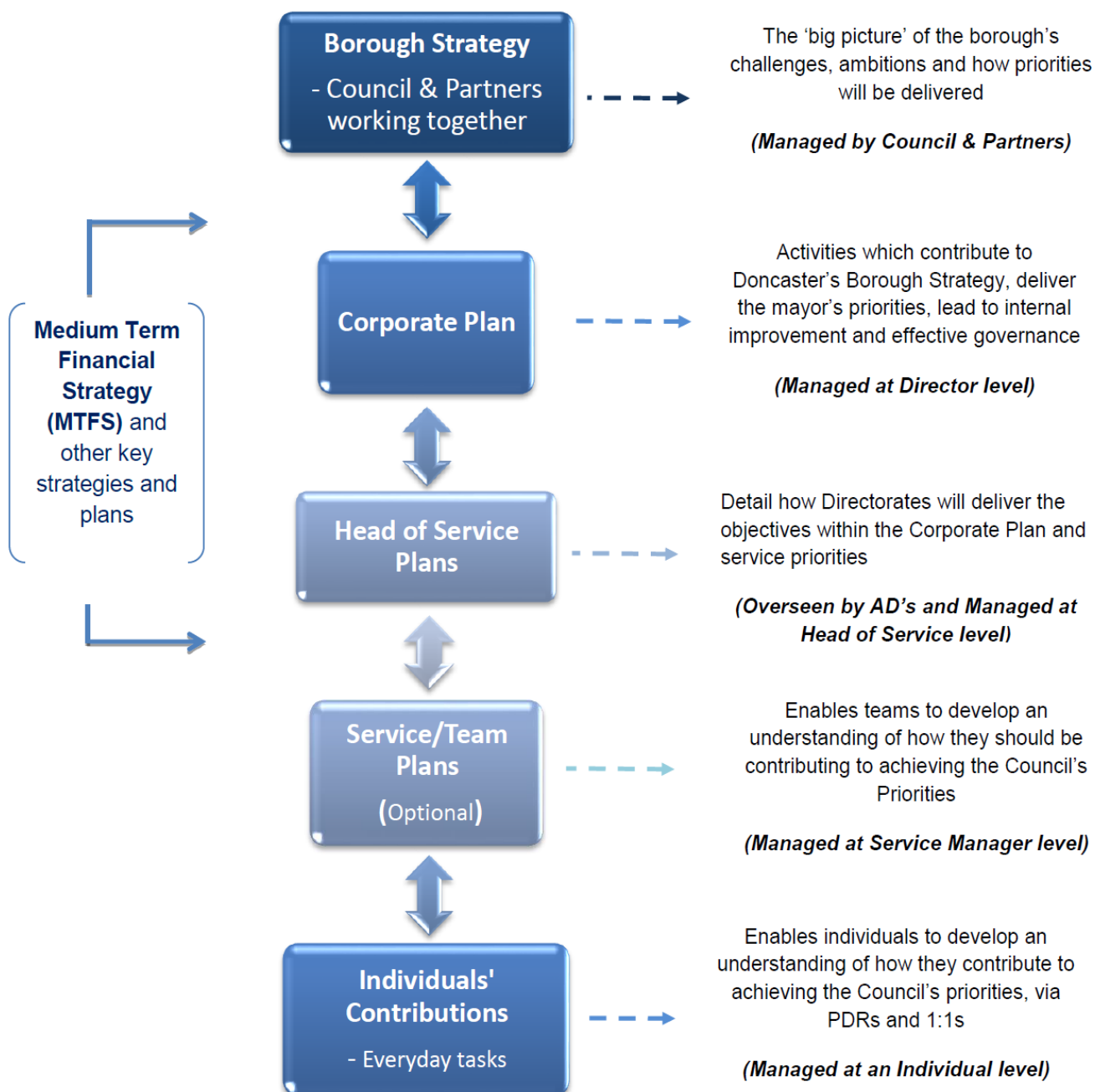
\*\* Year 1 only – it is proposed that the Borough Strategy is updated every 4 years (subject to further discussion).

\*\*\* Performance & Development Reviews for Directors & Assistant Directors completed during February & March for the year ahead.

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**The Planning Framework ‘Golden Thread’**

The term ‘Golden Thread’ is often used to describe the link between the different plans within the organisation, connecting borough wide strategic objectives with the actions of individual employees at all levels.



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15<sup>th</sup> September, 2016

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

### **APPOINTMENT OF SECTION 151 OFFICER**

#### **PURPOSE**

1. The purpose of this report is to seek the approval of Council to appoint Stephen James Mawson as Doncaster Council's Section 151 Officer with effect from 1 October 2016.

#### **RECOMMENDATION**

2. It is recommended that Stephen James Mawson be appointed as Doncaster Council's Section 151 Officer with effect from 1 October 2016 until further determination. With effect from 1 October 2016, Stephen James Mawson's post title will become "Chief Financial Officer and Assistant Director – Finance".
3. It is recommended that the Monitoring Officer update the Constitution where necessary to reflect the changes to officer designations outlined in this report.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

4. The impact of the post holder on the citizens of Doncaster is to ensure that the Council meets its statutory responsibilities in respect of the administration of the Council's financial affairs acting as the Council's Chief Financial Officer.

#### **BACKGROUND**

5. The position of S151 Officer is currently held by the Director of Finance & Corporate Services, Simon Wiles. Simon Wiles has asked to reduce his working week to 4 working days, in line with the Council's flexible working policy and considers that as a part of this it is appropriate to relinquish the role of S151 Officer, which involves a range of work including Internal Audit, grant claims and Government returns. The change would be part of a slightly wider set of changes including governance and the Senior Information Risk Officer role which would both reduce Simon Wiles workload by 20 % and give developmental opportunities to Assistant Directors in Finance and Corporate Services projects.
6. Stephen James Mawson currently holds the position of Deputy S151 Officer and has supported Simon Wiles in carrying out his S151 duties. Stephen James Mawson holds the required financial qualification as a CIPFA Qualified Accountant. Faye Tyas would become the new Deputy Section 151 Officer and would cover in Steve Mawson's absence.

7. The overall strategic planning and advisory role will remain with Simon Wiles as the Director of Finance and Corporate Services who will continue his role supporting both the Chief Executive (Head of Paid Service) and the Mayor.
8. Once approved the Council's Constitution should be reviewed and amended as appropriate to ensure the power to deal with financial matters, that are the statutory responsibility of the Section 151 Officer, are accurately referred to in the Constitution.

## **THE ROLE OF THE CHIEF FINANCIAL OFFICER (S151)**

9. The duties of the Chief Financial Officer are set out in Part 2 and 3 of the Council's Constitution and are summarised below.

### **LOCAL GOVERNMENT ACT 1972**

Section 115 – The officer to whom money properly due from officers shall be paid
Section 146 – The officer to make statutory declarations and issue any certificate with regard to securities held by local authority companies
Section 151 (and Section 114 of the Local Government Finance Act 1988) S210 To Exercise functions relating to charities

### **LOCAL GOVERNMENT ACT 2003**

Requirement to report to Council annually on the robustness of estimates and financial reserves
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### **LOCAL GOVERNMENT FINANCE ACT 1988**

Section 116 – Notification to the Council's auditor of any meeting to be held under Section 15 of the 1988 Act (meeting to consider any report of the Chief Finance Officer under Section 114)
Section 139A – Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when required. S114, S115 & II5A Responsibility for Chief Finance Officers reports to the Council Executive

### **LOCAL GOVERNMENT (CONTRACTS) ACT 1997**

Certification of relevant powers to enter into contracts S3&4 – Officer designated with authority to sign
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### **LOCAL GOVERNMENT ACT 2003**

All finance-related Officer duties
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## **LOCAL GOVERNMENT FINANCE ACT 1988**

Sections 114, 115 and 115A Responsibility for Chief Finance Officer Reports to the Council/Executive
Section 116 (1) Responsibility for notifying the external auditor of arrangements for a meeting to consider a report from the “Chief Financial Officer” under this Act

### **EFFECT OF THE RECOMMENDATION**

10. Once appointed as S151 Officer, Stephen James Mawson’s post title will change to Chief Financial Officer and Assistant Director – Finance and he will be responsible, until further determination, for all formal financial powers including:
- Setting a balanced budget
  - Budget monitoring
  - Final accounts sign off
  - Signing grants claims, grant audits, grant bids
  - Responsible for internal audit work, reviewing reports, attending Audit Committee and managing the Head of Internal Audit
  - Recipient of all government notifications, responsibility for returns
  - Authorisation of treasury management decisions
  - Responsible for all formal financial related decision making with guidance from the Director

### **OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION**

11. It is a statutory requirement to have a designated Chief Financial Officer which is to be fulfilled by the Assistant Director – Finance post. It is a key post within the current approved chief officer senior management structure.

### **RISKS AND ASSUMPTIONS**

12. The proposals outlined in the report are consistent with the requirements set out in law. This statutory role must be appropriately designated and undertaken to ensure the Council meets its statutory responsibilities as well as ensuring stability and effective leadership.

## IMPACT ON THE COUNCILS KEY OUTCOMES

13.	Outcomes	Implications
	<p>All people in Doncaster benefit from a thriving and resilient economy.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Be a strong voice for our veterans</i></li> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	<p>This is a key role within the Council's Management Structure and the post holder is 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"> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
	<p>People in Doncaster benefit from a high quality built and natural environment.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Creating Jobs and Housing</i></li> <li>• <i>Mayoral Priority: Safeguarding our Communities</i></li> <li>• <i>Mayoral Priority: Bringing down the cost of living</i></li> </ul>	
	<p>All families thrive.</p> <ul style="list-style-type: none"> <li>• <i>Mayoral Priority: Protecting Doncaster's vital services</i></li> </ul>	
	<p>Council services are modern and value for money.</p>	
	<p>Working with our partners we will provide strong leadership and governance.</p>	

## LEGAL IMPLICATIONS

14. Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.
15. Chief Finance Officer is defined by Section 6 of the Local Government and Housing Act 1989 as the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972 for the administration of the authority's financial affairs.

16. Section 113 of the Local Government Finance Act 1988 imposes professional qualification requirements for officers having responsibility under Section 151 of the Local Government Act 1972 for the administration of an authority's financial affairs.
17. The proposed changes to Officer designations and duties outlined in this report will require a number of minor technical changes to be made to various parts of the Constitution. These revisions may be made by the Monitoring Officer in accordance with the authority to "make minor amendments" as set out in Article 1 of the Constitution.
18. Appropriate amendments are made to the terms and conditions of both Stephen James Mawson and Simon Wiles to reflect that these changes detailed within this report will remain in place until further determination. Advice and assistance should be sought from HR.

### **FINANCIAL IMPLICATIONS**

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

### **HUMAN RESOURCES IMPLICATIONS**

20. There are no specific human resources implications other than those mentioned elsewhere in this report.

### **TECHNOLOGY IMPLICATIONS**

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

### **EQUALITY IMPLICATIONS**

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

### **CONSULTATION**

23. Consultation has been undertaken with all relevant post holders, The Mayor and Chief Executive.

### **BACKGROUND PAPERS**

24. None

### **REPORT AUTHOR**

Jill Parker, Assistant Director of Human Resources, Communications and Executive Office  
Tel: 01302 737004 E-mail: [jill.parker@doncaster.gov.uk](mailto:jill.parker@doncaster.gov.uk)

**Jo Miller**  
**Chief Executive**

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15th September, 2016

## To the Chair and Members of the COUNCIL

### **APPOINTMENT OF CONSERVATIVE COUNCILLOR REPRESENTATIVE TO SHEFFIELD CITY REGION COMBINED AUTHORITY'S TRANSPORT COMMITTEE**

#### **EXECUTIVE SUMMARY**

1. To appoint a Conservative Councillor, in accordance with the Sheffield City Region Combined Authority's (SCRCA) political balance requirements, as Doncaster Council's representative on the SCRCA's Transport Committee, following the recent resignation of Councillor Steve Cox from this body.

#### **RECOMMENDATIONS**

2. The Council is asked to appoint a Conservative Councillor as a Member representative on the Transport Committee of the SCRCA to join the Council's other existing representatives on this body.

#### **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

3. As a Member Authority of the SCRCA, it is important that Doncaster Council also has a role in supporting the Transport Committee function within the Combined Authority.

#### **BACKGROUND**

4. At the meeting of Full Council on 7<sup>th</sup> March 2013, it was agreed that Doncaster Council would join the SCRCA, which became a legal entity on 1<sup>st</sup> April 2014. Since that time, the Council has appointed Member representatives to the SCRCA's Overview and Scrutiny, Transport and Audit Committees.
5. The membership of the SCRCA Transport Committee is subject to political proportionality across the 4 South Yorkshire districts. Currently, this equates to Doncaster Council being entitled to nominate 3 representatives (voting members) on this body, i.e. 2 x Labour and 1 x Conservative. Following the recent resignation of Councillor Steve Cox, the Council is asked to appoint a replacement Member representative from the Conservative Group, to join the remaining two representatives (Councillors Joe Blackham and Bill Mordue).

#### **OPTIONS CONSIDERED**

6. To appoint a Conservative Member representative to the SCRCA Transport Committee (recommended option).

7. To not appoint a Conservative Member representative to the SCRCA Transport Committee (not recommended). This would not meet the political proportionality requirements across the Combined Authority or enable Doncaster to be fully represented on this body.

### **REASON FOR RECOMMENDED OPTION**

8. It is important that Doncaster MBC is represented on the Combined Authority's Transport Committee to enable Doncaster to contribute towards the delivery of the Transport Committee's functions.

### **IMPACT ON THE COUNCIL'S KEY OUTCOMES**

9. This report has no direct impact on the Council's Key Outcomes. Indirectly, clear responsibility and effective Constitutional provisions for making appointments to Outside Bodies contributes towards the Council's outcome 'Working with our partners we will provide strong leadership and governance', thus demonstrating that effective governance arrangements are in place.

### **RISKS & ASSUMPTIONS**

10. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
11. During 2015/16 work was undertaken to review the Governance of the Council's arrangements and relationship with outside bodies and partnerships. One of the key elements of this work was to ensure that representatives appointed to Outside Bodies were clear of their roles and responsibilities. A particular risk exists where representatives may act beyond their powers or potentially commit the Council to unauthorised actions or expenditure. To mitigate this risk training is provided for all individuals appointed to outside bodies to raise awareness and provide clarity and understanding of their roles. In addition, the Council may also provide indemnity insurance for individuals against personal liability, provided they act reasonably, and where this is not provided by the relevant partner organisation.

### **LEGAL IMPLICATIONS**

12. The SCRCA was established by the Local Democracy, Economic Development and Construction Act 2009. As set out in the body of the report, the membership of the SCRCA Transport Committee is subject to political proportionality across the 4 South Yorkshire districts and only a Conservative councillor may be appointed.

### **FINANCIAL IMPLICATIONS**

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

### **TECHNOLOGY IMPLICATIONS**

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



## **EQUALITY IMPLICATIONS**

15. There are no specific equality implications associated with this report.

## **CONSULTATION**

16. Consultation has taken place with the Conservative Group in respect of making a nomination to the SCRCA Transport Committee, prior to the Council meeting taking place.

## **BACKGROUND PAPERS**

Report to Council – 13th May 2016 – Council Appointments to Outside Bodies 2016-17.

## **REPORT AUTHOR AND CONTRIBUTORS**

Jonathan Goodrum  
Senior Governance Officer  
Tel: (01302) 736709  
Email: [jonathan.goodrum@doncaster.co.uk](mailto:jonathan.goodrum@doncaster.co.uk)

Andrew Sercombe  
Governance & Member Services Manager  
Tel: (01302) 734354  
Email: [andrew.sercombe@doncaster.co.uk](mailto:andrew.sercombe@doncaster.co.uk)

**Simon Wiles**  
**Director of Finance and Corporate Services**

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**POLICE AND CRIME PANEL**  
**4th March, 2016**

**Present:-**

**Barnsley Metropolitan Borough Council**

Councillor M. Dyson

Councillor R. Frost

**Doncaster Metropolitan Borough Council**

Councillor A. Jones

**Rotherham Metropolitan Borough Council**

Councillor C. Vines

Councillor E. Wallis

**Sheffield City Council**

Councillor J. Armstrong

Councillor S. Mair-Richards (**in the Chair**)

Councillor J. Otten

**Co-opted Member**

Mr. A. Carter

Mr. S. Chu

Apologies for absence were received from:-

Councillors G. Jones (Doncaster)

Councillors C. McGuinness (Doncaster)

Councillor J. Campbell (Sheffield)

**F44. QUESTIONS FROM MEMBERS OF THE PUBLIC**

44.1 A member of the public asked the following question:-

“Can the area assemblies have all crimes reported not just a selected few. 2/3rds of the crimes are not reported to the area assembly i.e. assaults, domestic violence, fraud, drug possession etc.”

44.2 The Police and Crime Commissioner responded in writing indicating Area Assemblies were Council meetings. He understood that each Area Assembly was responsible for setting its own agenda and requesting the information required.

44.3 South Yorkshire Police provided detailed crime information at its “Partners and Communities Together” (PACT) meetings. To find your local PACT meeting contact the Office of the Police and Crime Commissioner at [info@southyorkshire-pcc.gov.uk](mailto:info@southyorkshire-pcc.gov.uk) and they would provide details of the next PACT meeting.

44.4 The Chairman reported that this was a matter for Rotherham and would be referring the content to Councillors Sims and Yasseen, relevant Cabinet Members with responsibility, to discuss with the various Chairs of Area Assemblies.

**F45. QUESTIONS FROM MEMBERS OF THE PANEL**

45.1 Mr. Alan Carter, Co-opted Member, had submitted the following question:-

“The Sheffield First Safer and Sustainable Communities Partnership Board meeting on 20<sup>th</sup> November, 2015, was informed that the community trigger was a new power contained in the Anti-Social Behaviour Crime and Policing Act 2014 and was advised of the criteria for applying its provisions.

My recollection of the meeting was that it was specifically agreed to raise awareness with Elected Members (of the Sheffield City Council) and inform them when a Community Trigger had been initiated in their area and also to broaden the publication of Community Triggers to include leaflets in libraries, give them to registered social landlords to distribute and to speak with Voluntary Action Sheffield and also with GP surgeries.

(Note I am given to believe that these actions subsequently may already have been followed up in Sheffield but only members who sit on the appropriate Partnership Boards (or their equivalent) in each of the four Districts may be privy to this information.)

I did wonder at the time of learning about this relatively new provision if the system might provide to be somewhat bureaucratic, costly and not necessarily sustainable in the longer term. However, I also wondered if similar publicity arrangements to those commenced in Sheffield had indeed been made across South Yorkshire and also, if the matter was considered to be of sufficient importance, if it might also be possible for a report about Community Triggers to be brought to our attention in order to raise Panel Members' general awareness as community representatives of the availability of the statutory provision?

Furthermore, I contemplated whether the two Independent Members of this Panel (along with our Elected Member colleagues) might also benefit from a more detailed knowledge about the prevalence across South Yorkshire to date of Community Triggers since their implementation. Might it be possible, therefore, for this information and some up-to-date statistics and an assessment of their value (or otherwise) to you on a County-wide basis to be made available to all members of this Panel in assisting with the determination of your priorities as our Police and Crime Commissioner?”

45.2 In response to the question, the Office of the Police and Crime Commissioner had produced a report giving an update on the introduction of the Community Trigger (CT) within the South Yorkshire Partnership. The report was distributed to those present.

45.3 Mr. Carter expressed his surprise that no cost had been incurred operating this system and believed some form of cost element must have been borne, but thanked the Police and Crime Commissioner for his answer.

45.3 Councillor Otten asked the following questions:-

(a) "Do you accept the conclusions of the HMIC report published on 18<sup>th</sup> February, 2016 into the effectiveness of South Yorkshire Police and what steps are you taking to ensure its recommendations are implemented?"

(b) "Do you recognise the concerns expressed on page 8 of the PEEL: Police effectiveness 2015 A national overview report regarding the degradation of community policing? Have you evidence that those concerns are not well placed in South Yorkshire given recent changes to neighbourhood policing structures?"

45.4 With regard to question (a), the Police and Crime Commissioner supplied an answer in writing which confirmed:-

"I do accept HMIC's conclusions as did the Chief Constable.

The Force had detailed action plans in place for addressing the recommendations made by HMIC and he would monitor these through his Governance and Assurance Board.

As he had said in a recent public statement, HMIC reports were useful for him when he held the Force to account. They helped him see more clearly the areas that needed greater attention.

The report concentrated on how effective the Force was at preventing and investigating crime and anti-social behaviour, tackling serious and organised crime and protecting victims and the vulnerable. It was a mixed picture of 'good' and 'requiring improvement'.

He was pleased that the Force was considered 'good' at preventing crime and anti-social behaviour and keeping people safe. Keeping people safe was the overall outcome of the Police and Crime Plan that he produced each year.

It was also good news that the Force was 'good' at tackling serious and organised crime and fulfilling national responsibilities including cyber-crime. The report acknowledged that South Yorkshire had some very experienced and capable officers.

But the Force would have to work at improving the way it investigated crime more generally and managed offenders. The latter would require greater co-operation with other agencies. However, the Commissioner noted that victim satisfaction levels remained above the national average. He also noted the strain that had been placed on the Force due to cuts in grant and, therefore, in numbers. We needed to find more savings from areas other than the workforce if the good work was to be built upon.

I shall be particularly concerned to ensure that the Force this more carefully about how it protected from harm those who were vulnerable and those who became victims of crime.

