



Doncaster Council

Would you please note that a Group Meeting will be held at 5.00 p.m. in the Civic Office.

Agenda

To all Members of the

COUNCIL

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

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

Date: Thursday, 19th July, 2018

Time: 6.00 pm

BROADCASTING NOTICE

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

Jo Miller
Chief Executive

Issued on: Wednesday, 11 July 2018

Governance Officer for this meeting

David Taylor
01302 736712

Doncaster Metropolitan Borough Council
www.doncaster.gov.uk

ITEMS

1. Apologies for Absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Declarations of Interest, if any.
4. Minutes of the Annual Council Meeting held on 18th May, 2018. 1 - 26
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:-
None received for this meeting.

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

For Decision

7. Youth Justice Plan 2018-19. 27 - 68
8. Neighbourhood Planning - Adoption 'Making' of the Edlington Neighbourhood Development Plan. 69 - 76
9. Overview and Scrutiny Annual Report 2017/18. 77 - 106
10. Health and Safety Reporting Arrangements - Review and Proposal. 107 - 112
11. Council Appointments to Outside Bodies: Police and Crime Panel, Doncaster and District Deaf Society and Sheffield City Region Combined Authority Overview and Scrutiny Committee and Audit Committees. 113 - 118
12. To consider the following Motion, written notice of which has been given by Councillor Lani-Mae Ball and Seconded by Councillor Nuala Fennelly, in accordance with Council Procedure Rule 16.1:-

“This Council supports the extension of the electoral franchise to citizens aged 16 and over as a natural and just equalisation of voting rights to match personal responsibilities.

Council also supports the need for greater engagement with young people, leading to greater involvement of young people in the decisions that affect their community.

This Council welcomes meaningful discussion on the extension of the franchise to 16 and 17 year olds to include civic and democratic education in schools.

Council recognises the ongoing Votes at 16 campaign by the British Youth Council, the UK Youth Parliament, (as well as our own elected Youth Council), to lower the voting age to 16. Council therefore calls on the Chief Executive to write to the British Youth Council and the UK Youth Parliament to offer support for the Votes at 16 campaign, and write to Government.

This Council believes in a united democracy across the United Kingdom and calls for the extension of the franchise to 16 and 17 year olds in Local Government and devolved elections in England, as seen in Scotland and Wales.

This Council resolves to:-

1. Write to British Youth Council stating our support for the Votes at 16 campaign;
 2. Write to local Members of Parliament stating our support for the Votes at 16 campaign; and
 3. Write to the Prime Minister and the relevant Minister to consider extending the voting age to 16 year olds for Local Government and devolved elections and referendum in England, and to review the wider franchise for all elections and referendums in the UK.”
13. To consider the following Motion, written notice of which has been given by Councillor Pat Haith and Seconded by Councillor Dave Shaw, in accordance with Council Procedure Rule 16.1:-

“This Council calls upon the Secretary of State for Work & Pensions, The Right Honourable Esther McVey MP, to make fair transitional state pension arrangements for all women born on or after 6th April 1950, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

Hundreds of thousands of women had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little or no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Many women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same

time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

Therefore this Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1950, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.”

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

(i) Questions on Notice to the Executive:-

None received for this meeting.

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

For Information

15. To receive the minutes of the following Joint Authorities:-

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- A. Sheffield City Region Combined Authority held on 9th March and 11th June, 2018.
- B. Sheffield City Region Local Enterprise Partnership Board held on 5th February, 19th March, 8th May and 18th June, 2018.
- C. South Yorkshire Fire and Rescue Authority held on 19th February and 9th April, 2018.
- D. South Yorkshire Pensions Authority Local Pension Board held on 15th March, 2018.
- E. South Yorkshire Pensions Authority held on 15th March, 2018.
- F. South Yorkshire Police and Crime Panel held on 20th April and 4th June (Annual) 2018.

Agenda Item 4

DONCASTER METROPOLITAN BOROUGH COUNCIL

COUNCIL

FRIDAY, 18TH MAY, 2018

A MEETING of the COUNCIL was held in the BALLROOM at the MANSION HOUSE on FRIDAY, 18TH MAY, 2018, at 11.00 am.

PRESENT:

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

PRESENT FOR ITEMS 1 TO 5 (PART 1) MANSION HOUSE

Councillors Nick Allen, Duncan Anderson, Lani-Mae Ball, Nigel Ball, Joe Blackham, Rachael Blake, Nigel Cannings, Bev Chapman, Phil Cole, Mick Cooper, Jane Cox, Steve Cox, Linda Curran, Susan Durant, Neil Gethin, John Gilliver, Martin Greenhalgh, Pat Haith, John Healy, Charlie Hogarth, Mark Houlbrook, David Hughes, Eva Hughes, Richard A Jones, Kenneth Keegan, Jane Kidd, Nikki McDonald, Chris McGuinness, Sue McGuinness, Bill Mordue, David Nevett, Jane Nightingale, Ian Pearson, Andy Pickering, Andrea Robinson, Kevin Rodgers, Dave Shaw, Derek Smith, Frank Tyas, Austen White, Sue Wilkinson and Paul Wray.

APOLOGIES:

Apologies for absence for Part 1 of the Meeting were received from Councillors Iris Beech, Nuala Fennelly, Sean Gibbons, Rachel Hodson, John Mounsey, Cynthia Ransome and Jonathan Wood.

PRESENT FOR ITEMS 6 TO 18 (PART 2) COUNCIL CHAMBER, CIVIC OFFICE

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

APOLOGIES:

Apologies for absence for Part 2 of the Meeting were received from Councillors John Healy and John Mounsey.

1 Prayers

The Chair, Councillor George Derx welcomed Elected Members, Officers and members of the public to the meeting and asked that they remain standing whilst they were led in prayer by the Civic Chaplain, Reverend David Stevens.

2 Minute's Silence for the recent death of an Honorary Freeman of the Borough, Jeanette Fish, MBE

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 death of Jeanette Fish, MBE, an Honorary Freeman of the Borough, who had passed away on 2nd May, 2018.

Members were informed that the funeral would take place on Friday 25th May, 2018 at 10.00 am at Doncaster Minster.

3 Election of Chair of Council

It was MOVED by Councillor Neil Gethin and SECONDED by Councillor Paul Wray that Councillor Majid Khan be elected as Chair of Council of Doncaster Metropolitan Borough for the 2018/19 Municipal Year.

RESOLVED that Councillor Majid Khan be hereby elected as Chair of Council of Doncaster Metropolitan Borough for the 2018/19 Municipal Year.

4 Election of Vice-Chair of Council

It was MOVED by Councillor Derek Smith and SECONDED by Councillor Duncan Anderson that Councillor Linda Curran be elected as Vice-Chair of Doncaster Metropolitan Borough for the 2018/19 Municipal Year.

RESOLVED that Councillor Linda Curran be hereby elected as Vice-Chair of Council of Doncaster Metropolitan Borough for the 2018/19 Municipal Year.

Following the election of the Vice-Chair of Council, the Chair announced that there would be a 15 minute recess for the exchanging of robes, and determined that the meeting would reconvene at 11.35 am.

5 Presentation of badges to the retiring Chair of Council and Consort

On behalf of the Council, Jo Miller, Chief Executive, presented badges to the retiring Chair of Council and his Consort.

6 Chair of Council's Inaugural Speech

The Chair of Council, Councillor Majid Khan, delivered his inaugural speech.

"Distinguished guests, colleagues, friends and family.

I would like to start by thanking my dear friend Councillor Gethin for proposing me as Civic Mayor and for the help and support he has provided, and also to my good friend Councillor Wray who has also always provided assistance and advice. I would like to thank them both for supporting me in becoming Civic Mayor. I would also like to offer my thanks to the outgoing Civic Mayor, Councillor Derx and Pauline Derx, for representing Doncaster in the best way possible.

It is a pleasure to have your company on such a special day and what makes it so special for me is that my parents are here to see this. I can only imagine what they were thinking about when they left the valleys and rivers of Kashmir and came to England to build a better life for their family.

As the son of an immigrant mill worker, did I ever think this was possible? That I would be embraced by my peers and chosen to be the Mayor of Doncaster? Growing up, my parents always encouraged me to seek out opportunities and do whatever I wished, and they demonstrated a work ethic which has stuck with me. Work hard and achieve. I firmly believe that the society we live in is wonderful and if you work hard, anything is achievable.

Often people have to work harder than others and they face barriers that others don't. Those barriers aren't always their physical ability, race or religion, but can be how they talk, which schools they attended, where they live or what socio economic background they come from. Some may not have had the opportunities that others take for granted. But, with hard work and a positive mind set, we can achieve anything.

If you look around the room, there are people present today who I refer to as my uncles, aunties, brothers and sisters. It's not just that we're related by blood, but also that these are people who have helped, supported and guided me through life and they are the people who I can rely on for anything. It's this sense of belonging and community which makes anything possible. As one community, the people of Doncaster can achieve greatness, but it can only happen if we work together.

It is the erosion of community links and social isolation which leaves people in very difficult circumstances. It is for this reason that I have chosen the Doncaster Samaritans as my chosen charity for this year. The calls that they receive are often from people in dire situations, and that last call made to the Samaritans can be the difference between a life lost and a life saved. I would encourage my Councillor colleagues to also support the Doncaster Samaritans in whichever way they can.

The Doncaster I see in the future is one where our community comes together for mutual benefit. As Civic Mayor, I will help to bring these sections of the community closer together, to work as one Doncaster. I aim to show Doncaster for what it truly is; a vibrant, forward thinking embracing Borough and I will aim to help Doncaster to transform and perform."

7 Vote of thanks to the retiring Chair of Council and Consort

It was MOVED by Councillor Charlie Hogarth and SECONDED by Councillor Ken Keegan, that the Council place on record its thanks and appreciation to Councillor George Derx for the manner in which he had fulfilled his role as Chair of Council for the 2017/18 Municipal Year.

Councillor Derx responded, thanking Members for their kind words and stated what an honour it had been to serve Doncaster as the Civic Mayor during the past year.

Councillor Derx recounted some of his highlights of the past year during his time as Civic Mayor and commented that it had been an interesting, varied and exciting, if not very busy time that both he and his wife Pauline had enjoyed immensely, with memories from this time that would last forever.

One of the key celebrations and events that he had the honour to attend, particularly in respect of being an ex-military serviceman, had been the Remembrance Sunday and Armistice Day Observances, which had been particularly poignant. Additionally, the celebration day in honour of the Armed Services had been magnificent which had been marked with a fly-past by the Red Arrows Display Team.

Charity work had played an important part in the past year and Councillor Derx paid thanks to everyone who had supported and contributed to the work of the two charities he had chosen to support; Firefly and the Partially Sighted Society.

Councillor Derx expressed his thanks to his wife and Mayoress, Pauline Derx, who had worked enthusiastically with him during the last twelve months as well as the officers of the Civic Office who had supported him throughout the year, ensuring he was where he needed to be, and who guided him through the role, providing advice and support in all aspects of the role.

In conclusion, he stated that he had enjoyed the past year immensely, and would look back on his time as Civic Mayor with great pride and fond memories. Councillor Derx expressed his thanks to his fellow Councillors for giving him this opportunity and wished his successor Councillor Khan, all the very best for the year and thanked him for his support in his role as his Deputy Civic Mayor and hoped that he would enjoy the next twelve months as much as he had done himself.

8 Declarations of Interest, if any

There were no declarations of interest made at the meeting.

9 Minutes of the Council Meeting held on 5th March, 2018

RESOLVED that the minutes of the Council Meeting held on Monday, 5th March, 2018, a copy of which had been circulated to each Member, be approved as a correct record, and signed by the Chair.

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

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

“I would like to reiterate to Members that the funeral of Jeannette Fish, MBE, will be held on Friday, 25th May at 10.00am, at Doncaster Minster.”

11 Notification by the Elected Mayor of the Composition of the Executive and the Elected Mayor's Scheme of Delegations

The Council received an oral update from the Mayor of Doncaster, Ros Jones, with regard to the composition and constitution of the Executive for the 2018/19 Municipal Year and announced that the Cabinet would be comprised as follows:-

Councillor Glyn Jones, Deputy Mayor
Cabinet Member for Housing and Equalities

Councillor Nigel Ball
Cabinet Member for Public Health, Leisure and Culture

Councillor Joe Blackham
Cabinet Member for Highways, Street Scene and Trading Services

Councillor Rachael Blake
Cabinet Member for Adult Social Care

Councillor Nuala Fennelly
Cabinet Member for Children, Young People and Schools

Councillor Chris McGuinness
Cabinet Member for Communities, Voluntary Sector and the Environment

Councillor Bill Mordue
Cabinet Member for Business, Skills and Economic Development

Councillor Jane Nightingale
Cabinet Member for Customer and Corporate Services

RESOLVED that the Mayor's oral report to Council on the composition of the Executive, be noted.

12 Council appointed Committees and Sub-Committees Terms of Reference for 2018/19

The Council considered a report that sought approval for a number of proposed revisions to the Terms of Reference for Council appointed Committees and Sub-Committees.

The Terms of Reference were approved at Council each year and ensured that the highest standards of governance were met, and allowed for the proper discharge of functions.

Council noted that changes had been proposed to the Terms of Reference to three Committees which had been appended to the report at Appendix A, with proposed deletions shown as crossed through, and additions in bold.

Members noted that the changes made to the Chief Officers Appointments Committee were largely typographical in nature, and were simply made to ensure greater clarity. In terms of the Audit Committee, a number of changes had been made, but these were to reflect updates received in terms of guidance and wording and were largely to

simplify the Terms of Reference. Finally, in terms of the Health and Well Being Board, these changes were purely to reflect the name change of the NHS Commissioning Board to read as NHS England, which had arisen as a result of the changes being embedded from the Health and Social Care Act 2012.

In terms of the Joint Safety Committee, it had been proposed within the report to replace this with a new Health and Safety Structure that would provide a more modern and strategic approach, which was in line with both Best Practice and HSE guidelines. However, it was MOVED and SECONDED, that this be deferred to obtain further information and advice in terms of a more formalised structure.

RESOLVED that

- (1) the proposed revisions to the Terms of Reference as set out in paragraphs 10-12 and in Appendix A of the report, be approved;
- (2) the introduction of the new Health and Safety Structure be deferred pending receipt of further advice in terms of a more formalised plan from the Corporate Health and Safety Team, HSE and Directorate H&S;
- (3) the existing Terms of Reference for all other Committees and Sub-Committee of the Council remain unchanged; and
- (4) the Constitution be updated to reflect the revisions to Terms of Reference as agreed.

13 Local Government and Housing Act 1989 - Review of the allocation of seats on Committees and Sub-Committees

The Council considered a report which proposed the allocation of seats on Committees and Sub-Committees of the Council having regard to political balance in accordance with the provisions of the Local Government and Housing Act 1989.

The Council was also advised of adjustments necessary to reflect a best proportionate fit in accordance with the principles of proportionality, as set out within paragraph 25 of the report.

It was reported that following the dispatch of the agenda papers, a list of Political Group nominations for the appointment of Members to serve on Committees, Sub-Committees and Scrutiny Panels, had been tabled at the meeting, which outlined nominations received from Group Leaders.

The Council was also requested to make appointments and co-options to other Committees of the Council, not subject to the requirement for proportional balance.

Members noted that the proposed allocation of seats set out in the report, was based on:-

- (i) Proportionality being applied to the Committees/Sub-Committees shown in the table below based on the membership indicated:-

Committee/Sub-Committee	Size
Planning Committee	11
Elections & Democratic Structures Committee	11
Chief Officer Appointments Committee	11
Awards, Grants and Transport (Appeals) Committee	7
Audit Committee	5
Chief Officer Appeals Committee	5
Employee Relations Disputes Resolution Committee	5
Chief Officers Investigatory Sub-Committee	5
Total	60

- (ii) Proportionality would not apply to the Overview and Scrutiny Management Committee or the four Overview & Scrutiny Standing Panels, in order to maximise cross-party representation;
- (iii) The Licensing Committee, set up under the Licensing Act 2003, need not be politically proportionate. However, in seeking nominations from Group Leaders onto these 14 seats, these had been sought in proportion to the overall composition on the Council. The appointment of Licensing Sub-Committees to conduct hearings under Section 10 of the Licensing Act 2003, was a statutory function reserved by the Act to the statutory Licensing Committee. Accordingly, it was a matter for the Licensing Committee to appoint these Sub-Committees and to schedule any required meetings; and
- (iv) Proportionality would not apply to the Health and Wellbeing Board in accordance with legislative requirements.

RESOLVED that

- (1) seats on Committees and Sub-Committees be allocated as set out in the table at paragraph 25 of the report, subject to the Labour Group losing one seat on each of the following Committees:-
 - Chief Officers Appeals Committee; and
 - Chief Officers Investigatory Sub-Committee
- (2) as a consequence of the loss of the 2 seats at (1) above, the two seats be allocated to the two Independent Members, Councillors Nigel Cannings and John Cooke, as follows:-
 - (a) Councillor Nigel Cannings
 - Chief Officers Investigatory Sub-Committee
 - (b) Councillor John Cooke
 - Chief Officers Appeals Committee

- (3) the membership of Committees and Sub-Committees for 2018/19 including substitute provision in respect of the Chief Officers' Appointments Committee, the Chief Officers' Appeals Committee and the Employee Relations Disputes Resolution Committee, be as set out in the schedule attached to these minutes at Appendix A in accordance with the wishes of Political Groups;
- (4) it be noted that in appointing Members to the Audit Committee in accordance with CIPFA guidance, any Member appointed to Cabinet should not be a member of the Audit Committee;
- (5) the requirement to include an Executive Member on the Chief Officers Appointments Committee, be noted;
- (6) for the reasons referred to in paragraph 8(iii) of the report, the rules of proportionality do not apply to the Licensing Committee;
- (7) the membership of the Licensing Committee be as set out in the schedule attached to these minutes at Appendix A;
- (8) the membership of the Parish Councils' Joint Consultative Committee and the Member Development Working Group, be as set out in the schedule attached to these minutes at Appendix A;
- (9) Primary Care Doncaster and the Health and Social Care Forum be included within the membership of the Health & Wellbeing Board;
- (10) the Overview and Scrutiny Management Committee and the Panel names remain, but realign their work to the Doncaster Growing Together (DGT) themes;
- (11) fixed meetings in the Council Diary continue to be scheduled for the Overview and Scrutiny Management Committee and the Panels that consider Health and Children and Young People's issues;
- (12) the Panels that currently include issues that fall within Regeneration and Housing and Community and Environment, schedule two fixed meetings in the Council Diary per year;
- (13) the appointments of John Hoare as the Church of England representative and Bernadette Nesbit as the Roman Catholic representative on the Children and Young People's Overview and Scrutiny Panel and on the Overview and Scrutiny Management Committee where this is considering issues relating to education matters, be endorsed;
- (14) any appointments to the 2 outstanding Overview and Scrutiny Parent Governor Representative vacancies be determined by Overview and Scrutiny Management Committee during the course of the year;
- (15) future appointments made during the course of the year to any of the Overview and Scrutiny Co-opted Member vacancies, be determined by the Overview and Scrutiny Management Committee;

- (16) the appointment of workforce representatives as non-voting invitees onto the Overview and Scrutiny Management Committee and the Standing Panels, as detailed at paragraphs 50 to 51 of the report, and as set out in the schedule attached to these minutes at Appendix A, be approved;
- (17) the Overview and Scrutiny Management Committee appoint as necessary, any further non-voting invitees to its membership or the membership of the Standing Panels during the course of the year, should it deem necessary;
- (18) Kathryn Smart be re-appointed as the co-opted, non-voting, Independent Member to sit on the Audit Committee for a further 4 year period to 31st May, 2022; and
- (19) the Council reaffirms that future reviews on the proportional allocation of seats on Committees and Sub-Committees, be limited to the Annual Meeting and if appropriate, a mid-point in the year.

14 Appointments of Chairs and Vice-Chairs of Committees and Sub-Committees

The Council considered a list of Political nominations for the appointment of Members to serve as Chairs and Vice-Chairs on Committees, Sub-Committees and Scrutiny Panels for the 2018/19 Municipal Year. The list of nominations had been tabled at the meeting, following the dispatch of agenda papers.

It was noted by Council that in line with Best Practice, Council had endorsed the principle that the Health and Wellbeing Board be chaired by the Portfolio Holder responsible for Adult Social Care, or the Portfolio Holder responsible for Public Health, and this was accordingly represented in the Appendix attached to the report. Additionally, in accordance with Rule 3 of the Overview and Scrutiny Procedure Rules, Council looked to ensure that not all Chairs and Vice-Chairs were drawn from the same Political Party.

RESOLVED that the Chairs and Vice-Chairs of Committees and Sub-Committees for the 2018/19 Municipal Year, be as follows:-

<u>Committee</u>	<u>Chair</u>	<u>Vice-Chair</u>
Overview and Scrutiny Management Committee	Councillor Kevin Rodgers	Councillor John Healy
Children and Young People's Overview and Scrutiny Panel	Councillor Neil Gethin	Councillor Lani-Mae Ball
Communities and Environment Overview and Scrutiny Panel	Councillor Jane Kidd	Councillor Jane Cox
Health and Adult Social Care Overview and Scrutiny Panel	Councillor Andrea Robinson	Councillor Cynthia Ransome

<u>Committee</u>	<u>Chair</u>	<u>Vice-Chair</u>
Regeneration and Housing Overview and Scrutiny Panel	Councillor Paul Wray	Councillor David Nevett
Planning Committee	Councillor Eva Hughes	Councillor Iris Beech
Elections and Democratic Structures Committee	Councillor Phil Cole	Councillor Nick Allen
Chief Officers' Appointments Committee	Councillor Glyn Jones	Councillor Nuala Fennelly
Awards, Grants and Transport (Appeals) Committee	Councillor Linda Curran	Councillor Andrea Robinson
Audit Committee	Councillor Austen White	Councillor R. Allan Jones
Chief Officers' Appeals Committee	Councillor Paul Wray	Councillor Rachel Hodson
Employee Relations Disputes Resolution Committee	Councillor Rachel Hodson	Councillor Sue Wilkinson
Chief Officers' Investigatory Sub-Committee	Councillor Bill Mordue	Councillor John Mounsey
Licensing Committee	Councillor Ken Keegan	Councillor Linda Curran
Health and Wellbeing Board	Councillor Rachael Blake	To be appointed at the first Meeting of the Health & Wellbeing Board

15 Diary of Meetings 2018/20

Members considered the Diary of Meetings for 2018/20, which detailed the dates of all meetings, training and scheduled events for the 2018/19 and 2019/20 Municipal Years.

The draft diary had previously been considered at the Council Meeting on 25th January, 2018, and had allowed Members the opportunity to make any changes if necessary.

Since consideration of the draft diary in January, Council was informed of a number of changes which had been made to the Schedule of Meetings as detailed below:-

Elections and Democratic Structures Committee

In order to avoid a clash of Member commitments, the meeting previously arranged for Tuesday 12th February, 2019 had been rescheduled to take place on Tuesday 5th February, 2019 at 10.00 am.

Overview and Scrutiny

In response to recommendations agreed as part of the Overview and Scrutiny Evaluation Process, the following additional Panel Meetings had been scheduled:-

- Communities and Environment Overview and Scrutiny Panel on 18th July, 2018 at 10.00 am;
- Regeneration and Housing Overview and Scrutiny Panels on 19th September, 2018 at 10.00 am and 13th March 2019 at 10.00 am; and

In addition, the Health and Adult Social Care Panel on 5th July, 2018 had been rescheduled to take place on 2nd July, 2018 at 10.00 am.

RESOLVED that

- (1) the proposed Diary of Meetings for the 2018/19 and 2019/20 Municipal Years, as attached at Appendix A to the report, be approved; and
- (2) the schedule of Cabinet Meetings as determined by the Mayor of Doncaster, be noted.

16 Council Appointments to Outside Bodies 2018/19

The Council considered a report which determined the appointment of representatives to the schedule of Council Appointments to Outside Bodies for the 2018/19 Municipal Year, as set out in the revised list which had been tabled at the meeting. The list of Outside Bodies detailed the nominations for those bodies, as well as a small number of bodies where no appointment was needed for this Municipal Year.

RESOLVED that Council agree the appointments to Outside Bodies as set out in the nomination lists circulated to Members.

17 Corporate Parenting Board Annual Report

Councillor Nuala Fennelly, Cabinet Member for Children, Young People and Schools, and Chair of the Corporate Parenting Board, presented the Corporate Parenting Board Annual Report to Council, and informed Members that this was the First Annual Report of Doncaster's Corporate Parenting Board which set out the governance and membership arrangements for the Board and celebrated the achievements and improvements made.

As Chair of the Board, Councillor Fennelly stated that she was very pleased that all Members of the Board had agreed to remain on the Board for the coming Municipal Year, which would provide stability and enable further progress in the provision of the best services for Children in Care in Doncaster.

Members of the Council noted that during the last year, the Board had welcomed two young modern apprentices from the Children's Trust, both of whom were representatives of the Doncaster Children in Care Council, having had experience of life in care. These young people would ensure that the voice of children and young people was heard which was helping the Board to challenge and make informed decisions about the children the Council cared for and was responsible for.

The work of the Board had covered many areas throughout the past Municipal Year and had focussed on a number of areas that had an effect on children and young people in care which included:-

- Health
- Housing
- Education
- Care Leaving Services

It was reported that the Board followed a work plan throughout the year, but Members noted that the Board had requested a number of supplementary reports to provide more detailed information and clarification on certain issues.

Councillor Fennelly further reported that in November 2017, there had been an Ofsted inspection of Children's Services which had resulted in a 'Good' outcome in all areas, with the Corporate Parenting Board being referred to within the feedback which demonstrated the positive and effective work the Board was undertaking. In addition, the effective consideration of information, appropriate challenge and the voice of the child or young person, had proven to be very strong in all aspects of the Board's work which was driving further service improvements.

In conclusion, Councillor Fennelly commented that she hoped that Ward Members, Officers of the Council, the Children's Trust and other partners would continue to support and show a strong commitment to the Borough's children and young people, and help them to fulfil their ambitions and provide them with the opportunities they needed to succeed in the future. Councillor Fennelly stressed that it was extremely important that all Members in their capacity as a Corporate Parent, completed the mandatory training available.

RESOLVED that

- (1) the Corporate Parenting Board Annual Report be noted; and
- (2) Council recognised that the Corporate Parenting Board was fit for purpose, it firmly established governance and celebrated the achievements made along with recognition of the planned programme of continuous improvement.

18 Report of the Independent Remuneration Panel on the Review of the Members' Allowances Scheme in Doncaster MBC

The Cabinet Member for Customer and Corporate Services, Councillor Jane Nightingale, presented a report to Council that detailed the recommendations of the Independent Remuneration Panel (IRP) following its review of the Members' Allowance Scheme.

Council noted that each Local Authority was required by law to agree a Members' Allowance Scheme and in doing so it must have regard to the recommendations of the IRP. The Council was not bound by the IRPs recommendations, but if it chose not to follow any of its proposals, it was required to give reasons.