He was very pleased that the report recognised the steps that had been taken to improve the Force's response to child sexual exploitation. It stated clearly that there was now strong leadership in place and it was 'well prepared' to tackled child sexual exploitation.

But more needed to be done to understand domestic abuse and help the victims and their children.

Protecting the vulnerable would be a key priority for the renewed Police and Crime Plan which he would be publishing in a few weeks' time. We need to expand our understanding of who the vulnerable were.

There was also growing categories of victims that needed sensitive help such as those suffering domestic abuse or those caught up in modern slavery and trafficking. We are only just beginning to recognise the scale of the problem.

The Commissioner would use the report to focus the attention of the Police on those areas of growing concern."

45.5 In a supplementary question Councillor Otten thanked the Commissioner for his answer which was very thorough and he accepted and agreed with what had been said. However, the HMIC report referred to had some quite specific recommendations and raised concern that the Force was not being sufficiently effective in protecting the vulnerable and supporting victims. There were specific recommendations and he was not seeing specific responses to those. It may well be that the Commissioner was including these in the Police and Crime Plan.

45.6 The Police and Crime Commissioner replied that he accepted the report of HMIC and gave him some idea of where the Force was performing well and where it was not performing well. The Commissioner would take the report to various forums that he had with the Police – 1:1 meetings with the Chief Constable, Senior Leadership Group and the Governance and Assurance Board where they would be discussed in some detail and hold the Force to account and ask them what they were doing about it. If there were specific things in the report that the Panel

was not sure about or would like more information, it could be brought to the Panel and show exactly what was being done but otherwise be assured that the areas HMIC were particularly flagging up such as domestic abuse and weaknesses around that up would be pursued through those various meetings.

45.7 The Chair pointed out sharing information with the Panel would be useful.

45.8 With regard to question (b), the Commissioner reported in writing that-

"I am committed to neighbourhood policing and it was his intention, in conjunction with the Chief Constable, to maintain the number of PCSOs there was across the Force.

The people of South Yorkshire valued highly visible, dedicated police teams who knew an area well, supported by locally based PCSOs (Police Community Support Officers).

During 2015 the Force moved to more flexible multi-skilled Local Policing Teams ('LPTs') which maintained the commitment to local policing and also provided greater resilience and more operational responsiveness at busy times. HMIC recognised that the new structure was not yet firmly embedded.

Further evaluation and review of the Local Policing model was planned for the next financial year. As part of the review, we will be consulting with the public (and partners) to better understand their policing needs and how responsive the re-modelled policing service feels."

45.9 In a supplementary question Councillor Otten asked the impression he had got from the HMIC report was that they had seen the transition in terms of neighbourhood policing happen in a number of Forces and asked if it was known what the impact that transition had had on effectiveness? The Commissioner indicated that there would be further evaluation and review coming in the new financial year which suggested there had been some evaluation and therefore what were the results.

45.10 The Police and Crime Commissioner confirmed that essentially what was being talked about was neighbourhood policing and the future of neighbourhood policing at a time of austerity and cuts. The numbers of Police Officers were fewer and, therefore, action had to be taken around that. The previous response teams and previous neighbourhood teams were now combined into local policing teams with a neighbourhood focus and fewer numbers. That had been rolled out across South Yorkshire, district by district, and was really only just being embedded and settled in. It was probably too soon to know exactly what the consequences of that had been. It was known that there had been teething problems in some areas and that had had to be looked at and

see what was needed in terms of resources. The Commissioner would hesitate to form a more mature judgement at this moment in time.

45.11 The Chair explained that at her own Safer Sheffield Partnership meeting discussion had taken place about Local Policing Teams with reflected many of the issues being raised. She would endeavour to share the presentation that was provided with Councillor Otten.

45.12 Councillor Frost referred to their being adverse publicity this week in the media following a Freedom of Information request about response times answering 101 calls. The report said that times had trebled in the two years to 2014/15 and 50,000+ calls had been abandoned. Since then the Commissioner had reported that staffing issues at Atlas Court have been rectified. He, therefore, asked would response times have reduced for 2015/16, was the procurement process for the new ICT contract on schedule and when would the public be able to report incidents and concerns by email and social media.

45.13 The Police and Crime Commissioner confirmed that members of the public could already contact the Force by e-mail and social media. As far as the new ICT contract was concerned, it was going according to schedule and at the point where the contract would be signed and sealed in April. It did mean then that there would be a period of design of the system and consultation around that and would be towards the end of the year before the new technology was in place. There was recognition that the technology was not fit for purpose in Atlas Court and the new system was identified and costed in the Capital Programme at £12 million over two years.

The staffing levels at Atlas Court was a judgement call against a background of cuts and the numbers had been allowed to go too low at one point so additional had staff been brought in. Staff had been recruited and were on twelve weeks training courses and would be in place as from June.

The volume of calls had increased, which was worrying. Attempts would be made to deflect some of that demand because 30% of the calls were not related to policing matters.

Before 2015 the response times were an average of 30 seconds; it was now 1 minute 34 seconds which was not good enough.

45.15 Councillor Frost in a supplementary comment was pleased to learn that some of the callers were signposted in the right direction and the calls were not abandoned.

45.16 Councillor Wallis apologised for not following the correct procedure, but was not present when the finalised member question procedure was approved and because the events which gave rise to the question had arisen less than 48 hours previously. She was given



permission to ask her query which related to how on Tuesday afternoon she learnt via media reports that the Police and Crime Commissioner had established or was going to establish a Policing Panel to look at protests in Rotherham. The fact that this learnt of this via media reports concerned her slightly and it also concerned her because how could the Police and Crime Commissioner to account when Members were learning about such important matters after the event. Councillor Wallis, therefore, wished to ask the Police and Crime Commissioner, bearing in mind that this Panel had been set up in response to recommendations of a commissioned report following agitation within the community by groups who were widely regarded in Rotherham as seeking to justify the unjustifiable, could he give her assurance that members from those particular groups would not be on the Panel that had now been established.

45.17 The Police and Crime Commissioner reassured Panel Members that Rotherham was told in advance about this and apologised if this had not been passed on. He confirmed there had been a number of marches in Rotherham, and other places, by some far right groups that have caused a great deal of disquiet in those places. Not only had they disrupted businesses in the centre of town, but disturbed members of the public who were trying to be in the centre of town and caused real tensions within communities.

The march in September, 2015 caused particular disquiet in Rotherham and as a result a review was requested with two members on the Panel drawn from the Ethics Panel, the Chair and Iman Mohammed Ismail. Following the review a report was produced with recommendations. The principal recommendation was that a Policing Protest Panel be set up which would meet with the Police in advance of any march/demonstration planned and give some advice so that the policing of the event would be proportionate.

The Panel had yet to be established and there was to be a meeting shortly with the Chair of the Minority Communities Panel and the Ethics Panel to consider the membership. It was essential that this group be as independent as possible.

45.18 In a supplementary question Councillor Wallis was reassured by the comments and it was not widely shared that this Panel was for the whole of South Yorkshire, which was welcomed. However, she still sought reassurance that no members on the Panel would be drawn from groups who have previously sought to organise a boycott of South Yorkshire Police as this was not felt to be appropriate.

45.19 The Police and Crime Commissioner confirmed he would pass the comments onto the two Chairs, who were of good judgement and would make sensible recommendations about the Panel's membership.

**F46. MINUTES OF THE PREVIOUS MEETING HELD ON 27TH JANUARY, 2016**

46.1 Consideration was given to the minutes of the previous meeting of the South Yorkshire Police and Crime Panel held on 27<sup>th</sup> January, 2016.

**Action:- (1) That the minutes of the previous meeting held on 27<sup>th</sup> January, 2016, be approved for signature by the Chair subject to the following amendments:-**

**“(2) That the contents of the documents detailing the Police and Crime Commissioner’s proposals for “Securing the Future of Neighbourhood Policing” be noted and the words “distributed to the Panel Members at this meeting” be deleted.**

**(3) That the South Yorkshire Police and Crime Panel supports the proposal, now submitted by the South Yorkshire Police and Crime Commissioner, increase in Council Tax for 2016/17 is £5 for a Band D property (a 3.3% increase) to £153.16. This is equivalent to an increase of 10p per week.”**

**F47. PUTTING SAFETY FIRST - SOUTH YORKSHIRE POLICE AND CRIME PLAN 2013/17 - (RENEWED MARCH 2016)**

47.1 Consideration was given to the refreshed version of the Plan previously submitted in March, 2015 (Minute No. 37 refers).

47.2 The Plan was a key document that set out, on behalf of the public, the priorities for the Police for the year ahead. Having listened to the views of a wide range of stakeholders including community groups, local authorities and the voluntary sector, the Police and Crime Commissioner had identified all shared a similar view with respect of being safe and feeling safe.

47.3 There was a consensus to retain the existing priorities for South Yorkshire of Protecting Vulnerable People, Tackling Crime and ASB and Enabling Fair Treatment. However, there was recognition of the need to change emphasis in some of the outcomes in order to reflect new and evolving policing and crime demands identified through consultation with the public and partners as well as results from needs/threats assessments.

47.4 After the Police and Crime Commissioner had completed summary of the report, Members of the Police and Crime Panel asked the following questions:-

- When would the report from Professor Drew be published and could this be shared with Panel Members.

- Publication of the strategic priorities and the shifting of resources by other public organisations following comments previously made.
- Giving fair treatment for all, meeting service delivery and ensuring a visible Police presence, which was an older person's perception that visibility was reducing.
- Concerns that the Police Protection Unit was being disbanded.
- Managing the issues given that 80% of Police activity was not related to crime.
- Positive outcome of Operation Clover and paying tribute to bringing some of the perpetrators to justice.
- Increased reliance on technology and the proposed training on twitter and whether consideration should be given to including other Police Officers.
- Confidence levels in the Police and the decreased levels of confidence in Rotherham and how this could be restored.
- Advice provided by the Independent Advisory Panels and how participation in the Police Cadets could be encouraged from the minority ethnic communities
- Staff acting according to their respective codes of ethics and professional practice which was welcomed.
- Increasing staff confidence and dedication from officers.
- Funding to acquire the capital assets, equipment and infrastructure that were needed to deliver policing services in South Yorkshire and added concerns about the insufficiency of mental health placements with the burden falling on the Police.
- Force collaboration whether this be locally, regionally or nationally and the need to respond to challenges and ensure any devolution was efficient, effective and sustainable.
- Devolution of power to the Sheffield City Region and the continual monitoring of how this would be policed in the future.
- Collaboration across the public sector and partnership working and the need for a flexible approach.

47.5 The Police and Crime Commissioner gave an undertaking that he would continue to listen to the views of all those involved in the design and delivery of policing and crime services to inform priorities and assist in commissioning services that contributed to the delivery of the outcomes identified within this Plan and asked for any additional feedback.

**Action:- (1) That the report be received and the detail noted.**

**(2) That the Panel submit any further comments to the Police and Crime Commissioner on the Police and Crime Plan 2013/17: Putting Safety First before the 14<sup>th</sup> March, 2016, deadline.**

(Mr. S. Chu, Independent Member, declared a personal interest in that he was the Chief Executive of a local charity)

**F48. POLICE AND CRIME COMMISSIONER'S PUBLIC ENGAGEMENT ACTIVITY**

48.1 In accordance with Minute No. 22 of the meeting held on 16<sup>th</sup> October, 2015, the Police and Crime Commissioner presented a report on the engagement activity he had undertaken over the last twelve months as well as the engagements he would be focusing on over the coming months.

48.2 The focus of consultation over the Summer months and early Autumn had focussed on priorities for the Police and Crime Plan 2016/17. This was in the form of attendance at events and meetings.

48.3 In December, 2015 and January, 2016, a consultation exercise had taken place seeking the views of South Yorkshire residents to an increase in the Council Tax precept by 10p per week or £5 per year for Council Tax payers (3.7%). The consultation took the form of an on-line survey which was promoted via the media, social media, the Federation of Small Businesses and the engagement data base of around 5,000 contacts.

48.4 The Chair sought clarification on the 63% of respondents and as advised that this was from a total figure of 117, amounting to 66/67 respondents being in favour.

48.6 The Panel were in agreement with the improvement proposals for the Partners & Communities Together ('PACT') meetings by re-branding them as Community Engagement Meetings and forging closer links and it was also suggested that the member of the public that had submitted a question earlier today also be informed of the progress.

**Action:- That the report and the Commissioner's commitment to engagement activity be noted.**

**F49. COMPLAINTS PROCEDURE AND UPDATE**

49.1 Stuart Fletcher, Legal Adviser to the Panel, presented a report on the handling of complaints received against the Police and Crime Commissioner.

49.2 The following complaints had been resolved:-

1. A complaint about the nature of South Yorkshire Police's response to a robbery.

As this complaint was an operational matter it had been referred to South Yorkshire Police. The complainant had been informed that had happened.

2. The IPCC had now returned to the Panel stating that they did not intend to investigate the two complaints regarding the former South Yorkshire Police and Crime Commissioner.

49.3 It was noted that should the Panel feel strongly enough that the two complaints about the former Police and Crime Commissioner should be investigated, this could be initiated by way of a Sub-Committee, but there was no evidence to suggest criminal offences had been committed.

49.4 The Chair suggested that a report be submitted to the next meeting to give greater clarity to the Panel on what it could and could not do with regards to complaints. The new Police and Crime Bill could well address the issues in relation to Police and Crime Commissioners and Deputy Police and Crime Commissioners and this detail should be included as part of the report.

49.5 Mr. Carter made a helpful suggestion in whether or not the Panel should be consulted or offer any advice on complaints coming forward. This was to be considered in more detail.

49.6 Stuart Fletcher, Legal Adviser to the Panel, also submitted proposed revisions to the current Complaints Procedure.

49.7 As previously discussed, it was proposed that the initial handling of complaints be delegated to the Office of the Police and Crime Commissioner. The remainder of the Complaints Procedure was unchanged.

49.8 Some Panel Members shared views about the handling of complaints, but were advised this would be revisited if it was found to be unsustainable.

**Action:- (1) That the report be received and the contents noted.**

**(2) That the proposed revision of the Complaints Procedure be approved – immediate.**

**(3) That a further report be submitted to the next meeting on what the Panel could and could not do with regards to complaints.**

**F50. DATES OF FUTURE MEETING**

**Action:- That the next meeting take place on 15<sup>th</sup> April, 2016, and commence at 11.00 a.m. in Rotherham Town Hall.**

**REPORT FOR THE POLICE AND CRIME PANEL****FRIDAY 4<sup>TH</sup> MARCH 2016****UPDATE ON THE INTRODUCTION OF THE NEW COMMUNITY TRIGGER AS LEGISLATED UNDER THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICE ACT 2014****1. Report Objectives**

The objective of this report is to provide an update on the introduction of the Community Trigger within the South Yorkshire Partnership.

**2. Introduction**

2.1 The ASB, Crime and Policing Act 2014 (the Act) became law on the 20<sup>th</sup> October 2014. One of the pillars of this new Act was the introduction of the Community Trigger (CT).

2.2 The Act describes the CT as:

*'.....giving victims of Anti-Social Behaviour (ASB) and communities the right to request a review of their case and brings together agencies in order to take a joined up, problem-solving approach to finding a solution.'*

2.3 In anticipation of the Act and specifically the CT, as force lead for ASB, Supt McFarlane, managed a countywide approach including lead officers from Local Police Units and all four Local Authorities. This resulted in a single agreement on the number of ASB incidents that would qualify a CT and agreement on a single 'process map' for onward management of the CT. (The process map and policy can be found on the force ASB website)

2.4 A CT Panel will consider any CT activated. This panel consists of representatives from the Community Safety Partnerships, their role is to review the case and develop an action if required.

2.5 At its introduction the CT process was subject to both a national and local media launch. Internal and external media campaigns were conducted within South Yorkshire Police. All four local authorities and SYP media departments coordinated on an external media campaign with the CT processes featuring on each organisations web pages.

2.6 The Local Authority CT leads managed the internal media and marketing of CTs within each Local Authority and to elected members.

### **3**      **Impact**

#### **3.1**      **Volumes**

3.1.1      To date, across the partnership, there have been 44 CT activations.

3.1.2      The figures break down to:

Rotherham: 12  
Doncaster: 5  
Barnsley: 11  
Sheffield: 16

3.1.3      **Rotherham:** Twelve requests to activate the CT have been made in the last year. However, only four met the threshold, went to the CT and were subject to a partnership action plans.

3.1.4      **Doncaster:** Of the five CT activated to date, one was resolved outside the CT panel process. One was deemed not to have met the CT threshold with three progressing to the CT panel. Two of those went to the panel were deemed to have been dealt with correctly, but other actions were agreed by the partnership.

3.1.5      **Barnsley:** Eight CT have been requested, with all reaching the CT threshold. One was withdrawn on request prior to the CT panel with the other seven being subject to multi agency actions plans.

3.1.6      **Sheffield:** To date sixteen CT activations have been made and one appeal. The CT panel reviewed all and actions were agreed by the partnership for onward support to the victim.

#### **3.2**      **Financial**

3.2.1      The process put in place to manage the CT was zero cost in terms of staffing.

#### **3.3**      **Resources**

3.3.1      The process for managing CTs has been catered for within existing resource levels and no additional bids for resources or funding are currently being considered.

### **4**      **Key Points**

- The initial concerns regarding the potential for high numbers of CT has not been realised.
- An external marketing campaign was conducted at the CT introduction that included media and website articles on all Local Authority and SYP web sites.



- Local Authority leads managed the internal market and promotion within their own organisations and briefings to elected members.
- The number of CTs activated is relatively low.
- This CT process is corporate across South Yorkshire.
- The introduction of this countywide CT process has been achieved at zero cost.

**5. Recommendations**

- 5.1 Panel members are recommended to note the content of the report and to comment upon any issues arising.

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**D Crompton**  
**Chief Constable**

**Chief Officer responsible:** ACC Jo Byrne

**Contact Officer:** Supt. McFarlane  
ASB Lead  
07796274943

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**SHEFFIELD CITY REGION COMBINED AUTHORITY**

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

**MINUTES OF THE MEETING HELD ON 9 MAY 2016**

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)  
Councillor John Burrows, Chesterfield BC (Vice Chair)

Councillor Simon Greaves, Bassetlaw DC  
Councillor Glyn Jones, Doncaster MBC  
Sir Nigel Knowles, SCR LEP

Ruth Adams, SCR Executive Team  
Fiona Boden, Sheffield City Region Executive Team  
Huw Bowen, Chesterfield BC  
Peter Dale, Doncaster MBC  
Andrew Frosdick, Monitoring Officer  
Andrew Gates, SCR Exec Team  
Julie Hurley, SCR Exec Team  
Sharon Kemp, Rotherham MBC  
Anthony May, Nottinghamshire CC  
John Mothersole, Sheffield CC  
Mel Dei Rossi, SCR Exec Team  
Dave Smith, SCR Exec Team  
Gareth Sutton, Sheffield CC / SCR  
Neil Taylor, Bassetlaw DC  
Diana Terris, Clerk / Barnsley MBC  
Craig Tyler, Joint Authorities Governance Unit

Apologies for absence were received from Councillor A Syrett, Councillor G Baxter, Councillor C Read, Councillor J Dore, Mayor R Jones, Councillor A Rhodes, Councillor L Roberts, Councillor L Rose, Councillor A Western, D Bunton, J Miller, Swaine and E Walker

1 APOLOGIES

Members' apologies were noted as above.

2 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed that no items required voting to be confirmed on non-constituent Members.

3 ANNOUNCEMENTS

No announcements were noted.

4 URGENT ITEMS

No urgent items were requested.

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

None.

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

As Leader of the sponsoring Local Authority, Cllr Greaves declared an interest in the discussion at agenda item 14 'Funding Recommendations' in respect of the Worksop and Vesuvius scheme

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

8 RECEIPT OF PETITIONS

None received.

9 PUBLIC QUESTIONS

None received.

10 MINUTES OF THE MEETING HELD ON 14TH MARCH AND 31ST MARCH

RESOLVED, that the minutes of the meetings held on 14th March and 31st March are agreed to be accurate records of the meetings.

11 DEVOLUTION UPDATE

A paper was presented to provide Members with an update on the range of work streams underway and the work required over the coming months to implement the devolution deal in advance of Mayoral elections in May 2017.

Cllr Burrows highlighted the importance of the consultation process having sufficient opportunities for the public and businesses to be fully involved.

Members were asked to note the detailed body of work required to ensure that the CA, the County Councils of Nottinghamshire and Derbyshire and central government fully understand the implications of changes in constituent membership and are able to develop workable proposals.

RESOLVED, that the Combined Authority Members:

1. Endorse the proposal that an integration taskforce be established chaired by the Executive Director for the SCR and that this taskforce be extended to include representatives from Nottinghamshire and Derbyshire County Councils.
2. Endorse the proposal that a single governance review will be undertaken that encompasses the necessary changes required to become a Mayoral Combined Authority (MCA) in addition to the widened membership of the CA.
3. Note the intention to undertake a single consultation process on the 'scheme', thus encompassing the creation of a Mayoral Combined Authority (MCA), the conferring of new powers and functions on this MCA and the extension of the constituent membership to include the districts of Chesterfield and Bassetlaw.
4. Consider whether the Combined Authority should seek to ensure that this consultation not only meets the statutory test but also starts a city region wide conversation about the new powers being devolved to local areas - and the Mayoral elections in 2017.

## 12 SINGLE CAPITAL POT

A paper was received setting out the committed five-year, devolved investment secured from Government through the City Region's current Devolution Deal. The paper provided confirmation that the Sheffield City Region (SCR) will receive at least £484m of investment between 2016/17 and 2020/21 to invest in economic growth.