Councillor Nightingale informed Council that the Panel was recommending an increase of 2% on the current Basic Allowance, with effect from 1st April, 2018 which would be in line with that paid by other similar Authorities. A number of changes had been made to the Special Responsibility Allowances and in developing these recommendations, the Panel had taken account of the responsibility, accountability, time and effort involved with each position. Details of the proposed Special Responsibility Allowances were included at paragraph 16 of the cover report and the rationale for any changes to SRAs were detailed in the report of the IRP attached at Appendix 1.

Members noted that in reviewing the scheme, the IRP had benchmarked with a wide number of Local Authorities, met with Elected Members and Senior Officers, and had received written feedback from Members. Councillor Nightingale added that the Panel was satisfied that the recommended Scheme was in line with allowances of similar and neighbouring Authorities.

Following the presentation of the report, Members of the Council were afforded the opportunity to comment, with a number of Councillors querying as to whether or not they would be obliged to accept the raise in allowances. The Monitoring Officer informed Council that whilst the scheme had been agreed by the IRP, Members did not have to accept the increased allowance and were entitled to take whatever amount of the recommended allowance they wished.

RESOLVED that

- (1) the level of the basic allowance (base) for Members (including the Elected Mayor) be increased by 2% to £12,610;
- (2) the payment of special responsibility allowances to Members be as shown below:-

Elected Mayor	- Base x 4	£50,440
Deputy to the Elected Mayor	- Base x 1.25	£15,762
Cabinet Member	- Base x 1	£12,610

Chair of Committee:-

Planning	- Base x 0.64	£ 8,070
Elections & Democratic Structures	- Base x 0.1	£ 1,261
Audit	- Base x 0.6	£ 7,566

Licensing	- Base x 0.6	£ 7,566
Overview & Scrutiny Management	- Base x 0.6	£ 7,566
Scrutiny Standing Panels	- Base x 0.25	£ 3,153

Vice-Chairs:-

Planning	- Base x 0.27	£ 3,405
Licensing	- Base x 0.3	£ 3,783
Overview and Scrutiny Management	- Base x 0.25	£ 3,153
Audit	- Base x 0.19	£ 2,396

Leader of a Political Group:-

Membership (30 or more)	- Base x 0.5	£ 6,305
(15 to 29 inclusive)	- Base x 0.2	£ 2,522
(5 to 14 inclusive)	- Base x 0.1	£ 1,261
(0 to 4 inclusive)	----	£ Nil

Civic Mayor	- Base x 1	£12,610
Deputy Civic Mayor	- Base x 0.1	£ 1,261

(3) the payment of Co-optees allowances be as follows:-

Audit Committee	- Base x 0.05	£ 630
Children & Young People O&S Panel	- Base x 0.05	£ 630
(If appointed as Panel Chair)	- Base x 0.25	£ 3,153
Co-optee on any other Committee	- Base x 0.05	£ 630

Co-opted Members on Audit Hearings Sub-Committee:-

All-inclusive attendance allowance per Hearing	£ 150
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Attendance allowance paid for attending the Audit Committee meeting that considers the Monitoring Officer's Annual Report on complaint handling and ethical governance activity	£ 50
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(4) a special responsibility allowance continue to be paid at the current rate of £3,814 to a Member who represents the Council on the South Yorkshire Pensions Authority;

(5) a special responsibility allowance be paid to a Member appointed by the Council as a representative on the South Yorkshire Police and Crime Panel (SYPCP) who is subsequently appointed as Chair or Vice-Chair of the SYPCP as follows:-

Chair of SYPCP	£ 5,350
Vice-Chair of SYPCP	£ 2,675

(6) the basic allowance to include travel and subsistence within the Borough, inclusive of any transport passes or car parking permits;

- (7) the inflationary index for determining annual increases in Members' allowances for the next four years (from 2019/20 - 2022/23) be in line with the NJC pay award for Local Government employees; inflationary increases to the basic and special responsibility allowance to be applied separately;
- (8) all other elements of the Members' Allowances Scheme remain unchanged; and
- (9) further to consideration and determination of recommendations (1) – (8) above, the Council gives authority to the Monitoring Officer to update the Members' Allowances Scheme within the Council Constitution and resolves that the revised scheme should take effect from 1st April, 2018 and revokes all previous schemes on that date.

19 Member Development Programme 2018/19

The Council considered a report presented by Councillor Jane Nightingale, Cabinet Member for Customer and Corporate Services, which provided Members with feedback on the 2017/18 Member training and development programme and also proposed a training programme for 2018/19.

It was reported that in the previous Municipal Year, the Council had endorsed an approach to training and development which would support Councillors during their current four year term. It had been agreed that all Councillors would undertake mandatory training in their first year which would remain valid for the remainder of their term. However, whilst the majority of Councillors had undertaken mandatory training, it was noted that there were still some Members who needed to complete training on important areas such as Safeguarding and Equalities.

In terms of mandatory training, Members were reminded that the General Data Protection Regulations (GDPR) would come into effect on 25th May, 2018 and Councillors were required to undertake annual mandatory training to ensure they understood their responsibilities in respect of holding personal data. As a small number of Councillors were still to complete this requirement, Councillor Nightingale encouraged those Members to undertake the training as a matter of urgency.

Members were informed that Appendix A set out the training programme for the forthcoming year which would be regularly monitored and reviewed by the Member Development Working Group. In addition to the GDPR course, this programme now recommended that courses on Child Sexual Exploitation (CSE) Awareness and Spam and Phishing, were included as mandatory training for all Members in order that greater awareness of issues were raised in order that Members fully understood their responsibilities.

It was also reported that in 2018/19, there would also be the opportunity for Members to attend briefings and seminars which would focus on developing themselves and their community leadership skills and that in conclusion, Councillor Nightingale urged all Councillors to participate in the training programme.

RESOLVED that

- (1) the update on Member Training and development undertaken during 2017/18, be noted;
- (2) the programme of Member Development for 2018/19 be endorsed; and
- (3) the annual completion of Data Protection Training and the inclusion of Child Sexual Exploitation (CSE) Awareness and Spam and Phishing as mandatory training for all Members, be endorsed.

CHAIR:_____

DATE:_____

OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Neil Gethin
	Councillor John Healy
	Councillor Jane Kidd
	Councillor Andrea Robinson
	Councillor Kevin Rodgers
	Councillor Paul Wray
Conservative	Councillor R. Allan Jones
Mexborough First	Councillor Bev Chapman
Invitee	Paul O'Brien (GMB)

COMMUNITIES & ENVIRONMENT OVERVIEW & SCRUTINY PANEL

	<u>COUNCILLOR</u>
Labour	Councillor Mick Cooper
	Councillor George Derx
	Councillor Susan Durant
	Councillor David Hughes
	Councillor Jane Kidd
	Councillor Ian Pearson
	Councillor Tina Reid
Conservative	Councillor Jane Cox
Independent	Councillor Nigel Cannings
Invitees	Tom Fent (Unison)

CHILDREN & YOUNG PEOPLE'S OVERVIEW & SCRUTINY PANEL

	<u>COUNCILLOR</u>
Labour	Councillor Lani-Mae Ball
	Councillor Neil Gethin
	Councillor Nikki McDonald
	Councillor John Mounsey
	Councillor Frank Tyas
	Councillor Sue Wilkinson
Conservative	Councillor Nick Allen
	Councillor Jane Cox
Mexborough First	Councillor Sean Gibbons
Co-optees	Nomination to be sought (Parent Governor)
	Nomination to be sought (Parent Governor)
	John Hoare (Diocese of Sheffield Church of England)
	Bernadette Nesbit (Diocese of Hallam Roman Catholic Church)
Invitees	Jim Board (Unison)

HEALTH & ADULT SOCIAL CARE OVERVIEW & SCRUTINY PANEL

	<u>COUNCILLOR</u>
Labour	Councillor George Derx
	Councillor John Gilliver
	Councillor Pat Haith
	Councillor Mark Houlbrook
	Councillor Andrea Robinson
	Councillor Derek Smith
Conservative	Councillor Cynthia Ransome
	Councillor Martin Greenhalgh
Mexborough First	Councillor Sean Gibbons
Invitee	To be confirmed

REGENERATION & HOUSING OVERVIEW & SCRUTINY PANEL

	<u>COUNCILLOR</u>
Labour	Councillor Duncan Anderson
	Councillor Iris Beech
	Councillor Charlie Hogarth
	Councillor Eva Hughes
	Councillor Ken Keegan
	Councillor David Nevett
	Councillor Paul Wray
Conservative	Councillor Steve Cox
Independent	Councillor John Cooke
Invitees	Mark Whitehouse (Unite)

PLANNING COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Duncan Anderson
	Councillor Iris Beech
	Councillor Mick Cooper
	Councillor Susan Durant
	Councillor John Healy
	Councillor David Hughes
	Councillor Eva Hughes
	Councillor Sue McGuinness
	Councillor Dave Shaw
Conservative	Councillor Jonathan Wood
Mexborough First	Councillor Andy Pickering

ELECTIONS & DEMOCRATIC STRUCTURES COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Lani-Mae Ball
	Councillor Phil Cole
	Councillor Susan Durant
	Councillor Pat Haith
	Councillor Charlie Hogarth
	Councillor Mark Houlbrook
	Councillor David Hughes
	Councillor Ken Keegan
	Councillor Sue Wilkinson
Conservative	Councillor Nick Allen
Mexborough First	Councillor Sean Gibbons

CHIEF OFFICERS APPOINTMENTS COMMITTEE

	<u>COUNCILLOR</u>	<u>SUBSTITUTES</u>
Labour	Councillor Nuala Fennelly	Councillor Nigel Ball
	Councillor John Healy	Councillor Joe Blackham
	Councillor Rachel Hodson	Councillor Rachael Blake
	Councillor Mark Houlbrook	Councillor Linda Curran
	Councillor Eva Hughes	Councillor Jane Kidd
	Councillor Glyn Jones	Councillor Bill Mordue
	Councillor Andrea Robinson	Councillor Jane Nightingale
	Councillor Derek Smith	Councillor Kevin Rodgers
	Councillor Austin White	Councillor Paul Wray
Conservative	Councillor Jane Cox	Councillor Nick Allen
Mexborough First	Councillor Andy Pickering	Councillor Bev Chapman

* **Substitutes to be called from the pool listed above for each respective Political Group.**

AWARDS, GRANTS & TRANSPORT (APPEALS) COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Mick Cooper
	Councillor Linda Curran
	Councillor Neil Gethin
	Councillor Ken Keegan
	Councillor Andrea Robinson
	Councillor Frank Tyas
Conservative	Councillor Jane Cox

AUDIT COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Iris Beech
	Councillor Mark Houlbrook
	Councillor David Nevett
	Councillor Austen White
Conservative	Councillor R. Allan Jones

CHIEF OFFICERS APPEALS COMMITTEE

	<u>COUNCILLOR</u>	<u>SUBSTITUTE</u>
Labour	Councillor Rachel Hodson	Councillor Rachael Blake
	Councillor Austen White	Councillor Phil Cole
	Councillor Paul Wray	Councillor Derek Smith
Conservative	Councillor Jane Cox	Councillor Nick Allen
Independent	Councillor John Cooke	-

* Substitutes to be called from the pool listed above for each respective Political Group.

CHIEF OFFICERS INVESTIGATORY SUB-COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Eva Hughes
	Councillor Bill Mordue
	Councillor John Mounsey
Conservative	Councillor Jane Cox
Independent	Councillor Nigel Cannings

EMPLOYEE RELATIONS DISPUTES RESOLUTION COMMITTEE

	<u>COUNCILLOR</u>	<u>SUBSTITUTE</u>
Labour	Councillor Phil Cole	Councillor John Healy
	Councillor Rachel Hodson	Councillor Ken Keegan
	Councillor Austen White	Councillor Jane Kidd
	Councillor Sue Wilkinson	Councillor Tina Reid
Conservative	Councillor Jane Cox	Councillor Nick Allen

* **Substitutes to be called from the pool listed above for each respective Political Group.**

LICENSING COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Duncan Anderson
	Councillor Linda Curran
	Councillor Neil Gethin
	Councillor John Gilliver
	Councillor Charlie Hogarth
	Councillor Ken Keegan
	Councillor Sue McGuinness
	Councillor Nikki McDonald
	Councillor David Nevett
	Councillor Ian Pearson
	Councillor Frank Tyas
Conservative	Councillor Steve Cox
	Councillor Martin Greenhalgh
Mexborough First	Councillor Bev Chapman

PARISH COUNCILS' JOINT CONSULTATIVE COMMITTEE

	<u>COUNCILLOR</u>
Labour	Councillor Linda Curran
	Councillor David Nevett
	Councillor Kevin Rodgers
	Councillor Dave Shaw
	Councillor Frank Tyas
Conservative	Councillor Steve Cox
Executive Members	Councillor Glyn Jones
	Councillor Chris McGuinness

MEMBER DEVELOPMENT WORKING GROUP

	<u>COUNCILLOR</u>
Labour	Councillor Sue Wilkinson
	Councillor Jane Nightingale
Conservative	Councillor Jane Cox
Mexborough First	Councillor Andy Pickering

HEALTH & WELLBEING BOARD

	<u>COUNCILLOR</u>
Labour	Councillor Nigel Ball
	Councillor Rachael Blake
	Councillor Nuala Fennelly
Conservative	Councillor Cynthia Ransome

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To the Chair and Members of the

Full Council

Youth Justice Plan 2018-19

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Councillor Nuala Fennelly Lead Member for Children, Young People and Schools	All	Yes

EXECUTIVE SUMMARY

1. The purpose of this report is to present a new statutory, strategic Youth Offending Service Plan (YOSP) for 2018/19 for the Youth Offending Service (YOS) in Doncaster, where responsibility for the discharge of the Plan lies. The YOSP is due for review and submission to the Board annually.
2. Firstly the plan will highlight the performance against last year's targets. This will demonstrate that the strategy to reduce First Time Entrants into the Criminal Justice System continues to be effective. Likewise the YOS continues to demonstrate very good performance in relation to preventing re-offending and the usage of custodial sentences.
3. The Plan sets out the resourcing and value for money, challenges to future provision, structure and governance, partnership arrangements and risks to future delivery for the service. In relation to these, actions and timescales are set to develop the service and ensure the best service for the children and young people of Doncaster.
4. For the third time we have produced a Young People's Youth Justice Plan which compliments the corporate report, and is designed to be accessible and understandable for our young people and families. The Young People's Youth Justice Plan has been identified by the Youth Justice Board as a national example of good practice and has been adopted by other areas throughout the country.
5. In 18/19 a new cohort measure for re-offending will impact on the overall performance of the YOS, and this will be reflected in the national trend. The cohort is now taken across a three month period as opposed to a twelve month period. This means that one prolific offender can dramatically alter a cohort's performance. For the first time the YOS is therefore setting an increased target in relation to its binary re-offending rate. Although the new target will almost certainly place the YOS below the England national average.

6. The YOS has experienced some budgetary reductions for partners this year. The National Probation Service has issued new guidelines on resource allocation for YOT's which may mean that the current compliment of seconded Probation Officers reduces from 1.5 to 0.5. Although this is currently under review by the Youth Justice Board. South Yorkshire Police have reduced their seconded officers from three to two to meet internal capacity challenges. Whilst this provides some challenges in terms of operational delivery, the recent restructuring of Young People's Services, means that this capacity issue will be managed through other resources in the wider structure.
7. Finally, the Youth Justice Plan was heard at Overview and Scrutiny Panel on the 28/06/18, the following comments in relation to the Plan were provided by the Chair:

"I am pleased to advise you that Members were supportive of the Plan. Members listened to the positive impacts that have been made within the service for children and young people of Doncaster as well as the strong and improving performance that could be seen throughout the report. It was recognised that there were challenges around lags in the reporting of information but Members noted the steps taken in response including live tracking.

Members heard about the ongoing and positive impact of EPIC which often focused on more than one approach. It was explained how work undertaken had included targeted action in youth crime hotspots, involved young people in a wide range of activities and engaged with communities and schools. The Panel found the report interesting and were pleased to hear how the work of EPIC was constantly evolving and how the team was always striving for more through its forward thinking and innovative work. For example, it was heard how that in relation to school exclusion, the team endeavoured to start with the young person at an earlier point before they reached that stage in the process.

Members were pleased to hear how there was no young person at completion of an order who was without appropriate or suitable accommodation. It was also outlined that the team benefited from a very good Education, Employment or Training (EET) service, a range of Personal Advisers and dedicated Under 16 staff to support the young person accessing suitable education.

In conclusion to the above, Members were told about the ongoing successes that had been experienced within the Youth Service and how more resources were now being utilised upstream, achievements recognised by other Local Authorities."

EXEMPT REPORT

This report is not exempt.

RECOMMENDATIONS

8. It is recommended that the Full Council give consideration to review the Youth Justice Plan.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

9. The citizens of Doncaster will be protected from offending, re-offending and the fear of crime. The successful implementation of the Youth Justice Plan will contribute to an overall reduction in offending and will, through the work of Team

EPIC, continue to reduce the number of First Time Entrants into the Youth Justice System.

10. This has significant and far reaching positive consequences in terms of raising aspirations with young people and their families, making communities safer and more inclusive. Crucially, the targeted work of team EPIC will continue to assist those communities experiencing anti-social behaviour, by intervening earlier with young people, deploying a whole family approach to support the priorities of DMBC's Stronger Families programme.

BACKGROUND

11. This strategic plan impacts upon the delivery of Youth Justice in all wards of Doncaster. It involves expenditure of £1,858,260 in 2018/19 (estimated, some contributions to be confirmed) of which £833,541 comes from Doncaster Metropolitan Borough Council as part of its contractual arrangements with Doncaster Children's Services Trust (DCST).
12. The Crime and Disorder Act 1998 sets the statutory functions for Youth Offending Teams. The relevant provisions dealing with the Youth Justice System are set out in Part III of the Crime and Disorder Act 1998 ("the 1998 Act"). Section 37(1) of the 1998 Act states that it shall be the principal aim of the Youth Justice System to prevent offending by children and young persons.
13. Section 38 places a duty on Local Authorities, acting in co-operation with the agencies listed below, to secure that, to such extent as is appropriate for their area, all "Youth Justice Services" are available there. Those agencies are:
- Chief Officer of Police or Police authority, any part of whose Police area lies within the Local Authorities area.
 - The Secretary of State in relation to his functions under sections 2 and 3 of the Offender Management Act 2007.
 - Every provider of Probation services that is required by arrangements under section 3(2) of the Offender Management Act 2007 to carry out the duty under this subsection in relation to the Local Authority.
 - Every local Probation Board, Strategic Health Authority, Local Health Board or Primary Care Trust, any part of whose area lies within that area.
14. Section 40 of the 1998 Act sets out the duty of each Local Authority to formulate and implement an annual Youth Justice Plan, setting out how Youth Justice Services in their area are to be provided and funded and their functions and composition. Youth Offending Teams must co-ordinate the provision of Youth Justice Services for all those in the authority's area that need them and carry out the functions of the Youth Offending Service Plan.

OPTIONS CONSIDERED

15. The Youth Justice Plan is a statutory Plan, the option is to approve in its current format or return the plan to the Senior Head of Service of Young People's Services for further consideration and review.

REASONS FOR RECOMMENDED OPTION

16. As a statutory plan the Council is required to produce annually to inform the strategic and operational activity of Youth Justice Services. The options in this

case are to recommend that the Plan proceeds to Full Council for approval.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

17.

Outcomes	Implications
<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and more prosperous future:</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	<p>Reducing First Time Entrants into the Youth Justice System significantly reduces the financial burden on other statutory services, and therefore protects against services being overwhelmed and placed under budgetary pressure when earlier intervention could have been undertaken successfully. Creating an aspirational culture amongst young people involved in anti-social behaviour and offending will lead to greater engagement with education, training and employment opportunities. Andy Hood, 01/04/18</p>
<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time:</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster clean • Building on our cultural, artistic and sporting heritage 	<p>Doncaster YOS is committed to ensuring that all young people receive a full health assessment from the seconded Project 3 practitioner and will ensure any attendant issues addressed. In addition, young people will have access to a Speech and Language Therapist, Systemic Family Psychotherapist and Trainee Forensic Psychologist. In addition, as part of a re-framed prevention offer, Doncaster YOS will continue to engage young people on the cusp of offending and anti-social behaviour, through Team EPIC in a range of diversionary activities, which will include positive physical activities. Andy Hood, 01/04/18</p>
<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling:</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in 	<p>A successful implementation of the Youth Justice Plan will divert young people on the cusp of offending, but crucially will also prevent recidivism in those who do offend. A reduction in offending will lead</p>

<p>Doncaster Schools that are good or better</p> <ul style="list-style-type: none"> • Learning in Doncaster prepares young people for the world of work 	<p>to safe communities, in which its young citizens are more invested and consequently are actively engaged in the development of those communities.</p> <p>Andy Hood, 01/04/18</p>
<p>Doncaster Caring: Our vision is for a Borough that cares together for its most vulnerable residents:</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	<p>The Youth Justice Plan will support families who have presenting issues, through the YOS commitment and ongoing contribution to the Stronger Families initiative, the outcome of which will be that more families turned around in phase two of the programme and a culture which enables families to reach their full potential.</p> <p>Andy Hood, 01/04/18</p>
<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>Doncaster YOS has always strived to deliver value for money by tracking best national practice and amending service provision to meet these needs.</p> <p>All posts are reviewed when they become vacant to assess the need for this post or provision in the future.</p> <p>In 2018 the YOS will continue its campaign of recruiting graduate volunteers to supplement the full time staffing resource, and we have established a strategic relationship with Nottingham University to supply Trainee Forensic Psychologists on a voluntary basis.</p> <p>Consequently, we have increased the offer, in an ongoing climate of reduction at no additional cost.</p> <p>Andy Hood, 01/04/18</p>

RISKS AND ASSUMPTIONS

18. The risk factors are outlined in the YOS Plan itself. The most pertinent risks are in relation to policy change, partnerships and financial contributions to YOS for 2018/19. The plan itself has been written to minimise risk to delivery, and links to other strategic plans for Doncaster help to achieve this.

LEGAL IMPLICATIONS HP 19/6/18 AH 01/04/18

19. Section 40 of the Crime and Disorder Act 1998 (the 'Act') sets out the duty of each Local Authority to formulate and implement an annual Youth Justice Plan, setting out how Youth Justice Services in their area are to be provided and funded and their functions and composition. Youth Offending Teams must co-ordinate the provision of Youth Justice Services for all those in the Authority's area that need them and carry out the function of the Youth Offending Service Plan.

Section 37(1) of the Act states that it shall be the principal aim of the Youth Justice System to prevent offending by children and young persons.

FINANCIAL IMPLICATIONS AB 19/06/18

20. In 2018/19 DCST have set out that they will use £708k of the funding they receive via the contract between DMBC and DCST to fund the Youth Offending Service.

21. In addition, DMBC receive income from partner organisations that is then paid over to DCST as part of the contract payments. The confirmed income that DMBC is to receive in 2018/19 is £57k from Doncaster Clinical Commissioning Group via a Section 256 agreement, £152k from the Office of the Police and Crime Commissioner, and £126k Troubled Families Grant. DMBC are still awaiting confirmation of the income to be received from the Youth Justice Board (was £604k in 2017/18). There is an expectation that the Grant from the Youth Justice Board will reduce by up to £50k in 2018/19 and DCST have included this assumption in their Medium Term Financial Strategy (MTFS), therefore DCST will manage the Youth Justice Plan within the funding allocated.

The total budget of the Youth Offending Service (YOS) including all 'in kind' contributions from partner agencies for 2018/19 is £1,858,260.

HUMAN RESOURCES IMPLICATIONS MLV 018/06/18

22. There may be human resources implications arising from this report with regard to the deployment of resources, particularly as partner organisations are indicating their intention to reallocate and/or reduce resources. The ability to deliver the outcomes of the plan should be taken into consideration within the context of the available resources.

TECHNOLOGY IMPLICATIONS PW 19/06/18

23. There are no direct technology implications arising from this report. Any requirement for new, enhanced or replacement technology to support the delivery of the Youth Justice Plan would need to be considered by the ICT Governance Board (IGB).

HEALTH IMPLICATIONS RS 19/06/2018

24. Youth offending has a direct impact on health. Reducing youth offending through building individual and community resilience and good wellbeing habits, supported by wider system approaches including increasing skills, employment and secure tenancies and housing aligned with reducing poverty should improve the health and wellbeing of individuals and communities. Specific links and assertive outreach with public health services such as Project 3 should be made to ensure specific clinical needs are addressed.

EQUALITY IMPLICATIONS AH 01/04/18

25. Decision makers must consider the Council's duties under the Public Sector Equality Duty at s149 of the Equalities Act 2010. The duty requires the Council, when exercising its functions, to have 'due regard' to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, and to advance equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not share that protected characteristic.
26. Doncaster Youth Offending Service is a statutory service which administers the delivery of Court Orders to all young people throughout the borough. Doncaster Youth Offending Service is governed by the National Standards for Youth Justice Practice which guarantees the consistency of the service offered to both those who share a "protected characteristic" and those who do not share a "protected characteristic". Consequently, there are no specific equality implications arising from this report. However, any activities arising from the management of strategic risks will need to be the subject of separate 'due regard' assessments. A copy of the YOS Due Regard Statement is available upon request.

CONSULTATION

27. As a statutory plan, consultation occurs with the relevant boards, notably YOS Management Board.

BACKGROUND PAPERS

Youth Justice Plan (attached).

REPORT AUTHOR & CONTRIBUTORS

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LEAD OFFICER

Name: Mark Douglas

Title: Director of Children's Social Care
(DCST)

Damian Allen

Director of People (DCS/DASS)

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Young People's Services
Doncaster Youth Offending Service
Youth Justice Plan 2018/19



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1. Executive Summary

The following plan outlines the statutory priorities for the delivery of Youth Justice Services throughout the borough of Doncaster in 2018/19.

The report highlights some very good performance in relation to the continued success of the YOS in reducing re-offending rates and reducing the use of custody.

The Youth Crime Prevention Programme, Team EPIC, has built on its success in 2017/18 in reducing First Time Entrants to the Criminal Justice System and Doncaster continues to be one of the fastest reducing areas in the UK.

Both the YOS and EPIC have benefitted from a practice development programme which has seen the embedding of Dialectical Behaviour therapy, Forensic Psychology, Speech and Language Therapy and Multi-Systemic Psychotherapy.

In the past year fewer children than ever before have entered the Criminal Justice System. Those that have entered the Criminal Justice System have re-offended less frequently than comparator areas and fewer children than ever have received custodial sentences.

Lastly, the plan will outline the targets for 2018/19, which take into consideration a significant national change to how re-offending cohorts are measured, which will affect performance both nationally and locally. However, the plan outlines how Doncaster YOS will adapt to these challenges to maintain the strong performance which has been achieved over the past two years.

In addition to its statutory priorities, Doncaster YOS and Team EPIC remain committed to working within communities to reduce youth led anti-social behaviour, promote community cohesion and to make Doncaster a better place to live, work and achieve within.

2. Who are we and what do we do?

Doncaster Youth Offending Service (YOS) is part of Doncaster Children's Services Trust (DCST) Targeted Youth Support Service (TYS).