It was noted the completion of the re-refresh of the City Region's Strategic Economic Plan, will provide the mechanism by which the City Region will identify its priorities for this funding.

Members were informed that the Government has also launched the next round of proposals for Growth Deal funding, with submissions required by the summer recess. These will be assessed by Government on a competitive basis. As an area establishing a Mayoral Combined Authority the SCR is able to submit a programme level, rather than project based bid. On this basis and as the funding is primarily available from 2018 onwards the City Region is proposing to formulate its bid to top-up funding for key existing programmes such as SCRIF and skills capital. This will be focused on securing additional funds for priorities from the Area Based Review and the Integrated Infrastructure Plan.

The report provided information regarding the assurance preconditions for which the SCR will need to comply to receive Gainshare Funding.

RESOLVED, that the Combined Authority Members:

1. Note the letters received from Government on the SCR's confirmed single pot allocation of £484m between 2016/17 and 2020/21 and the next round of LGF bids.
2. Note the preconditions that the SCR needs to meet in order to receive its first Gainshare payment and the estimated timescales by which this will be achieved.
3. Note and endorse the proposed timescales for the completion of the re-refresh of the SCR's Strategic Economic Plan, which will set out the City Region's priorities for the single pot.
4. Endorse the proposed approach to the development of the City Region's LEP LGF bid, to act as a 'top-up' to the SCR's existing Growth Deal programmes which will deliver the priorities identified through the LEP prioritisation workshop, the IIP and the SEP refresh.

### 13 REVENUE AND CAPITAL PROGRAMME OUTTURN

A report was presented requesting Members note the pre-audit revenue and capital outturn positions for the Combined Authority, including the CA's South Yorkshire Transport budget and the region wide CA/LEP revenue budgets, along with capital programme spend.

It was noted that at outturn, both revenue budgets show a favourable position to budget with SY Transport £437k under budget and the CA/LEP core activity £274k under budget.

It was noted that CA/LEP revenue programme activity - fully funded from grants - was also lower than anticipated at £3.7m against an initial budget of £7m and as anticipated, the capital programme came in significantly under budget by £19m.

The paper provided breakdowns on activity for the year, and implications for the new financial year including movements on reserves.

Members were asked to note that the paper does not provide performance information as this was not available at the time of writing.

In respect of Partner activity, it was noted that SYITA Properties returned a post-tax profit of £404k that is available for distribution to the CA.

It was noted that SYPTE's information is not available at this date, though a matter is raised concerning proposals to fund £3m of capital expenditure from a revenue reserve. A recommendation is therefore being made to resource this expenditure through the application of a CA capital receipt, which will support the transport levy.

It was also noted that Transport for the North (for which the CA is the financial accountable body and will continue to be so ahead of the future awarding of statutory status) spent £3.3m against available resource of £14.2m.

RESOLVED, that the Combined Authority Members:

1. Note the revenue underspends for the year across the CA's revenue budgets and capital programme
2. Note the net draw on SY transport reserves of £4,776k – recognising an in-year surplus of £437k – in line with the 2015/16 transport revenue budget
3. Note the contribution of £391k of surplus to the CA/LEP general revenue reserves
4. Note the earmarking of the residual balance (£3,869k) of the £4m revenue grant received in-year through the Local Growth Fund process for Business Growth activity to an earmarked reserve
5. Note the earmarking of in-year unused PFI credits (£1.4m) to the SY transport PFI reserve
6. Approve the award of a £3m capital grant to SYPTE resourced from an unapplied capital receipt, to resource costs that would otherwise be funded from an SYPTE revenue reserve that could be used to support the transport levy
7. Award delegated authority to the Director of Finance to transact with SYPTE in the most efficient manner possible.

#### 14 FUNDING RECOMMENDATIONS

Members received a report requesting consideration of the recommendations to progress scheme business cases and approve entering into funding agreements for 3 Infrastructure Projects at cost of £9.42M LGF for Worksop and Vesuvius Phase 1, Bus Rapid Transit North and Olympic Legacy Park.

It was confirmed that in-line with the Sheffield City Region Single Assurance Framework these projects have been considered and recommended for CA approval by SCR Executive Boards.

Members commented favourably on the revised format for presenting scheme information.

It was noted that the Infrastructure Executive Board (IEB) attendees had considered a variance of opinions in respect of the funding conditions to be applied to the Olympic Legacy Park scheme prior to agreeing the scheme's recommendation. For additional assurance, it was requested that the Chair of the IEB be asked to re-confirm her endorsement of the recommendation ahead of the CA Chair formally signing off the recommendation on the CA's behalf.

RESOLVED, that the Combined Authority Members:

1. Approve progression of Worksop Site Delivery and Vesuvius (Phase 1) to Full Approval and Award of Contract at a cost £0.5M to SCR CA subject to the detailed condition set out in line 1 of the Project Approval Summary Table attached at Appendix 1 to the report.
2. Approve progression of BRT North Project to Full Approval and Award of Contract at a cost of £4.02M to SCR CA subject to the detailed condition set out in line 2 of the Project Approval Summary Table attached at Appendix 2 to the report.
3. Defer a decision on the progression of Olympic Legacy Park Project (to Full Approval and Award of Contract at a cost £4.9M to SCR CA subject to the detailed conditions set out in line 3 of the Project Approval Summary Table attached at Appendix 3 of the report) and delegate responsibility to approve the recommendation to the Chair, predicated on confirmation from the IEB Chair that the recommendation is formally supported.
4. Endorse the revised format of information included in support of scheme approvals and request this be used for future reports.

15 SUMMARY REPORT - BUSINESS GROWTH EXECUTIVE BOARD

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

16 SUMMARY REPORT - HOUSING EXECUTIVE BOARD

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

17 SUMMARY REPORT - SKILLS, EMPLOYMENT AND EDUCATION EXECUTIVE BOARD

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

18 SUMMARY REPORT - TRANSPORT EXECUTIVE BOARD

Members were informed that DfT has recently released guidance inviting LEP areas to submit bids to the £475m Large Local Major Schemes fund, which forms part of LGF, for 'exceptionally large, transformational schemes that are too big to be taken forward within regular growth allocations and could not otherwise be funded'. In terms of scale, for the SCR LEP area, the minimum scheme size being £75 million.

It was noted that the deadline for the main competition is the 21 July 2016 and an initial call for schemes has been put to the SCR Partners.



RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

19 SUMMARY REPORT - INFRASTRUCTURE EXECUTIVE BOARD

Cllr Burrows noted his disappointment that the IEB had assurance concerns in respect of the Peak Resorts project which prevented the Board making a decision at this time.

It was confirmed the IEB's comments have been referred to the scheme promoter and it is expected the scheme will be resubmitted for consideration in due course once issues have been addressed.

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

CHAIR

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**SHEFFIELD CITY REGION COMBINED AUTHORITY**

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

**MINUTES OF THE MEETING HELD ON 20 JUNE 2016**

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)  
Councillor John Burrows, Chesterfield BC (Vice Chair)

Councillor Ann Syrett, Bolsover DC  
Councillor Graham Baxter MBE, North East Derbyshire DC  
Councillor Chris Read, Rotherham MBC  
Councillor Julie Dore, Sheffield CC  
Councillor Simon Greaves, Bassetlaw DC  
Mayor Ros Jones, Doncaster MBC  
Councillor Alan Rhodes, Nottinghamshire CC  
Councillor Lewis Rose OBE, Derbyshire Dales DC  
Julie Kenny CBE, Pyronix (LEP Board) & Rotherham MBC (Commissioner)

Fiona Boden, Sheffield City Region Executive Team  
Huw Bowen, Chesterfield BC  
Andrew Frosdick, Monitoring Officer  
Andrew Gates, SCR Executive Team  
John Hattersley, South Yorkshire Pensions Authority  
David Hewitt, SCR LEP  
Julie Hurley, SYPTE  
Sharon Kemp, Rotherham MBC  
Anthony May, Nottinghamshire CC  
John Mothersole, Sheffield CC  
Jo Miller, Doncaster MBC  
Mel Dei Rossi  
Dave Smith, SCR Exec Team  
Gareth Sutton, Sheffield CC / SCR  
Daniel Swaine, Bolsover DC / NE Derbyshire DC  
Neil Taylor, Bassetlaw DC  
Diana Terris, Clerk / Barnsley MBC  
Craig Tyler, Joint Authorities Governance Unit

Apologies for absence were received from Councillor A Western, N Knowles, R Adams, D Bunton and E Walker

1 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

The meeting was opened by the Clerk.

It was agreed that no items required voting rights to be confirmed on non-Constituent Members.

2 APPOINTMENT OF COMBINED AUTHORITY CHAIR AND VICE-CHAIR

RESOLVED:

1. That Cllr Sir Houghton CBE is appointed Chair of the SCR Combined Authority for the forthcoming year (2016/17)
2. That Cllr John Burrows is appointed Vice Chair of the SCR Combined Authority for the forthcoming year (2016/17)

Cllr Houghton assumed the Chair of the meeting

3 APPOINTMENT OF ROTATIONAL MEMBERS FOR 2016/17

The Monitoring Officer provided Members with an explanation of why the appointment of rotational Members is require, noting such appointments ensure the Authority has a majority of Constituent Member votes.

It was noted that the principle of appointing rotational Members will be adhered to until there is any amendment to the obligating primary legislation.

It was confirmed that there is no requirement for rotational Members to attend Authority meetings unless required.

It was noted that the alphabetic principles agreed at the CA meeting of April 2014 mean the rotational Members will be provided by Doncaster MBC and Rotherham MBC for the forthcoming year.

Nominations were noted as Cllr Joe Blackham (Doncaster MBC) and Cllr Denise Lelliott (Rotherham MBC).

RESOLVED:

1. That Cllrs Blackham and Lelliott be appointed as the Combined Authority's rotational Members for the forthcoming year.

4 APPOINTMENT OF HEAD OF PAID SERVICE

A report was received requesting a formal resolution from Members to confirm the appointment of Dr Dave Smith as Interim Executive Director i.e. SCR Head of Paid Service

It was noted the SCR Combined Authority is obliged to appoint a Head of Paid Service, as per section 4 of the Local Government and Housing Act 1989

RESOLVED:

1. That Members note the appointment of Dr Dave Smith as the SCR's Interim Executive Director and Head of Paid Service

5 APPOINTMENT OF TRANSPORT COMMITTEE MEMBERS

Members were advised that a number of districts were in the process of confirming their nominations to the Transport Committee. It was agreed this information may be conveyed by email once collated.

It was noted there will be changes to the responsibilities of the SCR Transport Committee as part of the introduction of the Mayoral Combined Authority and more details will be provided in due course. It was envisaged this would be available by autumn 2016.

6 APOLOGIES

Apologies were noted as above.

7 ANNOUNCEMENTS

No announcements were made.

8 URGENT ITEMS

Members were advised of an urgent item 'Local Growth Fund 3 - Bidding Process'. It was agreed this may be taken at item 27 on today's agenda.

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

RESOLVED, that items 24 - Project Mercury, 25 - SYTPF Governance and Related Issues and 26 - SYTPF Update may be taken in the absence of the public and press.

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

No declarations of interest regarding the business to be transacted on today's agenda were noted.

11 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

12 RECEIPT OF PETITIONS

None.

13 PUBLIC QUESTIONS

None received.

14 MINUTES OF THE MEETING HELD ON 9 MAY 2016

RESOLVED, that the minutes of the meeting held on 9th may are agreed to be an accurate record of the meeting.

15 SCR CA POLICY ON LOANS TO PARTNER ORGANISATIONS

A report was received asking Members to consider the CA's approach to offering loan funding for schemes to non-Local Authority partners, including Colleges and to consider whether the SCR CA would wish to offer loans alongside the grant and consider any restrictions or conditions which should be applied.

Mayor Jones questioned whether this should be a 'role of the CA' and in suggesting the CA is not a bank, requested a more detailed report from the S151 officer commenting on the means via which the CA can assist non-LA organisations financially and such processes might align to our Treasury Management activities.

Noting this report had been instigated by a request for financial assistance from a Further Education College; Mayor Jones suggested the Skills Executive Board should liaise with the College in question to discuss the situation, and the role of the CA, in more detail.

These sentiments were endorsed by Members.

RESOLVED: That the Combined Authority:

1. Rejects the request to provide general financial assistance to a Further Education College, in the manner presented in the report, and requests the SEB discuss other options in more detail.
2. Will consider its appetite for providing financial assistance to non-LA organisations on receipt of a more detailed report from the S151 officer covering the various funding mechanisms available and how these support the CA's Treasury Management activities.

16 DEPARTMENT FOR TRANSPORT LARGE LOCAL MAJORS

A report was received providing information on the DfT Large Local Majors funding competition and, due to the competition timescales, seeking the CA's approval for the delegated sign-off from the CA/LEP chairs for the bids to DfT, noting the 21st July deadline.

It was noted the Department for Transport (DfT) has invited the Local Enterprise Partnership (LEP) to bid into a £475m Large Local Major Schemes fund, which forms part of the Local Growth Fund and was announced in the 2016 Budget.

Members were asked to note the need for SCR to make an appropriate financial contribution to update the appraisal tools needed to make the business cases compliant with the National Standards required for such schemes

It was noted that following a call for schemes and process of sifting against the DfT's eligibility criteria, 3 schemes have been proposed for submission: SCR Mass Transit Phase 1, Advanced Manufacturing Innovation District (AMID) and Pan Northern Connectivity – New Trans-Pennine through Routes.

RESOLVED, that the Combined Authority:

1. Agrees to submit three bids to the DfT (as detailed in the paper) and approves the Chairs of the CA and LEP having delegated sign off responsibilities for the final bids.
2. Notes the need for SCR to make an appropriate financial contribution to update the appraisal tools needed to make the business cases compliant with the National Standards required for such schemes

#### 17 JEREMIE FUND - INTERIM ARRANGEMENTS

A report was received to summarise past reports regarding the creation of the Northern Powerhouse Investment Fund (NPIF) and to note that the NPIF will be launched in September 2016 with significant investment expected from January 2016.

Members were asked to consider the need to avoid a hiatus in SME investment and the recommendation that the SCR offers Finance Yorkshire a loan (at commercial rates) of up to £2.5m to invest in South Yorkshire until 31 December 2016 to ensure that there is no "investment gap" in the move toward new financial instruments.

RESOLVED, that the Combined Authority:

1. Agrees to offer Finance Yorkshire a loan (on commercial terms) of £2.5m to bridge the investment gap until 31 December 2016, repayable over a term not greater than four years, with funding to be drawn from (and repayable to) the uncommitted Business Investment Fund ('BIF') element of our LGF funding.
2. Delegates authority to the Head of Paid Service (in consultation with the CA's Monitoring Officer, Section 151 Officer, Lead CEX and Lead LEP Board Member) to agree suitable terms and conditions (in accordance with the principles as set out in the report.

#### 18 HORASIS APPROVAL

A report was received asking the Combined Authority to approve the organising of the Horasis Business Conference to take place in November 2017.

Members questioned the scope and tangibility of the benefits of hosting the conference as detailed in the report, asking 'what would success look like', but

recognised this is the type of international event the SCR needs to be engaged with if it is to meet its inward investment ambitions

It was noted officers will be providing additional metrics to justify the hosting of the conference.

Members discussed the need for requests such as this to be captured as part of the SCR's marketing framework and not presented as piecemeal initiatives.

It was suggested the LEP would be a better body to decide whether to progress this initiative to ensure the thoughts of the private sector have been appropriately captured. However, it was confirmed the CA would be the body accountable for the sign off of funds for hosting.

Noting the intention to recoup some of the costs quoted via the attraction of sponsorship, Members were provided with assurances that the CA's underwriting of the hosting costs wouldn't make potential sponsors less likely to contribute.

RESOLVED, that the Combined Authority:

1. Agree, in principle that the Sheffield City Region may bid to host the Horasis conference in 2017 but defer a final decision pending the receipt of the above additional information.
2. Instruct officers to provide additional evidence metrics to support the hosting of the conference and provide assurance that supporting sponsorship to offset the costs of hosting is being attracted.

Cllr Dore confirmed she did not support these resolutions.

## 19 BUSINESS CASE RECOMMENDATION

Members were presented with recommendations from the SCR Transport and Infrastructure Executive Boards for approval.

It was noted that as agreed at the 9th May CA Meeting, papers have been presented via written procedures between meeting cycles for approval by the Chair of the CA for the Olympic Legacy Park and Peak Resort projects.

RESOLVED, that the Combined Authority:

1. Approves progression of Supertram Renewal to Full Approval and Award of Contract at a cost of £1M to SCR CA subject to the detailed condition set out in the Project Approval Summary Table.
2. Notes the approval by written procedures to progress Peak Resort to Full Approval and endorse Award of Contract at a cost £2.85M to SCR CA subject to the detailed condition set out in the Project Approval Summary Table.
3. Notes the approval by written procedures to progress Olympic Legacy Park to Full Approval and endorse Award of Contract at a cost of £4.9M to SCR CA



subject to the detailed condition set out in the Project Approval Summary Table.

20 SUMMARY REPORT - BUSINESS GROWTH EXECUTIVE BOARD

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

21 SUMMARY REPORT - HOUSING EXECUTIVE BOARD

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

22 SUMMARY REPORT - TRANSPORT EXECUTIVE BOARD

Members were asked to note clarification that districts will have 'concurrent responsibilities' with TfN and TfN won't be able to undertake works without a respective district's consent.

It was confirmed the refreshed Transport Strategy will be presented to the CA for endorsement.

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

23 SUMMARY REPORT - INFRASTRUCTURE EXECUTIVE BOARD

RESOLVED, that the recommendations made by the Executive Board are noted and endorsed.

24 PROJECT MERCURY

A report was submitted inviting the Combined Authority to consider a Business Investment Fund grant of up to £12m to support £60m of inward investment in the Sheffield City Region, resourced from uncommitted LGF.

Matters were considered.

RESOLVED, that the Combined Authority:

1. Approve the allocation of up to £12m of the LEP/ CA's uncommitted Business Investment Fund to support £60m of inward investment, £100m of additional GVA and 370 (predominantly) high skilled jobs in the Sheffield City Region.
2. Delegates authority to the Head of Paid Service (in consultation with the lead Chief Executive Officer, the Section 151 Officer and the Monitoring Officer) to agree the terms of the conditions of this grant award (within the parameters set out in this report).

25 SOUTH YORKSHIRE PASSENGER TRANSPORT PENSION FUND - GOVERNANCE AND RELATED ISSUES

A report was received requesting Members' approval of recommendations from the Passenger Transport Pension Fund Committee with regard to the future participation of the Fund within proposed pension pooling arrangements through appropriate delegations to South Yorkshire Pensions Authority and to endorse the detailed work which has been undertaken through the Passenger Transport Pension Fund Committee with regard to the participation of the Fund in proposed pension pooling arrangements through the Border to Coast Pool.

RESOLVED, that the Combined Authority:

1. Approves the recommendations of the Committee, with regard to participation in the future governance of the Border to Coast Pool through South Yorkshire Pensions Authority
2. Endorses the detailed work undertaken through the Committee with regard to participation in the Border to Coast pool
3. Delegates the responsibility to the Committee to continue to consider relevant issues with regard to the development of the Border to Coast pooling arrangement
4. Notes that future reports will be submitted to the Authority with regard to the progress of the pooling arrangements and the potential to transfer responsibility for the Fund to South Yorkshire Pensions Authority as appropriate

## 26 SOUTH YORKSHIRE PASSENGER TRANSPORT PENSION FUND

Local Growth Fund 3 - A report was received to provide Members with background information regarding the South Yorkshire Passenger Transport Pension Fund.

The report's appendices provided basic data regarding Fund membership, advisors and management; investment performance and structure; and an explanation of the contingent risk.

It was noted the 2015/16 draft Annual Report and Accounts are now being reviewed by KPMG as external auditors to the Fund.

RESOLVED, that the contents of the report are noted.

## 27 LOCAL GROWTH FUND 3 - BIDDING PROCESS

Members were provided with information regarding the emerging components to be recommended for inclusion in the bid. It was noted these are continuations of existing activity albeit on a larger scale.

It was noted that the submission deadline is 28th July. However, the additional submission of a 'bid snapshot' has been requested by DCLG by 24th June.

It was confirmed the final bid programme will be circulated to Members prior to submission.

RESOLVED, that the Combined Authority agrees to delegate responsibility for signing off the bid to the Chairs of the CA and LEP.

CHAIR

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**SHEFFIELD CITY REGION COMBINED AUTHORITY**

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

**MINUTES OF THE MEETING HELD ON 27 JUNE 2016**

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 Simon Greaves, Bassetlaw DC  
Councillor Mazher Iqbal, Sheffield City Council  
Mayor Ros Jones, Doncaster MBC  
Councillor Denise Lelliott, Rotherham MBC  
Councillor Alan Rhodes, Nottinghamshire CC  
Councillor Lewis Rose OBE, Derbyshire Dales DC  
Councillor Ann Syrett, Bolsover DC

Andrew Frosdick, Monitoring Officer  
Andrew Gates, SCR Exec Team  
Matthew Lockley, Nottinghamshire CC  
John Mothersole, Sheffield CC  
Jo Miller, Doncaster MBC  
Veena Prajapati, SCR Exec Team  
Chloe Shepherd, SCR Exec Team  
Dave Smith, SCR Exec Team  
Daniel Swaine, Bolsover DC / NE Derbyshire DC  
Neil Taylor, Bassetlaw DC  
Diana Terris, Clerk / Barnsley MBC  
Craig Tyler, Joint Authorities Governance Unit  
Damien Wilson, Rotherham MBC

Apologies for absence were received from Councillor J Dore, Councillor C Read,  
Councillor A Western, R Adams, H Bowen, D Bunton, S Kemp and E Walker

1 APOLOGIES

Apologies were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

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

None.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed that no items required voting rights 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.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

8 RECEIPT OF PETITIONS

None.