TYS is comprised of the YOS, the leaving care service (Inspiring Futures) and the youth crime prevention service, (EPIC; Encouraging Potential Inspiring Change). YYS is committed to improving outcomes for children, young people and their families, specifically to help them lead happy, safe and aspirational lives.

Youth Offending Teams (YOT's) were formed in England and Wales in April 2000 under the Crime and Disorder Act 1998, providing a multi-agency approach to preventing offending by children and young people. As Doncaster's YOT, the YOS consists of professionals from a range of disciplines including police, health, probation, youth justice, social work, education, housing, information advice and guidance, substance misuse and systemic family therapy.

The statutory aim of the Youth Justice System, as laid out in the 1998 Act, is to prevent youth offending. Work to prevent young people from offending and entering

the Youth Justice System is undertaken by EPIC, while the YOS works with children and young people who have offended and already entered the Youth Justice System in order to help them to avoid re-offending. It also works to keep young people safe from harm and to protect the public from young people who may pose a risk of causing serious harm. The YOS conducts these responsibilities through robust risk management processes including engagement with forums such as MAPPA (Multi-agency public protection arrangements).

EPIC has been operational since 2016 and is designed to divert young people from entering the Youth Justice System for the first time, using a robust triage model to offer voluntary intervention as an alternative to a formal Police Caution or prosecution, where it is safe and proportionate to do so. EPIC delivers a number of programmes based on building emotional resilience and consequence awareness, whilst encouraging young people to engage in programmes and interventions designed to increase aspiration and opportunity.

The YOS uses the AssetPlus assessment tool with all young people referred. This is a “strengths based” predictive methodology to understand the issues young people face in relation to their offending, to help practitioners formulate an intervention plan to address any presenting needs and to build on the strengths already displayed by young people. The YOS also undertakes specialist work in the areas of young people who present sexually harmful behaviours and also with young people who may benefit from restorative justice interventions with our commissioned partners, The Junction and REMEDI.

Young people referred to EPIC are screened via a locally and specifically designed tool drawing on Signs of Safety. If more detailed assessment is required following the screening then this is carried out using the new AssetPlus assessment tool.

Doncaster YOS is committed to the use of whole family approaches to achieve sustained change to familial cultures which supports better outcomes for children and young people. Therefore, we work closely with Doncaster MBC’s Stronger Families programme (the local response to the government’s Troubled Families initiative) using systemic approaches to strengthen families and improve communities.

The operational work of Doncaster YOS is overseen by its strategic Management Board which is composed of Senior Managers and leaders from partner organisations who have the operational and strategic expertise to challenge and develop the offer from Doncaster YOS.

The Management Board composition is as follows:-

Mark Douglas (Chair)	Chief Operating Officer, Doncaster Children’s Services Trust
Neil Thomas (Vice Chair)	Superintendent - South Yorkshire Police
Riana Nelson	Assistant Director Learning and Opportunities DMBC
Claire Scott	Stronger Communities and Families Manager - DMBC
Richard Cherry	Chief Clerk to the Justices
Mark Steward	Head of Access to Homes – St Leger Homes
Paulette Page	Team Manager – National Probation Service

Andy Maddison	Public Health Specialist
Cllr Nuala Fennelly	Lead Member for Children, Doncaster MBC
Cllr Chris McGuinness	Lead Member for Crime, Doncaster MBC
Robert Allen	Head of Service, Early Help DMBC

The Head of Service is directly managed by the Chair of the Management Board ensuring a clear line of sight to operational practice.

The YOS strategic Management Board also feeds into the following local strategic boards:-

- Safer, Stronger Doncaster Partnership Board
- Strategic Education Attendance Board
- Children Young People and Families Board
- Opportunity Area Partnership Board

3. Performance against last year's plan

In last year's plan a number of key performance indicators were set to demonstrate the YOS's progress against its strategic and operational goals. This section highlights progress in these key areas and provides narrative on how targets were achieved and what further action may be required to consolidate improvements.

Reducing First Time Entrants

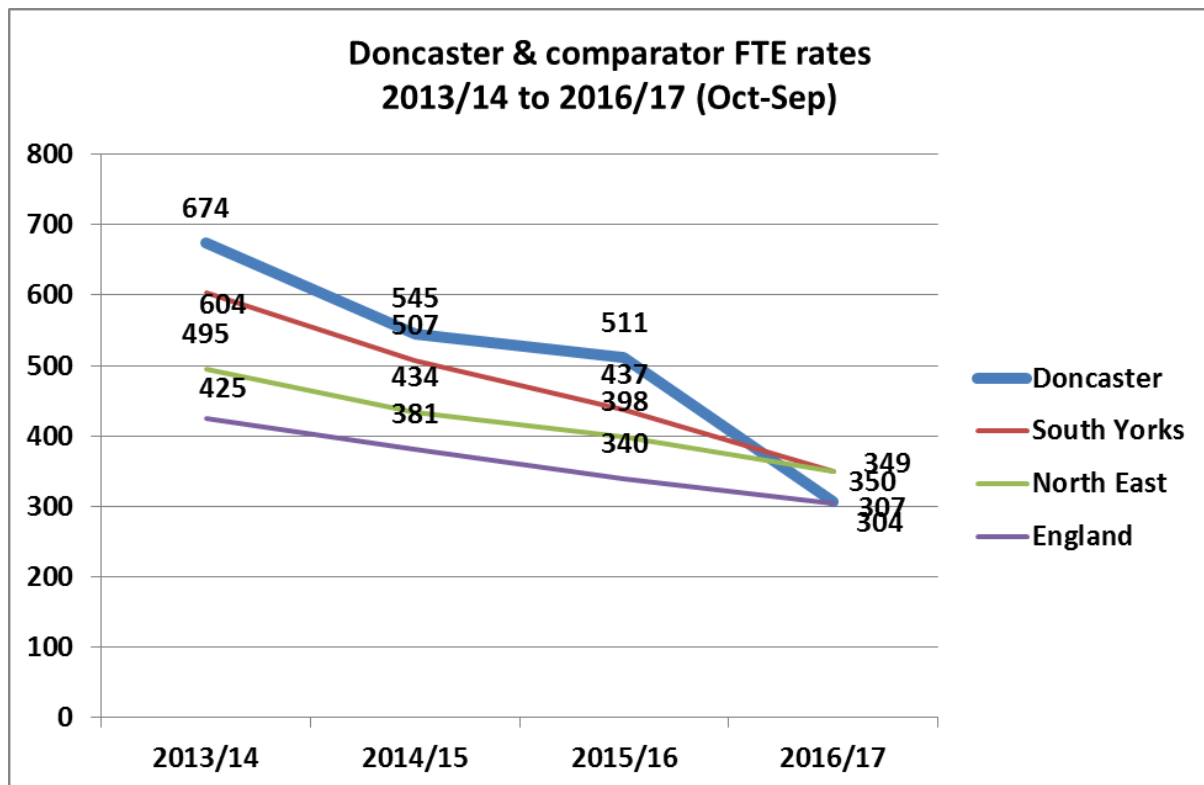
Young people who enter the Youth Justice System for the first time are known as First Time Entrants (FTE's). Entering the Youth Justice System can have a severe impact on young people's career prospects as they acquire a criminal record which may have to be disclosed to prospective employers. There is also a risk that bringing young people into the Youth Justice System prematurely can "criminalise" them, such that they start to see themselves as "offenders" and begin to adopt pro-criminal associates and lifestyle. Therefore bringing young people into the Youth Justice System should be a last resort, taken only when all other viable options for diversion have been exhausted.

In 2015/16 Doncaster had the 5th highest FTE rate in England, and South Yorkshire as a whole had the highest rate amongst all policing areas in England. Therefore we set a target of reducing the number of FTE's by 15% in 2016/17 and by a further 15% in 2017/18.

The strategy for achieving this was to establish EPIC and to provide robust alternatives to Police Cautions, Youth Conditional Cautions and prosecutions where young people have begun to offend.

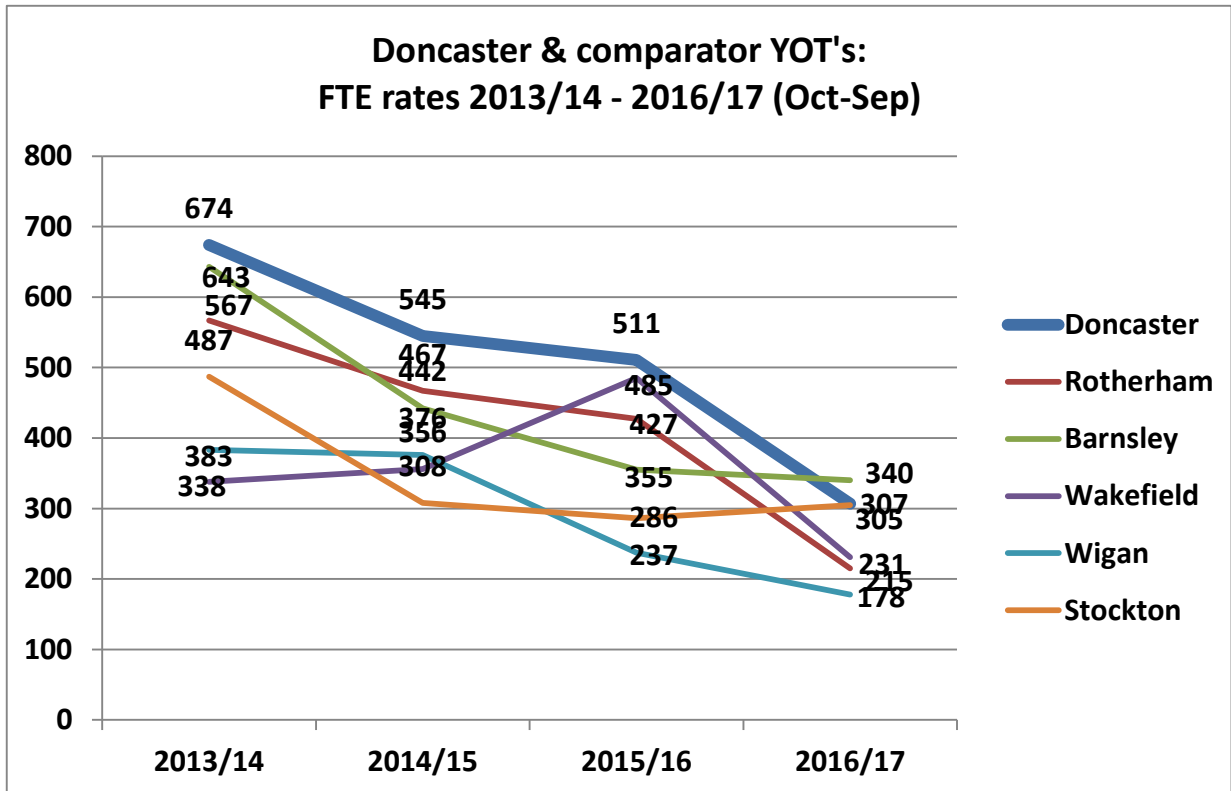
The official data shows that in 2016/17 there was actually a 45% reduction on the 2015/16 numbers. Both locally-held data and official data show that this reduction has continued into 2017/18. However, the official performance data is based on Police National Computer (PNC) data, and the outturn for the whole of 2017/18 will

not be known until late 2018. The latest official data is for the year to September 2017 and includes the whole of the first year that EPIC was operational. The graph below shows how Doncaster's FTE performance over the last 4 years compares with that for the South Yorkshire PCC area, the North East region and England:



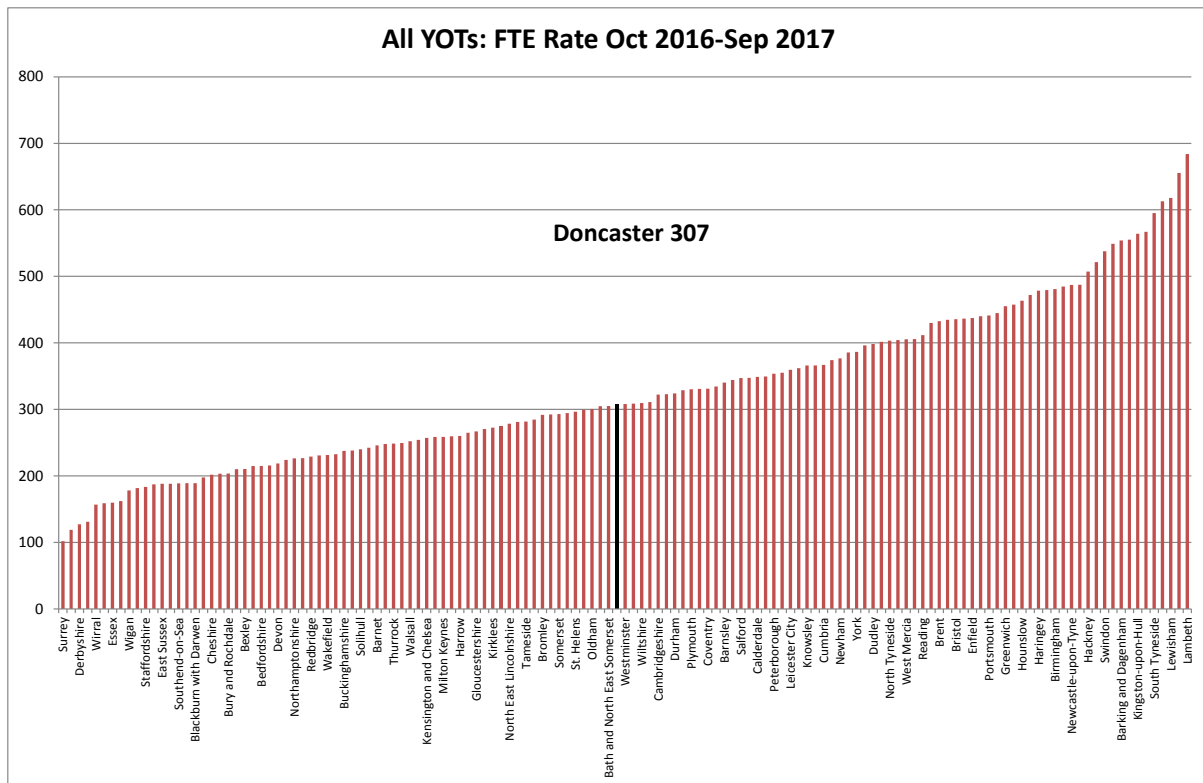
It shows that whilst there has been a general reduction in national and regional rates, the local rate has reduced far quicker over the last year. Doncaster has one of the fastest reducing FTE rates in England and is now very close to the national rate.

The following chart indicates Doncaster's performance compared with the 5 most similar areas:



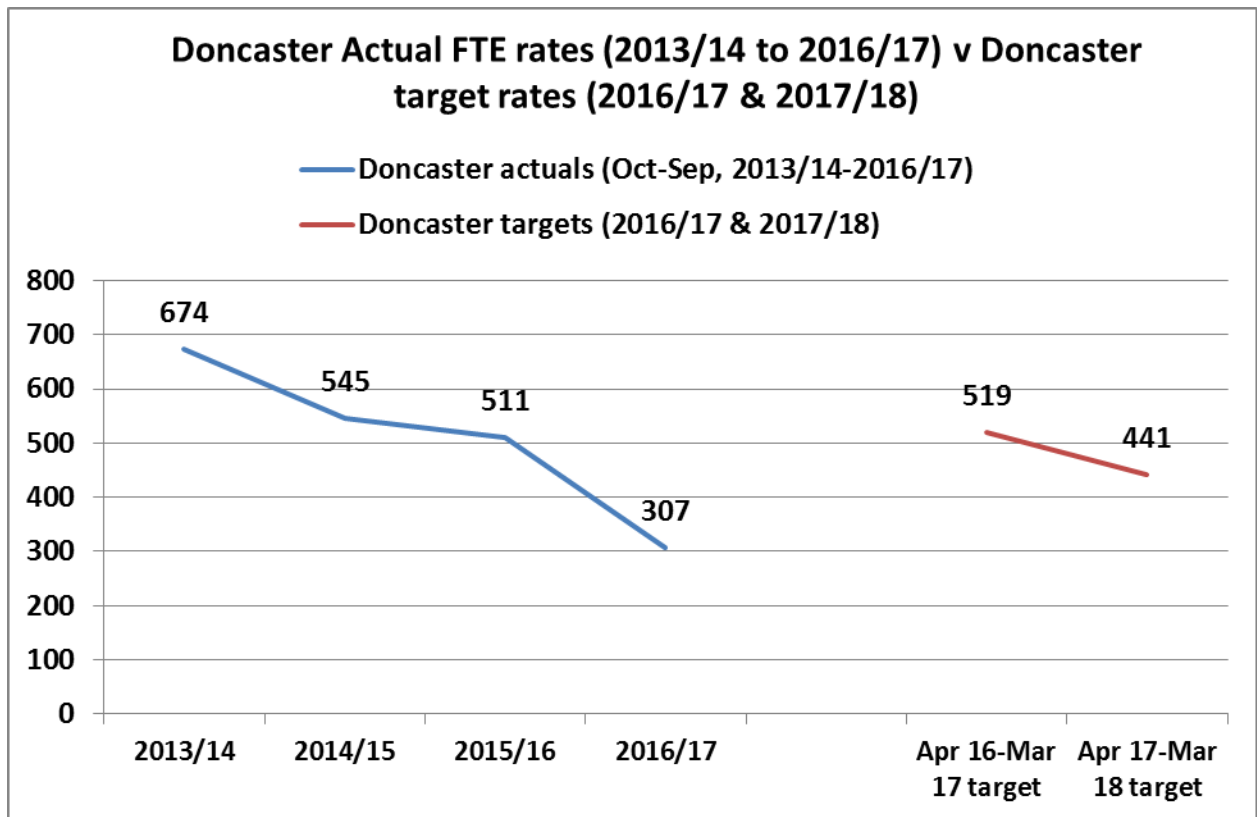
It shows that the rate for Doncaster has reduced remarkably over the period but nevertheless remains the 2nd highest amongst the 6 YOT areas as their rates have also generally reduced during this period.

The graph below shows how Doncaster now sits in relation to all other YOT areas in England:



Doncaster is now midway in the national table. Whilst Doncaster has made huge progress since 2015/16 the aim now must be to be in the top quartile.

The chart below shows how the latest FTE performance compares with the targets set for 2016/17 and 2017/18 as laid out in last year's Youth Justice Plan:



This shows that we are easily outstripping the targets set.

Further progress in reducing the number of FTE's in Doncaster is being made through a process change in addition to the availability of the EPIC resource. The process change is the introduction of the Triage Panel. This is a weekly meeting of police and Doncaster Children's Services Trust representatives to look at all the cases where the police are looking to caution or prosecute children and young people. Information on the offences and the young person's background is gathered and the Panel decides whether the young person may be diverted from the Youth Justice System by the offer of intervention from EPIC.

The process was implemented in October 2017 and ensures that no young person can become an FTE without their case having been referred to and discussed by the Triage Panel. This ensures that options for diversion are considered in every case where there is an admission of guilt and the young person could enter the Youth Justice System for the first time.

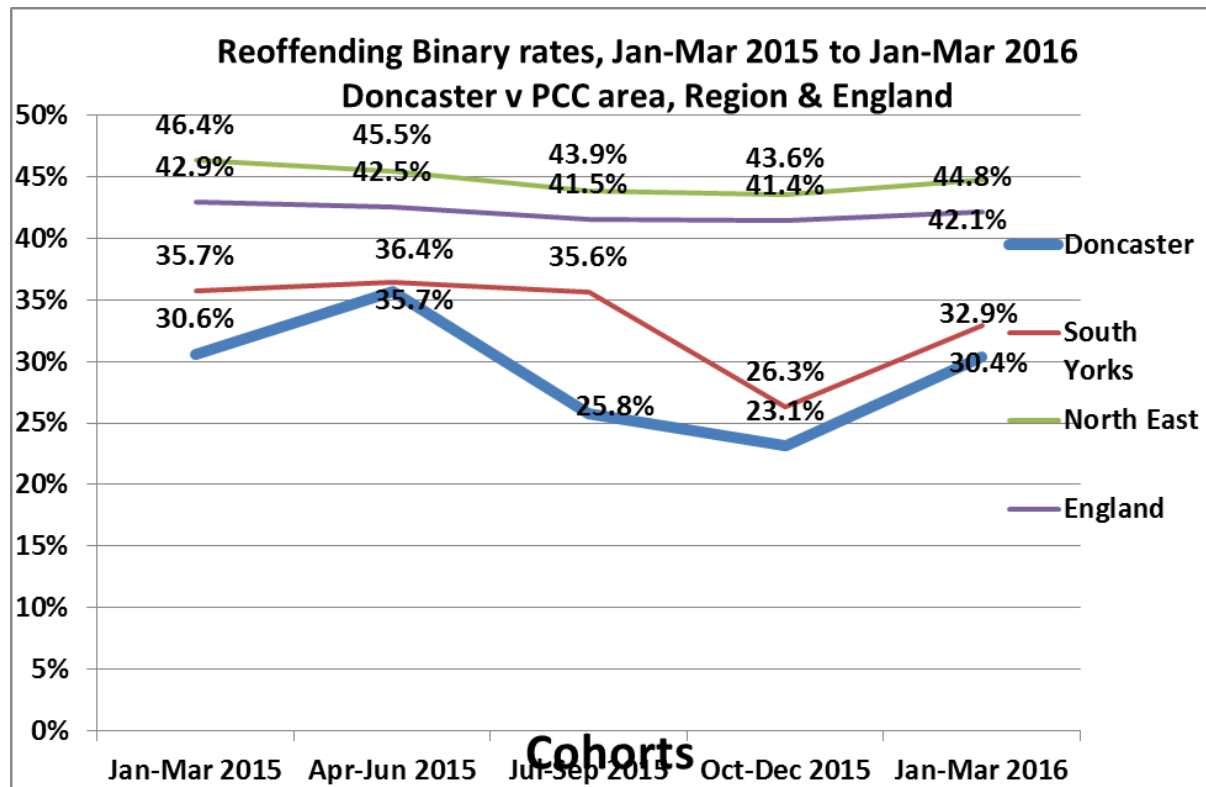
Reducing Re-offending

Reducing re-offending by young people is perhaps the primary reason for YOT's existence.

The measure is based on a cohort of young people receiving pre-court and court-ordered disposals or being released from custody during a 3-month period. Their proven re-offending is then tracked over 12 months from the date of the disposal. To allow for court proceedings to be completed there is a time lag in data being

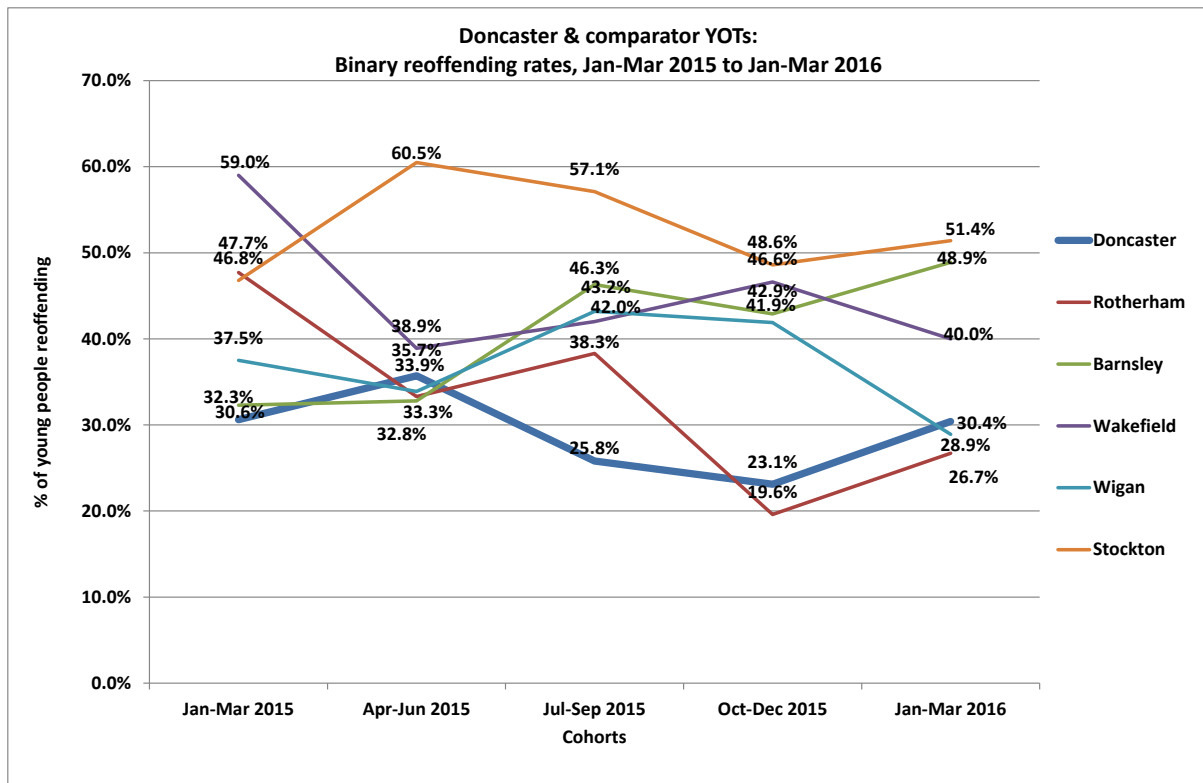
published. This means that the latest official data is for the January – March 2016 cohort.

The charts below show Doncaster's binary re-offending performance for the last 5 cohort periods as against that for the South Yorkshire PCC area, the North East region and England:

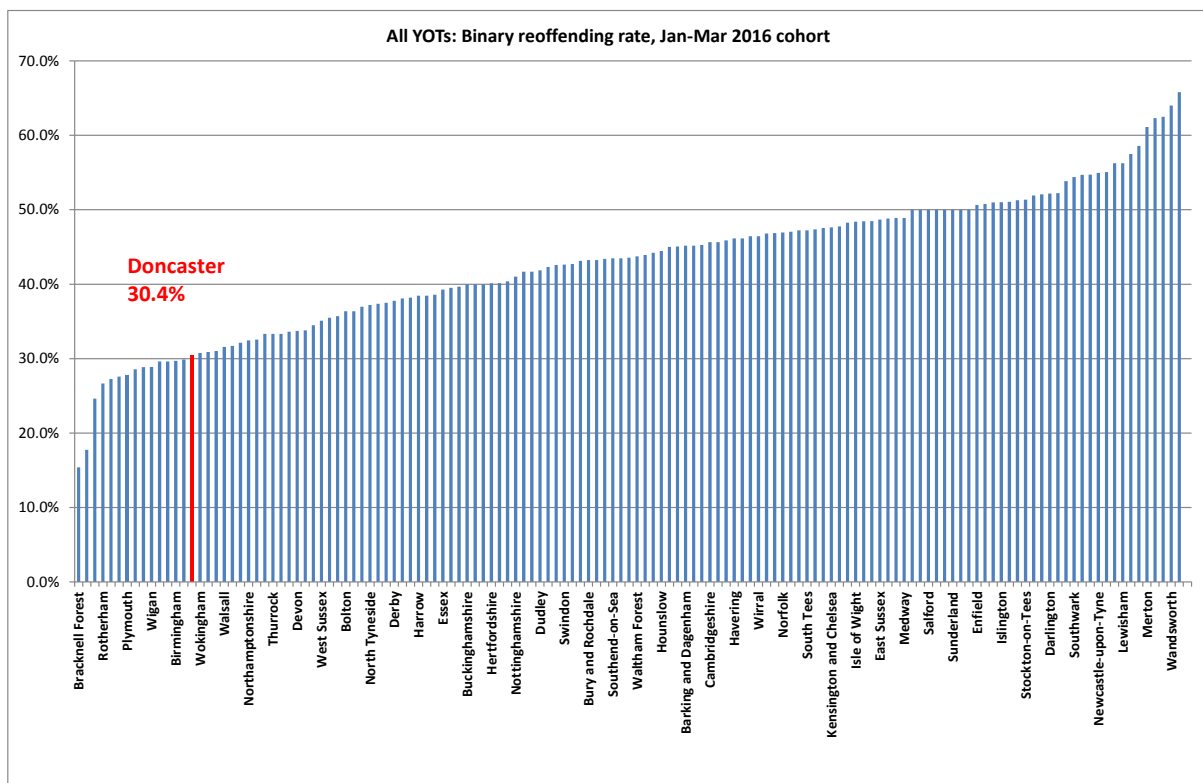


The latest rate of 30.4% is close to where it was for the same quarter the previous year. There were 69 young people in the latest cohort, of which 21 re-offended, committing 91 offences between them. This gives a frequency rate of 1.32 offences per cohort member. As cohorts are now measured quarterly rather than annual, the membership is much smaller and this leads to greater volatility in the rates from one cohort to the next. We therefore need to be looking at the underlying trend and it is clear that Doncaster's re-offending rate is consistently lower than the regional and national rates.

The chart below shows how Doncaster's binary re-offending rate over the last 5 cohort periods compares with those for the comparator areas:



With a binary rate of 30.4% Doncaster now has the 15th best re-offending rate amongst all YOT's in England, as shown below:



It should be noted that over the last decade the numbers of young people in the national and local cohorts has reduced by around two thirds. This means that those young people remaining in the cohort have, on average, far greater needs and risks

than those in earlier cohorts, and thus the likelihood of their re-offending is higher. Given that context, these results are particularly encouraging.

However, the activity to produce these results took place between one and two years ago and the official results of the work the YOS is doing now will not be known for another 2 years. In order to improve the re-offending rate of those young people in current cohorts we are using the YJB Re-offending Live Tracker. This includes all the young people in the cohort (whether currently on the YOS caseload or not) and enables a strategic view to be taken, looking at trends but also enabling us to ensure that young people get the right intervention at the right time to prevent them from re-offending or at least to reduce the frequency if they have already begun.

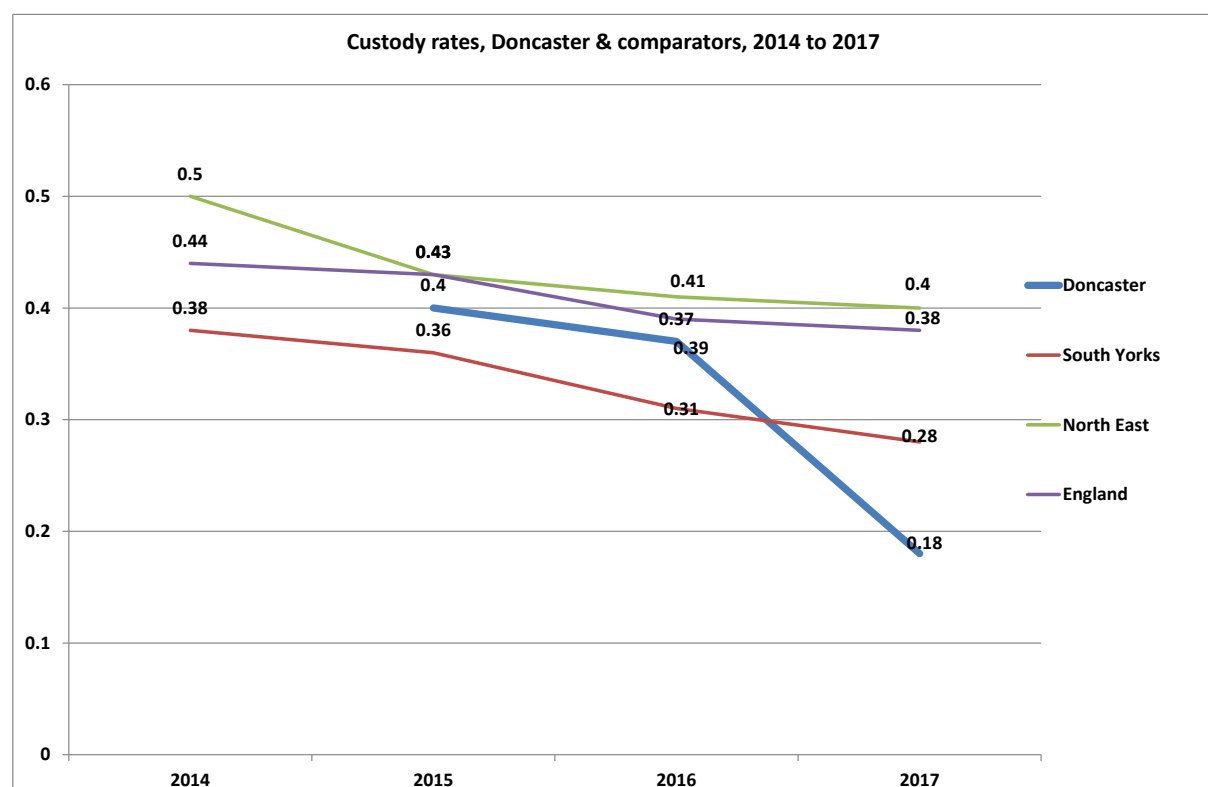
Reducing the use of custody

The YOS set itself an aspirational target of reducing the numbers of young people going to custody to 0.3 per 1000 of the 10-17 population in 2017/18 and 2018/19, which is below the national average. This was to be achieved by improving the confidence of the courts in the community based alternatives to custodial sentences offered by the YOS.

Outcome: Doncaster achieved a custody rate of 0.18 per 1000 of the 10 to 17 population for the latest period reported, well below the target set.

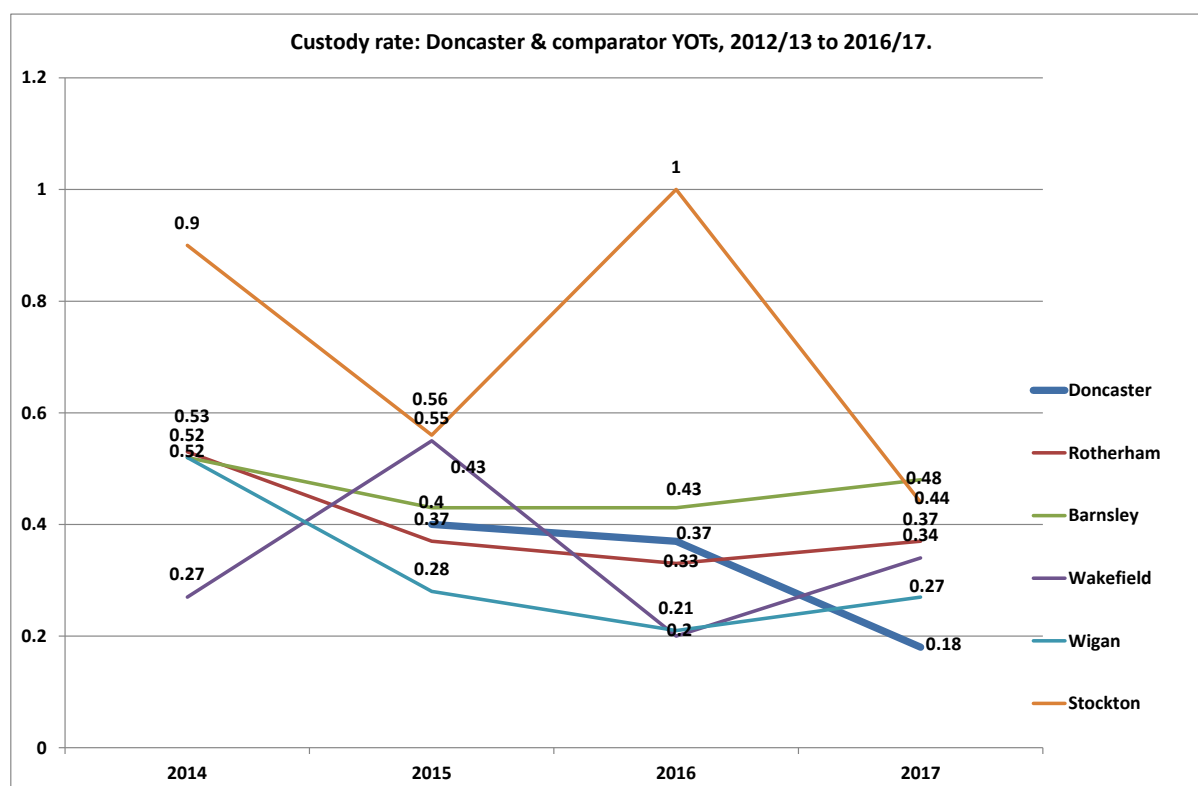
In real terms, this represents a reduction in the number of custodial sentences from 10 in 2016 to 5 in 2017.

Doncaster's custody performance against comparator areas is shown in the charts below:



This shows that Doncaster is now performing better than the South Yorkshire PCC area, the North East region and England as a whole.

The following graph highlights Doncaster's custody performance compared with that for the most similar YOT's:



This shows that our custody rate is the lowest in the group of most similar YOT areas.

The strategy is to maintain this low custody rate by continuing to provide courts with good quality Pre-Sentence Reports outlining robust community-based alternatives to custodial sentences.

Ensuring Young People who offend are in suitable accommodation and in appropriate full-time education, training or employment at the end of the order

If young people are to avoid re-offending then it is crucial that they are in appropriate accommodation and in appropriate education, training or employment by the time they come to the end of their YOS intervention.

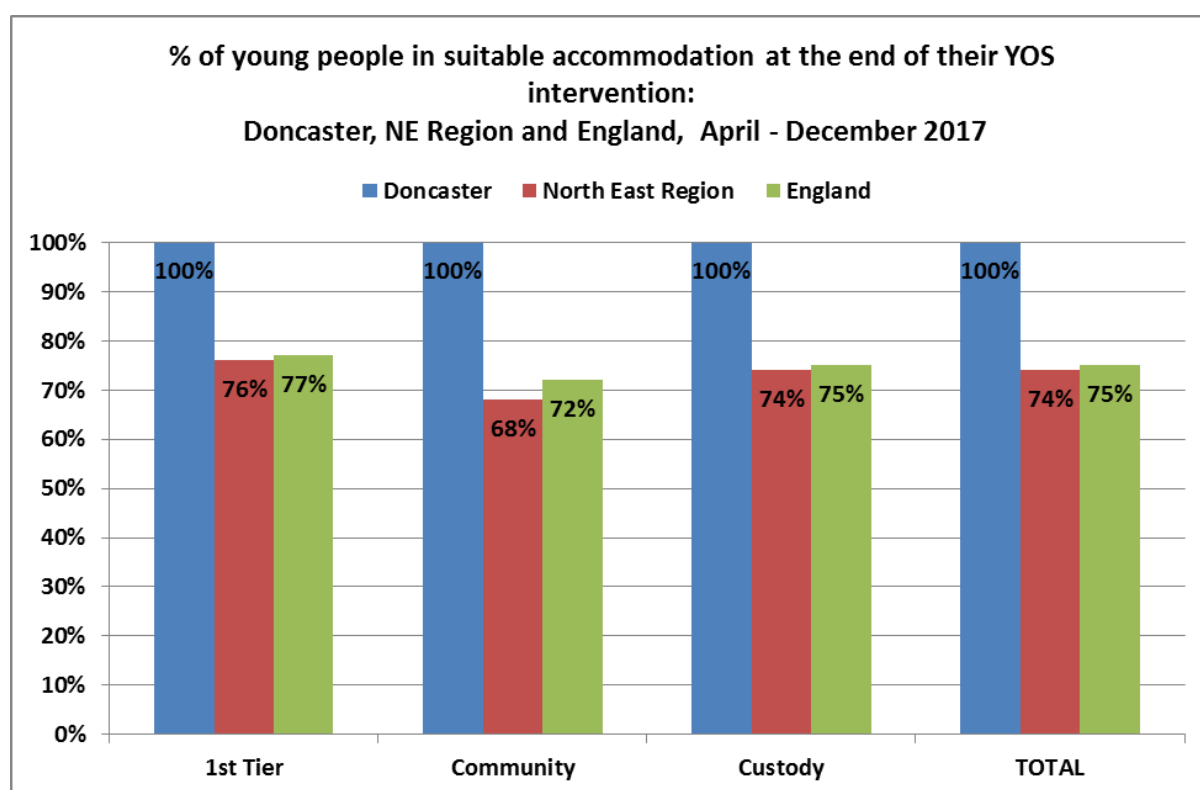
Accommodation:

The target set in the 2017/18 Youth Justice Plan was for 100% of young people to be in suitable accommodation by the end of their court order.

The strategy for achieving this has been for the YOS to continue to develop good professional relationships with partner agencies such as YMCA who notify us when they have vacancies coming up; Case Managers are pro-active in supporting young people to access this support by attending interviews with them. The YOS are also

represented at Homelessness Partnerships meetings which involve DMBC, St Leger Homes and charitable organisations, so that we are aware of changes to policy and procedure and can make wider links with specialist support. We also work closely with Children's Social Care and offer family support so that where appropriate young people can remain at home, or with wider family members or in their Social Care placements.

The chart below shows this 100% target is being achieved so far in 2017/18. The North East region and England as a whole only achieve just over 70% of young people being in suitable accommodation at the end of their court orders.

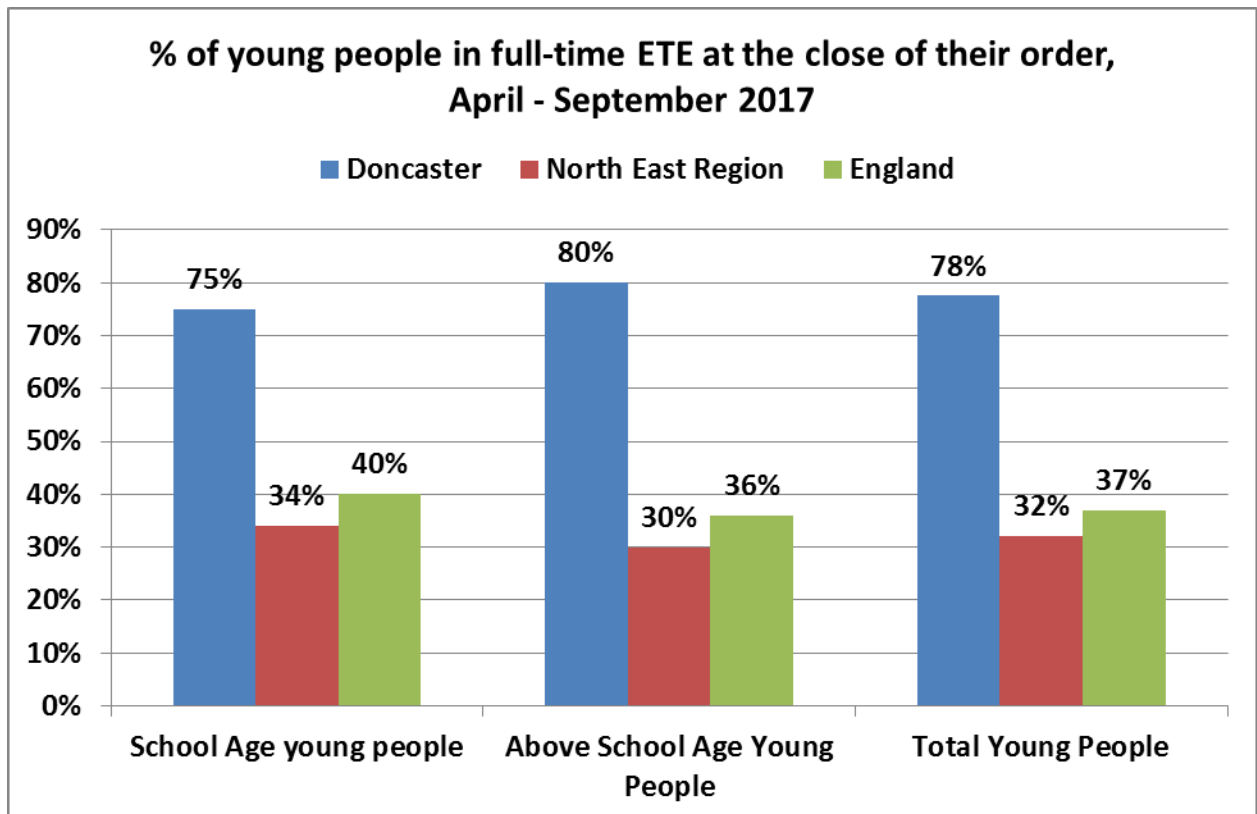


Education, training and employment (ETE):

Again the YOS set a very aspirational target of 90% of all young people being in suitable ETE provision on the final day of their order.

Doncaster YOS has a particularly strong ETE offer for both school-age and post-16 young people. Strong links exist with local secondary schools and academies, Doncaster College and Wetherby Young Offenders Institution, with whom working protocols are in place, which are frequently reviewed. This is further supported by the maintenance of positive professional relationships. In order to advocate on behalf of some of our more challenging young people, the YOS Education Co-ordinator is a standing member of the secondary inclusion panel and the Head of Service sits on the strategic education board.

The graph below shows how Doncaster YOS is performing against this demanding target in 2017/18 and how this compares with performance across the region and England.



This shows that the target has not been achieved so far for those young people of school age, nor those above school age. However, Doncaster still has far better rates than the region and England for both school-age and post-16 young people.

4. Strategic Objectives 2018/19

The key priorities of the Youth Offending Service in 2018/19 are:

- reducing the number of First Time Entrants into the Youth Justice System
- reducing the proportion of young people re-offending and the number of offences they commit
- reducing the use of custody and
- keeping young people and communities safe.

The following sections highlight the key work which the Youth Offending Service will undertake to achieve these aims.

Preventing young people from entering the Youth Justice System

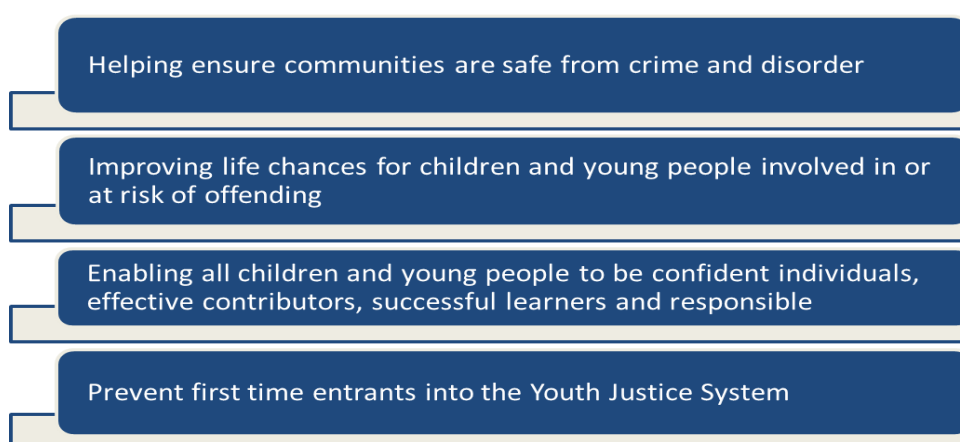
Whilst according to the latest data the number of First Time Entrants has reduced by 45% compared to the same period the previous year, Doncaster's rate can still improve further.

Preventing offending and criminalisation is integral to our shared vision of Doncaster becoming the best place to grow up in Yorkshire. Doncaster Children's Services

Trust and its partners are keen to ensure that Doncaster becomes and remains a positive place to live, a place where young people are safe, nurtured, healthy, achieving, active, respected, responsible and included.

We believe that as far as possible children and young people should be kept out of the Criminal Justice System because bringing them in too quickly criminalises them unnecessarily, giving them a criminal record which can blight future prospects. However, this is not to say that early offending should be ignored. Where offending does take place, good quality assessments leading to effective and timely interventions are needed to address the behaviour and its causes.

We take a whole family and child-centered, preventative approach focused on the following outcomes:



Families have a crucial role in supporting children and young people who begin to offend. EPIC works in partnership with families, recognising that they will remain in place long after the professionals have completed their interventions and therefore are key to sustaining change in young people's lives. Without harnessing the support of parents and families we are unlikely to bring about enduring improvements in young people's capacity to avoid offending.

Children may need help to take responsibility for their decisions and actions in line with their stage of development and understanding. Most children and young people who offend will mature into responsible adults.

Research shows that early intervention is central to preventing youth crime. The most cost-effective way to reduce youth crime is to prevent young people from getting into trouble in the first place. Preventing youth crime brings about huge savings of economic and social costs.

Local Authorities bear the largest share of the cost at £6.5 billion per year followed by the welfare system at £3.7 billion and the NHS at £3 billion. There are also high long-term costs to young people committing crime because we know that crime is associated with a range of poor economic and social outcomes. Preventing youth crime can therefore reduce these economic and social costs. We can achieve this by

dealing with those problems that make it more likely young people will commit crime or anti-social behaviour.

£3,620: Estimated average cost of a first time entrant (under 18) to the criminal justice system in the first year following the offence.

£22,995: Estimated average cost of a first time entrant (under 18) to the criminal justice system, nine years following the offence

£113,000,000: Estimated savings if one in ten young offenders were diverted toward effective support

EPIC is central to the strategy for reducing First Time Entrants by offering a robust programme of intervention for children and young people who would otherwise be issued with a Police Caution, Youth Conditional Caution or prosecuted and thereby brought into the formal Youth Justice System.

Performance Indicator	Out Turn 2016/17	Target 2017/18	Target 2018/19
First Time Entrants (FTE) PNC rate per 100,000 of 10-17 population YJB data. This comprises young people who receive a Police Caution or a Sentence	337	275	250

As can be seen from the data in the previous section, good progress has already been made in reducing the FTE rate in Doncaster, with a rate of 307 for the year to September 2017. However, we are setting targets of 275 and 250 for this year and next, which represents year on year reductions of 18% and 26% compared to the 2016/17 rate. A rate of 250 would currently be on the border of the 1st and 2nd quartiles of national performance.

However, in order to contribute to the vision of Doncaster being the best place to grow up in Yorkshire, the resource (EPIC) and the process (the Triage Panel) need to be brought together to embed the system-change in the way decisions are made regarding which young people need to be cautioned / charged and who can be safely diverted from the system.

With an effective Triage Panel in place and a credible and viable alternative disposal available (EPIC) then the prospects of achieving and surpassing the FTE reduction targets in the next year are very good.

Reducing Re-offending

Reducing re-offending remains a key priority for the YOS. The number of young people involved in the Youth Justice System has reduced substantially both nationally and locally over the last decade. Those young people remaining in the Youth Justice System on average have more previous offences, more previous disposals and who are more entrenched in offending than earlier cohorts, and this increases the average likelihood of re-offending, making performance improvement very challenging.

Doncaster YOS has adopted live tracking of the re-offending cohort. This is not simply to gain more up-to-date performance data (although this is useful) but also to seek to improve re-offending performance by ensuring the right action is taken at the right time with the right young people to prevent re-offending or at least to reduce its frequency once young people have begun to re-offend.

In order to work effectively with this more challenging cohort, the YOS has adapted its intervention offer to improve outcomes for young people. This has been informed by the recruitment of a Trainee Forensic Psychologist to support the re-evaluation of existing interventions and create new ones to respond to the challenges identified in the cohort.

In addition, the recruitment of a Speech and Language Therapist has assisted the YOS in re-framing the largely language-based interventions that the YOS currently uses with young people. Revising these interventions and providing materials which are more meaningful to young people with speech, language and communication difficulties is increasing their efficacy thereby reducing the number of young people who go on to commit further offences.

In addition to the revised intervention offer, the YOS understands the need for the development of a more robust use of intelligence to predict thematic issues arising from the cohort. The subsequent operational changes to practice which are required to address these issues will be pivotal to our success.

For the latest cohort reported on (January – March 2016) Doncaster achieved a binary re-offending rate of 30.4%, which is the 15th best in the country. This is very good given the association between social and economic deprivation and offending rates.

In the 2017/18 Youth Justice Plan the re-offending target was to maintain a binary rate at 28.1%. However, since then the counting rules have changed and the cohorts measured are quarterly rather than annual, and this increases overall re-offending rates by several percentage points as persistent offenders are more likely to appear in each cohort. With the latest official data showing a rate of 30.4% the YOS appears to have missed this target by some margin. However, if we compare like with like and look at the most recent annual rate, this is 28.6% and only half a percentage point above the very demanding target we set ourselves. In setting future performance targets we need to be aware that given Doncaster's current very good performance there is limited scope to improve further.

There is also another factor which may reduce Doncaster's scope for further improvement in the re-offending rate. We are determined to reduce the FTE rate further and have a clear strategy in place to achieve this. However, reducing the number of young people in the Youth Justice System will inevitably mean that it is the lower-level, less frequently offending young people who will be diverted, kept out of the Youth Justice System and thereby kept out of the re-offending cohort. Therefore future cohorts for Doncaster are likely to be smaller but made up of young people who are on average more likely to re-offend than those who were in previous cohorts. Therefore, to a certain extent, any success we have in reducing FTE's is likely to put pressure on our re-offending rate.

It is for these reasons that we propose a target which is midway between the latest national average under the old measure (41.9%) and the latest national average under the new measure (42.1%) for the next 2 cohorts.

Performance Indicator	Out Turn Jan-Mar 2016 cohort	Target Jan – Mar 2017 cohort	Target Jan – Mar 2018 cohort
Proven binary re-offending rate for cohort members. This is the percentage of young people who re-offended in the identified cohort	30.6%	42%	42%

It should also be borne in mind that the Jan – Mar 2017 cohort has already completed, although the result will not be known until December 2018 – and therefore there is no action that can be taken now to improve the result.

Reducing the use of custody

Nationally, between 2011/12 and 2016/17 there was a 53% reduction in the use of custody for young people. Doncaster was outlier in terms of its use of custody 5 years ago, with rates significantly higher than national average. However by 2016/17 Doncaster reduced its rate to below regional and national averages.

Changes to operational practice and delivery including the implementation of risk assurance panels, revised risk management procedures, more effective use of engagement meetings to intervene with non-compliance earlier and improved quality assurance work undertaken on Pre-Sentence Reports have all significantly contributed to the reduction in young people going to custody.

The Youth Justice Plan 2017/18 set a target of 0.3 custody cases per 1,000 local youth population. The latest data, for the calendar year 2017 gives a rate of 0.18 and therefore the 2017/18 target is well on course to be achieved.