9 PUBLIC QUESTIONS

The Chair informed Members that a series of questions have been received relating to the potential effect on the SCR CA of the EU Referendum's 'vote to leave' outcome.

It was noted that messages from civil servants have indicated there is no change in government policy and instructions are to continue with all current activities.

The Chair instructed the Executive Director to respond on behalf of the Authority.

10 LOCAL DEMOCRACY ECONOMIC DEVELOPMENT AND CONSTRUCTION ACT 2009 - IMPLEMENTATION OF THE SHEFFIELD CITY REGION DEVOLUTION DEAL

A report was received asking the Combined Authority to approve the launch of a statutory consultation process relating to the Governance Review that has been undertaken, and the Scheme that has been prepared.

It was noted this approach is further to and consistent with the SCR Devolution Deal which was ratified by the Combined Authority on 31 March 2016.

The Governance Review and Scheme were provided as appendices to the report.

The Monitoring Officer explained this undertaking within the context of other significant milestones, noting intentions to bring a summary of the consultation exercise findings to the 12<sup>th</sup> September CA meeting prior to submission to the DCLG Secretary of State who will decide whether all statutory tests have been met.

RESOLVED:

1. That having considered the outcome of a review undertaken under the Local Democracy Economic Development and Construction Act 2009 as set out in Appendix 1 to the report, the making of relevant statutory Orders by the Secretary of State would be likely to improve the exercise of statutory functions in relation to the Combined Authority.
2. That the Scheme prepared in accordance with the 2009 Act as set out in Appendix 2 to the report be approved
3. That the Head of Paid Service be authorised make any further amendments to the final drafting of the Scheme as may be appropriate in consultation with the Chair of the Authority
4. That a statutory consultation exercise with regard to the proposals contained in the Scheme be undertaken to commence on 1st July and conclude on 12th August 2016 that the Head of Paid Service be authorised to finalise the approach to the consultation exercise in consultation with Chair of the Authority
5. That a summary of the consultation responses be prepared to be submitted to the Secretary of State following the conclusion of the consultation period and that the summary be reported to the meeting of the Authority to be held on 12th September 2016
6. That further reports be considered with regard to the statutory process in respect of the implementation of the Devolution Deal as appropriate

11 SCR DRAFT ANNUAL GOVERNANCE STATEMENT 2015/16

A report was received inviting Members to comment on the content of the draft SCR Annual Governance Statement (AGS) for 2015/16.

It was noted that the Authority is responsible for establishing proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions and the management of any associated risks.

It was noted that the final AGS will be included in the final 2015/16 Statement of Accounts, to be presented to the SCR Combined Authority on 12th September, and additional text to be provided by the Head of Internal Audit will be incorporated in due course.

RESOLVED:

1. That Members note the contents of the draft Annual Governance Statement.

CHAIR



**SHEFFIELD CITY REGION COMBINED AUTHORITY**

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

**MINUTES OF THE MEETING HELD ON 1 AUGUST 2016**

PRESENT:

Councillor Sir Steve Houghton CBE, Barnsley MBC (Chair)  
Councillor John Burrows, Chesterfield BC (Vice Chair)

Councillor Chris Read, Rotherham MBC  
Councillor Julie Dore, Sheffield CC  
Councillor Simon Greaves, Bassetlaw DC  
Councillor Glyn Jones, Doncaster MBC  
Councillor Lewis Rose OBE, Derbyshire Dales DC

Ruth Adams, SCR Executive Team  
Peter Dale, Doncaster MBC  
Andrew Frosdick, Monitoring Officer  
James Henderson, Sheffield CC  
Julie Hurley, SCR Executive Team  
Sharon Kemp, Rotherham MBC  
Martin McCarthy, South Yorkshire Joint Authorities  
Mel McCoole, South Yorkshire Joint Authorities  
Gareth Sutton, Sheffield CC / SCR  
Diana Terris, Clerk / Barnsley MBC  
Dave Smith, SCR Exec Team  
Julie Kenny CBE, Pyronix (LEP Board) & Rotherham MBC (Commissioner)  
Michael Rich, Chesterfield BC

Apologies for absence were received from Councillor A Syrett, Councillor G Baxter, Mayor R Jones, Councillor A Rhodes, Councillor L Roberts, Councillor A Western, F Boden, H Bowen, D Bunton, D Hewitt, J Mothersole, J Miller, D Swaine, N Taylor, C Tyler and E Walker

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 agenda item 25 entitled ‘SCR Executive Team Restructure’ be considered in the absence of the public and press.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed that there were no items where non-Constituent Members should not have voting rights.

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

None.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

8 RECEIPT OF PETITIONS

None.

9 PUBLIC QUESTIONS

Councillor Sir Steve Houghton CBE referred to a number of public questions that had been received. The Combined Authority was not currently in a position to provide a response as information on the final draft regulations was still awaited.

10 MINUTES OF THE MEETING HELD ON 20 JUNE 2016

RESOLVED – That the minutes of the Combined Authority meeting held on 20 June 2016 be agreed and signed by the Chair as a correct record.

11 MINUTES OF THE MEETING HELD ON 27 JUNE 2016

RESOLVED – That the minutes of the Combined Authority meeting held on 27 June 2016 be agreed and signed by the Chair as a correct record.

12 APPOINTMENT OF SYPTE NON-EXECUTIVE DIRECTOR

A report was presented requesting the Combined Authority agree the appointment of a new Non-Executive Director at SY Passenger Transport Executive.

It was legally required for the SYPTE to have between 2 and 8 Directors that had been appointed by the Combined Authority. Presently there was one Executive Director and five Non-Executive positions, with a senior transport officer appointed at each South Yorkshire District. The Board was chaired by the Chief Executive of Barnsley MBC.

RESOLVED – That the Combined Authority agree the appointment of Damien Wilson, Strategic Director of Regeneration and Environment – RMBC as a Non-Executive Director of the South Yorkshire Passenger Transport Executive.

13 Q1 REVENUE AND CAPITAL MONITORING

A report was submitted to provide Members with the Quarter 1 outturn position for the Combined Authority's revenue budgets and capital programme.

RESOLVED – That the Combined Authority note the Quarter 1 revenue and capital positions:-

Revenue

- i) Approve the revenue budget variation of £320k to support devolution consultation costs, noting that reserves would be used in the interim to cover the cost until gainshare funding could be reimbursed (3.38-3.45).
- ii) Approve the revenue programme variation for the Apprenticeship Grant for Employers programme by £163k to enable use of underspend on 2015/16 activity, noting that this activity was fully funded by grant (3.56-3.58).
- iii) Approve the revenue programme variation for the Enterprise Advisor Pilot by £75k to uplift the programme budget for under-accruals on 2015/16 activity, noting that this activity was fully funded by grant (3.59-3.63).

Capital

- iv) Note the use of the Authority's urgency procedures to advance the unspent 2015/16 LGF capital allocations to the JESSICA fund as a £5m repayable loan (3.90-3.91).
- v) Note the significant gap between forecast spend of 2016/17 LGF capital allocations and funding.
- vi) Approve the package of measures presented at 3.100 including the introduction of a process to allow promoters to apply for early access to development funds.

14 SCR EARLY COMMISSIONING PROPOSALS

A report was submitted requesting the Combined Authority consider a series of recommendations, in particular seeking approval for the SCR to bring forward a series of commissioning calls ahead of the Strategic Economic Plan refresh and the LEP prioritisation process having been completed.

RESOLVED – That the Combined Authority:-

- i) Note the implications set out in the Q1 Revenue & Capital Financial Monitoring spend paper, and consider the rationale for bringing forward new schemes into the SCR programme that were quickly deliverable.
- ii) Agree that the Housing Executive Board bring forward an early commissioning process, to commence as soon as possible, to increase housing growth in the SCR for schemes that could start delivery and spend in the 2016/17 financial year.
- iii) Approve the intention to bring forward an early commissioning call for schemes that were part of the SCR LEP strategic prioritised schemes.

15 SHEFFIELD CITY REGION INTEGRATED INFRASTRUCTURE PLAN

A report was submitted which provided an update on the final Sheffield City Region (SCR) Integrated Infrastructure Plan (IIP), (to demonstrate that the existing Infrastructure Executive Board (IEB) endorsed the SCR IIP and that these aligned with the LEP's emerging priorities), to highlight the SCR would not be the only funding source and that infrastructure sectors should explore other funding options before approaching the City Region.

The Chairman congratulated everyone involved in the production of the SCR IIP, which provided additional context in regard to SCR work in the wider city region.

RESOLVED – That the Combined Authority endorse and formally approve the SCR IIP and the next steps outlined in the report.

16 AREA BASED REVIEW

A report was submitted informing Members that the Area Based Review had now successfully concluded with recommendations unanimously accepted by the eight participating Further Education and Sixth Form Colleges. It was noted that a new independently chaired steering group would be established by September 2016 to oversee the implementation of the recommendations made.

Members noted that the formal report was expected by the end of August 2016.

RESOLVED – That the Combined Authority noted the update.

17 SCIENCE AND INNOVATION AUDIT

A report was presented informing Members that the SCR, in collaboration with Lancashire LEP, were undertaking a Science and Innovation Audit (SIA), which was being led by Professor Richard Jones, Pro-Vice-Chancellor for Research and Innovation at The University of Sheffield.

SQW Ltd supported the development of the SIA, and had been jointly commissioned to undertake supply chain analysis of the SCR's advanced manufacturing science and innovation strengths and capabilities. There was a requirement for the SCR's SIA to be submitted to Government by 16 September 2016.

RESOLVED – That the Combined Authority:-

- i) Support the development and submission of the SCR's SIA.
- ii) Agree that the evidence contained within the SCR's SIA submission be utilised to support the development of other strategies including the refresh of the SCR's Strategic Economic Plan and Smart Specialisation Strategy, and strategic projects including the Advanced Manufacturing Innovation District.

18 FINANCIAL APPROVALS

A report was submitted requesting Members consider the recommendations to progress scheme business cases to Full Approval, approve entering into funding agreements for two Infrastructure Projects at a cost of £3.915m from the LGF for Doncaster Urban Centre Projects, and to consider the project change request affecting the spend profile for the High Speed Rail College in Doncaster.

Councillor Jones requested that consideration be given to the DN7 area of Doncaster as soon as was practicable.

RESOLVED – That the Combined Authority approve:-

- i) The progression of Doncaster Urban Centre – Colonnades to Full Approval and Award of Contract at a cost of £2.28m to SCR CA, subject to the detailed condition set out in the Project Approval Summary Table attached at Appendix 1 to the report.
- ii) The progression of Doncaster Urban Centre – Civic and Creative Quarter to Full Approval and Award of Contract at a cost of £0.635m to SCR CA, subject to the detailed condition set out in the Project Approval Summary Table attached at Appendix 2 to the report.
- iii) The requests for change affecting the High Speed Rail College in Doncaster set out in the Change Request Table attached at Appendix 3 to the report.

19 SUMMARY REPORT - BUSINESS GROWTH EXECUTIVE BOARD

RESOLVED – That the recommendations made by the Executive Board were noted and endorsed.

20 SUMMARY REPORT - HOUSING EXECUTIVE BOARD

RESOLVED – That the recommendations made by the Executive Board were noted and endorsed.

21 SUMMARY REPORT - TRANSPORT EXECUTIVE BOARD

RESOLVED – That the recommendations made by the Executive Board were noted and endorsed.

22 SUMMARY REPORT - INFRASTRUCTURE EXECUTIVE BOARD

RESOLVED – That the recommendations made by the Executive Board were noted and endorsed.

23 SUMMARY REPORT - SKILLS, EDUCATION AND EMPLOYMENT

RESOLVED – That the recommendations made by the Executive Board were noted and endorsed.

24 WEBCASTING OF SHEFFIELD CITY REGION COMBINED AUTHORITY COMMITTEE MEETINGS

A report was presented for Members requesting the continuation of webcasting of meetings of the Transport Committee, Overview and Scrutiny Committee and the Audit Committee.

It was noted that over the last 12 months there had been 7587 live and archived viewings of the Combined Authority Committee meetings, which was a 116% increase of the 3507 live and archived viewings in 2014/15.

RESOLVED – That the Combined Authority noted the continuation of the webcasting of meetings of the Transport Committee, Overview and Scrutiny Committee and the Audit Committee for 3 years (to 2018/19) at a cost of £5,022.46.

25 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 it involves 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.

26 SCR EXECUTIVE TEAM RESTRUCTURE

A report was submitted setting out proposals for the restructure of the SCR Executive Team. Originally the Executive Team had principally been established to provide policy support and development, SCR coordination, and a small number of other discrete functions. The establishment of the LEP, the Combined Authority and the focus on negotiating the Region's devolution deals meant that the staffing structure was in need of review not least to ensure capacity to deliver against these priorities was maintained.

Councillor Dore queried the role of the Programme Managers and the degree of support they would provide to Member authorities. It was agreed that this would be discussed further at the workshop session the following week.

RESOLVED – That the Combined Authority agree:-

- i) Subject to available budget, the proposed new structure, roles and associated resourcing as set out in the report.
- ii) That any further comments on the detail of the structure will be brought forward to the upcoming priorities workshop on the 11 August.
- iii) A letter be sent to Government officials, on behalf of the Combined Authority, informing them of the agreement reached to address capacity issues within the SCR as part of improving performance and assurance on scheme delivery.
- iv) A further review be undertaken in 12 months' time to determine the effectiveness of any new staffing arrangements introduced.

CHAIR

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## SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

### ANNUAL MEETING

27 JUNE 2016

PRESENT: Councillor A Cave (Chair)  
Councillor A Atkin (Vice-Chair)  
Councillors: N Akther, S Ayriss, P Haith, S Howard, B Johnson,  
C Ransome, J Satur and G Weatherall

CFO J Courtney, DCFO J Roberts, ACFO M Blunden,  
B Sandy, S Dunker, F Edmonds, M Topham and AM S Helps  
(South Yorkshire Fire & Rescue Service)

D Terris, J Bell, A Frosdick, A Hunt, M McCarthy, D Cutting,  
L Noble, R Winter and M McCoolle (Barnsley MBC)

Dr A Billings (South Yorkshire Police and Crime  
Commissioner)

Apologies for absence were received from  
Councillor A Buckley, Councillor E Hughes and F Foster

#### 1 TO APPOINT THE CHAIR OF THE AUTHORITY FOR THE ENSUING YEAR

Councillor Ransome had proposed that Councillor Weatherall become Chair of the Authority for the ensuing year; Councillor Ayriss had seconded the proposal.

Councillor Weatherall declined the proposal.

RESOLVED – That Members agreed that Councillor Cave be appointed as Chair of the Authority for the ensuing year.

**All Members voted in favour of the above appointment, with the exception of Councillors Ransome and Ayriss who voted against the decision.**

#### 2 TO APPOINT A VICE-CHAIR FOR THE AUTHORITY FOR THE ENSUING YEAR

RESOLVED – That Members agreed that Councillor Atkin be appointed as Vice-Chair of the Authority for the ensuing year.

#### 3 CHAIR'S REMARKS

Councillor Cave welcomed the new Members to the meeting, and introductions were made. Members' attention was drawn to a number of challenges faced by the Authority in the coming year which included the Police and Crime Bill, Devolution and the unknown future of Fire and Rescue Authorities.

Councillor Cave paid tribute to the Members who had left the Authority following the recent local elections; Councillor Andrews, who had been the Chair of the Authority

for almost 17 years, Councillor Richards who had been the Chair of the Audit Committee, Councillor Munn, and Councillor Furniss who had gone on to become an MP. She wished them all the very best for the future.

Councillor Cave reminded the Authority that the meeting would be webcast live and that it would be archived for future use. Members noted a number of general housekeeping requirements.

D Terris reiterated that the core purpose of the Authority was to ensure an efficient and effective Fire and Rescue Service for South Yorkshire in terms of advising, supporting, challenging, and to ensure that the Service was the best that it could be; Members were requested to keep the core purposes of the Authority in mind.

**4 MEMBERSHIP OF THE FIRE AND RESCUE AUTHORITY**

A report of the Clerk to the Fire and Rescue Authority was submitted to inform Members of the membership of the Authority as notified by the District Councils:-

Barnsley	Councillors A Cave and S Howard
Doncaster	Councillors E Hughes, P Haith and C Ransome
Rotherham	Councillors A Atkin and A Buckley
Sheffield	Councillors S Ayris, N Akther, B Johnson, J Satur and G Weatherall

RESOLVED – That Members noted the membership of the Authority as notified by the District Councils.

**5 REVIEW OF THE FIRE AND RESCUE AUTHORITY GOVERNANCE STRUCTURE**

A report of the Clerk to the Fire and Rescue Authority was presented which reported on the conclusions and recommendations of the Task and Finish Group's work in relation to the review of the Authority's governance structure.

L Noble referred Members to the two Task and Finish Group meetings held in April 2016, which (over both meetings) had been attended by five Members, two Independent members, CFO Courtney and the Deputy Clerk and had been independently facilitated.

The Task and Finish Group had debated whether the Scrutiny Board should be open to the public. The Group had determined that there was not a requirement for it to open its meetings up for public attendance, as the minutes and decisions of the Board were reported to the Authority in an open and transparent way via agendas and minutes, to which the Authority and Audit Committee had public access. L Noble commented that additional guidance on how members of the public could attend meetings and raise questions had been included on the Fire and Rescue Authority website.

RESOLVED – That Members agreed:-

- i) To approve the Authority’s revised governance structure at Appendix A.
- ii) To approve the outline work programmes (non-exhaustive) for the Authority and its sub-Committees/Boards at Appendix B.
- iii) The Terms of Reference for the Authority’s revised governance structure at Appendix C.
- iv) To review the FRA’s governance structure in a year (May 2017).
- v) To discharge the recommendation to review the Chair’s delegated powers under the Scheme of Delegation to ensure they were fit for purpose, as this was now complete.

**6 AUTHORITY GOVERNANCE ARRANGEMENTS**

A report of the Clerk to the Fire and Rescue Authority was presented to request the Authority to determine the appointment of Members to the Committees and Boards, and also the appointment of Chairs and Vice-Chairs of the Committees (other than the Appeals and Standards Committee).

RESOLVED – That Members:-

- i) Approved the meeting structure as detailed below:-

Committee/ Working Party	Notes	Members
Audit and Governance Committee	The agreed terms of reference are set out at Appendix A.	Cllr P Haith (Chair) Cllr G Weatherall Cllr S Howard Cllr E Hughes Cllr C Ransome  3 Independent Members:- Mrs A Bingham Mrs C Marshall Mr C Wane
Appointments Committee	The agreed terms of reference are set out at Appendix B. These have been amended following the recommendations from the Internal Audit report into overtime payments to Principal Officers (Audit Committee 14.12.15 and FRA 4.1.16).	Cllr A Atkin, Cllr J Satur Cllr C Ransome Cllr A Cave Cllr B Johnson Cllr G Weatherall

**Fire and Rescue Authority  
Annual Meeting  
Monday 27 June 2016**

	Please note that Members do not usually serve on both the Appointments and the Appeals Committee.	
Appeals and Standards Committee	The agreed terms of reference are set out at Appendix C.	Cllr A Buckley Cllr P Haith Cllr S Ayris Cllr S Howard Cllr E Hughes Cllr N Akther
Principal Officers Review Committee A	The agreed terms of reference are set out at Appendix D.	Cllr C Ransome Cllr A Atkin (sub)  Cllr N Akther Cllr J Satur (sub)  Cllr G Weatherall Cllr S Howard (Sub)
Principal Officers Review Committee B	The agreed terms of reference are set out at Appendix D.	Cllr A Atkin Cllr S Ayris (sub)  Cllr E Hughes Cllr A Buckley (sub)  Cllr A Cave Cllr P Haith (sub)
Principal Officers Review Committee C	The agreed terms of reference are set out at Appendix D.	Cllr S Ayris Cllr A Atkin (sub)  Cllr A Buckley Cllr B Johnson (sub)  Cllr J Satur Cllr G Weatherall (sub)
Performance and Scrutiny Board	The agreed terms of reference are set out at Appendix E.  Please note – Membership of the Performance and Scrutiny Board should exclude the Chair.	Cllr A Buckley (Chair) Cllr N Akther Cllr J Satur Cllr B Johnson Cllr S Ayris Cllr A Atkin

Stakeholder Planning Board	The agreed terms of reference are set out at Appendix G.	All FRA Members Cllr J Satur (Chair)
Corporate Advisory Group	The Task and Finish Group proposed a new Group (a combination of the dissolved Policy Development Group and Corporate Planning Workshops) and the proposed terms of reference are contained within the report on governance arrangements.	All FRA Members (No Chair required)

- ii) Approved the terms of reference of the Committees as set out in Appendices A to F.
- iii) Appointed Members to Committees and Boards where vacancies exist.
- iv) Appointed Councillors to serve on the Audit Committee.
- v) Appointed the Chair and Vice-Chair (if required) of each Committee and Board (other than the Appeals and Standards Committee).

**7 FUTURE MEETING DATES 2016/17**

A report of the Clerk to the Fire and Rescue Authority was submitted to set out a schedule of meeting dates for the Authority in 2016/17.