Having already made considerable reductions in the local custody rate, further reductions may be challenging to achieve. However, Doncaster YOS aims to have a custody rate lower than the national average. In 2016/17 the average custody rate in England was 0.39 per 1,000 of 10 -17 population and therefore we set a target of 0.25 for Doncaster in 2018/19.

Performance Indicator	Out Turn 2016/17	Target 2017/18	Target 2018/19
Use of custody rate per 1,000 of 10 -17 population	0.26	0.30	0.25

Keeping young people and communities safe

Keeping young people safe is not a role for the YOS in isolation. The work across the Safer, Stronger Doncaster Partnership is crucial to ensuring safe outcomes for children, young people, families and their communities.

The YOS has a significant role to play in ensuring this. In pursuance of this role the YOS has undertaken a review of its quality assurance process. The conclusions of this review are that:

- A new QA process is adopted in the YOS which combines dip-sampling and universal processes, such that all cases are subject to basic QA but a selected sample is subject to more in-depth QA
- A new tool is adopted to enable the combined process
- More staff (e.g. Team Leaders, plus skilled and experienced Case Managers) are brought into the QA process. This would;
 - provide sufficient resource for the proposed combined approach
 - enable QA to be independent of immediate line management
 - help establish and embed agreed and consistently applied standards across the service
 - prepare more experienced staff for becoming managers in the future
- A system is established for checking that all required changes identified through QA are implemented
- Quarterly QA workshops are established for all operational staff to attend in order that themes needing to be addressed service-wide are taken forward
- The findings from QA audits are taken to the YOS Management Board as part of the performance report
- The revised YOS QA system includes cases held by EPIC
- There is an annual report looking specifically at QA within the YOS

These recommendations will be implemented during 2018/19 and will prepare the service for any new inspection under the revised HMIP inspection program.

Education, Training and Employment

It is recognised that young people engaged in appropriate Education, Training or Employment (ETE) are at a significantly lower risk of re-offending and being at risk of harm. We can report that in the period April – December 2017 the proportion of young people engaged in appropriate ETE at the end of their YOS intervention was 78%. In the Youth Justice Plan 2017/18 the target set for ETE was 90%, and

therefore this target is not yet being met. However, we remain aspirational and therefore the 90% target will be extended to 2018/19. It should be noted that the national average is just 37%.

Accommodation

Another area which the YOS is responsible for is ensuring that all young people have suitable accommodation which meets their needs at the end of their order. We can report that for the third consecutive year this figure is 100% and we will once again aim for 100% in 2018/19. Our work with partners (most notably St Leger Homes and the Resettlement Consortium), have been pivotal in this performance.

Performance Indicator	Out Turn, April - December 2017	Target 2018/19
Percentage of children and young people known to the YOS receiving their statutory entitlement to education or training	78%	90%
Percentage of children and young people known to the YOS in suitable accommodation	100%	100%

Prevent and Channel

As with all areas, Doncaster is committed to preventing radicalisation of young people which could result in offending and re-offending.

Radicalisation issues in Doncaster are not currently prevalent and the issues which do exist have so far tended to be focussed on far right groups and have mainly involved adults.

To ensure that practitioners within YOS are well sighted on radicalisation issues and the signs to be aware of when undertaking assessments, all operational staff have completed mandatory e-learning modules in "Prevent and Channel".

Operational managers have undertaken Wrap 3 training which is the standard Home Office approved training for practitioners in relation to identifying and preventing radicalisation and extremism and is a key part of the Government's Prevent agenda.

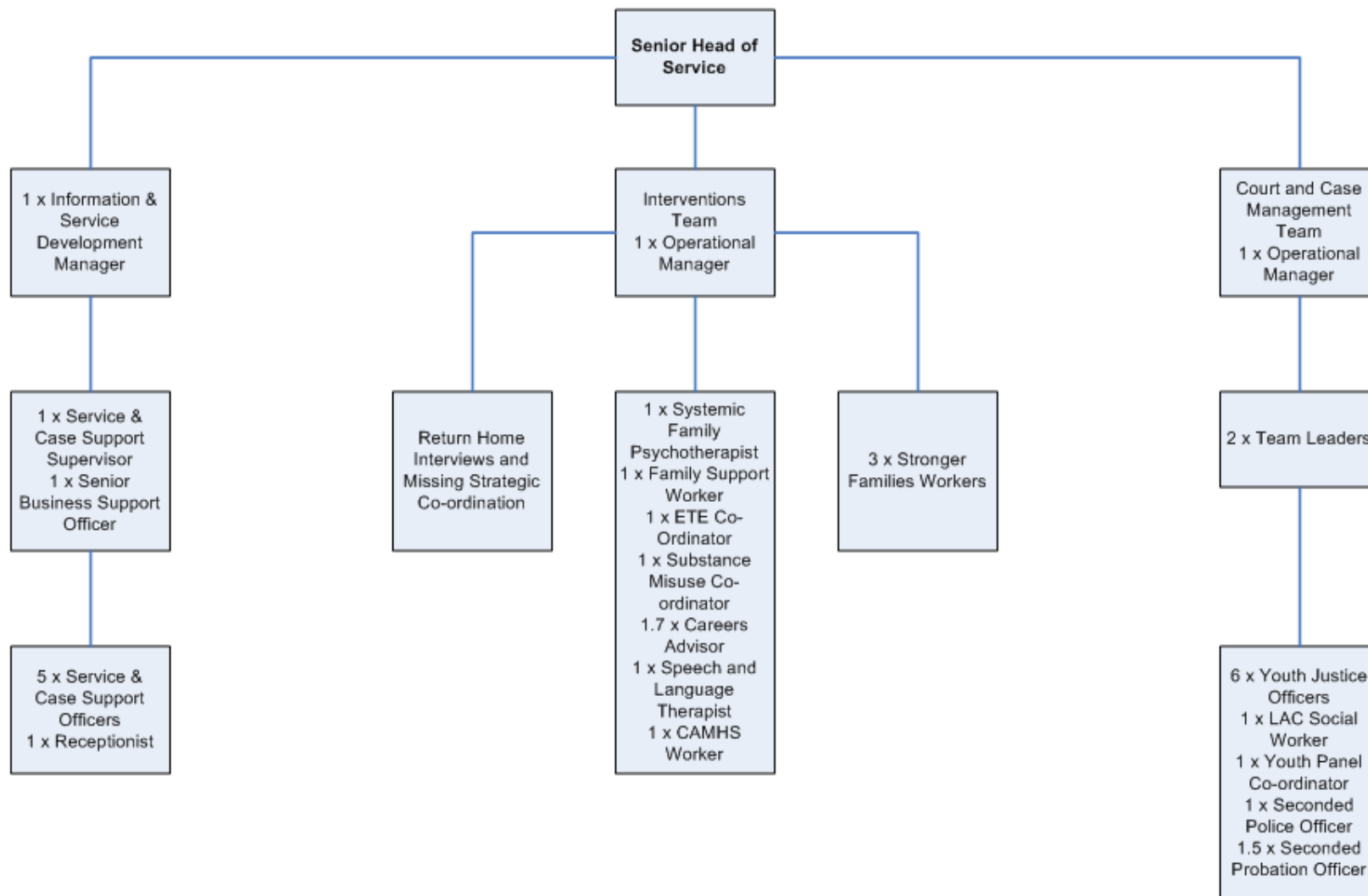
5. Resources and Value for Money

The YOS is constantly looking for ways of improving its value for money and ensuring that staff are deployed where the need is. With a continuing reduction in the numbers of young people in the formal Youth Justice System, the YOS has taken the opportunity to move some of its staffing resources further "upstream" to work preventatively in EPIC. This will enable a virtuous cycle to be established whereby

reduced statutory caseloads enable more staff to be deployed preventatively, leading to reduced numbers of First Time Entrants leading to further reduced statutory caseloads.

Further efficiencies and cost effectiveness are being achieved by merging the Business Support teams for the YOS, EPIC and Inspiring Futures into one team servicing the whole of TYS.

The chart below shows the staffing structure of the Youth Offending Service.



The table below shows how the Doncaster YOS budget is composed:

Partner contributions to the youth offending partnership pooled budget 2018/19 and variance from 2017/18:

Agency	Cash (£)	Payments in kind – (Including staffing) (£)	TOTAL (£)	Variance from 2017/18 (£)
Youth Justice Board for England & Wales (YJB) *	£582,954	£0	£582,954	£0
Doncaster Metropolitan Borough Council **	£833,541	£0	£833,541	-£169,921
National Probation Service	£0	£54,609	£54,609	-£54,609
South Yorkshire Police & Crime Commissioner	£152,000	£0	£152,000	£0
Health	£57,348	£67,832	£125,180	£0
South Yorkshire Police	£0	£88,524	£88,524	-£43,612
Junior Attendance Centre funding (YJB) *	£21,452	£0	£21,452	£0
Total	£1,647,295	£210,965	£1,858,260	-£268,142

* YJB main and JAC funding has not been confirmed for 2018-19 - 2017-18 allocation included in the table

** Includes £126k Troubled Families Grant

It is nationally recognised that more than 60% of young offenders have speech, language and communication needs. It is therefore safe to assume that any young person being supported by the Youth Offending Service has communication needs until proven otherwise. The impact this has includes:-

- Many young people have difficulty understanding vocabulary commonly used in the Justice System and in Courts, such as the words “remorse”, “victim” and “breach”
- Offender treatment programmes are largely verbally mediated. Evidence shows that around 40% of offenders find it difficult or are unable to access and benefit from verbally mediated interventions such as anger management and drug rehabilitation courses

Consequently, the recruitment of a Speech and Language Therapist, coupled with training operational staff in ELKLAN, a method of assessing and understanding

speech, language and communication skills has allowed the YOS to work more effectively with a range of young people involved in the Youth Justice System.

In addition, the YOS has entered into regional commissioning arrangements with REMEDI for provision of restorative justice, victim and reparation services and with The Junction, in terms of specialist interventions for young people presenting sexually harmful behaviours. This has saved the YOS in excess of £25,000 without reducing the intervention offer to children, young people and their families.

The Management Board can be assured that the YOS will continue to seek opportunities to develop its service provision to mirror those deployed in exemplar services, but with a creative approach to sourcing and funding these provisions, which we believe demonstrates strong financial governance in a climate of fiscal uncertainty.

Grant Funded Activities

The core YOS grant from the YJB, along with the funding from other partners, is used for all direct delivery activities, the largest proportion of which is allocated to fund the staffing establishment. However, it should be recognised that the majority of the contribution from partners is an “in kind” resource in terms of the provision of staff as listed in the table above.

In addition, part of the YJB Core Grant is used to fund restorative justice provision and an appropriate adult scheme, which is commissioned on a regional basis with the providers REMEDI and SOVA respectively.

Doncaster YOS continues to offer a Junior Attendance Centre, and this is now staffed from the core YOS establishment as this provision becomes more closely aligned with core delivery.

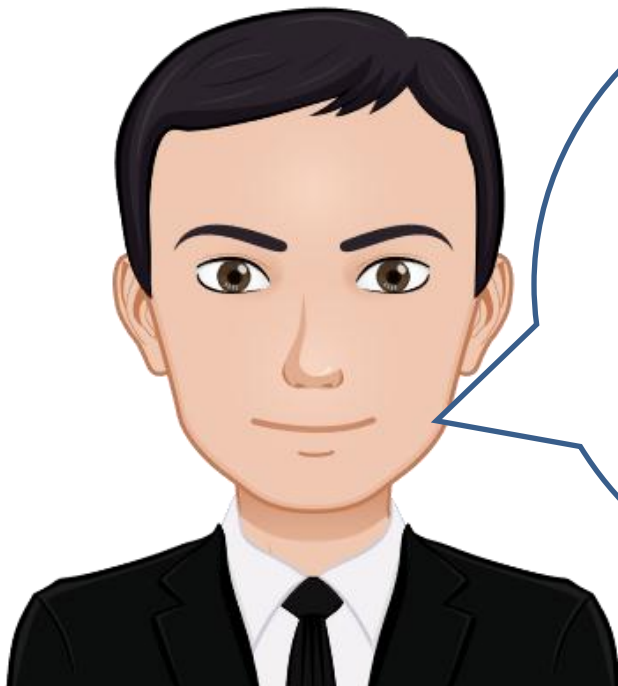
6. Young People's Youth Justice Plan



Young People's Services Doncaster Youth Offending Service Young People's Youth Justice Plan 2018/19

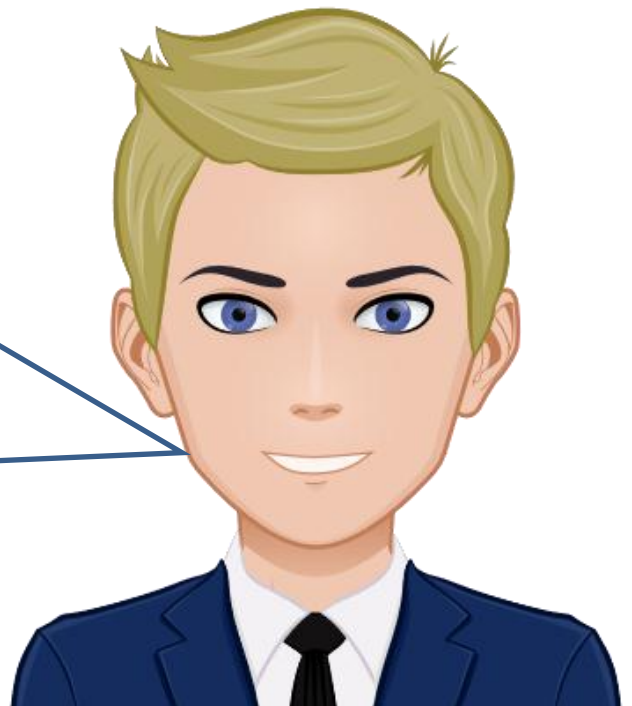


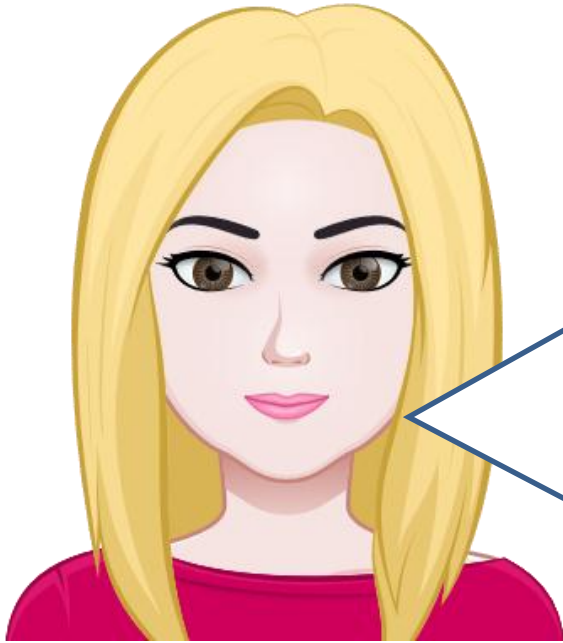
Meet the team



Hi, I'm Mark Douglas. I'm Chair of the YOS Management Board. That's a group of people that keeps track of what is happening in YOS and makes sure that Andy and his team do what they say they are going to do. It's important that what you think and feel about the YOS helps shape the service in future, so if you think we can do things better then let Andy know and I'll make sure the Board thinks about if it can be done.

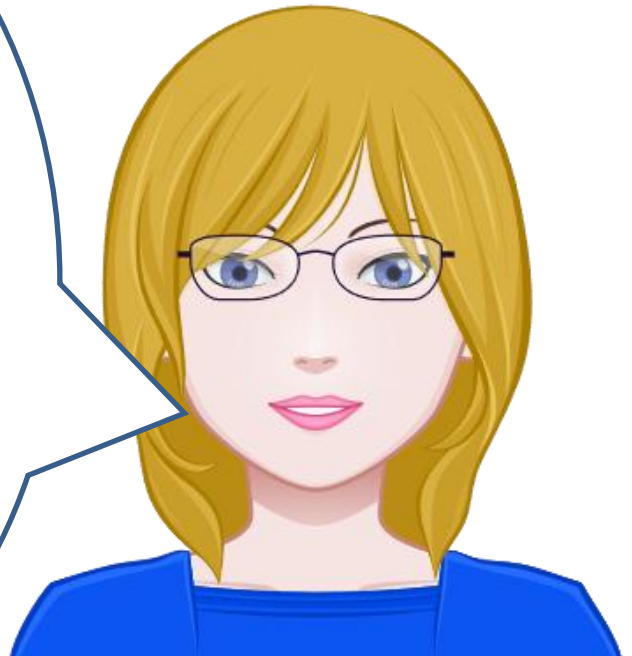
Hi, I'm Andy Hood. I'm the Senior Head of Service, it's my job to make sure that the YOS has everything it needs to give you a good service. It's my job to write this plan. I manage Helen and Kathryn and make sure that you are getting all the help you need to stay out of trouble and lead a happy and healthy lifestyle. If you think we can do anything better at YOS you need to let me know and I'll look into it. If we can do it, then we will; if we can't then I'll let you know the reasons

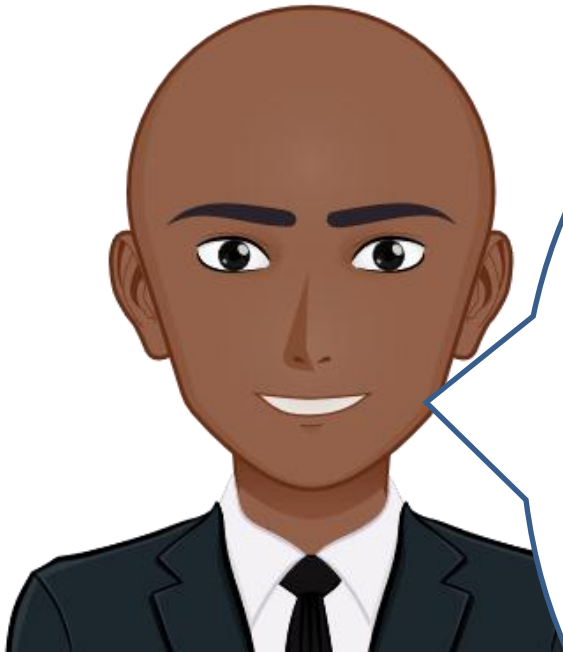




Hi, I'm Kathryn West. I'm the Operational Manager of the Court and Case Management Team. It's my job to make sure you are safe and that you don't harm yourself or anyone else. I manage the Youth Justice Officers who work with you on a day to day basis and who write your Pre-Sentence Reports and do your assessments. It's my job to make sure these are of a good quality and help you to make plans that will keep you out of trouble. If you are not happy with something that is happening on your order then you need to let me know and I will look into it and let you know if there is anything we can do better.

My name is Helen Jones and I'm the manager of the Interventions Team; what I do is manage a group of people who can help you with a whole range of stuff if you are on a Court Order. You might have help from; a Careers Advisor, support to attend school, substance misuse worker or support with feeling low, or if you feel like harming yourself. You might also want to meet with a family worker who helps you and your mum, dad or carer to get along better. You might also be asked to attend a group programme to look at the way you deal with situations and how different people are affected by crime. Together we make up the Interventions team and we will work with you and your YOS worker to help you improve things in your life so that you don't get into any more trouble and are happy and healthy.



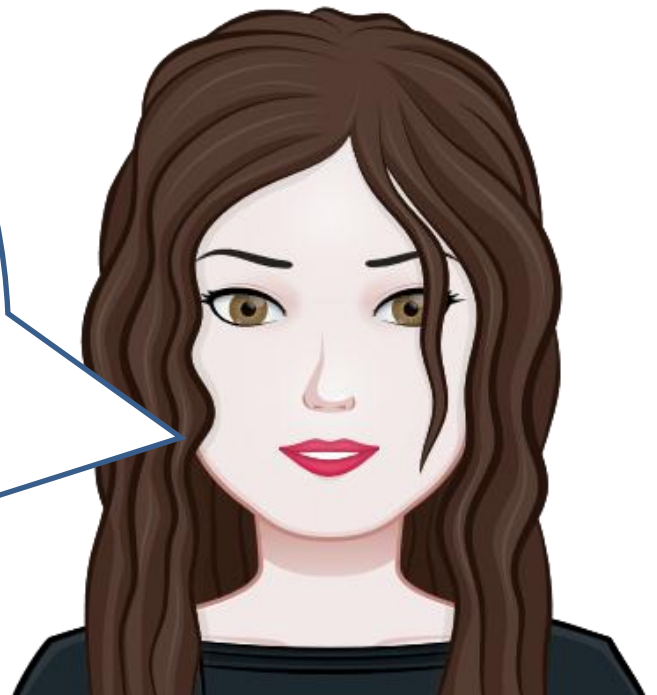


My name is Marcus Isman-Egal, I'm boss of EPIC. As a team we bring creative learning to life! And it all starts with a Yes. My team can help you with lots of different stuff and can get you involved in things like sports, music, dance, media, the world of work, enterprise, volunteering and helping you stay focussed on the things that are important to you. If you have got in trouble with the Police for the first time then we are the team that will help you get back on track. As they say a belly laugh a day keeps the doctor away, we're a fun bunch and enjoy creating positive learning opportunities that can help you move away from things that might be causing you to get into trouble and help you unlock your true potential.

My name is Jean Clarke, and I am a Systemic Family Psychotherapist which simply means a person who talks to families about their thoughts and feelings. Talking together with your family or on your own can help you manage and cope with:-

- Feelings and thoughts that you don't understand and are difficult to handle
- Feeling physically unwell or low
- Difficult experiences
- Being able to talk to you and your family about difficult situations or arguments between you and your parents

We also work with you and your family to keep you safe and out of harm.





Hi I am Rachel Ely Hiscock one of three Police Officers work at the YOS. Our Police Officers do not wear their uniforms (most of the time) to help build positive relationships with you so that you are not put off by our uniform and see us as people who are here to help you.

It's our job to protect you from becoming victims of crime and to protect you from people who might want to cause you harm. We will offer you positive encouragement but also explain consequences of your behaviour and what further offending might mean for you. Sometimes we might have to pass information you may give us to our police colleagues to protect you and your family in the community.

What is the YOS and what does it do?

The YOS is a multi-agency team of professionals. That means that people from different areas of work come together to try and help you to stay out of trouble and lead happy, healthy positive lives. Some of the people who work here are Social Workers, Probation Officers, Police officers and there are lots of others from different areas of work, all here to help you.


We work with young people who have got in trouble for the first time, through Team




EPIC (remember Marcus , he's the Manager of that team) we also work with young people who have got in trouble more than once and have got a Court Order. We also work with young people who have either done something very serious or have got into trouble several times and have ended up going to custody (remember



Kathryn , she's the Manager of that team). Although we try everything we can


to make sure that doesn't happen to you, Kathryn's  team will write reports to the Court about why you got in trouble and what help you might need to get back on


track. Kathryn's  team are helped by doing assessments about you, your family and your needs. These assessments are called AssetPlus and you can ask to see yours anytime you want.

We know that everyone needs a bit of help sometimes, including you. We can help with lots of different things in your life; this might be help at school or finding a job, help at home if things aren't going well for you, helping you find somewhere safe to live if you need it and help with stopping using drugs or alcohol. We have a team of people who can work with you to make these things in your life better (remember

Helen , she's the Manager of this team).

Every year the YOS has to produce a plan to say what it's going to do to help young people. This is the third year that we have produced a plan for you. We think you should know what we are trying to do and why we are trying to do it.

This plan is written by Andy (remember Andy , he's the Senior Head of Service) it's Andy's job to look at what happened last year and to make plans for this year to make sure that you all have everything you need to stay out of trouble and lead safe, happy lives. For example last year much fewer young people in Doncaster got in trouble with the police for the first time than they had before, and young people working with the YOS re-offended less often too. Fewer young people had to go into

custody too! But Andy  needs to make sure we keep on getting better, which is why we've written this plan and why we want to hear from you about how we can do this.

So that's what the YOS does. It helps you with lots of different things, and hopefully stops you getting into trouble with the Police again.

What are we trying to do this year?

There are things that the YOS has to report on to the Government; these are called performance indicators. What that means, is it is a measure of how well we are doing in different areas to help you to stay out of trouble.

The most important of these are:-

First Time Entrants - All this means is the number of young people who get in trouble for the first time. It's important that we stop as many young people as possible getting into trouble and if you get into trouble it's our job to make sure that this doesn't happen again. That's why we created Team EPIC.

If you get into trouble now, Team EPIC will help you get back on track. You might have to do some programmes to help you understand the consequences of what you have done for you and your family, but also there will be lots of fun stuff for you to do including sports, dance, music and meeting other young people interested in the same things as you.

This year we want fewer young people getting into trouble than there were last year. What that means is if 20 young people got in trouble last year, this year we hope that number of young people will only be 16.

If you get the chance to go onto Team EPIC, we think they will help you with whatever you need to get back on track and that you will have some fun whilst you are doing it. If you think things can be done better in Team EPIC then let



Marcus know. What you think is important to us and makes us better at helping you.

Reducing Re-Offending - All this means is bringing down the number of young people who commit another offence after getting a Court Order or becoming part of Team EPIC.

We do very well in Doncaster in helping you not to get in trouble again after you start working with us. Last year we were one of the best areas in England at helping young people not to re-offend!

We are really pleased with this and if you stick to your order you can really help us do even better.

We know that quite a few of you have trouble with speech, language and understanding things. We know it's hard when you don't understand something and sometimes you don't want to ask because you don't want to feel different from other young people. Sometimes this means you stop coming to the YOS or you don't ask for the help you need. To try and make this better we have got a Speech and Language Therapist to help you. This is a person who is good at explaining things in different ways so that you understand and it makes sense to you. We think this will help some of you do better on your orders and stop you getting into more trouble in the future.

We also know that sometimes the help we offer needs to change to meet your needs. Some of our programmes to help you, like the Core Thinking Skills Programme, have been around for quite a while. We think that these programmes need to be looked at again, so we have now got a Trainee Forensic Psychologist to help us. This is a person who is good at looking different problems and coming up with good ideas to make things better. They are also good at talking to young people who might be confused about some of the things they are thinking or feeling and helping to make sense of their ideas.

We want to know what you think about the help you get from YOS so if you have any

ideas about how we can do things better then speak to Kathryn .

Reducing the use of custody- All this means is bringing down the number of you that end up getting a custodial sentence. In Doncaster we used to have a lot of young people going to custody, more than in lots of other places. Last year we did our best to change this and the number of young people going to custody was the lowest it's ever been.

We don't think going to custody is good for young people, but sometimes you might do something so serious that the Court decides that you have to.

We will try everything we can to stop this happening. That might mean you getting an Intensive Supervision and Surveillance (ISS) order that means you have to come here every day and do lots of different things, like going to school or training, going on programmes and doing in activities. We promise that if this happens to you we'll try and make sure that everything you do is helping you and that you feel it means something.

What is important is that you keep coming to appointments, because if you don't, you might get sent back to Court and sometimes this can also mean going to custody.

We now have fewer young people going to custody than most other areas. We think we can do better and some of the things we mentioned earlier like employing the Speech and Language Therapist and the Trainee Forensic Psychologist, will also help some of you not to get in trouble again and getting locked up. Next year, it's our aim to have fewer young people getting locked up.

Keeping young people and Communities Safe - This is the easiest one to explain, it's our job to make sure you are safe. Sometimes there are people who might try and harm you, sometimes you might feel like or, even actually, harm yourself and sometimes the things you do might harm others.

To stop somebody harming you we have Police Officers who work here, who will help protect you and your family if somebody threatens you or tries to harm you



(remember Rachel, she's one of our Police officers). You can ask to see one of our Police Officers anytime you want.

Sometimes our Police Officers might have to share information about you if you are doing things that might harm you or someone else.

Sometimes if you are harming others your Case Manager will have Risk Management Meetings. These look at what more support you might need from Helen's team to stop you doing these things in future. We think that if you are harming other people then you are probably not very happy and there are things about yourself you will want to change and we will help you to make those changes.

Sometimes these things are about what is happening in your family. Our Systemic



Family Psychotherapist (that's Jean, remember her) will help you say things to



your family that you might have found hard to say in the past. Jean will help

you understand your thoughts and feelings about your family and will help you, or mum, your dad or your carer to get along better and hopefully make things better for you at home.

Lastly we think that you will be safest and happiest if you are doing education or training or are in a job that you're really enjoying. We know that sometimes you might not have had a great experience of these things in the past. Last year we helped 8 out of every 10 young people get into something they enjoyed. That's a lot, but we think we can do better this year and we aiming to get 9 out of every 10 into education, training or employment that you want to do.

You might ask why not 10 out of 10? and you would be right, but we know sometimes that for a lot of different reasons you might not be ready to go into formal education, training or employment, but we will help you with different courses to makes sure than when you do feel ready you have all the skills you need to be whatever you want to be.

So that's the plan; I hope it makes sense and you know what we are doing and why we are doing it, but if you are not sure just ask to see me when you come to YOS and I'll explain it to you. If I'm not here, then your Case Manager will make an appointment for you to see me when you are next here. Thanks for reading this and if you think there is anything that we can do better, then just let me know.



Andy Hood

Senior Head of Targeted Youth Support Services



Doncaster Council

Report

Date: 19th July 2018

To the Chair and Members of the Council

NEIGHBOURHOOD PLANNING – Adoption ‘Making’ of the Edlington Neighbourhood Development Plan

Relevant Cabinet Member(s)	Wards Affected	Key Decision
Mayor Ros Jones and Councillor Chris McGuinness	Edlington and Warmsworth	No

EXECUTIVE SUMMARY

1. Neighbourhood Planning was introduced by the Localism Act (2011). It gave Town/Parish Councils and communities the power to write their own plans and take more control of planning for their areas.
2. Edlington Town Council have produced a Neighbourhood Plan for their parish areas and have subsequently undergone successful examinations and referendum.
3. In accordance with Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) the Council is required to ‘make’ (adopt it as part of the Development Plan) a Neighbourhood Plan following a successful referendum. The recently amended Neighbourhood Planning Regulations also now require Local Authorities to ‘make’ (adopt) a Neighbourhood Plan within 8 weeks of the date of the referendum. This target can be achieved if adopted at this meeting.
4. The Development Plan for the borough is a Full Council function so the adoption of the Neighbourhood Plans as part of the Development Plan must be considered by Full Council.

EXEMPT REPORT

5. Not exempt.

RECOMMENDATIONS

6. It is recommended that members of The Council:
 - Formally adopt Edlington Neighbourhood Plan as part of the statutory development plan for the borough.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

7. Neighbourhood Plans are a key component of the Government's Localism agenda and allow local communities to influence and take more control of decisions around planning in their areas. Producing a Neighbourhood Plan has advantages over other kinds of plans because it enables communities to take a lead in their own neighbourhoods in producing part of the statutory development plan for the area. Where there is a Parish/ Town Council that is the qualifying body for producing a Neighbourhood Plan. The Parish/ Town Council may choose to put together a steering or working group of community representatives to assist with the process. Plans must be consulted on with the community before being independently examined. Ultimately the decision to endorse the plan is via referendum of the community within the plan's area.

BACKGROUND

8. The Localism Act (2011) allows for local communities to prepare plans and strategies for development in their area called Neighbourhood Plans. The Plans must go through a number of stages as set out in the Neighbourhood Planning Regulations 2012 (as amended) before they can be adopted (called made in the legislation) and Doncaster Council has a statutory duty to advise and assist during the preparation of a Plan, as well as fulfil certain requirements along the way in order to comply with the Regulations. There are currently 9 Neighbourhood Plans, 2 adopted (Tickhill and Burghwallis November 2016), Edlington now having reached the final stage of the process, adoption (being 'made'), and 6 in preparation or under consultation.
9. Once adopted a Neighbourhood Plan forms part of the statutory development plan and sits alongside the adopted Doncaster Core Strategy (adopted May) 2012 Unitary Development Plan (adopted July 1998) and the emerging Local Plan. Any planning applications submitted in the Edlington parish must be determined in accordance with both the Core Strategy and the appropriate Neighbourhood Plan.
10. There are a number of legally prescribed stages that need to be undertaken in preparing a Neighbourhood Plan:
 - designation of the area (in this case Edlington had the designated area as their parish boundary);
 - publication of the draft Plan;
 - submission of the Plan to the Local Planning Authority;
 - examination by an independent examiner; and
 - referendum

Where a Neighbourhood Plan is subject to a successful referendum (where more than half of those voting have voted in favour of the plan), and the

Local Planning Authority is satisfied that EU and human rights obligations have been met, it is a requirement to 'make' the Plan and adopt it as part of the Development Plan. The referendum results for Edlington's Neighbourhood Plan are set out below, which was successful at referendum.

11. **Edlington:** The question asked in the referendum was, "Do you want Doncaster Metropolitan Borough Council to use the Neighbourhood plan for Edlington to help it decide planning applications in the Neighbourhood area?"
- The number of votes cast in favour of a 'Yes' – 541
 The number of votes cast in favour of a 'No' – 70
 Votes cast - 615
 Electorate – 5,499
 Turnout – 11.18%

OPTIONS CONSIDERED

12. It is considered that there is only one realistic option available, which is option A:

Option A (recommended):

- Adopt Edlington Neighbourhood Plan as part of the statutory development plan for the borough.

Option B (not recommended):

- Do not adopt Edlington Neighbourhood Plan.

REASONS FOR RECOMMENDED OPTION

13. In accordance with Section 38A of the Planning and Compulsory Purchase Act 2004 (as amended) the Council is required to 'make' a Neighbourhood Plans following a successful referendum and providing the Local Planning Authority (LPA) is satisfied that EU and human rights obligations (the basic conditions) have been met.
14. The Neighbourhood Plan was successful at referendum and in the opinion of the LPA it has met the basic conditions, so in accordance with the Act the Neighbourhood Plan should now be adopted as part of the Development Plan for Doncaster.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

15. Neighbourhood Plans have been identified as potentially impacting on the Council's following key outcomes:

	Outcomes	Implications
	Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;	Neighbourhood Plans provide the opportunity to work with Town/Parish councils and local communities to help them influence and take more ownership of local decisions

	<ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	around Planning and development.
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	Gives Town/Parish Councils and local residents another means to influence the development of where they live.
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	None
	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	Neighbourhood Plans can focus on the individual characteristics of their local area.
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and 	Neighbourhood Plans will enable Town and Parish Councils to connect to their own community assets to enhance, protect and better connect with them locally.

	delivering value for money <ul style="list-style-type: none"> • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	
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RISKS AND ASSUMPTIONS

16. The Local Planning Authority (LPA) has a duty to support Parish/Town Councils in the development of Neighbourhood Plans and to oversee the process (including the referendum) making sure the Plans meet the required legal tests and EU obligations (called the basic conditions). In the opinion of the LPA Edlington Neighbourhood Plan have met the basic conditions and have been successful at referendum, as such the Council will be in breach of its statutory duty under the Town and County Planning Act 1990 if the Plans are not adopted. As the legislation concerning the recommendation is quite explicit there is no way of mitigating this risk.

LEGAL IMPLICATIONS: [Officer: K Winnard Date: 18/06/18]

17. As detailed within the report, the Council is required to 'make' a Neighbourhood Plan following a successful referendum and providing the Local Planning Authority (LPA) is satisfied that EU and human rights obligations (the basic conditions) have been met. The Council is satisfied that the latter have been met. Following the "making" of the plan the Council has to comply with publicity requirements. The Plan is open to challenge by Judicial Review and anyone aggrieved by the Plan would need to make an application to the High Court within 6 weeks of the decision making date.

FINANCIAL IMPLICATIONS [Officer: DR Date 20/06/18]

18. There are no direct financial implications associated with the formal adoption of Edlington Neighbourhood Plan.
19. It should be noted that if the Community Infrastructure Levy is introduced in Doncaster then communities with neighbourhood plans in place will benefit from 25% of the revenues arising from developments in their area, rather than being available to the wider infrastructure requirements of Doncaster Council's whole area. Currently the law is clear that S106 monies received by Doncaster Council must be spent on infrastructure requirements that have arisen directly as a result of a new development taking place.

HUMAN RESOURCES IMPLICATIONS [Officer: DK Date: 19/06/18]

20. None identified.

TECHNOLOGY IMPLICATIONS [Officer: PW Date: 18/06/18]

21. There are no anticipated technology implications associated with this decision.

HEALTH IMPLICATIONS [Officer: CT Date: 19/06/2018]

22. Neighbourhoods are places where people live, work, and play and have a sense of belonging. The design of a neighbourhood can contribute to the health and well-being of the people living there. Several aspects of neighbourhood design (walkability and mixed land use) can also maximise opportunities for social engagement and active travel; the design of the neighbourhood can influence physical activity levels, travel patterns, social connectivity, mental and physical health and wellbeing outcomes.

It is positive to see that Edlington Neighbourhood Plan has given consideration to the impact of future growth and development on the health and wellbeing of its residents which is reflected in 12 core aims. Each section of the Plan has been underpinned by policy to ensure future development recognises the importance of the different aspects of the environment on health.

Public Health supports the recommendation to adopt the Neighbourhood Plan.

EQUALITY IMPLICATIONS [Officer: TH Date: 19/06/2018]

23. Planning applications for new developments in Edlington parish will be determined in accordance with the policies in the appropriate Neighbourhood Plan that have been developed in consultation with the local community. The plan has subsequently been examined by an independent examiner and modified in accordance with their recommendations to ensure that they meet all the required legal tests.

CONSULTATION

24. All Neighbourhood Plans are subject to consultation at various stages of their preparation. For example, the boundary is consulted on at a very early stage, the draft plan is subject to formal consultation for a minimum of 6 weeks before being submitted to Doncaster Council. The LPA are then required to carry out its own consultation on the plan before it can be submitted to examination stage. Allowing ample opportunity for input and influence from any interested stakeholder as well as statutory consultees to make comment on. The responsibility for consultation lies with the Town Council, the LPA recommend that Ward members, MP's and other stakeholders are consulted during the development of the Neighbourhood Plan.
25. The Neighbourhood Plan is examined by an independent Examiner and must be accompanied by a Consultation Statement demonstrating that the legal requirements of consultation have been met. Ultimately the Neighbourhood Plan is voted for by the local community at a referendum hence the importance that the community are engaged with the plan from an early stage

BACKGROUND PAPERS

26. The following links provide further background information in respect to the Edlington Neighbourhood Plan, the Neighbourhood Planning Regulations and the National Planning Practice Guidance.

Edlington Neighbourhood Development Plan

<http://www.doncaster.gov.uk/services/planning/edlington-neighbourhood-development-plan>

Neighbourhood Planning (General) Regulations 2012

<http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

Neighbourhood Planning (General) (Amendment) Regulations 2015

<http://www.legislation.gov.uk/ukxi/2015/20/contents/made>

The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016

http://www.legislation.gov.uk/ukxi/2016/873/pdfs/ukxi_20160873_en.pdf

National Planning Practice Guidance: Neighbourhood Plans

<http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/>

National Planning Policy Framework (2012)

<https://www.gov.uk/guidance/national-planning-policy-framework>

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Doncaster Council

To The Chair & Members of Full Council

OVERVIEW AND SCRUTINY ANNUAL REPORT 2017/18

EXECUTIVE SUMMARY

1. The Annual Report highlights the progress of Doncaster Council's Overview and Scrutiny function during 2017/18, includes a summary of the work undertaken by the Overview and Scrutiny Management Committee (OSMC), and its four Standing Panels and identifies priorities for Overview and Scrutiny for 2018/19.

EXEMPT REPORT

2. The report is not exempt.

RECOMMENDATIONS

3. Full Council is asked to receive and consider the Overview and Scrutiny Annual Report 2017/2018.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. The Overview and Scrutiny function has the potential to impact on all of the council's key objectives through its role as a critical friend and providing appropriate challenge, reviewing performance and developing policy. This is achieved through making robust recommendations, monitoring performance of the Council and external partner's services and reviewing issues outside the remit of the Council that have an impact on the residents of the borough. This Annual Report highlights the progress, impacts and achievements of the Overview and Scrutiny function during 2017/18 and priorities for 2018/19. The accountability of Overview and Scrutiny is improved by reporting its activities to Council.

BACKGROUND

5. Overview and Scrutiny provides an important role for non-Executive Councillors to provide checks and balances within the decision making process as it enables them to:-

- **Monitor the quality of service delivery** – by receiving performance and finance information and examining service outcomes.
 - **Review policy and contribute to its development** – by reviewing existing policies or investigating issues of concern and putting forward proposals for improvement.
 - **Consider issues of wider public concern** – by considering issues that impact on residents of the area but that may not necessarily be activities carried out by the Council, for example emergency services, the NHS and external companies and partners.
 - **Provide a critical friend and challenge role** – by providing Elected Members the opportunity to examine and question decisions taken by the Executive (Mayor and Cabinet) and to make recommendations.
6. During 2017/18, Overview and Scrutiny in Doncaster operated through an overarching Overview and Scrutiny Management Committee (OSMC), and four Standing Panels, namely:
- Regeneration and Housing Panel;
 - Community and Environment Panel;
 - Health and Adult Social Care Panel; and
 - Children and Young People Panel.
7. They have considered a wide range of issues and this information is detailed in the attached report and also identified priorities for 2018/19. In accordance with the Constitution this is required to be reported annually to Full Council.

OPTIONS CONSIDERED

8. There are no alternative options. The Constitution requires Overview and Scrutiny to provide an Annual Report to Full Council.

REASONS FOR RECOMMENDED OPTION

9. The Annual Report enhances the accountability of Overview and Scrutiny by allowing Council to review the work undertaken during the previous year. The Council's Constitution requires OSMC to take an annual report to Full Council.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

10. The Overview and Scrutiny Annual Report will contribute to raising the profile of an effective Overview and Scrutiny function, which will, in turn contribute to achieving greater democratic renewal and increasing involvement in the decision-making process. It is essential that Overview and Scrutiny regularly reviews the extent to which its work has impacted on the delivery of services. In this way Overview and Scrutiny has the potential to impact on all of the

Council's key priorities.

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	<p>The Overview and Scrutiny function has the potential to impact upon all of the Council's key objectives by holding decision makers to account, reviewing performance and policy development through robust recommendations, monitoring performance of the Council and external partners, services and reviewing issues outside the remit of the Council that have an impact on the residents of the Borough.</p>
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	

	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	

RISKS AND ASSUMPTIONS

11. There are no risks and assumptions relevant to this report.

LEGAL IMPLICATIONS [SRF 4/7/18]

12. Overview and Scrutiny Procedure Rule 23 (a) states that OSMC will take and Annual Report to the Full Council and the Executive, giving such details of their work and proposed work as the Committee believes would assist the Full Council or the Executive.

FINANCIAL IMPLICATIONS (VJB 29/06/2018)

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

HUMAN RESOURCES (Initials MLV Date 02/07/18)

14. There are no specific HR implications arising from the contents of this report.

TECHNOLOGY IMPLICATIONS (PW 28/06/18)

15. There are no specific technology implications in relation to this report

HEALTH IMPLICATIONS (CH 27.06.18)

16. The Overview and Scrutiny Management Committee can perform a key role in the council's adoption of a health in all policies approach. All areas of the committee's work plan can impact on health and it is important that the health implications of each item are considered separately given that 20% of what contributes to health is from clinical care, 30% from healthy behaviours, 40% from socio-economic factors and 10% from the built environment. Within its programme of work, Overview and Scrutiny will need to ensure it is able to review how the Council and partners address health inequalities within their policies and programmes and ensure that these do not widen inequalities.

EQUALITY IMPLICATIONS (CDR 24.4.18)

17. This report is a factual account of some of the key work undertaken by overview and scrutiny during 2017/18. There are no significant equality implications associated with this report. Within its programme of work Overview and Scrutiny gives due consideration to the extent to which the Council has complied with its public equality duty and given due regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between different communities.

CONSULTATION

18. Overview and Scrutiny is in regular consultation with stakeholders (including Members, the public, officers and external bodies and partner organisations such as the NHS, in respect of its activities.
19. Members of OSMC and the Chairs of the Overview and Scrutiny Standing Panels have had the opportunity to review and contribute to the contents of the Annual Report.

BACKGROUND PAPERS

20. Agendas and minutes of Overview and Scrutiny meetings 2017/18 have been used to assist the Annual Report.

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Doncaster
Council

OVERVIEW AND SCRUTINY ANNUAL REPORT 2017 - 2018

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Foreword

This year's Annual Report contains the highlights from Overview & Scrutiny over the previous Municipal Year, and some of the areas which will be considered this year.

Much of the work of the Panels has arisen from the new Mayoral and Council term and the wider strategic objectives of **Doncaster Growing Together** which was agreed in September 2017. The challenges facing the Authority and its Partners require a greater degree of partnership working through **Team Doncaster**, and Scrutiny plans to play its part in improving and refining the work of the Council on behalf of its citizens.

Over the past Municipal Year we have looked at work including **Equalities & Diversity** and the **Housing Allocation Policy** which has a major impact on the well-being of the Borough's residents. Looking outward, the Management Committee heard from **Doncaster College** regarding the proposed merger with **North Lindsey College** in North Lincolnshire to form the **DN Colleges Group**.

One of the major concerns that the Management Committee has looked at is the over spend by **Doncaster Children's Trust** who discharge the Authority's Children's Social Care Duties. The safeguarding of our young people is of paramount importance to the Authority, and we are pleased to see that the Executive and Senior Officers have reacted quickly to bring proper and proportionate challenge to the Trust on this matter.

Finally, a piece of work driven by the Management Committee has been the **review of Overview and Scrutiny** resulting in changes in how the Panels and Management committee will refocus their work. I would ask Members, Partners, and the Borough's citizens to consider how they can bring the experience to participate in Scrutiny to add a richer picture to the Authority's policy development.



Councillor Kevin Rodgers

Chair of the Overview and Scrutiny Management Committee 2017/2018

OVERVIEW AND SCRUTINY CHAIRS AND VICE CHAIRS 2017/18



Councillor Kevin Rodgers

Chair of Overview and
Scrutiny Management
Committee



Councillor John Healy

Vice Chair of Overview and
Scrutiny Management
Committee



Councillor Neil Gethin

Chair of Children and
Young People



Councillor John Mounsey

Vice Chair of Children and
Young People



Councillor Jane Kidd

Chair of Community and
Environment



Councillor Jane Cox

Vice Chair of Community
and Environment



Councillor Andrea
Robinson

Chair of Health and
Adults Social Care



Councillor Cynthia Ransome

Vice Chair of Health and
Adults Social Care



Councillor Paul Wray

Chair of Regeneration
and Housing



Councillor David Nevett

Vice Chair of Regeneration
and Housing

OVERVIEW AND SCRUTINY MEMBERSHIP 2017/18

Overview and Scrutiny Management Committee

Chair – Councillor Kevin Rodgers	Vice-Chair - Councillor John Healy
Councillor Andrea Robinson	Councillor Bev Chapman
Councillor Paul Wray	Councillor Neil Gethin
Councillor Richard A Jones	Councillor Jane Kidd
Invitee – Paul O'Brien GMB	

Health and Adults Social Care Panel

Chair – Councillor Andrea Robinson	Vice – Chair Councillor Cynthia Ransome
Councillor Linda Curran	Councillor George Derx
Councillor Martin Greenhalgh	Councillor Sean Gibbons
Councillor Pat Haith	Councillor John Gilliver
Councillor Derek Smith	Invitee – Lorna Foster UNISON

Communities and Environment Crime and Disorder Panel

Chair – Councillor Jane Kidd	Vice-Chair –Councillor Jane Cox
Councillor Lani-Mae Ball	Councillor Mark Houlbrook
Councillor Nigel Cannings	Councillor David Hughes
Councillor Rachel Hodson	Councillor Ian Pearson
Councillor Charlie Hogarth	Invitee - Tom Fent UNISON

Children and Young People Panel

Chair – Councillor Neil Gethin	Vice Chair – Councillor John Mounsey
Councillor Nick Allen	Councillor Nikki McDonald
Councillor Mick Cooper	Councillor Sue McGuinness
Councillor Jane Cox	Councillor Tina Reid
Councillor Sean Gibbons	
Education Co-optees: Bernadette Nesbitt and John Hoare – invited to attend the meeting and vote on any Education functions which are the responsibility of the Authority's Executive. They may also participate in but not vote on other issues relating to Children and Young People.	
Invitee - Jim Board UNISON	

Regeneration and Housing Overview and Scrutiny Panel

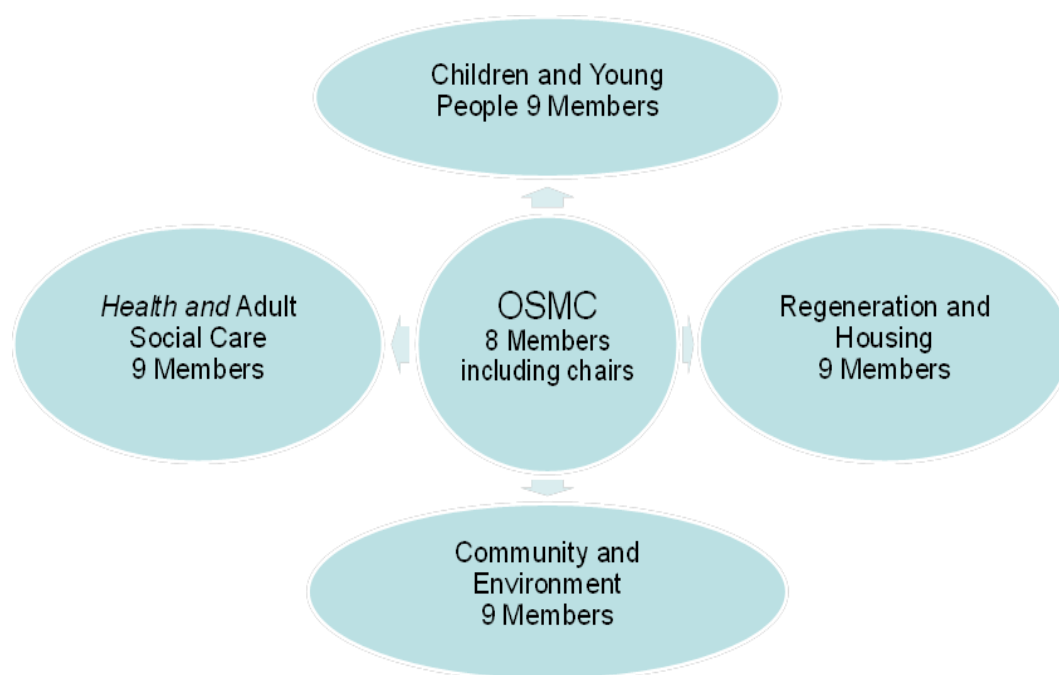
Chair – Councillor Paul Wray	Vice-Chair – Councillor David Nevett
Councillor Duncan Anderson	Councillor Eva Hughes
Councillor Iris Beech	Councillor Ken Keegan
Councillor John Cooke	
Councillor Steve Cox	Invitee – Mark Whitehouse Unite

Overview and Scrutiny Structure

2017/18

Overview and Scrutiny continues to provide a strategic overview through the Overview and Scrutiny Management Committee (OSMC) and the four Panels. It has continued to review issues through spotlight and in-depth meetings. By reporting their findings and recommendations this seeks to support the delivery of Council priorities by holding to account and putting forward evidence based suggestions for improvement.

The structure ultimately aims to achieve improved service delivery for the residents of Doncaster.

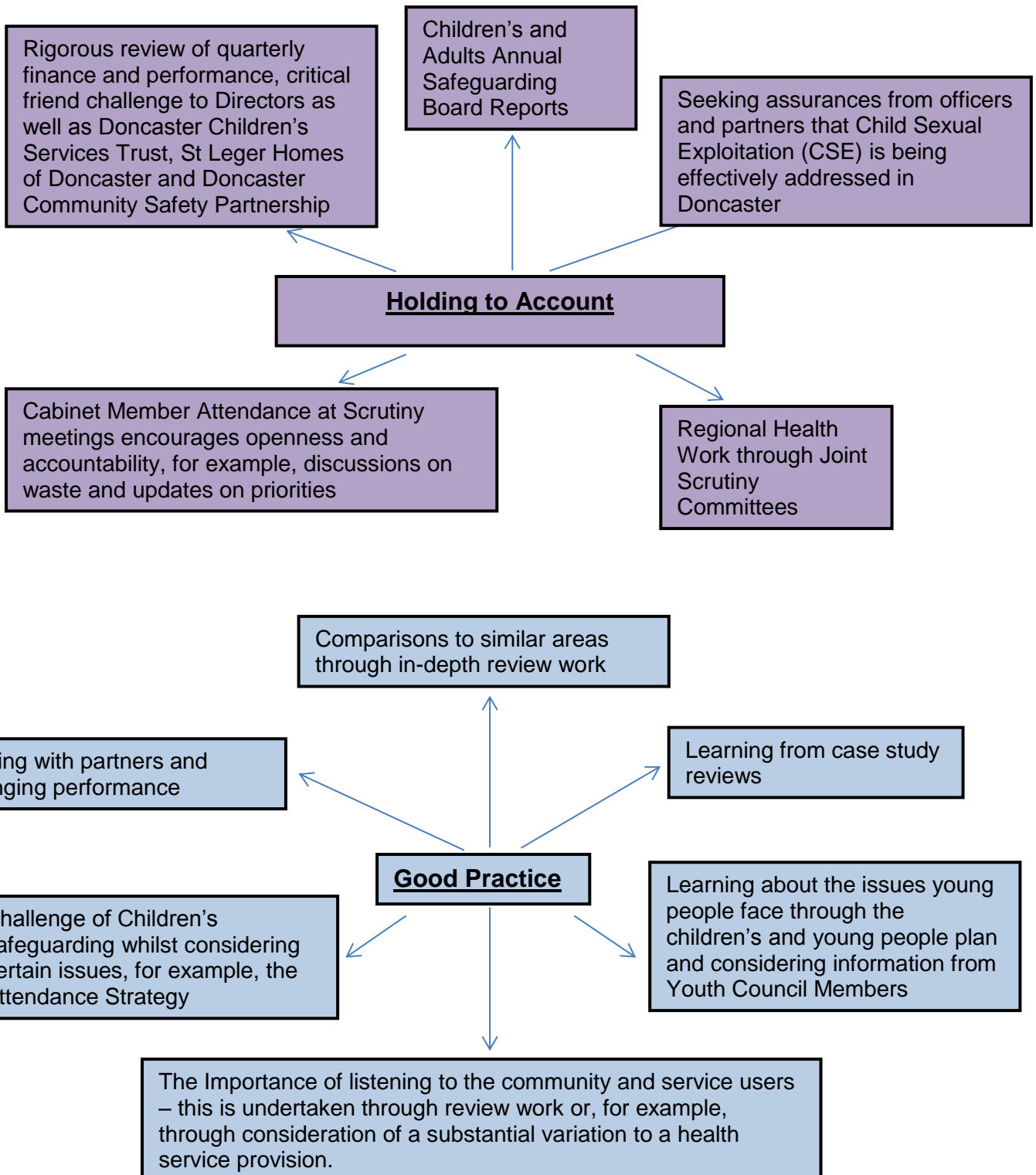


The Overview and Scrutiny Management Committee operates as the business committee for the Overview and Scrutiny function covering all aspects of the Council and partnership activity (except Health). Overview and Scrutiny Panel Chairs have been included within the membership of OSMC and have held a key role in co-ordinating the overarching Overview and Scrutiny work programme.