**RESOLVED – That Members:-**

- i) Agreed the current governance framework of 8 meetings per year for both FRA and 6 meetings of Audit Committee underpinned by the Appeals and Standards Committee, Appointments Committee and the two Boards (Stakeholder Planning and Scrutiny).\*
- ii) Approved the suggested schedule of meeting dates for 2016/17 as set out below:-

<b>Fire and Rescue Authority</b>	<b>Audit Committee</b>	<b>Scrutiny Board</b>	<b>Stakeholder Engagement Board</b>
27 June 2016* (Annual & Ordinary)		23 June 2016*	21 June 2016*
25 July 2016*	25 July 2016*		
19 September 2016*	19 September 2016*	September 2016**	14 September 2016*
17 October 2016*			
28 November 2016*	28 November 2016*	November 2016**	

			14 December 2016*
16 January 2017	16 January 2017		
13 February 2017		March 2017**	
	20 March 2017		March 2017**
3 April 2017			
	15 May 2017		
26 June 2017 (Annual & Ordinary)		June 2017**	June 2017**
24 July 2017	24 July 2017		
18 September 2017	18 September 2017		September 2017**
16 October 2017			
27 November 2017	27 November 2017	November 2017**	
			December 2017**

\* Meeting dates already arranged

\*\*Meeting dates to be arranged

**8 ARRANGEMENTS UNDER SECTION 41 OF THE LOCAL GOVERNMENT ACT 1985**

A report of the Clerk to the Fire and Rescue Authority was submitted to request the Authority to consider the appointments of District Council representatives under Section 41 of the Local Government Act 1985.

RESOLVED – That the Authority agreed to appoint the following Members to answer questions at meetings of the constituent councils on the discharge of the functions of this Authority:-

<b>Authority</b>	<b>Member</b>	<b>Substitute</b>
<b>Barnsley</b>	Cllr A Cave	Cllr S Howard
<b>Doncaster</b>	Cllr P Haith	Cllr E Hughes
<b>Rotherham</b>	Cllr A Atkin	Cllr A Buckley
<b>Sheffield</b>	Cllr J Satur	Cllr G Weatherall

**9 OUTSIDE BODIES**

A report of the Clerk to the Fire and Rescue Authority was submitted in order for Members to consider whether the Authority wished to re-affiliate to the various outside bodies listed in the report and to consider the representation of the Authority on outside bodies.

RESOLVED – That Members agreed:-

- i) To re-affiliate to the various outside bodies listed in the report.
- ii) To appoint representatives to serve on the outside bodies as set out below for 2016/17, and that in accordance with Standing Order 24, the appointments continue until the next annual meeting of the Authority, or membership ceases:-

<b>Outside Body</b>	<b>Member Representation</b>
LGA General Assembly	Section 41 Members
LGA Fire Commission	Chair/Vice-Chair or their nominee
LGA Urban Commission	Chair & Vice-Chair or their nominee
LGA Rural Commission	Chair & Vice-Chair or their nominee
Association of Metropolitan Fire Authorities (AMFRA)	Chair & Vice-Chair
Yorkshire Purchasing Organisation (YPO)	Councillor A Atkin
Yorkshire and Humberside Employers' Organisation	Councillor A Atkin
Community Safety Partnerships	Section 41 Members
SSUK Board	Section 41 Members
HOPE CIO Board – Trustee Member	Councillor E Hughes Councillor A Cave

- iii) That the Authority should become a member of the Yorkshire and Humberside Employers' Organisation, and duly appointed Councillor Atkin as representative.
- iv) To learning and development to support Members on Outside Bodies as part of the 2016/17 Learning and Development Schedule.
- v) To evaluate, where possible, the Authority's participation in Outside Bodies as part of the Annual report in 2017.

CHAIR

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# SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

## ORDINARY MEETING

27 JUNE 2016

PRESENT: Councillor A Cave (Chair)  
Councillor A Atkin (Vice-Chair)  
Councillors: N Akther, S Ayriss, P Haith, S Howard, B Johnson,  
C Ransome, J Satur and G Weatherall

CFO J Courtney, DCFO J Roberts, ACFO M Blunden,  
B Sandy, S Dunker, M Topham, F Edmonds and AM S Helps  
(South Yorkshire Fire & Rescue Service)

D Terris, J Bell, A Frosdick, A Hunt, M McCarthy, L Noble,  
D Cutting, M McCool and R Winter (Barnsley MBC)

Dr A Billings (South Yorkshire Police and Crime  
Commissioner)

Apologies for absence were received from  
Councillor A Buckley, Councillor E Hughes and F Foster

### 1 APOLOGIES

Apologies for absence were noted as above.

### 2 ANNOUNCEMENTS

CFO Courtney informed Members of the recent death of Jeff Ord CBE, QFSM, the former Chief Fire Officer of South Yorkshire Fire and Rescue Service between 1996 and 1999. Mr Ord had left the Service to become the Fire Master at Strathclyde Fire and Rescue Service, the second largest Fire Service in the UK, and he had concluded his career as HM Fire Inspector in Scotland.

### 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 26 'Further Development of Future Contingency Arrangements'.

Item 27 'Disposal of Site of Former Darnall Fire Station'.

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

None.

6 REPORTS BY MEMBERS

Councillor Satur reported on the outcomes from the recent Scrutiny Board meeting held on 23 June, in Councillor Buckley's absence:-

- A joint Annual Award Ceremony of South Yorkshire Fire and Rescue and South Yorkshire Police would be held on 23 July 2016; further details to follow.
- The outcome of the Audit in April 2016 had found no safety critical issues. An Action Plan would be submitted to a future meeting of the Board.
- The Safe and Well Visits which would replace Home Safety Checks, would go live from September 2016.
- In relation to the National Framework for South Yorkshire Fire and Rescue compliance, a Member had raised the issue of the National Firefighters Fitness Policy and the current trade union dispute. Discussions were ongoing between South Yorkshire Fire and Rescue's management, FBU, FOA and the Brigade Committee.
- All of the actions arising from the Operational Assessment undertaken in 2014 were now complete.
- Members had received a more detailed report on the Support Services Review. It had been agreed that a further report on lessons learnt on the scope of HR and Occupational Health would be presented to a future meeting of the Board.

Councillor Haith together with Councillors Atkin, Ransome and Weatherall had recently attended the Achieving Respect and Confidence (ARC) Passing Out Parade at Barnsley Fire Station. It was noted that the youngsters were a real credit to their parents.

Councillor Atkin referred to a recent meeting at the Fire Commission in London. A representative from the Home Office had outlined Theresa May MP's plans for Fire and Rescue Reform. Chief Fire Officers had met with the Home Secretary who, had praised the Fire and Rescue Service, but highlighted a number of areas of concern. She had indicated that it could be possible to achieve a 4 year finance settlement if the fire and rescue services had in place robust efficiency plans; CFO Courtney was working through the issues raised. Theresa May MP had also indicated that she would produce a procurement league table, that she would bring back independent inspection and that she wanted to see flexible deployment, which would result in more RDS staff.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 11 APRIL 2016

Councillor Haith queried when further progress reports in relation to fitness testing would be presented to the Authority.

DCFO Roberts referred to a report presented at the recent Scrutiny Board meeting. Negotiations with the FBU continued, and it was hoped to provide an update at the next Authority meeting.

RESOLVED – That the minutes of the Authority meeting held on 11 April 2016 be agreed and signed by the Chair as a correct record.

10 EMERGENCY SERVICES COLLABORATION

A report of the Deputy Chief Fire Officer was submitted in relation to the emergency services collaboration. Members noted that a progress report had been presented to the Governance Assurance Body (GAB) of the Police and Crime Commissioner (PCC) of South Yorkshire Police (SYP) in May 2016. The report had been positively received and had led onto a further discussion on the collaboration opportunities for SYP.

Councillor Cave welcomed the Police and Crime Commissioner, Dr Billings to the meeting.

DCFO Roberts referred to the provisions of the Policing and Crime Bill currently going through Parliament which included a duty to collaborate on all three emergency services with the overall aim to improve efficiency and effectiveness. Work was underway with operational collaboration leads for South Yorkshire Police (SYP) and South Yorkshire Fire and Rescue (SYFR) to identify potential collaborative opportunities between SYFR, SYP and Yorkshire Ambulance Service (YAS).

Councillor Satur commented that there was scope for the Scrutiny Board to look at the collaboration proposals in greater detail, either pre or post-implementation if that would assist.

Councillor Haith referred to a number of work streams that were deemed to be 'emerging' or 'progressing as expected'; she queried whether staff representation had been involved in the preliminary discussions.

DCFO Roberts commented that the Service's joint consultation remained a standing agenda item, and regular updates were provided. He added that if the Authority authorised the business case, then additional work would be undertaken to scope out the work in more detail. Members of the trade unions would be kept updated.

Councillor Howard referred to the LIFE Team and the pilot to be run in Sheffield. She queried whether the two PCSOs to be seconded would be sourced from Sheffield or wider (across South Yorkshire).

SM Dunker commented that the advertisement for the two PCSOs had been offered South Yorkshire wide, and would predominantly be based in Sheffield due to the amount of anticipated incidents in that area.

Dr Billings referred to the duty for SYFR and SYP to collaborate and to ascertain areas that could deliver the best results from a financial, effectiveness and efficiency point of view for both services. He referred to the uncertainty within the Government in relation to the future of the Home Secretary etc. He added that, in his opinion, the direction of travel from the Government was for the emergency services to collaborate and work together, which he envisaged would be undertaken amicably within South Yorkshire. He looked forward to this period of collaboration.

Councillor Ransome queried the firefighter training involved to enable firefighters to undertake home visits.

SM Dunker commented that recruitment for the LIFE Team would come from Community Safety staff or the volunteer base. Training would be provided on home safety checks and HSC 3 together with training from YAS on manual handling to include falls procedures, and SYP for self-protection and awareness training. The training would be brought together jointly by SYFR, YAS and SYP over a 2 week programme. The pilot would be closely monitored by SYFR.

Councillor Ransome queried how many staff would be involved in the pilot.

AM Helps commented that the Safe and Well checks would shortly commence and be piloted in Doncaster. Two PCSOs and two members of staff had been seconded from SYFR into the LIFE Team, and had been trained on how to undertake a home safety check/safe and well check.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Advised Officers whether work should be progressed on the Community Safety, Civil Protection Group and fleet elements (Sections 3, 4 and 7) to the project team and business case phase.
- iii) Approved further progress of the other elements within the report to the scoping stage.
- iv) Approved Safer Stronger Communities Reserve funding for the LIFE team pilot contained within Appendix C and Appendix D to the report.

11 RECOMMENDATIONS FROM AUDIT COMMITTEE - INTERNAL AUDIT REPORT:  
WIRRAL CLADDING AND ROOFING LTD

A report of the Clerk to the Authority was presented to update Members on the recent recommendations arising from the Audit Committee regarding an Internal Audit report into the engagement of Wirral Cladding and Roofing Ltd.

R Winter commented that the report had been considered by the Audit Committee in May 2016, and that it would be subject to further audit and governance scrutiny at future meetings until all recommendations are completed. The outcome of the review had identified clear issues with transparency of process and retention of documentation as to how Wirral Cladding and Roofing Ltd were first engaged by the Service; to be followed up at the Audit and Governance Committee meeting in July 2016.

Councillors Ransome and Ayris recommended that the matter be referred to South Yorkshire Police.

CFO Courtney offered assurance to Members that the issues raised had been brought to light, and steps had been instigated to engage with the Service's workforce at every level, to ensure that they were aware of the requirement of conformity.

D Terris referred to the number of concerns identified by the Audit Committee to be addressed as a priority. She suggested that, subject to Members' approval of the report recommendations, that no further action was deemed necessary, due to there being no findings of impropriety or conflict. The External Auditor was aware of the progress made, and the issue would be identified within the Annual Governance Statement. The Audit and Governance Committee would continue to monitor the issue and she had every confidence that the issues would be addressed.

RESOLVED – That Members noted the recommendations of the Audit Committee in response to the Internal Audit report and that the appropriate ongoing actions with regard to the recommendations contained in the report be kept under review by the Committee.

12 LIFEWISE CENTRE UPDATE

A report of the Chief Fire Officer and Chief Executive was presented to provide an update on the Lifewise project as it potentially changed from being a collaborative project between South Yorkshire Fire and Rescue (SYFR) and South Yorkshire Police (SYP) to a unified service platform through which a joint delivery model of community safety in both its SYFR and SYP forms was delivered.

Members noted that the Lifewise Centre had commenced in 2005 as a collaborative project with SYP to deliver citizenship and safety training to youngsters and vulnerable adults; update reports had regularly been provided to the Authority. The original extended Lifewise Agreement had expired in March 2016, and had moved into a 'steady state' partnership agreement under the CFO's delegated powers.

ACFO Blunden reiterated the success of the Lifewise Centre and the positive impression made upon the Year 6 children that visited the centre. Over the last 12 months, development work had been undertaken to adapt for wheelchair users and the hard of hearing.

Councillor Buckley commented that in 2015/16 there had only been two schools in South Yorkshire that had not attended the Lifewise Centre. He queried whether SYFR would continue to contribute a total of £50,000 per year.

ACFO Blunden commented that SYFR would continue to contribute £50,000 per annum; financial partnership arrangements were also in place for SYP.

Councillor Satur commented that it had been a pleasure to be a Member of the Lifewise Governance Board and to watch it develop; she gave thanks to the officers who had supported her whilst on the Board.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Approved the change from a collaborative project to a partnership arrangement.

13 HOPE - APPOINTMENT OF TRUSTEES

D Cutting provided Members with an update on the HOPE Charity. The Authority had previously agreed to incorporate the HOPE Charity on behalf of the Service.

RESOLVED – That Members agreed Councillor Cave be appointed onto the HOPE Trustee Board.

14 HILLSBOROUGH STADIUM DISASTER - LEGAL FEES

A report of the Clerk to the Authority was presented to provide Members with an update on the issue of legal costs incurred in connection with the Inquest into the Hillsborough Stadium Disaster which commenced on 31 March 2014.

Members noted that on 26 April 2016, the Hillsborough Inquest Jury had announced their determination of unlawful killing in regard to the victims of the disaster; regular updates had been provided to the Audit Committee, in relation to the legal expenditure incurred as a result of the Inquest.

D Cutting commented that it was proposed to present a concluding report to the Audit and Governance Committee in September, to reflect the final audit and legal costs incurred.

RESOLVED – That Members noted the contents of the report.

15 OUTTURN REPORT 2015/16

A report of the Chief Fire Officer and Chief Executive and Clerk and Treasurer was submitted to inform Members of the final outturn position for the 2015/16 financial year, together with the key revenue variances that occurred during the whole of the financial year and detailed analysis of the variances in the final quarter of the year.

Members noted a total of £49.627m operating budget had been approved by the Authority in 2015/16, with an actual expenditure for the financial year of £54.212m. The deficit had resulted from one-off events during the year funded from reserves that were not built into the operating budget at the start of the year. With the support of the £6.143m approved earmarked reserves, there was a total of £1.734m overall under spend for the financial year.

RESOLVED – That Members noted and approved the report.

16 MEMBER LEARNING AND DEVELOPMENT - REVIEW AND THE YEAR AHEAD

A report of the Clerk to the Fire and Rescue Authority was presented to provide Members with a review of learning and development undertaken in 2015/16, together with a forward look to learning and development in 2016/17 and wider regional and sub-regional developments.

The Member Induction Programme was reviewed annually and it had been fundamentally reviewed for 2016, to provide further information on the issues around Fire Reform and the changing role of the Service.

L Noble referred to media training which would be held for interested Members in July. The South Yorkshire Member Development Officer Group continued to meet quarterly; the next meeting would be held in Barnsley.

RESOLVED – That Members:-

- i) Noted the skills, learning and development acquired in 2015/16.
- ii) Agreed to a process of Development Discussions between July 2016 and the end of August 2016 for all new and existing Members which would inform an appropriate and targeted Learning and Development Schedule for 2016/17.
- iii) Noted the regional and sub-regional developments.

17 LEAD MEMBERS: ANNUAL REVIEW AND FORWARD LOOK

A report of the Clerk to the Fire and Rescue Authority was submitted to examine the existing Lead Member roles and to make recommendations for these to continue.

RESOLVED – That the Authority:-

- i) Considered the existing Lead Member roles as detailed at paragraph 2 in the report.
- ii) Agreed to the following nominations/amendments as appropriate and where vacancies exist:-

<b>Area</b>	<b>Lead Member</b>
<b>Strategic Partnerships (Health, Community Safety etc)</b>	<b>S41 Members</b> Cllr A Cave (Barnsley) Cllr A Atkin (Rotherham) Cllr J Satur (Sheffield) Cllr P Haith (Doncaster)
<b>Member Learning and Development</b>	Cllr N Akther
<b>Risk Management (Audit)</b>	Cllr P Haith
<b>Scrutiny</b>	Cllr A Buckley ( <i>as Chair of Scrutiny Board</i> )
<b>Stakeholder Engagement</b>	Cllr J Satur ( <i>as Chair of the current Stakeholder Engagement Board</i> )
<b>Environmental Issues</b>	Cllr G Weatherall
<b>Health and Safety</b>	Cllr Alan Buckley
<b>Business Continuity</b>	Cllr B Johnson
<b>Lifewise Governance Board</b>	Cllr J Satur
<b>Equality and Inclusion</b>	Cllr A Cave

18 FRA MEMBER ENGAGEMENT WITH SYFR STAFF

A report of the Clerk to the Fire and Rescue Authority was presented, which was the first annual report covering Member engagement with Service staff.

The Staff Survey conducted in 2014 had highlighted that only 9% of employees believed the Authority had a good understanding of the Service. Feedback from station visits had identified that staff considered that Members should engage further with staff i.e. visits to Fire Stations and Departments etc.

A number of initiatives had been introduced to ensure greater engagement between Members and SYFR staff; this would continue to be developed as appropriate.

RESOLVED – The Members noted the continued FRA Member engagement with SYFR staff.



19 ANNUAL SCRUTINY REVIEW AND UPDATE

A report of the Clerk to the Fire and Rescue Authority was submitted to provide Members with a summary of key scrutiny activity undertaken in the past year (June 2015 – June 2016).

Members noted the discussion around the reports received by the Scrutiny Board and its role in conducting reviews and post-implementation reviews, following the dissolution of the Workforce and Organisational Development Board in September 2015. Proposals had been made to change the title of the board to the Performance and Scrutiny Board and to make amendments to the Terms of Reference, as part of the governance review.

RESOLVED – That Members:-

- i) Noted the scrutiny activity from June 2015 to the present.
- ii) Continued to support themed scrutiny reviews and post-implementation reviews, as appropriate.
- iii) Supported the referral process for any topic or area from other Authority Committees/Boards etc. to the Performance and Scrutiny Board as appropriate.
- iv) Continued to support scrutiny and challenge across the full range of Fire Authority meetings.

20 ANNUAL REVIEW OF RISK MANAGEMENT 2015/16

A report of the Chief Fire Officer and Chief Executive/Clerk to the Fire and Rescue Authority was presented to set out the Authority's and Service's arrangements for managing risk in accordance with the Authority's Corporate Risk Management Policy and Strategy, together with the Governance arrangements around Corporate Risk Management and risk management developments during the year.

Councillor Haith queried whether Members would have sight of key partner risk registers.

A Hunt commented that he always requested sight of partner risk registers in order to share good practice. He would progress the matter further with L Noble.

RESOLVED – That Members considered the Risk Management Annual Report, and the assurance provided, as part of its overall consideration of the Authority's control framework for the purposes of the Annual Governance Statement (AGS).

21 ANNUAL CORPORATE PERFORMANCE REPORT FOR 2015/16

A report of the Chief Fire Officer and Chief Executive and Clerk to the Fire and Rescue Authority was submitted to provide Members with the Annual Corporate Performance Report for 2015/16, together with the 2015/16 quarterly and monthly

dashboards and details of any Regulation of Investigatory Powers Act 2000 (RIPA) activity undertaken.

DCFO Roberts commented that the report had been presented to the Scrutiny Board on 23 June 2016. The following exception reports had been included for the performance indicators:-

- LPI 1.1(i) – Number of Accidental Dwelling Fires.
- LPI 1.4(2a) – Accidental Dwelling Fire Injuries.
- LPI 1.7(i) – Primary Arson Incidents.
- LPI 1.7(ii) – Secondary Arson Incidents.

Councillor Satur referred to the increase of road traffic collisions in all four of the districts, and expressed concern that there was now only one arson reduction officer within the Service. She queried whether there was any scope to increase the number of arson reduction officers.

ACFO Blunden commented that as part of the Support Services Review, the number of arson reduction officers had been reduced from 4 to 1, and the role had been captured within the FCSO role based at districts. The Service continued to work with the Safer Roads Partnership and the South Yorkshire Roads Partnership with South Yorkshire Police to drive down road traffic collisions.

Councillor Haith welcomed the initiatives regarding electrical and cooking fires, and she queried the public engagement for the launch of both initiatives.

ACFO Blunden commented that the Service continued to engage with properties within a specific radius following a fire dwelling incident. The Service also continued to provide home safety checks to the most vulnerable individuals within South Yorkshire. The Service had previously undertaken work with the DCLG on letter writing to ensure that the message was correctly conveyed. He was content that the Service was doing everything that it possibly could, together with the work undertaken by crews at a local level to engage with the most vulnerable individuals.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Scrutinised and commented on the information presented in the attached report.

## 22 PERFORMANCE MANAGEMENT FRAMEWORK - TARGETS FOR 2016/17

A report of the Chief Fire Officer and Chief Executive and Clerk and Treasurer was submitted to present the Performance Management Framework and targets for 2016/17.