Impacts and Good Practice

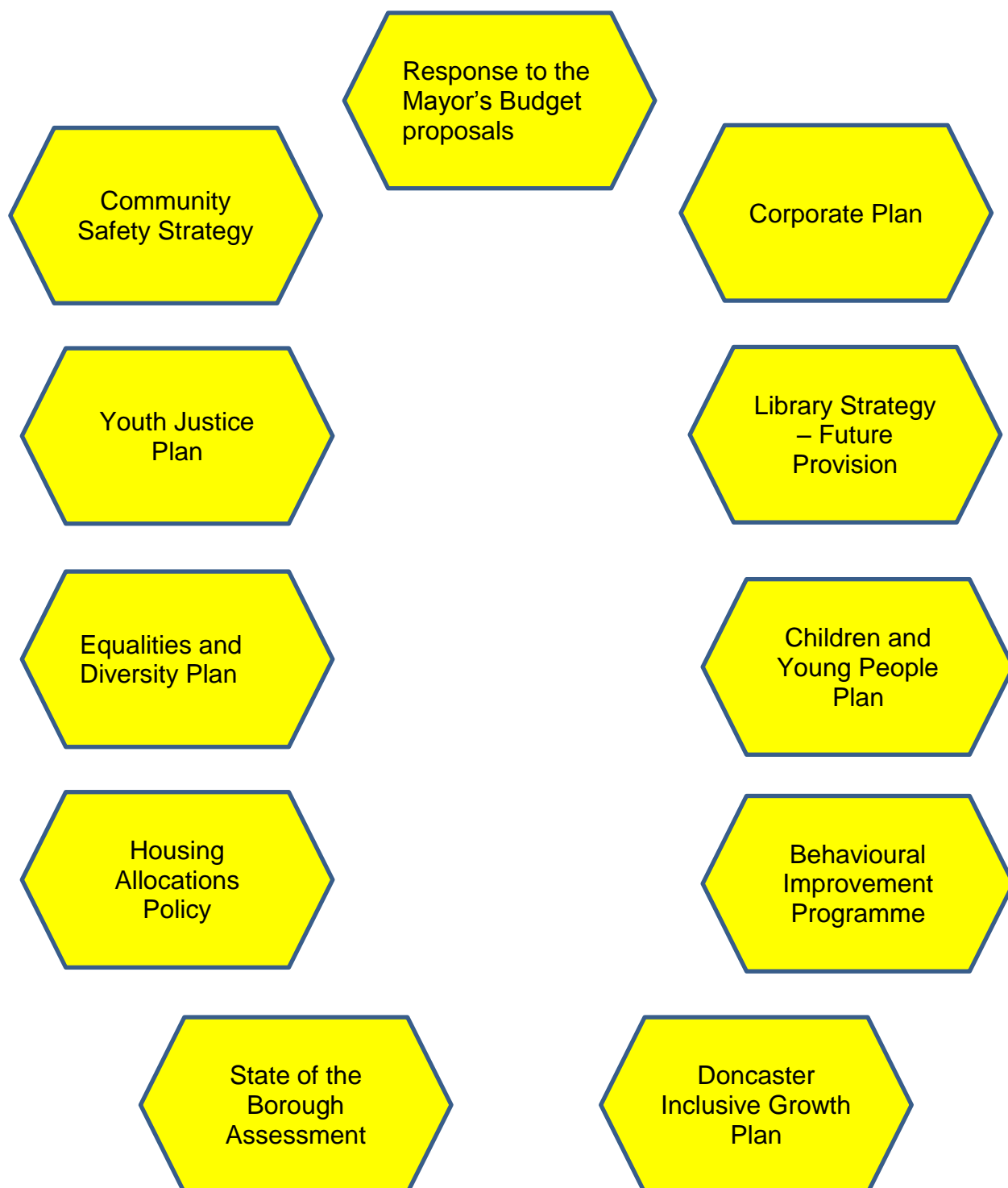
2017/18

Examples of where Scrutiny has added value to the Council's decision making and governance arrangements are detailed below. Further information is provided within each of the individual Overview and Scrutiny Management Committee or Panel sections:

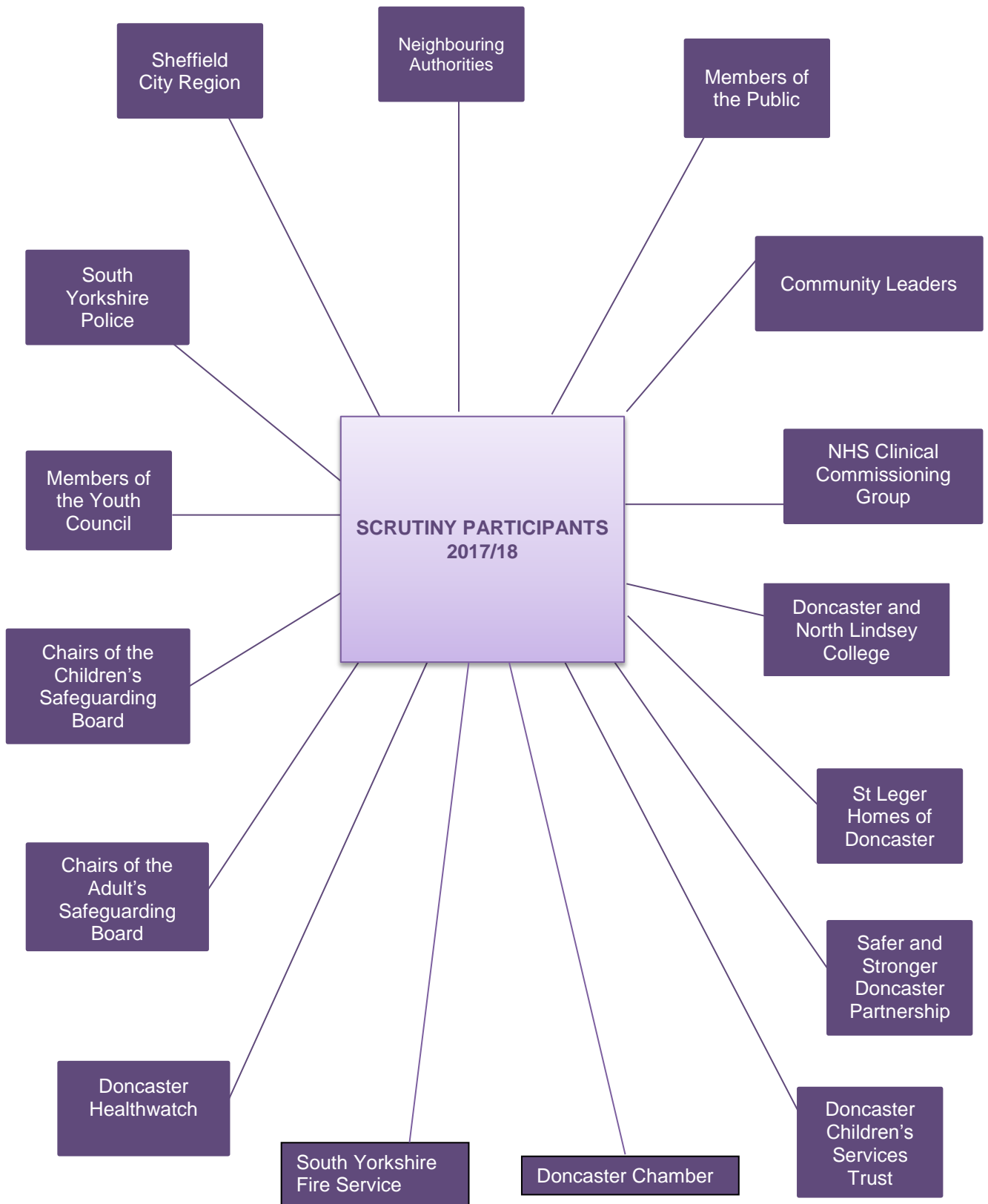


Pre-decision Scrutiny 2017/18

This provides an opportunity for Scrutiny to feed its comments to the Executive to support future decision making, with some of the issues including:



Public and Partnership Engagement 2017/18



Overview and Scrutiny Management Committee

The Overview and Scrutiny Management Committee held 16 meetings last year. As well as setting its own work plan the Committee monitored and reviewed the Panel work plans, received regular updates from the Panel Chairs and undertook a review of the Scrutiny function.

Policy Framework - The Committee considered and contributed to a number of important policy documents including the Corporate Plan (refresh), Local Plan and Youth Justice Plan.

Finance and Performance – Detailed consideration was given to the quarterly Finance and Performance reports. To support transparency, public accountability and understand how the Council seeks to improve service delivery and value for money, the Committee focused on how key areas of overspend and underperformance were being addressed. Question planning sessions were used prior to these meetings to ensure an effective approach to identifying and focusing on key areas of concern. Where appropriate, Directors have been invited to respond to the Committee's questions. Some of the key areas discussed are detailed below:

- Addressing pressures on services, for example, examining budgets within the Regeneration and Housing budget.
- School absenteeism rates - Members were concerned that figures were adrift from local targets and acknowledged that there were a number of challenges that still needed to be addressed to deliver improvements. It was agreed that future monitoring would continue and progress assessed;
- Internal Audit recommendations – where Directorates showed a 0% value against a 100% target Officers were questioned why they were not completing audits on time. The Committee was assured that out of 4 major recommendations at the time of consideration that 3 were longstanding cases.
- When considering information presented on the performance of St Leger Homes Doncaster (SLHD), the Committee has kept a watchful eye on void rent loss, the number of households in temporary accommodation, local expenditure and analysis of complaints. Having looked at these areas year on year it was

now reported that improvements were being made with complaints reducing in number in line with delivering the standard of service that tenants deserve to receive.

Mayor's Budget Proposals – following its earlier consideration of the medium term financial forecast, the Committee began its review of the Mayor's budget in December, 2017 making its final response in January, 2018. OSMC added value by providing a commentary on the proposals in their wider context ensuring they were evidence based, supported corporate and Borough wide priorities, as well as reviewing the capacity and risks around deliverability and implementation. As part of the Committee's evidence gathering some of the issues considered included:

- the position with South Yorkshire Pensions now being in surplus and understanding the protections in place to ensure no further deficit;
- understanding how the potential additional cost resulting from the local government pay offer would be managed from a mixture of New Homes bonus and a range of additional funding;
- how investment in local services would assist in retaining quality front line services;
- the continued overspend by Doncaster Children Services Trust; and
- the possible impact of Brexit.

Pre-decision Scrutiny – Prior to consideration by Cabinet, the Committee provide the following input

- Equality, Diversity and Inclusion (EDI) - Members stressed that the EDI should be embedded within all planning and work undertaken within the Council;
- Core Annual 'Define and Deliver Cycle' - Members supported the proposed annual report on the State of the Borough and considered how the Council could improve service planning, management of strategic risks and how these fit with key priorities and budget setting. Members considered how Scrutiny's work programme would be informed by the process and could help focus on identifying and reducing gaps in the Council's knowledge; and

- Behaviour Improvement Programme – the proposals were supported but the Committee challenged how schools would take more responsibility over attendance and how they would be supported by the Local Authority.

Holding To Account – To gain a greater understanding of the effectiveness of Council and multi-agency co-ordinated activities, the Committee considered:

- Doncaster Children's Services Trust – Financial and Operational Strategy. Areas discussed included staff turnover, care ladder/opportunities going forward, gaps/challenges and governance and financial arrangements of the Trust. The Committee requested a further report and monitoring should the same financial variance appear at Quarter 3 in 2018/19.
- Doncaster and North Lindsey College Merger - The Committee supported the merger and during the discussion a number of areas were highlighted relating particularly to the impact on skills and Doncaster's economy, strengthening partnerships and impact across Doncaster, retaining local provision, serving it's regions and reviewing governance arrangements. The recommendations were accepted and the College agreed to keep Members informed of Governance arrangements once they had been agreed.

Overview and Scrutiny Structure Review 2017/18 - The review sought to evaluate whether the Council is providing an effective Overview and Scrutiny function following the structural and process changes implemented in 2014 and whether any further improvements could be identified. Following the review, Council agreed that OSMC and the Panels align their work plans to the Doncaster Growing Together themes but retain their current names. This would ensure contribution to corporate priorities and ensure equitable workloads across the Panels. The Vice Chairs of Scrutiny Panels would continue to substitute for Panel Chairs at the Overview and Scrutiny Management Committee.

Councillor Kevin Rodgers

Chair of the Overview and Scrutiny Management Committee 2017/2018

Health and Adult Social Care Overview and Scrutiny Panel

This Panel holds scheduled meetings to ensure that it effectively discharges the Council's statutory Health Scrutiny role, and is able to focus on the Doncaster Caring DGT theme.

Holding to Account - The Panel has reviewed the Public Health Annual Report on Health Protection Assurance and considered substantial variations to NHS services informed by the Clinical Commissioning Group both locally and regionally through the Joint Overview and Scrutiny regional committees.

Regional Joint Health Scrutiny – The Chair is a member of the South Yorkshire, Derbyshire, Nottinghamshire and Wakefield Joint Scrutiny Committee, and as part of the consultation process considered the business cases relating to a substantial variation to hyper acute stroke services across South Yorkshire and non-specialised children's surgery and anaesthesia.

Substantial Variations to NHS services – this year has seen consideration of two changes to services at GP practices with Members raising concerns over the impact on elderly and other patient groups, particularly with regard to transport and GP recruitment. The Panel concluded that it was satisfied that consultation in relation to the proposed changes at the GP's surgeries had been adequate.

Overview element – the Panel received updates on the following issues:

- Doncaster's Strategic Health and Social Care Plans – progress made on the Council's Adults, Health and Wellbeing Transformation Programme alongside Quarterly performance information. Members accepted the programme would enable people to live independently through providing a very different and more personalised offer in partnership with health and community colleagues.
- Inspection and Regulation – this was a new standard element for the Panel to give consideration to and ask the following questions:
 - What was happening with regard to providers?

- The role of the Council; and
- Recent government announcements around improved Better Care Fund (iBCF).
- Intermediate Care – Doncaster NHS Clinical Commissioning Group (CCG) provided an update including proposed changes currently being tested, how the model was being refined and staff preparation for transition, prior to new arrangements for joint commissioning being implemented. In relation to this issue, Members challenged rapid response activity, work with mental health services and the need to reduce the number of people entering residential care.
- The South Yorkshire and Bassetlaw Accountable Care System Memorandum of Understanding - Members and the public in attendance were given an opportunity to discuss and comment on this document.
- End of Life Care – Members received information that improvements and service development had been implemented in the following areas:-
 - Woodfield 24 Care Services;
 - Community Nursing;
 - Specialist palliative care;
 - Community equipment; and
 - Access to medicine.

In addition, it was reported that within education and training Doncaster NHS CCG had funded, through GP practices, a gold standard framework with Doncaster Royal Infirmary/RDaSH undertaking training of all relevant staff.

- Doncaster Suicide Prevention Plan – provided information on the Council's local suicide prevention plans and local suicide data. Members examined veterans who may be at risk, social isolation, data and information as well as raising awareness of this issue for children and young people at risk. Recommendations made included the widening of SAFETALK training currently available for both School Governors and Members and consideration of what further work could be undertaken to explore what could be achieved across partnerships.

Councillor Andrea Robinson

Chair of the Health and Adults Social Care Scrutiny Panel 2017/2018

Children and Young People Overview and Scrutiny Panel

The Panel focused its busy work programme on the following areas:

Holding to account –The Panel considers the performance of the **Doncaster Children's Services Trust** on a quarterly basis. It has also reviewed complaints received by the Trust, focusing on customer experiences with the Service provided and were assured of and recognised improvements that had been made in this area. To improve the Panel's knowledge Councillors were invited to the Trust to meet with the Initial Referral Team including Managers and frontline staff to gain a better understanding about their day-to-day working.

Young People - Youth Councillors provided the Panel with an excellent and informative update on the Child Voice Pathways which has been used to help develop the Children and Young Peoples Plan. From consultation, they reported in detail to the Panel their two priorities, which were to address transport and emotional health. Members were given the opportunity to learn about the issues young people face and also hear about the positive images and activities they were involved in across Doncaster.

Overview – Key issues considered by the Panel during 2017/18 included:

Academies – After seeing the conversion of 13 schools to academies (which was the largest number in any one year to date), assurances were provided that good relationships were being forged with schools and support was being offered particularly for the procurement of services. The Panel was pleased that the Director of People and Assistant Director Commissioning and Business Development met regularly with the Regional Schools Commissioner to address such issues.

- Fostering - The Fostering Service Annual report is a regulatory requirement and informed elected Members, senior managers and decision makers about key outcomes in service provision. The Panel learned about the alternative fostering method, "Mocking Bird Family Model" that brings together up to ten foster families to form a satellite foster family, offering respite, social activities and advice.

- School Performance Tables - Members considered performance across a range of educational indicators which either formed part of, or contributed to the performance tables published by the Department of Education. Members paid particular attention to attainment and achievement, attendance, Ofsted judgements and exclusions. Members supported the transformed school improvement functions and its relationship with the Teaching Schools Alliance.
- Education and Skills Commission and Social Mobility Opportunity Area (SMOA) – an update was provided on the recommendations from the One Doncaster report, how it aligned with the structure and intent of the SMOA in the borough. This will be considered further during 2018/19.
- Learning Provision and Organisation – Members sought assurances in respect of arrangements for ensuring effective delivery of a high quality learning provision in response to local demographic pressures alongside a demand for learning places.
- Attendance Strategy/Children's Safeguarding – through quarterly monitoring reports, school attendance has been regularly considered together with OSMC considering the Behavioural Improvement Programme. Whilst reviewing attendance and persistent absence, Members highlighted that children not attending school were at a much greater risk of harm and presented a genuine safeguarding risk. The Panel was pleased to see how the Council was therefore undertaking a proactive approach. Members challenged Elective Home Education and steps that were being taken to build awareness of those children in the system and ensuring they were being educated in the right environment.

Councillor Neil Gethin

Chair of the Children and Young People Scrutiny Panel 2017/2018

Regeneration and Housing Overview and Scrutiny Panel

Overview – This Panel lends itself towards the overview element of the Scrutiny process and this year held a number of meetings focusing mainly on the regeneration aspect of its remit. A number of issues were considered in detail including:

- Doncaster Culture and Learning Centre – this exciting development was presented to the Panel, with Members learning how the transformation of the old Girls School would be undertaken and what opportunities would be made available to showcase Doncaster's history and future including rail and engineering. Members were looking forward to seeing progress in the near future.
- Railway Station Forecourt – It was highlighted that Doncaster has such a strong location on the rail network, therefore the importance of the welcome on the station and forecourt improvements were imperative. Members appreciated the plans to develop a natural flow towards the town centre, with an eye catching street scene. The importance of linking the Market area with the transport links was reported to the Executive as a concern, recommending that strategically placed bus stops be provided to create increased footfall in areas of need. Continuing from these discussions later in the year, **Town Centre Connectivity** was considered. Members were made aware of proposed alternative future routes across the town centre addressing demands, relieving more congested areas and reaching others that both older and young currently found it difficult to access.
- Wool Market – To complement proposed development of other town centre areas, again, the importance of enhancing this key gateway to the town centre and facilitating the waterfront connections were emphasised. Areas considered included an improved environment, car parking, stall leases, entertainment offer and trader engagement. To ensure strong buy-in Members recommended that traders be informed of proposals and given opportunities to share their ideas and comments.
- Doncaster Inclusive Growth Plan – Members addressed the ambition and scope of this plan and supported the work that was being undertaken. Due to

the importance and high profile of the issue, Members expressed their wish that a Councillor be appointed as an ambassador who, alongside the Mayor would ensure Doncaster was promoted at all times. Concerns were highlighted with regard to the long term impact of Brexit on businesses, the economy and employment of labour that was not local. Other areas discussed, included:

- Pay equality and higher earning potential in the Borough;
- “Growing our own” specialised higher level skilled workforce; and
- Business growth – Members were made aware that Doncaster had performed much better than core cities and supported the importance of the hard work undertaken to continue attracting international investors to the borough.

Housing - is always a key element for the Panel’s consideration and this year was no exception, giving consideration to:

- Overall Housing Need – bearing in mind the level of housing need was determined by natural population and economic growth the Panel looked at the level of ambition and ability to meet the borough’s required housing. The categories Members sought reassurances on included affordable housing need, gypsy and traveller sites, future barriers to delivery options and work being undertaken with private developers.
- Universal Credit – This is an issue that has been causing concern to Members for some time and was raised across many discussions. An overview and detailed discussion that included St Leger Homes of Doncaster and the Local Authority, addressed the impact on tenants and the organisation and support provided to claimants. Reassurances were provided particularly for people living with complex lives to ensure appropriate support was in place to address the challenges they faced. Members were pleased to learn about support also being provided by the Council’s Benefits team, and through the Job Centre, to assist individuals in supporting themselves with budgeting skills and to increase the use of online services. The Panel was reassured that impacts on both claimants and the organisation were continually being monitored.

Councillor Paul Wray

Chair of the Regeneration and Housing Scrutiny Panel 2017/2018

Communities and Environment Overview and Scrutiny Panel

The Panel has a wide remit and this year agreed to focus the majority of its work around crime and disorder, providing strong evidence based information for consideration when looking at the Safer Doncaster Partnerships performance.

In-depth review - Members applied a case study area from within the Borough to consider all the crime and disorder issues associated with the area. Most of these issues were common across the Borough. To aid the Panel, it held two full day evidence gathering sessions where they heard from members of the local community, South Yorkshire Police, St Leger Homes, South Yorkshire Fire Service and the Neighbourhood Response Teams. A session with officers from a neighbouring authority was also held, considering area comparisons and best practice. It was commented by the visiting Local Authority how useful it was to work with our Members and that they would not hesitate to attend any future Scrutiny sessions.

The interventions that were working well through Team Doncaster were highlighted, as were challenges facing all partners. These included detailed discussions on:

- anti-social behaviour;
- organised crime;
- selective licensing;
- off road motorcycle project;
- dedicated neighbourhood police officers;
- CCTV;
- seizing alcohol; and
- Public Space Protection Orders.

Recommendations developed through evidence gathered, covered neighbourhood policing, the use of proceeds from crime, resources for youth and off-road motor cycle programme, tools available to combat all crime and disorder and partnership working.

Other areas of the Panel's work programme included:

Community Engagement Framework – to help inform the Community Engagement Strategy and toolkit the Panel held a workshop style session to gather ideas and views on their own experiences of community engagement.

Waste – the Panel received an overview on the Joint Waste Strategy 2017 to 2021 focusing on consultation methods and events, responses to consultation and working with neighbouring authorities. This is an issue that will be considered further by the Panel over the next 12 months.

Councillor Jane Kidd

Chair of the Community and Environment Scrutiny Panel **2017/2018**

Overview and Scrutiny Priorities for 2018/19

Overview and Scrutiny Management Committee will:

- Co-ordinate and manage the Panel's work programmes;
- Receive and monitor reviews undertaken by Panels and consider their effectiveness and impact;
- Receive quarterly finance and performance monitoring reports;
- Contribute to the Budget Process 2019/20 and beyond;
- Undertake pre-decision scrutiny of key policy issues;
- Consider Statutory and Council Plans prior to their consideration for approval such as Youth Justice Plan.

Children and Young People will:

- Receive updates from Doncaster Children's Services Trust;
- Consider Doncaster Children's Safeguarding Board Annual Report;
- Review education and school improvement information, including Key Stage and GCSE results;
- Consider Doncaster Children's Trust annual complaints report; and
- Consider School the Attendance and Behaviour Transformation Programme.

Regeneration and Housing will:

- Consider the Local Plan;
- Consider the Rail Link to the Airport;
- Consider the Doncaster Inclusive Growth Plan;
- Consider future plans for the Wool Market; and
- Receive updates on Homelessness.

Community and Environment will:

- Review the activities and effectiveness of the Safer and Doncaster Strategic Partnership;
- Undertake a review of flood risk and management across the Borough;
- Consider issues around Complex Lives;
- Consider Waste Collection; and
- Receive updates on Domestic Abuse Review recommendations.

Health and Adult Social Care will:

- Contribute to work of the regional Joint Health Overview and Scrutiny Committee considering items such as the Hospital Services review;
- Consider Mental Health;
- Receive Doncaster's Adult Safeguarding Board Annual Report;
- Consider Your Life Doncaster
- Review the Carers Charter; and
- Consider issues around Suicide Prevention

Contacting Overview and Scrutiny

For further information about this Annual Report or any aspect of Overview and Scrutiny work in Doncaster, please contact any of the following:-

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Doncaster Council

Report

Date: 19th July 2018

To the Members of the Council

Health and Safety Reporting Arrangements – Review and Proposal

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

EXECUTIVE SUMMARY

1. The purpose of this report is to provide assurance of the Council's compliance with current Health and Safety Regulations and Guidance, which requires continual review of the organisation's Health and Safety arrangements, embedding effective communication at all levels and mitigating potential risk.
2. Therefore a review of the Council's current Health and Safety reporting arrangements has been undertaken, with proposed changes to the current arrangements, to strengthen governance, to provide a more proactive strategic approach and clearer accountabilities.

EXEMPT REPORT

3. N/A

RECOMMENDATIONS

4. To approve the revised arrangements in respect of those functions, previously undertaken by the Joint Safety Committee and to note that Part 3 of the constitution will be amended to reflect the revised arrangements relating to Corporate Health & Safety.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

5. The Council is required to discharge its duty under the Health and Safety at Work Act 1974 in a responsible and proportionate manner with regard to all Council undertakings.