Members noted that the draft Performance Management Framework for 2016/17 had been presented to the Authority on 11 April 2016, and was reviewed annually.

Provisional targets had been set for the first quarter of 2016/17 and had been adjusted to take into account the final outturn figures for 2015/16.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Agreed the targets for 2016/17.

23 SOUTH YORKSHIRE FIRE AND RESCUE ANNUAL EQUALITY AND INCLUSION REPORT

A report of the Head of Human Resources was presented in relation to the Service's Annual Equality and Inclusion Report 2016.

F Edmonds informed Members that the annual report, in its new format, covered activity for the 2015/16 financial year in terms of case studies and progress against the Service's equality objectives, and set and reviewed new objectives for the current year together with a detailed action plan on how to achieve those objectives.

Councillor Haith queried the timelines as to when the new integrated bespoke HR system would be introduced.

F Edmonds commented that the new HR system had been introduced in terms of people being able to undertake direct reporting confidentially. Work would commence to encourage people to undertake self-reporting of the equality data.

Councillor Cave queried whether there was any scope for the Authority to move towards 'Excellent' of the Fire and Rescue Equality Framework.

DCFO Roberts referred to the report presented to the Authority in April in relation to equality and inclusion; the decision to move to 'Excellent' should be steered by Members. It was noted that very few fire and rescue services were seeking assessment against the Standard due to austerity and reduced capacity. Members noted that the Service would need additional resources if it was determined that they should work towards achieving 'Excellent'. He gave thanks to F Edmonds and her team for the production of an excellent report, and the Chair endorsed this.

RESOLVED – That Members:-

- i) Considered the Equality and Inclusion Report 2016 and associated Equality and Inclusion Action Plan.
- ii) Proposed or raised any required amendments, additions or issues.
- iii) Approved the report and action plan for action and publication.

24 PEOPLE STRATEGY REFRESH 2016/17

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted which confirmed that the Authority's current People Strategy 2013-17 had been reviewed and consideration given to the progress made thus far, and the emergence of new areas for further development work relating to the South Yorkshire Fire and Rescue people management agenda.

Councillor Akther queried what was being done to address the low level of ethnic groups within the Service.

M Topham commented that the Service faced challenges generally within the workforce profile irrespective of race or gender, and that work was ongoing to review the position with positive action campaigns etc. The Service faced a challenge that was reflective nationally, of the potentially low turnover of staff and limited opportunities to recruit and refresh the workforce which had caused a problem to all organisations. The National Joint Council (NJC) had commissioned a piece of work, led by L Dickins, the Independent Chair, to look at equality of opportunity, representation and culture within the fire service; work was ongoing and data from the Service had been collated.

Councillor Cave suggested that it would be useful for M Topham to meet with the new Members to explain in more detail the purpose of the People Strategy.

Councillor Ayris referred to the Personal Development Review (PDR) and the reference within the report that there was too much emphasis on the annual, or ad-hoc progression system that did not provide a rounded picture of an individual. He queried whether more regular contact was required from outside of the annual review.

M Topham commented that, occasionally, too much emphasis was placed on the annual PDR process. It was important to ensure staff aspirations were known to allow them to progress outside of the formal process.

Councillor Haith referred to the staff involved in the focus groups, and she queried how these were formed.

M Topham commented that F Edmonds and A Mills had undertaken comprehensive scoping work, involving discussions with staff, to gain a feeling of the behaviours that staff felt were important, and that the Service should subscribe to. Staff surveys had since been undertaken in-house, and groups would be brought together to commence to draft the Staff Charter.

Councillor Ransome referred to the age analysis, and in particular the 16-24 age range group which was significantly under represented. She queried whether the position would ever significantly change.

M Topham commented that it was highly unlikely to acquire firefighters within the 16-24 age range group. Work was ongoing both locally and nationally for apprenticeships within fire and rescue services.

RESOLVED – That:-

- i) Members considered the attached People Strategy Refresh – 2016/17 and supported the areas identified for further development.
- ii) The Service make arrangements to meet with the new Members of the FRA to explain the People Strategy in greater detail.

25 MINUTES OF THE SOUTH YORKSHIRE FIRE & RESCUE AUTHORITY LOCAL PENSION BOARD HELD ON 24 MAY 2016

L Noble referred to a learning and development session to be held for the Board on 28<sup>th</sup> June and delivered by the LGA's Firefighter Pension Advisor. The Board was also pleased to welcome M Eastwood, Chair of the National Scheme Advisory Board to the session.

RESOLVED – That the minutes of the South Yorkshire Fire and Rescue Authority Local Pension Board held on 24 May 2016 were noted.

26 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act and the public interest not to disclose information outweighs the public interest in disclosing it.

27 FURTHER DEVELOPMENT OF FUTURE CONTINGENCY ARRANGEMENTS

A report of the Chief Fire Officer and Chief Executive was submitted to further develop the contingency arrangements following the Authority meeting held on 4 January 2016. Members gave consideration to a proposal and associated costs.

RESOLVED – That Members instructed the Service Managers to enter into a 1 year contract.

28 DISPOSAL OF SITE OF FORMER DARNALL FIRE STATION

A report of the Chief Fire Officer and Chief Executive was submitted to provide Members with an update on the planned disposal of the former Darnall Fire station.

RESOLVED – That Members confirmed the acceptance of the offer received for the Darnall Fire Station site, subject to the conditions set out in the report.

CHAIR



## SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

25 JULY 2016

PRESENT: Councillor A Cave (Chair)  
Councillor A Atkin (Vice-Chair)  
Councillors: S Ayris, A Buckley, P Haith, S Howard,  
B Johnson, C Ransome and G Weatherall

CFO J Courtney, DCFO J Roberts, ACFO M Blunden and  
B Sandy (South Yorkshire Fire & Rescue Service)

J Bell, F Foster, M McCarthy, L Noble, R Winter, R Bywater  
and M McCoole (Barnsley MBC)

Apologies for absence were received from Councillor N Akther,  
Councillor E Hughes, Councillor J Satur, D Cutting, A Frostdick  
and I Rooth

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

None.

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

None.

6 REPORTS BY MEMBERS

Councillor Atkin and several other Members had recently attended a Prince's Trust awards ceremony at Barnsley Town Hall, where Chief Fire Officer Courtney had presented certificates to young individuals who had completed the course; the event had been both emotional and inspiring. Further courses would commence from September 2016 in Rotherham and Barnsley.

Councillors Haith and Ransome had recently attended the launch of Breaking Beats in Doncaster, which had received Stronger Safer Communities Reserve (SSCR) funding. Breaking Beats' clients and staff had been involved in the production of a video in collaboration with Stop Motion, which conveyed the message of 'Get Out, Stay Out, Call 999'; the event had been very emotional.

Councillors Howard and Cave had attended their Induction at Fire Headquarters, Sheffield, where they had also visited Central Fire Station and the Control Room; they had found it to be a fascinating opportunity to observe the Control Room staff working under pressure.

7 RECEIPT OF PETITIONS

None.

8 TO RECEIVE ANY QUESTIONS OR COMMUNICATIONS FROM THE PUBLIC

None.

9 MINUTES OF THE ANNUAL AUTHORITY MEETING HELD ON 27 JUNE 2016

Councillor Ransome requested that the minutes be amended to reflect that she had nominated Councillor Weatherall as Chair of the Authority for the ensuing year, and that Councillor Ayris had seconded the nomination. Councillor Weatherall had refused the nomination.

Councillor Ayris referred to Item 5 entitled 'Review of the Fire and Rescue Authority Governance Structure'. He commented that the Procedural Standing Orders as part of the Review of the FRA's Constitution would be considered at today's Audit Committee meeting. He expressed serious concerns in relation to a number of the changes to the Procedural Standing Orders. He queried why the changes had not been considered by the Task and Finish Group that looked into the governance structure, and how the Procedural Standing Orders would ultimately be signed off following consideration at the Audit and Governance Committee.

L Noble referred to a previous Fire Authority meeting where a discussion had ensued to determine how the Constitution could best be reviewed; it had been considered a laborious task for Members of a Task and Finish Group to work through the whole Constitution. The Monitoring Officer and Deputy Monitoring Officer had looked at the Constitution from a legal perspective, and given the enormity of the task of reviewing the whole Constitution, Members were provided with tracked change documents to consider/approve as part of the Audit and Governance Committee paper. The parts of the Constitution had been reviewed in priority order and the entire review would be complete by the end of September. The Constitution would be submitted to the next appropriate Fire and Rescue Authority meeting for all Members to consider (November 2016).

Councillor Ransome requested that the minutes be amended at Item 6 entitled 'Authority Governance Arrangements' to indicate that the membership of the Audit and Governance Committee was specifically for those Authority Members and Independent Members stated, and not for all Members of the Authority.



M McCarthy commented that the Task and Finish Group had agreed to reduce the number of Authority Members on the Audit and Governance Committee and to maintain the number of Independent Members; to be reviewed after a 1 year period.

RESOLVED – That subject to the above amendments, the minutes of the Annual Authority meeting held on 27 June 2016 be agreed and signed by the Chair as a correct record.

10 MINUTES OF THE ORDINARY MEETING HELD ON 27 JUNE 2016

Councillor Haith queried whether a fitness testing update was available.

DCFO Roberts referred to the ongoing negotiations with the FBU to reach an agreed fitness testing policy. He would report back to the next Authority meeting, and inform Members of any developments in the meanwhile.

Councillor Ayriss referred to Item 11 'Recommendations from Audit Committee – Internal Audit Report: Wirral Cladding and Roofing Ltd'. He queried whether any further thoughts had been given to the request made by Councillor Ransome and himself that the matter be referred to South Yorkshire Police.

D Terris commented that the recommendations within the minutes had been carried out and that the advice received had indicated that no further action was deemed necessary in relation to a referral to South Yorkshire Police. Members had received the undertaking from officers that they would ensure good practice in the future and lessons would be learnt from the experience.

Councillor Howard commented that the Audit and Governance Committee had agreed not to refer the matter onto South Yorkshire Police. Members had been satisfied with the audit undertaken and the recommendations brought forward; no plans had been made to revisit the matter further.

Councillor Haith commented that Members had been informed that there had been no evidence of fraud or corruption, and therefore there was no necessity for South Yorkshire Police to be involved.

Councillor Ayriss expressed serious concerns, and he queried whether any successful attempts had been made to contact the previous employees. He considered that there were a number of unanswered questions.

Councillor Cave commented that the matter had been addressed at the Audit and Governance Committee, at which the majority of Members had agreed with the recommendations.

Councillor Ransome commented that she found the situation to be totally unacceptable.

D Terris informed Members of the process that had been undertaken. An investigation had been carried out and Members had accepted the recommendations presented. The Audit and Governance Committee would ensure that the Chief Fire Officer and Officers would complete the recommendations made and would monitor these to a satisfactory conclusion.

Councillor Howard referred to Item 27 'Further Development of Future Contingency Arrangements', and the instruction by Members that the Service enter into a 1 year contract. Councillor Howard had requested the figures for senior officers to carry out the role, to enable a comparison of costs for the contract for future years.

J Bell commented that this would be difficult to compare, as it was unknown when the contingency arrangements would be required. She would discuss the matter with Chief Fire Officer Courtney to ascertain how this could be undertaken, and inform Members of the position.

RESOLVED – That the minutes of the Fire Authority Ordinary meeting held on 27 June 2016 be agreed and signed by the Chair as a correct record.

11 PRESENTATION ON BAFTA AWARD WINNING FILM 'OPERATOR'

Members were shown the Bafta award-winning film 'Operator' that had been part-funded by the Fire Brigades Union, who had advised the film makers throughout the production process. The film highlighted the difficulties and challenges the emergency services faced when answering distressing calls, and was available to watch via the Fire Brigades Union Website [www.fbu.org.uk/operator](http://www.fbu.org.uk/operator).

G Wilkinson urged Members to visit the SYFR Control Room.

RESOLVED – That Members received the presentation.

12 FRA NOMINATION TO THE YORKSHIRE AND HUMBERSIDE EMPLOYERS' ASSOCIATION

A report of the Clerk to the Fire and Rescue Authority was submitted in relation to the Authority's nomination to the Yorkshire and Humberside Employers' Association.

Members recalled that at the Authority's AGM on 27 June, Councillor Atkin had been nominated to sit on the Yorkshire and Humberside Employers' Association. Unfortunately the meeting dates provided an unavoidable clash for Councillor Atkin in relation to Rotherham MBC meetings; therefore a new nomination was sought.

Councillor Ayris queried whether the reports from the Yorkshire and Humberside Employers' Association would come back to the Authority meetings.

J Bell commented that measures would be implemented to ensure that the minutes would be submitted to the Authority meetings.

RESOLVED – That Members:-

- i) Nominated Councillor P Haith to sit on the Yorkshire and Humberside Employers' Association.
- ii) Noted that the minutes of the Yorkshire and Humberside Employers' Association meetings would be submitted to the Authority meetings.

13 SSCR ROUND 1 PROJECT - AMENDMENT TO CONTRACT

A report of the Clerk to the Fire and Rescue Authority was presented to inform Members of an amendment to the University of Sheffield contract within the Stronger Safer Communities Reserve (SSCR) Round 1 Project.

R Bywater commented that the project had developed software to underpin the risk model to enable the Service to identify those households that had a higher risk of fires and emergencies. A number of the academics had moved onto other roles at other universities, but they remained both involved and committed to the project.

The report sought Authority approval to extend the project for up to 4 years and to transfer the remaining funds to Edge Hill University to support the further research, development and testing of the model.

Councillor Haith requested that Members be provided with regular updates.

R Bywater commented that progress reports would be submitted to the Stakeholder Planning Board to update Members on the development of the project.

RESOLVED – That Members approved:-

- i) The amendment to the contract.
- ii) The extension of the project.
- iii) The transfer of remaining funds to Edge Hill University.

14 STRONGER SAFER COMMUNITIES RESERVE (SSCR)

A report of the Clerk to the Fire and Rescue Authority was submitted to update Members on the Stronger Safer Communities Reserve (SSCR).

Members noted that a further £2m had been earmarked from reserves at the Authority's budget setting meeting on 15 February 2016. The total amount available equated to just over £2.6m.

R Bywater referred to a small scale research project that would be commissioned to evaluate the impact, legacy and social return on the investment of the £1.4m that

had been spent or committed to projects in Rounds 1 and 2. AM Helps headed up the SSCR Task and Finish Group, which had agreed that the Fund would be divided into the following categories:-

- Strategic level work with Health partners.
- Technical fire safety.
- Small grants scheme.

Members noted that the business fire safety element had the potential to attract additional funding, and that match funding would be required from the larger housing providers.

Councillor Ransome queried whether there was a time limit for the funding allocations to be spent.

R Bywater commented that a number of the Round 2 Projects were currently half way through, whilst other projects had 12 months left before completion. A piece of work would be undertaken to review the community grants element, which could provide projects with an additional 2 years' time span from start to conclusion; a report would be presented to a future Authority meeting.

Councillor Haith thanked the Link Officers for their assistance provided to the Internal Audit report, and also to the Co-ordinator.

RESOLVED – That Members agreed a revised delivery model for SSCR funds.

## 15 MAY 2016 PROJECTED OUTTURN REPORT

A report of the Chief Fire Officer, Chief Executive, Clerk, and Treasurer was presented to inform Members of the projected spend for the 2016/17 financial year based on the May 2016 outturn position and any additional information gathered during June 2016.

Members were informed that it was too early in the financial year to be able to project the figure with any certainty, particularly in relation to the industrial relations climate, the continued threat of industrial action nationally and the action short of strike action locally.

The projected outturn position currently suggested a potential overspend of £393,865. A possibility remained that the outturn position would fluctuate during the year as the issues were clarified. The matter would be kept under constant review and reported within future monitoring reports.

F Foster referred Members to the revised capital programme with the request to approve a revised spend of £16.19m during the next 3 financial years.

Councillor Ayris referred to the Procurement Working Group, and he sought clarity on the sustainable issues and the potential increase in costs associated with the Maltby co-location.

B Sandy commented that the Procurement Working Group had been established in 2014 as part of the Support Services Review. The main objective of the review was to reduce non-pay spending. If there were any sums of money at the year-end that had not been expended and it had been determined that the costs incurred were no longer required and would not be spent, then they would be marked as sustainable savings to ensure that the Service was as efficient as possible.

B Sandy referred to the Maltby co-location project with South Yorkshire Police. It was noted that following the recent changes to the legislation, that there was a requirement for a sprinkler system to be installed in the building. It was anticipated that the costs could increase once the detailed plans had been received from South Yorkshire Police. Therefore a suggestion had been made to increase the reserve from £600k to £800k.

Councillor Haith queried whether the LED lighting at various sites had been included in the invest to save idea.

B Sandy commented that the LED lighting had been highlighted as a priority on the revised Capital Programme for the Service for 2017/18, although this was also a priority for 2016/17; work would commence this year if practicable.

Councillor Atkin expressed concerns around the capacity to undertake a lot of the work. One of the key themes championed by Prime Minister Theresa May had indicated that there would be a procurement league table for authorities, including those for FRAs.

B Sandy commented that the Government had requested the Service to highlight its costings in relation to the vehicle fleet, thermal imaging equipment etc. It was noted that the Service's Procurement and Property Sections had currently focused upon issues in relation to Wirral Roofing and Cladding Ltd, but they would re-focus on procurement work from September 2016.

Chief Fire Officer Courtney commented that, prior to Prime Minister Theresa May's views on the procurement within fire and rescue services, that the Service had already signed up to a national initiative led by Kent Fire and Rescue Service, who looked for the potential for more centralised procurement. It was anticipated that the Prime Minister would pave the way for greater efficiency moving forwards.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Approved the revised capital programme.
- iii) Approved the reallocation of reserves.

16 BUSINESS CONTINUITY AND PROTECTIVE SECURITY ANNUAL REPORT

A report of the Chief Executive and Chief Fire Officer was submitted to provide the current position relating to the Business Continuity (BC) Management and

Protective Security arrangements within South Yorkshire Fire and Rescue, together with a summary of activity and developments within the last 12 months.

Members noted that in November 2015 the Service's BC Manager had been elected as Chair of the Chief Fire Officers Association (CFOA) BC Group. As part of his role, he would assist CFOA to establish their own BC plans and collaborate with the Prevention and Protection CFOA BC leads in order to promote BC in communities.

DCFO Roberts drew Members' attention to the Service's three nominations in the recent BCI European Awards:-

- Resilience and Continuity Newcomer 2016 – C Platts had been one of eight finalists.
- Resilience and Continuity Professional 2016 (Public Sector) – R Parramore MBCI had won the category, and he would attend the BCI World Awards in London in November.
- Public Sector Team of the Year.

Councillor Atkin congratulated everyone involved.

RESOLVED – That Members noted the contents of the report.

17 FRA BUSINESS PLAN - PERFORMANCE MEASURES: JANUARY 2016 - JUNE 2016

A report of the Clerk to the Fire and Rescue Authority was presented to provide Members with the eighth update on the progress against the agreed FRA Business Plan Performance Measures for January 2016 to June 2016, and to invite comments on the content and reporting format.

Members noted that the plan had been amended to reflect the new Chair of the Authority, Councillor A Cave, and a number of additions had been made within the performance measures, together with supporting case studies.

RESOLVED – That Members noted the six-monthly update.

18 LOCAL PENSION BOARD - ANNUAL REPORT

A report of the Clerk to the Fire and Rescue Authority was submitted to present the first Local Pension Board Annual report.

The Local Pension Board had been established on 1 April 2015 by the Authority, as Scheme Manager. The National Scheme Advisory Board had since been established, and its' Chair Malcolm Eastwood had met with members at a learning and development event in South Yorkshire on 28 June. The next meeting of the Board was scheduled for autumn 2016 (to be arranged).

L Noble commented that A Bosmans, Chair of the Board, had wished to convey his thanks to the Board's Advisors S Howe, C Davies (SYFR) and H Scargill (West Yorkshire Pension Fund).

RESOLVED – That Members noted the first Annual report of the Local Pension Board.

19 KEY ISSUES FROM THE SCRUTINY BOARD HELD ON 23 JUNE 2016

Members were presented with a key issues paper arising from the Scrutiny Board meeting held on 23 June 2016.

Members of the Board and the Service had previously agreed that a key issues paper would be submitted to the Authority after each Board meeting in place of the minutes. The next Board meeting would be held on 15 September 2016.

RESOLVED – That Members noted the paper.

20 COMPLAINTS AND COMPLIMENTS ANNUAL REPORT

A report of the Chief Fire Officer/Chief Executive was submitted to provide Members with a review of all complaints received by South Yorkshire Fire and Rescue during the period April 2015 to March 2016 (inclusive).

Members noted that, during the period, a total of 13 complaints had been received, 3 of which had been upheld, 9 had not been upheld and 1 had been partially upheld. The average response time for the period had been 27 working days, in comparison to 13 working days during the same period in the previous year. This had been attributable to the downsizing of the organisation and increased workloads. Over the same period a total of 139 compliments had been received.

A minor review was scheduled to take place during the year, and a full review of the Complaints Policy would be undertaken in February 2018.

RESOLVED – That Members noted the report.

CHAIR

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# SECTION 41 MEMBER BRIEFING



**JUNE 2016**

Please find below information from your  
Section 41 Member representative on South  
Yorkshire Fire and Rescue Authority  
Cllr Pat Haith



## Winner Winner! Sustainable dinner!

The Real Junk Food Project Doncaster is a local social enterprise serving 100% rescued food on a pay as you feel basis, which recently won a National industry award for sustainability. The Real Junk Food Project Doncaster campaigns to end food waste and highlight the social and environmental injustice caused by producing more than we need and wasting enough to end world hunger.

The project was given start-up funding by the SY Fire Authority Stronger, Safer Communities Reserve Grant (SSCR) Fund.



The Footprint Awards ceremony was held at the Hyatt Regency Hotel in London and our local project from Doncaster was announced as the winner of the community vote award. The Footprint Awards website states the purpose of the award:

Every year, it is estimated that the UK catering and hospitality industry:

- Disposes of 3 million tonnes of waste.
- Emits 12.5 million tonnes of CO2.
- Consumes 2% of the public water supply – 34 million litres!

This award seeks to recognise the catering and hospitality businesses that are contributing to a reduction in the environmental impact of the industry and in turn making it a more sustainable sector; in environmental, economic and social terms.'



The town voted to show their support for this much loved initiative after it was nominated for the award. Fiona Cahill Founder and Director said "We are absolutely thrilled and delighted to be the community vote winner. We noted the reason for nomination and would like to repeat this here now; 'The Real Junk Food Project has a number of 'pay as you feel' cafes across the UK using 100% food waste. They each have an ethos of inclusion and equality.

In Doncaster, the number of people accessing food banks tripled with 50% visiting due to benefit changes; Doncaster has high levels of women and children fleeing domestic violence and sex workers, many of whom struggle for food. This cafe is meeting a real need.' We can't wait to find a place for the award trophy in our cafe and would like to thank everyone in Doncaster and beyond who voted for us!"



The food waste campaign is run entirely by volunteers. The whole café and event space is made from donated items from community projects, members of the public and upcycling projects. The cooking takes place in a mobile trailer in a yard at the back. The event space upstairs can be hired for workshops and meeting/rehearsal space. You can find The Real Junk Food Project Doncaster at 13 Scot Lane Doncaster DN1 1EW Tues-Sat from around 11am to 5pm and on social media.

Email [therealjunkfoodprojectdonny@gmail.com](mailto:therealjunkfoodprojectdonny@gmail.com)



**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](http://www.southyorks.gov.uk). You can also view previous meetings.

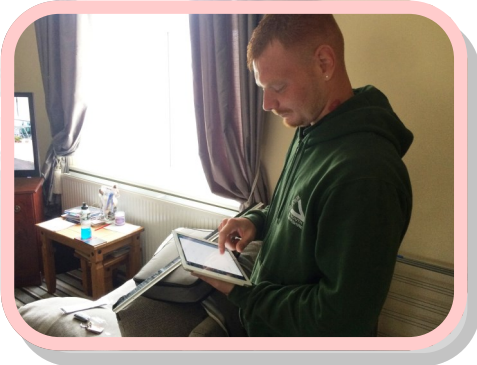
Whilst viewing the meeting you can contribute comments and debate proceedings with other viewers via CoverItLive or Twitter.

**Follow the South Yorkshire Fire and Rescue Authority on Twitter**

@syFireAuth



**Barnsley residents safer in their home thanks to Fire Service funding**



A charity scheme is helping to improve the quality of private rented accommodation for residents in Barnsley.

Groundwork is a Barnsley charity which aims to improve accommodation in deprived communities and to improve the health and well being of residents.

The scheme was awarded £63,500 under the South Yorkshire Fire & Rescue Authority's funding scheme, Stronger Safer Communities Reserve.

The project will employ two full time staff who will visit residents in private rented accommodation offering advice and support on safety issues within their home. As well as offering improvements to the energy efficiency of the properties, Groundwork will also check smoke alarms and fire blankets in kitchens, where appropriate, to help minimise and maintain the safety in the home now and in the future.

Phil Hayes at Groundwork said; *"The funding received from South Yorkshire Fire Authority makes this project, which is in partnership with the Safer Community Team at Barnsley Council, possible and will ensure that Barnsley residents are safer and more prepared for an emergency in their home"*.

SYFR Head of Prevention and Protection Steve Helps said: *"Engaging with residents in their own home is one of the best ways to offer home safety advice. Working together with charities and other public agencies on initiatives like this is one of the best ways we can reach those most at risk of fire and helps us deliver our safety messages to residents in private rented accommodation."*

The Stronger Safer Communities Reserve 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. Groups were able to bid for as little as £5,000 or as much as £150,000 to support projects which reduce injuries, save lives and make South Yorkshire safer.

### **Firefighters test response to Supertram emergency with realistic live training exercise**

Firefighters have taken part in a major training exercise in Sheffield to test their response to an incident involving the city's tram network.

South Yorkshire Fire & Rescue worked with Stagecoach Supertram on the live training scenario, which involved a casualty being trapped under one of the vehicles.

Herdings Park tram stop was closed for several hours for the exercise, which also involved paramedics from Yorkshire Ambulance Service.



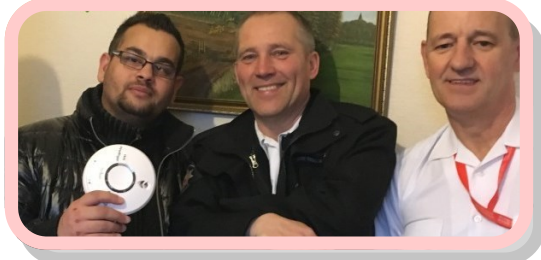
Station manager Darren Perrott, said: *"We'd like to thank the public for their understanding in allowing us to close a small part of the tram network in Sheffield for a few hours so we could complete this important training exercise. We're also extremely grateful to Stagecoach Supertram for making the exercise as realistic as possible and providing some vital technical input on the day.*

*"Our firefighters are ready to respond to a huge number of different incident types, from fires to road traffic collisions. We issue lots of guidance to our crews about the different sorts of scenarios they might come across in the line of duty, but really the best way of preparing our response is to test it out for real."*

Katie Arthur, Safety Manager for Stagecoach Supertram said, *"We are grateful to our passengers for their patience during this operation that involved staff, both at depot and on site working with colleagues from South Yorkshire Fire and Rescue. Safety is always our number one priority and exercises like these are vital in enabling us to test our emergency responses and gain crucial experience of working with our emergency service partners."*

### **Fire service delivers safety advice to Page Hall residents**

The fire service has launched a fresh drive to make homes safer in the Page Hall area of Sheffield.



Community safety staff at South Yorkshire Fire & Rescue are visiting residents and carrying out home safety checks, thanks to the services of a translator provided by a local lettings agent.

Global Lettings, which is based in the area, has donated the services of a translator to help fire service staff communicate with the area's largely Roma and Roma-Slovak community.

During a home safety check, fire service staff speak to residents about how to prevent common causes of fire like cooking and electrics and fit smoke alarms where needed.”

SYFR Area Manager Steve Helps said: “South Yorkshire is safer from fire than it’s been at any time in its history, but it’s important that we continue to target our safety advice at all sections of the community, including new migrants.

#### **Fire service launches safety campaign as growth in electrical fires revealed**

A rise in electrical fires across South Yorkshire has been blamed on everything from phone chargers to e-cigs.

Fire officers say that whilst nearly every type of fire has reduced significantly during the last decade, thanks to safety visits and better awareness of risks, electrical incidents have stubbornly refused to drop.

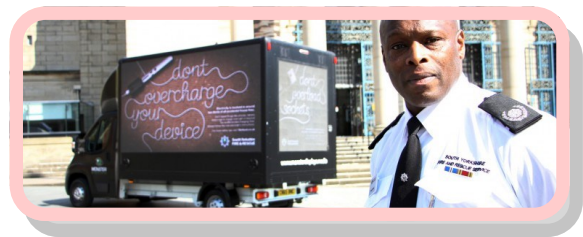
Electricity is involved in about two thirds of all accidental house fires, with household appliances the most common culprits.

There were 190 house fires involving electricity in 2014/15, up from 165 the previous year and 150 in 2012/13. The kitchen is the most likely room in the house where electrical fires will start.

Sometimes fires are caused by faulty goods, which could be small items like mobile chargers, or big things like washing machines and dryers.

Fires are also caused by people misusing electrical appliances, for example by leaving them plugged in for too long or covering them up allowing them to overheat.

Head of community safety Trevor Bernard, said: “This isn’t about scaremongering but about making sure that consumers have all the available safety information. The vast majority of electrical goods are manufactured to very high safety standards, but sometimes if they are misused or if there is a fault with the device they can start a fire.



“The simple truth is that homes have more small electrical devices in them than probably any time in our history- from tablets and mobile phones, to e-cigarettes and games consoles. Unfortunately, we can’t get round everyone’s home to check the safety of their electrics for them. But by raising awareness of the biggest safety issues. we hope we can give people the knowledge to check their own electrics and hopefully prevent a serious fire.”

“The fire service has issued the following advice to stop fires:

- Don't buy cheap, unbranded chargers and make sure chargers are compatible to the device you are using
- Don't leave things to charge overnight or beyond the recommended charging time. Always follow the manufacturer's instructions
- Keep electrical items away from flammable materials when charging.
- Don't overload sockets– long, strip adaptors are safest, but can only take a total of 13 amps

Officers are also encouraging visitors to check the safety of their home electrics by completing a short, online checklist at [13orbust.co.uk](https://www.13orbust.co.uk)

The fire service's campaign will see advertising vans carry key safety messages to areas of South Yorkshire known to experience high numbers of house fires.

# SECTION 41 MEMBER BRIEFING



**JULY 2016**

Please find below information from your  
Section 41 Member representative on South  
Yorkshire Fire and Rescue Authority  
Cllr Pat Haith



## **FIRE AND RESCUE AUTHORITY WELCOMES FOUR NEW MEMBERS**

The Fire and Rescue Authority welcomed four new Members at its Annual Meeting on 27<sup>th</sup> June.



Cllr Sharon Howard from Barnsley.

Cllrs Nasima Akther, Garry Weatherall, Bob Johnson from Sheffield.



Cllr Alice Cave from Barnsley was appointed as Chair of the Authority for the ensuing year.

## **Fire service funded stop motion film helping to make high risk adults safer**

A Doncaster community scheme has used fire service funding to create a [stop-motion animation video](#) to make the lives of vulnerable adults safer.

'Breaking Beats' partnered with South Yorkshire Fire & Rescue to deliver a safety campaign with residents of Quarryfields- a social housing scheme for people with learning difficulties in Balby, Doncaster.

The 18 week scheme allowed adults with learning difficulties to improve their knowledge fire safety through stop-motion animation. Service users created a video that highlighted fire prevention advice, and were involved in all aspects of the stop motion process, from set building and manipulation of characters to editing and narration.

Breaking Beats aims to work with disabled people by looking at developing important life skills such as confidence, teamwork and self-esteem, helping disabled people learn new skills and trying to give them a higher quality of life.

The scheme was awarded nearly £7500 under the South Yorkshire Fire & Rescue Authority's funding scheme, Stronger Safer Communities Reserve Fund.

SYFR Area Manager Steve Helps, said: “This has been a fantastic project and exactly the sort of venture the Stronger Safer Communities Reserve is in place to support. It has allowed us to engage with and deliver a safety message to a group of people that we may not have been able to reach through our current channels. The participants in this scheme have thoroughly enjoyed themselves and have been offered a wealth of opportunities through a variety of activities. We are proud to be able to facilitate projects like these which have such a huge impact on our communities.”

The Stronger Safer Communities Reserve 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. Groups were able to bid for as little as £5,000 or as much as £150,000 to support projects which reduce injuries, save lives and make South Yorkshire safer.



For more information about the fire service’s work with young people, visit [www.syfire.gov.uk](http://www.syfire.gov.uk)

### South Yorkshire Fire and Rescue employee wins international award

South Yorkshire Fire and Rescue (SYFR) Emergency Planning Officer has received a top European Award.

Russ Parramore attended the Business Continuity Institute (BCI) European Awards event which took place in Dublin where he was the winner of the European Resilience and Continuity Professional (Public Sector) 2016 award.

Russ joined SYFR as Emergency Planning Officer in 2010. Over the next six years Russ took the BCI Certificate, became an Associate Member of the BCI and a Certified Lead Auditor for the BC International Standard. He has attended and hosted meetings and workshops for the BCI North East Region and spoken at the BCI World Conference for the last 2 years.

Claire Platts, Policy and Technical Support Advisor at SYFR Fire Safety Central Support, was one of the eight finalists in the category of European Resilience and Continuity Professional Newcomer 2016.

On winning the award, Russ said: *“I feel privileged to have won this award, but it would not have been possible without the support of South Yorkshire Fire and Rescue. With an open approach to change, we have allowed the key principles of Business Continuity to be embedded into the organisation’s day to day operations”.*



### Awards joy for fire service funded midwife safety scheme



A fire service funded scheme to educate thousands of mums-to-be about home safety has been recognised with two top awards.

The 'Barnsley Babies' initiative won the Governor's Award and Partnership Working Award at Barnsley Hospital's Heart Awards, which celebrate the hard work and dedication of Barnsley Hospital staff and volunteers.

Following a recent successful trial in the Barnsley area, maternity units across South Yorkshire now hand out specially designed thermometers to expectant parents.

As well as telling parents when their baby's room is at the correct temperature, the devices also display important messages about topics including home fire safety and smoke free homes. Cigarettes are a major cause of house fires and smoking in pregnancy is known to increase the risk of miscarriage, still and premature birth and other complications.

The project was awarded £23,500 under South Yorkshire Fire & Rescue Authority's funding scheme, the Stronger Safer Communities Reserve.

Joanne Poskitt, Specialist Midwife in Drug and Alcohol Use at Barnsley Hospital, said: "We work closely with the fire service already as it is well documented that there are links between a smoking home and sudden infant death or meningitis.

The thermometers are a practical and simple tool which will help parents provide a safe sleeping environment for baby, information on creating a smoke free home and offer the opportunity for a free home safety check. We have already been handing out the thermometers in Barnsley and is now being extended to the whole of South Yorkshire.



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@syFireAuth



**BBC's Crimewatch** recently filmed at South Yorkshire Fire and Rescue's Training Centre at Handsworth, Sheffield— <http://www.bbc.co.uk/programmes/b07hpg6m>



### **Dementia project launched thanks to fire authority funding boost**

A major new partnership to help tackle dementia related house fires in South Yorkshire has officially launched.

The South Yorkshire Dementia Action Alliances won funding from South Yorkshire Fire & Rescue Authority's funding scheme, the Stronger Safer Communities Reserve. The money is being used to support the 'Dementia Fire and Home Safety Project'.

Under the scheme, coordinators in each of South Yorkshire's four districts will promote fire safety to a range of organisations working with people living with dementia and their carers, in a bid to reduce the risk of fire and the associated consequences.

Part of the co-ordinators' role includes promoting the fire service's home safety check service, whereby trained fire service staff visit people's homes and talk to them about preventing fires and other accidents and fit smoke alarms where needed. They will also encourage organisations to sign up to South Yorkshire Fire & Rescue's 'Safe and Well' partnership.

The project will also work with the fire service on a safety campaign specifically targeting those living with dementia and their carers, including a number of roadshows across the county.

More than 15,000 people across South Yorkshire have been diagnosed with dementia – with thousands more thought to be undiagnosed. Dementia is known to be a major factor involved in accidental house fires and fire related injuries and deaths.

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.

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 we use the coordinated efforts and expertise of those at the frontline of dementia care 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.

The Stronger Safer Communities Reserve 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.

Groups were able to bid for as little as £5,000 or as much as £150,000 to support projects which reduce injuries, save lives and make South Yorkshire safer. Key objectives for the fund include prioritising the most vulnerable, collaboration and data sharing.

South Yorkshire Dementia Action Alliance won £149,000 to support the project over two years.

**Barnsley residents safer in their home thanks to Fire Service funding**

A charity scheme is helping to improve the quality of private rented accommodation for residents in Barnsley.

Groundwork is a Barnsley charity which aims to improve accommodation in deprived communities and to improve the health and well being of residents.

The scheme was awarded £63,500 under the South Yorkshire Fire & Rescue Authority's funding scheme, Stronger Safer Communities Reserve.

The project will employ two full time staff who will visit residents in private rented accommodation offering advice and support on safety issues within their home. As well as offering improvements to the energy efficiency of the properties, Groundwork will also check smoke alarms and fire blankets in kitchens, where appropriate, to help minimise and maintain the safety in the home now and in the future.

Phil Hayes at Groundwork said; "The funding received from South Yorkshire Fire Authority makes this project, which is in partnership with the Safer Community Team at Barnsley Council, possible and will ensure that Barnsley residents are safer and more prepared for an emergency in their home".

SYFR Head of Prevention & Protection Steve Helps said: "Engaging with residents in their own home is one of the best ways to offer home safety advice. Working together with charities and other public agencies on initiatives like this is one of the best ways we can reach those most at risk of fire and helps us deliver our safety messages to residents in private rented accommodation."

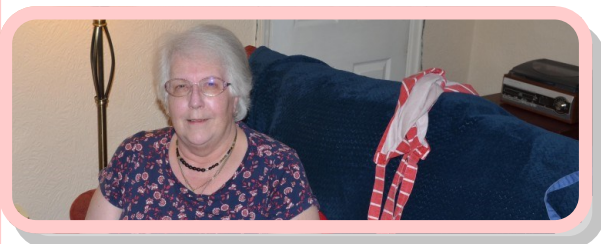
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### **Smoke alarms fitted by fire service alert Barnsley resident to house fire**

A grateful Barnsley resident has thanked the fire service after smoke alarms they fitted alerted her to a blaze in her neighbour's home.

South Yorkshire Fire & Rescue carried out a Home Safety Check at Susan Hey's home on Crompton Avenue, Barnsley, fitting smoke alarms upstairs and downstairs in the property, as well as offering safety advice around common causes of fires.

Two months later, at approximately 5am, the smoke alarms awoke Susan and alerted her to a fire in an adjoining property. She was able to call 999 who advised her to leave the property, whilst crews arrived to investigate. Luckily there were no injuries and there was no fire damage to her home.



Susan Hey said "South Yorkshire Fire and Rescue offer a fantastic service- there's no excuse not to have working smoke alarms fitted. The firefighters who came round to fit my smoke alarms were so lovely and polite – it really doesn't take long at all. Had I not had them fitted, the outcome of this whole situation could have been very different. I haven't stopped telling all my friends about the importance of having a working smoke alarm and testing them weekly."

Station Manager in Community Safety, Spencer Rowland said: "This is a great example of prevention work at its best –smoke alarms allow for early detection of fires before they have devastating effects. But smoke alarms can only raise the alarm if they are working, so it's vitally important people test them regularly to give them the peace of mind that they are ready in case the worst does happen."

# **SOUTH YORKSHIRE PENSIONS AUTHORITY**

## **EXTRA ORDINARY MEETING**

**26 MAY 2016**

PRESENT: Councillor S Ellis (Chair)  
Councillor R Wraith (Vice-Chair)  
Councillors: E Butler, K Rodgers, A Sangar, M Stowe and P Wood

Trade Unions: G Warwick (GMB) and F Tyas (UCATT)

Officers: J Hattersley (Fund Director SYPA), S Smith (Head of Investments SYPA), A Frosdick (Monitoring Officer), F Foster (Treasurer), M McCarthy (Deputy Clerk) and A Shirt (Senior Democratic Services Officer)

Observer: G Boyington (Chair of the South Yorkshire Local Pension Board)

Apologies for absence were received from Councillor M Maroof, Councillor H Mirfin-Boukouris, Councillor J Wood, Councillor K Wyatt, R Askwith and J Bell

1 **APOLOGIES**

Apologies for absence were noted as above.

2 **URGENT ITEMS**

None.

3 **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 6 'Investment Pooling: Governance Arrangements'; and

Item 7 'Investment Pooling: Looking Ahead'.

4 **DECLARATIONS OF INTEREST.**

None.

5 **INVESTMENT POOLING: JULY SUBMISSION**

A report of the Fund Director was presented to seek Members' approval to delegate details of part of the submission to Government due by 15 July 2016, to the Investment Board.

Members were reminded that the Authority was due to submit more detailed proposals regarding its participation in pooling to Government by 15 July 2016, setting out those assets which the Authority did not intend to hold within the Pool.

The Fund Director commented that to some extent, this would be heavily influenced by the legal and tax structure finally agreed upon by the Pool and Government.

Members discussed and agreed in principle the assets which should be retained in the short-term by the Authority. It was noted that further discussion would be conducted at Investment Board level, when more information was available.

RESOLVED – That Members delegate to the Investment Board consideration of those assets to be held out with the Border to Coast Partnership Pool.

## 6 INVESTMENT POOLING: GOVERNANCE ARRANGEMENTS

A report of the Clerk was submitted to address the governance issues relating to the participation of the Authority and the South Yorkshire Passenger Transport Pension Fund in the Border to Coast Pension Partnership (BCPP) pooling arrangements.

Members considered and discussed the proposed governance arrangements emerging from discussions between the pool authorities which would oversee the finalisation of the proposal to be submitted to Government and progress its ongoing implementation.

A Frosdick outlined the current issues regarding the representation of South Yorkshire Passenger Transport Pension Fund within the proposed governance arrangements.

RESOLVED –

- i) That approval be given to the participation of the Fund in the proposed governance arrangements to oversee the development of the proposals for the Border to Coast Partnership pool.
- ii) That, subject to the agreement of the other participating funds within BCPP, consideration was given by the Authority to appoint the Chair together with the Vice-Chair, as a substitute, to participate in the Member Shadow Board.
- iii) That, the Authority agrees in principle, that the role of participation in the proposed governance arrangements on behalf of the Sheffield City Region Combined Authority (as administering body for the South Yorkshire Passenger Transport Pension Fund) be delegated to the South Yorkshire Pensions Authority and that appropriate agreement be made between the respective authorities in accordance with section 101 of the Local Government Act 1972.

## 7 INVESTMENT POOLING: LOOKING AHEAD

A report of the Fund Director was presented to seek Members' approval to explore the possibility of dissolving the South Yorkshire Passenger Transport Pension Fund and transferring its assets and liabilities to the LGPS Fund administered by South Yorkshire Pensions Authority.

RESOLVED – That Members instruct officers to explore the possibilities regarding the transfer of the assets and liabilities of the South Yorkshire Passenger Transport Pension Fund to this Authority.

CHAIR

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# **SOUTH YORKSHIRE PENSIONS AUTHORITY**

**9 JUNE 2016**

PRESENT: Councillor S Ellis (Chair)  
Councillor R Wraith (Vice-Chair)  
Councillors: M Maroof, A Sangar, M Stowe, Z Sykes, P Wood,  
J Wood and K Wyatt

Councillors: (SYTPF Committee)

Trade Unions: G Warwick (GMB), F Tyas (UCATT) and  
N Doolan-Hamer (Unison)

Investment Advisors:

Officers: J Hattersley (Fund Director SYPA), F Foster  
(Treasurer), M McCarthy (Deputy Clerk), D Hanson (HR  
Business Partner), I Baker (Pensions Manager SYPA) and  
M McCoolle (Senior Democratic Services Officer)

Observers:

Apologies for absence were received from Councillor E Butler,  
Councillor H Mirfin-Boukouris, Councillor J McHale, R Askwith,  
G Chapman, S Smith, A Frostdick, B Clarkson and J Bell

## **1 APPOINTMENT OF THE CHAIR FOR THE ENSUING YEAR**

Councillor Ellis was proposed and seconded as the Chair of the Authority for the forthcoming year.

Councillor Ellis thanked Members for their attendance at the Authority and extraordinary meetings held over the last year, together with their friendship and support given to her within capacity of Chair. In particular, she thanked Councillor Wraith as Vice-Chair, for providing her with the context and history of the Authority to enable her to fulfil her role.

RESOLVED – That Councillor Ellis be elected as the Chair of the Authority for the ensuing year.

## **2 APPOINTMENT OF THE VICE-CHAIR FOR THE ENSUING YEAR**

Councillor Stowe was proposed and seconded as the Vice-Chair of the Authority for the forthcoming year.

RESOLVED – That Councillor Stowe be elected as the Vice-Chair of the Authority for the ensuing year.

## **3 MEMBERSHIP OF THE AUTHORITY**

A report of the Clerk was submitted to report on the membership of the Authority.

The current membership was noted:-

<b>Barnsley</b> Councillors	<b>Doncaster</b> Councillors	<b>Rotherham</b> Councillors	<b>Sheffield</b> Councillors
M Stowe R Wraith	E Butler K Rodgers (to 16.06.16) J McHale (from 17.06.16) J Wood	S Ellis K Wyatt	M Maroof H Mirfin-Boukouris A Sangar Z Sykes P Wood

M McCarthy welcomed the new Members to the meeting. It was noted that Councillor McHale was now officially a Member of the Authority, following the receipt of Councillor Rodgers' letter of resignation.

Councillor Wraith requested that a letter of appreciation be sent on behalf of the Authority to Councillor Rodgers, who had been a very able and capable Member.

Councillor Ellis commented that she would send letters of appreciation to the outgoing Members on behalf of the Authority.

RESOLVED – That the report be noted.

**4 QUESTIONS IN MEETINGS OF THE DISTRICT COUNCILS**

A report of the Clerk was submitted to consider the appointment of representatives of the Authority to answer questions raised in meetings of the District Councils and to feedback District Council pensions issues at each meeting of the Pensions Authority.

Membership was confirmed as follows:-

<b>Council</b>	<b>Spokesperson</b>	<b>Substitute</b>
Barnsley MBC	Councillor M Stowe	Councillor R Wraith
Doncaster MBC	Councillor J McHale	Councillor E Butler
Rotherham MBC	Councillor S Ellis	Councillor K Wyatt
Sheffield CC	Councillor P Wood	Councillor Z Sykes

RESOLVED – That Members agreed the Section 41 membership.

**5 APPOINTMENT OF BOARDS, COMMITTEE AND CHAIRS**

A report of the Clerk was presented to consider the appointment of Boards, Committee and Chairs for 2016/17.

Membership was confirmed as follows:-

<b>Corporate Planning &amp; Governance Board</b>	<b>Investment Board</b>	<b>Management Committee</b>
<b>7 members</b>	<b>7 members</b>	<b>Section 41 members</b>

**Pensions Authority: Thursday 9 June 2016**

Councillor M Stowe (Chair)	Councillor Sue Ellis (Chair)	Councillor Sue Ellis (Chair) Sub: Councillor K Wyatt
Councillor S Ellis (Vice-Chair)	Councillor M Stowe (Vice-Chair)	Councillor M Stowe (Vice-Chair) Sub: Councillor R Wraith
Councillor E Butler	Councillor A Sangar	Councillor P Wood Sub: Councillor Z Sykes
Councillor H Mirfin-Boukouris	Councillor R Wraith	Councillor J McHale Sub: Councillor E Butler
Councillor J Wood	Councillor P Wood	
Councillor K Wyatt	Councillor M Maroof	
Councillor Z Sykes	Councillor J McHale	
And three trades unions representatives	And three trades unions representatives	

RESOLVED – That Members agreed:-

- i) The Terms of Reference and membership of the Boards and Management Committee and their Chairs for 2016/17.
- ii) That Councillor Sangar would be the Lead Member for training and development for 2016/17.

CHAIR

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# SOUTH YORKSHIRE PENSIONS AUTHORITY

## ORDINARY MEETING

9 JUNE 2016

PRESENT: Councillor S Ellis (Chair)  
Councillor M Stowe (Vice-Chair)  
Councillors: R Wraith, M Maroof, A Sangar, Z Sykes, P Wood,  
J Wood and K Wyatt

Trade Unions: G Warwick (GMB), F Tyas (UCATT) and  
N Doolan-Hamer (Unison)

Officers: J Hattersley (Fund Director SYPA), F Foster  
(Treasurer), M McCarthy (Deputy Clerk), D Hanson (HR  
Business Partner), I Baker (Pensions Manager SYPA) and  
M McCoole (Senior Democratic Services Officer)

Apologies for absence were received from Councillor E Butler,  
Councillor H Mirfin-Boukouris, Councillor J McHale, R Askwith,  
G Chapman, S Smith, A Frosdick, B Clarkson and J Bell

### 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

None.

### 5 DECLARATIONS OF INTEREST

None.

### 6 LOYAL SERVICE AWARD SCHEME

A report of the Fund Director was submitted to advise Members of the five officers who were eligible to receive loyalty awards this year.

Councillor Ellis gave thanks to the individuals for their work provided to the Authority, in particular in relation to the UPS system; one officer was unable to attend the presentation.

## **Pensions Authority Ordinary Meeting: Thursday 9 June 2016**

Councillor Ellis presented the following individuals with the loyalty awards:-

Tracey Holland  
Julie Peel  
Linda Pollard  
Louise Turton

RESOLVED – That Members noted the report.

### **7 MINUTES OF THE AUTHORITY MEETING HELD ON 17 MARCH 2016**

I Baker commented that Civica had made an offer of £33,000 in response to the request for compensation for overtime expenditure. To date the Authority had used £13,000 for employer work trays, which would enable the Authority to place work with the employers electronically for them to deal with and return. The Authority envisaged expending some of the remaining £20,000 costs on upgrading the member web and self-service facility.

Councillor Ellis commented that the Authority had originally estimated £50,000 for compensation and that it had been disappointed in the offer made, although the Authority was now receiving work that was required; the Authority had accepted the offer from Civica.

Councillor Ellis requested that the Chair and Vice-Chair be booked onto the 13<sup>th</sup> Annual LGPS 'Trustees' Conference on 23 to 24 June 2016 at the Mcdonalds Hotel and Spa, Manchester.

RESOLVED – That the minutes of the Pensions Authority meeting held on 17 March 2016 were noted.

### **8 MINUTES OF THE JOINT LOCAL PENSION BOARD HELD ON 17 MARCH 2016**

RESOLVED – That the minutes of the Joint Local Pension Board meeting held on 17 March 2016 were noted.

### **9 WORK PROGRAMME**

Members were presented with a copy of the cycle of future meetings work programme to 24 November 2016.

RESOLVED - That Members noted the contents of the report.

### **10 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS**

Councillor J Wood commented that DMBC Members had been invited to attend an urgent full briefing on council proposals with the Chief Financial Officer.

Councillor Ellis commented that RMBC continued to update Members on the pooling arrangements.

## Pensions Authority Ordinary Meeting: Thursday 9 June 2016

Councillor Maroof commented that SCC had requested Members of the Pensions Authority to attend a finance meeting.

### 11 GOVERNMENT CONSULTATION ON LGPS POOLING

J Hattersley referred to a recent South Yorkshire Leaders Meeting at which the Chair, Treasurer and himself had provided an update on general pooling matters and had answered any questions raised. The issues discussed at the meeting included infrastructure and governance of the pooling arrangements moving forwards. The Chair had also attended a meeting with other Fund Chairs at the Pool level, which was progressing satisfactorily in terms of governance. J Hattersley urged the new Members to review the draft Memorandum of Understanding (MOU) and the structure of the Pool-co moving forwards, which had previously been approved by the Authority.

Members noted that the Pool Officers had given a presentation to a CLG Treasury Panel earlier this week, to provide an update on the Pool's position in terms of preparedness and the discussions taking place in relation to governance structures and the potential product mixes; no negative feedback had been received.

A letter had today been received from the CLG to confirm that the July submission deadline would be satisfied by a letter from the Pool rather than from each underlying fund, but that the letter must contain an annex on a fund by fund basis. It had been agreed at the last Authority meeting, that the Investment Board would consider at its next meeting the matters to be settled out with and within the Pool, which would form the basis of the Authority's submission on the back of the Pool submission.

Councillor Wraith queried whether arrangements had been made to merge the two South Yorkshire Pools.

J Hattersley commented that the two South Yorkshire Funds had both selected the Boarder to Coast Pool. There would be associated establishment costs with pooling which was estimated at £1.5m to £2.5m, and had been progressed on the basis of one fund, one vote. The South Yorkshire Passenger Transport Pension Fund was the smallest of the 13 funds within the Pool, and the establishment costs could prove to be disproportionate to the Fund. The South Yorkshire Passenger Transport Pension Fund Committee (SYPTPFC) had initiated discussions to determine whether the Authority could represent the South Yorkshire Passenger Transport Pension Fund at Pool level or whether it would be prudent for the South Yorkshire Passenger Transport Pension Fund to be dissolved and the assets and liabilities transferred to the South Yorkshire Pension Fund. As part of the general devolution discussions for the Combined Authority, there could be an opportunity to incorporate into the legislation remarks in relation to their administering authority status with the LGPS. The Authority had lodged the possibility of those discussions taking place with the CLG, together with email communication, and the Monitoring Officer had spoken to the Law Officers at the CLG.

Councillor Wraith queried the costings involved.

J Hattersley commented that it was premature to discuss the cost of transition, although if agreed it would require legislation which would be equivalent to a bulk transfer in actuarial terms. There would be a cost involved in the legal transfer of assets, therefore the Authority had suggested that any transfer be delayed until the

## **Pensions Authority Ordinary Meeting: Thursday 9 June 2016**

time of pooling, to enable only one set of transition costs. The Authority was exploring the possibility of administering two funds, and retaining two separate administrative strategies and investment strategies.

Councillor Sangar queried whether Members of the SYPTFC had held a quorate meeting to agree matters.

J Hattersley referred to discussions held with the Chair and Vice-Chair of the SYPTFC and at its last meeting which had been inquorate, where Members had agreed in principle that they were favourable to the suggestions. A meeting of the Combined Authority was scheduled for 20 June, to which a paper outlining the proposals would be presented. It was hoped to provide confirmation of the assets to be held outside of the Pool at the next Investment Board meeting, which would form the basis of the Fund's annex to the Pool submission.

RESOLVED – That Members noted the update.

### **12 COMPLIANCE WITH THE PRINCIPLES FOR INVESTMENT GOVERNANCE: SELF-ASSESSMENT**

A report of the Clerk was presented to inform Members of the outcome of the self-assessment against the Principles for Investment Governance.

In October 2011, Members had adopted a system of self-assessment and had agreed to use a template to gauge compliance.

Members had been issued with individual copies in January 2016, to be completed and returned at the end of the financial year; 10 forms from the 12 forms issued had been returned (as in 2015). In the main, the scores were either Very Good or Excellent and no areas of concern or development needs had been identified.

RESOLVED – That the Authority:-

- i) Noted the contents of the report.
- ii) Agreed to review the process when the new Regulations were finalised.
- iii) Agreed to any development needs arising from the results.

### **13 BOARD CHAIRS' REPORTS**

Councillor Ellis referred to several meetings she had attended with the Leaders during the last quarter in relation to the pooled investment arrangements. She had also attended the first formal meeting of Boarder to Coast, to which the Authority's suggestions for small but significant improvements had been accepted. Boarder to Coast was progressing at a far greater pace than the other pools. The next Pool meeting would be held at the conclusion of the 13th Annual LGPS Trustees Conference 'In at the deep end' on 23-24 June 2016 in Manchester; the Authority had agreed that the Chair or the Vice-Chair (as substitute) would attend future Pool meetings. Northern Powerhouse had re-named and was now known as The Northern.



## **Pensions Authority Ordinary Meeting: Thursday 9 June 2016**

Councillor Ellis referred to J Hattersley's imminent retirement. The Authority had been unsuccessful in making a permanent appointment; it was hoped to make an interim appointment following the interviews scheduled later today. Pensions Authority staff had been asked for feedback on the matter.

Councillor Wraith referred to the pooling arrangements, and he queried whether the Authority had negotiated the property with Standard Life.

J Hattersley commented that at present the preferred tax vehicle for the new Pool would be an Authorised Contractual Scheme (ACS), which did not lend itself to holding direct property assets or limited partnerships. The assets would therefore need to be held outside of the Pool. All pools were in discussions with CLG to establish whether Treasury would grant some leniency about the transfer costs if direct property assets were transferred into a pool or a collective vehicle ownership. Tentative approaches had been made with Standard Life, the Authority's present investment advisor, in relation to management coverage up until the pooling exercise. The internal Investment Team had considered a proposal from Standard Life, the original suggestion had been for the whole of the property function carried out within the Authority to be transferred to Standard Life. The Investment Team had agreed that this suggestion was prohibitive and that the back office functions should be retained within the Authority. It was noted that the appointment of J Hattersley's successor would affect whether the Authority had an advisory or a discretionary mandate.

Councillor Sangar queried the period of appointment for the interim Fund Director and when a full time appointment would be made, and he questioned the role of the Authority at the point when the pooling process would settle down.

Councillor Ellis commented that talks with the head hunters had been loose in relation to time and pay, to enable the Authority to talk with a degree of flexibility to people across the range. Councillor Ellis added that the Authority was very grateful to J Hattersley for his flexibility in relation to his imminent retirement.

F Foster commented that an interim appointment would be required to assist with the transition period. Further time was required to assess the requirements for the permanent post, at which point the recruitment process would commence.

Councillor Ellis commented that it was hoped to provide further information at the next Authority meeting; M McCarthy would provide the new Members with the latest pooling briefing.

Councillor Wraith queried whether there were any indications as to which staff would move to a new pooling headquarters, and whether the location had been determined.

J Hattersley commented that at present everything had been undertaken in terms of a broad principle to enable the production of a broad framework structure. One of the principle attractions of the Authority joining the Boarder to Coast Pool had been for the Authority to retain an element of internal management which would result in a reduction of costs. It was envisaged that the internal management team would transfer to the new pool-co, although it was too early to establish where this would be based. There were two other internal management teams within the Pool, and it would be appropriate for all three teams to amalgamate into new premises.

14 SCHEME OF DELEGATION TO OFFICERS

A report of the Clerk was presented to update the chapter relating to the Scheme of Delegation to Officers in the Constitution following the changes to the roles of senior officers of the Authority and to amend certain discretionary limits.

Members noted that the Scheme of Delegation to Officers had last been reviewed in 2014; an opportunity had been taken to update write-off limits and to clarify the internal lines of responsibility.

RESOLVED – That Members approved the revised Scheme of Delegation.

15 AMENDMENT TO CONTRACT STANDING ORDERS

A report of the Clerk was presented to seek approval to proposed amendments to the Authority's Contract Standing Orders.

Members had approved the revised Contract Standing Orders at the December 2015 Authority meeting, and had agreed that an additional amendment be made to change the reference to 'Part B services' to 'light touch services' which would take into account the new terminology used in the Public Contracts 2015 Regulations.

M McCarthy commented that a further review could be instigated by incorporating electronic tendering into the Contract Standing Orders.

RESOLVED – That Members approved the revised contract standing orders.

16 LGPS CURRENT ISSUES

The Authority was presented with a paper to provide an update on the LGPS current issues.

I Baker commented that the Unit currently managed three threads of work i.e. maintaining the routine member service, valuation work and the year end work which was critical to the valuation. As at 8 June, a total of 340 annual returns had been received and work had now commenced on the initial posting of contributions for those returns; approximately 10 employers had failed to submit a return, which was a huge improvement on previous years. The Authority was considering two common deadline dates for the valuation work and contribution work related to the year end, which was envisaged for the end of July. Members noted the provisional deadlines for the data file for the annual benefit statements to be with the printers by early August, and the aim for the data extract for the actuary by the end of July/beginning of August. The Authority was currently considering the first set of captured errors/queries from the data extract for the actuary; it was envisaged to script solutions to those issues.

Councillor Wraith queried whether a number of Equitable Life members remained in the Scheme.

I Baker commented that there was a number of Equitable Life Members in the Scheme. There had been a bulk transfer of membership in 2000/2001, together with a

## Pensions Authority Ordinary Meeting: Thursday 9 June 2016

further piece of work which had given individuals the opportunity to transfer over at a later date; the majority of Scheme Members were within the 'with profit' fund.

I Baker commented that there were approximately 50 academies within Rotherham together with a number of schools that were targeted to become academies within the financial year.

RESOLVED – That Members noted the update.

### 17 WEBCASTING

A report of the Clerk was submitted to seek approval to renew the contract to webcast meetings of the Authority.

Members noted that the Authority's and other South Yorkshire Joint Authorities' meetings had been webcast since 2006, and had entered into a joint contract with Barnsley MBC in 2015, which had resulted in a reduction of costs for all parties. Over the last 12 months, there had been a total of 3,956 live and archived viewings of the Authority's meetings, which was up from 2,093 over the previous 12 month period. There would be a requirement for the Authority to contribute a cost of £1,500 to the overall webcasting contract.

RESOLVED – That Members:-

- i) Agreed to continue webcasting meetings of the South Yorkshire Pensions Authority.
- ii) Noted that costs were being negotiated with the service provider and would be reported to the next meeting of the Authority.
- iii) Delegated responsibility to the Chair and Vice Chair for agreeing a 3 year webcasting contract renewal.
- iv) Noted the price economies under consideration which arose from entering into a joint webcasting contract with Barnsley MBC and multi-year agreement.

CHAIR

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# **SOUTH YORKSHIRE PENSIONS AUTHORITY**

## **EXTRAORDINARY MEETING**

**30 JUNE 2016**

PRESENT: Councillor S Ellis (Chair)  
Councillors: J McHale, A Sangar, Z Sykes, R Wraith and  
K Wyatt

Trade Unions: G Warwick (GMB) and F Tyas (UCATT)

Officers: J Hattersley (Fund Director SYPA), S Smith (Head of  
Investments SYPA), A Frosdick (Monitoring Officer),  
M McCarthy (Deputy Clerk), F Bourne (Administration Officer  
SYPA) and A Shirt (Senior Democratic Services Officer)

Apologies for absence were received from Councillor E Butler,  
Councillor M Maroof, Councillor H Mirfin-Boukouris, Councillor  
M Stowe, Councillor P Wood, Councillor J Wood, F Foster,  
J Bell and M McCoole

1 **APOLOGIES**

Apologies for absence were noted as above.

2 **URGENT ITEMS**

None.

3 **ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PUBLIC AND PRESS.**

RESOLVED – That agenda item 6 ‘Government Consultation on LGPS Pooling  
Submission’ be considered in the absence of the public and press.

4 **DECLARATIONS OF INTEREST.**

None.

5 **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 it involves  
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.

6 **GOVERNMENT CONSULTATION ON LGPS POOLING SUBMISSION**

A report of the Fund Director was submitted seeking Members’ views on the proposed  
submission to the Department for Communities and Local Government (DCLG) in July  
2016. A single submission from each Pool would need to be submitted to DCLG with

an annex from each participating Fund on assets which they intended to be held outside the Pool.

Members gave their consideration to the background material circulated and agreed that the Fund's Agricultural Portfolio be held outside of the Pool on a permanent basis; due to its unique nature and because the portfolio offered distinct liability matching benefits.

Members also agreed that the Authority reserves the right to invest in small local private equity/infrastructure projects.

RESOLVED – That Members:-

- i) Considered the draft outline submission and agreed the key aspects of the Border to Coast Pensions Partnership;
- ii) Agreed that the Fund's Agricultural Portfolio be held outside the Pool on a permanent basis;
- iii) Agreed that the Authority reserves the right to invest in small local private equity/infrastructure projects; and
- iv) Agreed that the Chair and Vice-Chair of the Authority be delegated responsibility for signing-off the Authority's submission to DCLG.

CHAIR