BACKGROUND

6. Current Council arrangements include Directorate Health and Safety Liaison Groups that feed into a Joint Safety Committee, which in turn feeds back to Directorate H&S Liaison Groups. This structure provides limited governance and does not enable structured management accountability for strategic Health and Safety issues. Trade Union representation is in attendance at both the Liaison and Committee meetings, but with limited communication beyond this level of reporting. The current structure does not meet best practice or a benchmarking critique undertaken with other Local Authorities. Therefore current arrangements expose the Council to potential governance, reputational and financial risks in the event of an incident.

OPTIONS CONSIDERED

7. To achieve a more strategic approach, it is proposed that current Directorate Liaison Groups become Directorate Health and Safety Committees with a focus on both operational reporting and strategic improvements. These Committees will be chaired by Assistant Directors, with Trade Union and employee representation, attended by the Health & Safety Manager or Advisor and other specialists when required.

Key issues from the Directorate H&S Committees will report quarterly to the Directors meetings, Portfolio Holder and Executive Board with feedback, actions and outcomes fed back to Directorate Committees. As a safeguard, any unresolved health and safety collective issues will now have the scope, in line with the Council's Industrial Relations Framework, to be escalated to the next level for resolution in a fair and timely manner. There will also be a quarterly Health & Safety Surgery with the Portfolio Holder and Health & Safety Manager, for Ward Members to raise Health and Safety concerns directly with the Council's H&S Team. Issues raised will be reported quarterly to Directors by exception.

REASONS FOR RECOMMENDED OPTION

8. A new structure is proposed to modernise and provide a more strategic approach to the Council's current Health and Safety reporting and consultation structure, as well as bringing it in line with Health and Safety Executive guidelines and other Local Authority best practice. The new structure will strengthen overall governance, remove duplication, improve efficiency, enhance effective communications, embed management accountability and provide strategic direction for Health and Safety at all levels across the Council. It will also provide appropriate separation of Officer and Councillor responsibilities.
9. These new governance arrangements will establish clearer accountability, a proactive and strategic approach to continual improvement, effective consultation and communication at all levels. Therefore the new structure will provide a direct link to all employee and governance levels at both strategic and operational levels for Health and Safety issues.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

10.

	Outcomes	Implications
	<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	<p>Sharing Health and Safety best practice, successes, challenges and experiences with partners, stakeholders and SME's to promote the development of local economy and business growth.</p>
	<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	<p>Providing a first class Health and Safety Strategy, H&S reporting structure and Management System, in line with current best practice. Which enables our employees to undertake their activities safely in the public domain, promoting the development of Doncaster as an attractive and secure place to live.</p>
	<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	<p>Providing comprehensive Health and Safety Services for schools and supporting schools in providing a safe environment to ensure we can prepare young people for fulfilling lives.</p>

	<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	<p>Supporting and advising Council employees to ensure that they have the ability, training and H&S systems in place to offer support to our most vulnerable residents, whether children, adults, disabled people, families, older people.</p>
	<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>The Health and Safety Section utilises all available technology and software to become more efficient and flexible. Providing solutions that enable employees and managers access to essential Health and Safety information relevant to Service needs, which provides a proactive and safer working environment for Council employees in the public domain</p>

RISKS AND ASSUMPTIONS

11. If the Council does not modernise and provide a more strategic approach to the Council's current Health and Safety reporting and consultation structure, as well as bringing it in line with HSE guidelines and other Local Authority best practice, the Council could be at risk of challenge on overall governance, management accountability. Also, the overall strategic direction for Health and Safety at all levels across the Council, which could be put into question.
12. By implementing new governance arrangements it will establish clearer accountability, a proactive and strategic approach to continual improvement, effective consultation and communication at all levels. Therefore the new structure will provide a direct link to all employee and governance levels at both strategic and operational levels for Health and Safety issues.

LEGAL IMPLICATIONS [Officer Initials...SRF... Date...3/7/2018.....]

13. The Council is bound by the Health and Safety Act 1974 ('the Act') which sets out the general duties of employers to secure, so far as reasonably practicable, the health, safety and welfare of its employees and others who may be affected by the Council's activities including clients, service users and the general public. In addition, and linked to the Act are other legislative requirements including the Safety Representative and Safety Committee Regulations 1977 (as amended). The revised structure meets the requirements of the law and mirrors good practice elsewhere.

As a result of these proposals, Section 3.8.2 of Part 3 of the Council's Constitution (Terms of Reference of Committees and Sub-Committees) will need to be revised by removing the Terms of Reference for the Joint Safety Committee.

FINANCIAL IMPLICATIONS [Officer Initials..RT... Date.....03/07/2018.....]

14. There are no financial implications associated with this report. All work will be covered by the team and within the current staffing budget.

HUMAN RESOURCES IMPLICATIONS [Officer Initials.. AC... Date 03/072018.]

15. In line with the Council's Industrial Relations Framework, any unresolved health and safety collective issues will now have the scope, to be escalated to the next level for resolution in a fair and timely manner.

TECHNOLOGY IMPLICATIONS [Officer Initials ..PW... Date. 25/06/18.....]

16. There are no technology implications in relation to this report.

HEALTH IMPLICATIONS [Officer Initials...KH.....Date ...26.6.18.....]

17. Adverse employment and working conditions damage health and can contribute to health inequalities for employees, including those in temporary or manual roles. Providing proactive and fit for purpose health and safety governance can have a positive effect on the health of employees and the safety of the public. In addition to being improvement focussed, the new system is intended to enhance communication and consultation at all levels. It is recommended that the consultation and involvement of the employees and unions is continued in order to ensure that the employee voice is recognised and utilised.

EQUALITY IMPLICATIONS [Officer Initials...SW... Date...03/07/2018.....]

18. Decision makers must consider the Council's duties under the Public Sector Equality Duty at s149 of the Equality Act 2010. The duty requires the Council, when exercising its functions, to have 'due regard' to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the act, and to advance equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not share that protected characteristic. There are no specific equality implications arising from this report. However, any activities arising from this report will need to be the subject of separate 'due regard' assessments.

CONSULTATION

19. An internal consultation process on the proposals has been undertaken.

20. The consultation has gone beyond the minimum legal requirements to ensure engagement takes place with all stakeholders who have an interest in Health and Safety.
21. Discussions have been undertaken with a range of stakeholders including the Mayor, Cabinet Members, relevant Portfolio Holder, Directors and Members of the current Joint Safety Committee.
22. In addition, there was an open invitation to Health and Safety groups to put to their views forward. Consultation has also taken place to explore other local authority's Health and Safety reporting structures.
23. Once approved full communication will go out to all parties, to ensure changes are embedded appropriately.

BACKGROUND PAPERS

24. None

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Doncaster Council

Report

19th July, 2018

To the Chair and Members of the COUNCIL

COUNCIL APPOINTMENTS TO OUTSIDE BODIES: POLICE AND CRIME PANEL, DONCASTER AND DISTRICT DEAF SOCIETY AND SHEFFIELD CITY REGION COMBINED AUTHORITY OVERVIEW & SCRUTINY AND AUDIT COMMITTEES

EXECUTIVE SUMMARY

1. The purpose of this report is to appoint Council representatives to fill outstanding vacancies on the Police and Crime Panel and the Doncaster and District Deaf Society, and to appoint substitute Member representatives on the Sheffield City Region Combined Authority's (SCRCA) Overview and Scrutiny Committee and Audit Committee.

RECOMMENDATIONS

2. The Council is asked to:-
 - a) endorse the appointment of Councillor David Nevett as this Council's second representative on the Police and Crime Panel;
 - b) appoint a second representative to the current vacancy on the Doncaster and District Deaf Society; and
 - c) appoint 1 x Labour and 1 x Conservative substitute Member representative to sit on the SCRCA Overview and Scrutiny Committee and SCRCA Audit Committee.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

3. In addition to being appointed to Committees and Panels within the Council, Councillors are also appointed to external bodies such as charitable bodies, local partnerships and other organisations. This can be either as representatives of the Council, as trustees or as directors. The Council also has representatives on bodies such as the South Yorkshire Fire and Rescue Authority, South Yorkshire Pensions Authority and the Police and Crime Panel. Such appointments help to ensure that the views of the Council are represented to local and national groups and, where the representative has voting rights, that the Council is involved in any decisions that may affect the people of the Borough.

BACKGROUND

4. At its Annual Meeting held on 18th May 2018, the Council determined the appointment of representatives to Outside Bodies which are deemed Council appointments for the 2018/19 Municipal Year, with the exception of a small number of vacancies which remained outstanding in the absence of nominations from the political groups.

Police and Crime Panel (PCP)

5. Council appointments to the Police and Crime Panel are subject to political proportionality across South Yorkshire. Currently, the Labour Group is entitled to nominate two representatives (voting members) plus two substitutes. Following the Council AGM on 18th May 2018, one voting member vacancy remained unfilled and a failure to appoint a representative in good time would have meant that Doncaster would not have the full representation to which it is entitled. While the appointment is technically an appointment of Full Council, there was not a Council meeting until 19th July 2018 and in the event of the Council failing to nominate a replacement representative, the Police Reform and Social Responsibility Act 2011 states that the Secretary of State may step in and appoint a representative. In these circumstances and to avoid the risk of Central Government stepping in, it was considered appropriate that the appointment was made by the Monitoring Officer and reported to the next Full Council meeting. Therefore, after consultation with the Deputy Mayor and Members of the Labour Group, the Monitoring Officer agreed the appointment of Councillor David Nevett to the PCP on 31st May 2018 by way of an Officer Decision Record, in order to ensure that the Council retained representation on this body and could be represented at PCP meetings.

Doncaster and District Deaf Society

6. The Council is entitled to appoint two representatives in an advisory/observer capacity to sit on the Doncaster and District Deaf Society. Following the Council's Annual Meeting, one vacancy on this body remained. The Labour Group has since given notification that it wishes to nominate Councillor David Nevett to serve as the Council's second representative on the Doncaster and District Deaf Society, following him volunteering for the role. The Council is therefore asked to determine this appointment in the light of this nomination.

Sheffield City Region Combined Authority (SCRCA) – Overview and Scrutiny Committee and Audit Committee

7. At its meeting held on 11th June 2018, the SCR Combined Authority resolved to adopt a new Mayoral Combined Authority Constitution, which makes appropriate provision for the attendance of substitute Members on both its Overview and Scrutiny Committee and its Audit Committee. The protocol endorsed by the Combined Authority determines that up to 3 substitute Members may be named for each substantive Member. Substitute Members must be representative of the same political party as the Member they are standing in for. The Joint Authorities Governance Unit will be responsible for engaging named substitutes on receipt of a lead Member's apologies.

8. As agreed at the Council's AGM on 18th May 2018, this Council's current representation on these committees, based on the SCRCA's political proportionality requirements, is as follows:

SCRCA Overview and Scrutiny Committee	Cllr A White
	Cllr R A Jones
SCRCA Audit Committee	Cllr A White
	Cllr R A Jones

The SCRCA's preferred arrangement is to have the same representatives sitting on both the Scrutiny Committee and the Audit Committee. It would therefore be preferable if the same substitute Members are appointed to both of these bodies. Accordingly, nominations are sought for 1 x Labour and 1 x Conservative Member representative to sit on these two Committees.

OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION

9. To appoint a Council representative to fill current vacancies on the Police and Crime Panel and the Doncaster and District Deaf Society, and substitute Members on the SCRCA Overview & Scrutiny and Audit Committees (recommended option);
10. To not appoint a Council representative on the Police and Crime Panel and the Doncaster and District Deaf Society and substitute representatives on the SCRCA Scrutiny and Audit Committees. The option not to appoint to these bodies would mean that vacancies remain and a loss of opportunity for the Council in lobbying, decision making, representing the Council's views and influencing future policy.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

11. 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 'Connected Council' outcome 'Working with our partners and residents to provide effective leadership and governance', thus demonstrating that effective governance arrangements are in place.

RISKS & ASSUMPTIONS

12. Appointees to outside bodies will need to act strategically and ensure issues of significance are effectively reported back to the Authority where appropriate.
13. Training is provided for all individuals appointed to outside bodies to raise awareness and provide clarity and understanding of their roles. A partnership officer has also been identified for each group to support the appointed members. 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 [Officer Initials SRF Date 4/7/18]

14. Members of the Council are appointed to outside bodies in different capacities. The bodies range from incorporated bodies to Associations, Schemes and Statutory Bodies. The nature of the organisation and its constitution and nature of the appointment will affect any personal liabilities of the Members.
15. Members may be appointed to a body to represent the Council either with voting rights or as observers. The nature of appointment will be specified in the Articles/Constitution of the organisation. In some cases, Members may be appointed as Directors or Trustees in which case they are obliged to act in the interests of the charity or company and are personally liable in the event of any breach of their duties. Where Members are appointed to Outside Bodies as Directors or Trustees or where they are expected to carry out a management function for the Outside Body, they should seek legal advice as to their duties and responsibilities and any personal liability which may accrue.
16. The Police and Crime Panel must reflect political proportionality across South Yorkshire and therefore the appointed representative must be a Labour member. The proposed appointment has been consulted upon with the Labour group. Similarly, proportional appointments are also made to the SCRCA Committees, therefore the substitute Members must be representative of the same political party as the Member they are standing in for.

FINANCIAL IMPLICATIONS [Officer Initials VJB Date 26/06/2018]

17. Approval of the recommendations does not have additional cost implications for the Authority. The Council's representatives on the Police and Crime Panel receive an allowance for undertaking their role in holding the Police and Crime Commissioner to account. This allowance is funded by the Home Office.
18. Member representation on other outside bodies is covered by Members' allowances, which are funded by a budget within the overall Member Services budget.

HUMAN RESOURCES IMPLICATIONS [Officer Initials MLV Date 26/06/18]

19. There are no specific HR implications related to the content of this report.

TECHNOLOGY IMPLICATIONS [Officer Initials PW Date 25/06/18]

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

HEALTH IMPLICATIONS [Officer Initials CH Date 26/06/2018]

21. There are no specific health implications arising from this report. However, the outside bodies themselves have the potential to improve health and reduce health inequalities. Individuals appointed to the outside bodies should be aware of this and can seek guidance from the public health team about how to maximise these opportunities and minimise any risks to the health of Doncaster residents.

EQUALITY IMPLICATIONS [Officer Initials JG Date 21/6/18]

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

CONSULTATION

23. Council appointments to the Police and Crime Panel are subject to political proportionality across South Yorkshire. Currently, the Labour Group is entitled to nominate 2 representatives (voting members) plus 2 substitutes. Following the Council AGM on 18th May 2018, 1 voting member vacancy remained unfilled. Consultation has therefore taken place with the Deputy Mayor and Members of the Labour Group were consulted on this appointment and support the appointment of Councillor Nevett.
24. Similarly, the Labour and Conservative Group Leaders have been consulted on the proposal to appoint substitute Member representatives on the SCRCA Overview and Scrutiny and Audit Committees and invited to submit nominations from their respective Groups.

BACKGROUND PAPERS

Report to Council – 18th May 2018: Council Appointments to Outside Bodies 2018/19.
Agenda Item 17 – Combined Authority meeting held on 11th June 2018

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SHEFFIELD CITY REGION COMBINED AUTHORITY

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

MINUTES OF THE MEETING HELD ON 9 MARCH 2018

PRESENT:

Councillor Chris Read, Rotherham MBC (Chair)
Councillor Tricia Gilby, Chesterfield BC (Vice Chair)

Councillor Julie Dore, Sheffield CC
Councillor Sir Steve Houghton CBE, Barnsley MBC
Mayor Ros Jones CBE, Doncaster MBC
Councillor Lewis Rose OBE, Derbyshire Dales DC
Councillor Ann Syrett, Bolsover DC

Councillor Chris Furness, Peak District National Park Authority
Councillor Simon Spencer, Derbyshire CC (Observer)

Fiona Boden, SCR Exec Team
Andrew Frosdick, Monitoring Officer
Jeni Harvey, SCR Exec Team
James Henderson, Sheffield CC
Sharon Kemp, Rotherham MBC
Felix Kumi-Ampofo, SCR Exec Team
Mark Lynam, SCR Exec Team
John Mothersole, Sheffield CC
Mel Dei Rossi, SCR Exec Team
Dave Smith, SCR Exec Team
Daniel Swaine, Bolsover DC / NE Derbyshire DC
Diana Terris, Clerk / Barnsley MBC
Mike Thomas, SCC / SCR Exec Team
Lee Tillman, Doncaster MBC
Craig Tyler, Joint Authorities Governance Unit
Eugene Walker, S.151 Officer

Apologies for absence were received from Councillor G Baxter and Councillor S Greaves

1 APOLOGIES

Members apologies were noted as above.

2 ANNOUNCEMENTS

None.

3 URGENT ITEMS

None.

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

None.

5 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was determined that voting rights should not be conferred on non-Constituent Members in respect of agenda item 19 – 'Transport Funding Agreement' as this matter regards the Constituent Local Authorities only.

It was agreed there were no additional agenda items for which the non-Constituent Members should not have full voting rights.

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

As Leaders of the relevant sponsoring authorities, all Members declared non-pecuniary interests in the schemes to be considered at items 12, 14 and 19.

7 REPORTS FROM AND QUESTIONS BY MEMBERS

None.

8 RECEIPT OF PETITIONS

Mrs Pauline Beadle presented the Committee with a 250 signature petition on behalf of the people of Thorne and Moorends, Doncaster. Addressing the Committee, Mrs Beadle reported this is an ageing population that would benefit from having a bus route from Moorends to the new retail park (Quora Park) in Thorne as many older people do not have their own transport and it is too far to walk. Mrs Beadle informed Members the petition has drawn the interest of the Mayor of Thorne, Cllr Susan Durant and the Labour MP for Doncaster North Ed Miliband who have both contacted her on several occasions to ensure her of their full support and backing. Mrs Beadle proposed a solution may be a rerouting of the current No.86 service.

Mayor Jones indicated her support for what the residents are saying and requested this matter be looked into by PTE officers.

Cllr Dore asked whether this matter could be looked at in more detail by the Doncaster Bus Partnership.

The Chair duly instructed the PTE officers to investigate the matter raised by Mrs Beadle and respond on the Authority's behalf.

9 PUBLIC QUESTIONS

A question was received from Mr Nigel Slack and read and follows:

What Skills Training or Apprenticeship contracts for SCR are currently delivered by Learndirect Ltd? An Ofsted inspection in 2017 found the company "inadequate" and a Government DfE spokeswoman said: "The government is ending Learndirect's contract to provide apprenticeships and adult education, because of its failure to meet the high standards expected." What will be the impact of this report and this statement on SCR learners?

In response the Chair noted Learndirect hold a national contract with the Education and Skills Funding Agency for the delivery of skills related activity (including Apprenticeships) and some of this delivery will be within Sheffield City Region. However, we don't at this time have any available data that shows the level or type of delivery in SCR.

The Chair tasked officers to investigate the matter in more detail in the interests of establishing whether a fuller response might be provided.

10 MINUTES OF THE MEETING HELD ON 29TH JANUARY

It was noted the attendance of Cllr Chris Furness should read representative of the Peak District National Park Authority, rather than Derbyshire Dales.

RESOLVED, that with exception of the above matter, the minutes of the meeting held on 29th January are agreed to be an accurate record.

11 CA LEP REVENUE BUDGET 2018/19

Members were presented with the final proposals for the Sheffield City Region CA/LEP Revenue Budget for financial year 2018/19.

Mayor Jones questioned the reference at Appendix 3 to the report which noted the draft accounts of SYITA Properties Ltd indicate that up to £550k of retained profits will transfer to the CA and the proposition these profits be ring-fenced in the short term for property-related issues. In discussion, the Authority agreed these profits should not be ring-fenced for property-related issues and would be open to other spend opportunities.

RESOLVED, that the Combined Authority:

1. Approves the proposed CA/LEP revenue budget and associated programmes for 2018/19

2. Approves the proposed CA Group reserves strategy and associated Section 73 Officer recommendations, with the above amendment
3. Notes that subscriptions payable by partner authorities will be frozen at 2017/18 levels
4. Notes that a medium term financial strategy will be brought back to the CA in Summer 2018

12 CA CAPITAL PROGRAMME 2018/19

Members were presented with the final proposals for the Sheffield City Region CA Capital Programme for the financial year 2018/19, split into the CA/LEP Capital Programme (primarily the Local Growth Fund programme) and the South Yorkshire Transport Capital Programme (a mixture of strategic and local schemes).

RESOLVED, that the Combined Authority:

1. Approves the Local Growth Fund capital programme for 2018/19 at a total value of £38.691m against an indicative LGF allocation of £43.29m with 4.6m available to fund schemes from the reserve pipeline.
2. Approves the South Yorkshire Transport capital programme for 2018/19 at a value of £44.7m.
3. Notes the capital strategy, which currently targets investment in pursuit of the objectives of the SEP, will be refreshed as part of the Medium Term Financial Strategy and brought back to the CA in summer 2018.

13 TREASURY MANAGEMENT STRATEGY 2018/19

Members were presented with the paper proposing the Annual Treasury Management Strategy for the financial year 2018/19 and advised this is a compliance paper which sets out how the Authority's debt and investment portfolio will be managed over the period. It was noted that like other public bodies, the Authority adopts an efficient approach to its affairs which seeks to mitigate risk above all else.

Members were advised the proposals contained within this paper do not contain any material amendments to parameters previously agreed by Leaders.

RESOLVED, that the Combined Authority:

1. Approves the annual Treasury Management Strategy and associated prudential indicators
2. Approves the annual Investment Strategy
3. Approves the minimum revenue provision policy

14 LGF CAPITAL PROGRAMME 2017/18

Members were presented with a paper requesting the approval of projects that have progressed through the Appraisal Framework.

Mayor Jones criticised the request for the Combined Authority to take a decision on the former Park Gardeners Club Housing Fund project ahead of the matter being subject to consideration at the (still to be convened) Housing Investment Board, but recognised the project has been subject to internal due diligence and the importance of not delaying the scheme's development.

RESOLVED, that the Combined Authority:

1. Approves taking the former Park Gardeners Club Housing Fund project to full approval and award of contract at a cost of £0.517m subject to the conditions set out in the appraisal panel summary table.
2. Approves the BIF project's request to accelerate expenditure of £0.708m in 2017/18 and of £0.708m and in 2018/19 of £8.678m.
3. Approves the STEP PTE project de-committing expenditure of -£0.224m and STEP SCC project de-committing expenditure of -£1.383m.
4. Approves the Disadvantaged Learner Pilot de-committing expenditure of -£1.5m).
5. Approves the Skills Capital Fund's request for slippage of £1.072m from 2018/19.
6. Approves the Housing Fund spend profile increase by £1.880m to re-instate the full £10m Housing Fund budget which was previously approved.
7. Notes the Knowledge Gateway project is reporting an update to the contracting / payment basis from a loan (which converts to grant) to an outcome based contract in line with other such approvals.
8. Notes the membership of the Sheffield City Region Housing Investment Board (HIB).
9. Notes the appraisal of 53 Open Call applications has been completed and the awaiting of confirmation of the outturn position for 2017/18 and annual spend targets from DCLG for 18/19 prior to making recommendations regarding progression of these schemes.
10. Approves the delegation of authority to Head of Paid Service and Section 73 Officer in conjunction with the Chair of the CA to maximise the outturn spend position at year end to mitigate against any potential loss of funding, noting the CA will be informed when these delegated approvals take place.
11. Approves the delegation of authority to the Head of Paid of Service, in conjunction with the S73 Officer, to enter into contractual arrangements required as a result of the above approvals.

15 FINANCIAL REGULATIONS

A report was received to remind Members of the SCR's requirement to update its Financial Regulations on a regular basis to ensure that they remain up to date, fit for purpose and robust, and to seek approval of the updated Financial Regulations.

RESOLVED, that the Combined Authority approves the revised 2018 Financial Regulations, with the amendment that virements on revenue be kept at £100k

16 ASSURANCE FRAMEWORK

A report was received to remind Members of the SCR's requirement to update its Assurance Framework on a regular basis to ensure it remains up to date, fit for purpose and robust, and to seek approval of the updated Framework.

Members were advised that revisions have been identified through a review of the existing Framework in light of additional national guidance and through the evolution of arrangements in the City Region.

It was noted the changes will in part make processes less onerous for scheme promoters.

RESOLVED, that the Combined Authority:

1. Approves the updated Assurance Framework.
2. Notes the actions required to implement the updated Assurance Framework.

17 AMP

A report was received requesting the approval of the recommendation to appoint a Facilities Management Provider for the Advanced Manufacturing Park Technology Centre and agree to funding a Programme Director and activity budget to accelerate the delivery of the next stages of the Advance Manufacturing Innovation District.

RESOLVED, that the Combined Authority:

1. Approves the appointment of Creative Space Management Ltd as the preferred Facilities Management provider for the AMP Technology Centre for 5 years from the 1st April 2018, with an option to extend for a further 2 years subject to performance.
2. Approves the reinvestment of £135,000 per year for three years of the revenue generated from the AMP Technology Centre, to fund a Programme Director and activity budget to accelerate the development of the Advanced Manufacturing Innovation District

3. Approves the delegation of authority to the Head of Paid of Service, in conjunction with the Section 73 Officer, to enter into the contractual arrangements required as a result of the above approvals.

18 HS2 GROWTH STRATEGY

A report was received to provide an update on progress in developing the HS2 Growth Strategy.

Cllr Houghton suggested that whilst the report deals with many of the 'positives' associated with HS2; there is equally another side to the impact HS2 will have and proposed that (as well as HS2 Ltd undertaking its own environmental assessment) the SCR undertakes its own impact study into the potential 'negatives' and what we need to see done about them, including the lobbying of government and HS2 Ltd to reduce the impact on communities.

RESOLVED, that the Combined Authority:

1. Approves the re-profile of the £145,000 HS2 Growth Strategy budget from 17/18 to 18/19 as detailed in the Q3 2017-18 Monitoring Report.
2. Approves the acceptance of £625,000 of tranche two funds to progress the second phase of the Growth Strategy Work.
3. Approves entering into a number of agreements to progress activity including:
 - £200,000 with the HS2 Growth Partnership to deliver the masterplan for Sheffield Midland Station
 - £130,000 with Chesterfield Borough Council to deliver the masterplan for Chesterfield Station,
 - the delivery of the single Economic Commission at a likely value of over £100,000 (subject to completion of procurement) and delegate authority to the Head of Paid Service for the Combined Authority to appoint consultants and
4. Approves extending the appointment of the HS2 Programme Director from March 2018 until September 2018 at an additional cost of up to £73,000 (noting a total ceiling amount of £152,000),
5. Approves the delegation of authority to the Head of Paid of Service, in conjunction with the Section 73 Officer, to enter into the contractual arrangements required as a result of the above approvals.
6. Agrees to undertake an assessment of the potential 'negatives' of HS2 and identify the courses of action required to mitigate these matters.

19 TRANSPORT FUNDING AGREEMENT

A report was received proposing the creation of a £3.5m, defined parameter, local transport pot for Barnsley, Doncaster and Rotherham.

The report suggested the funding landscape for local transport programmes in South Yorkshire will change from April 2018 with the conclusion of some existing funding streams and in seeking alternate funding sources it is intended this pot be created in parallel with the pursuit of other emerging opportunities, such as the Transforming Cities fund.

Cllr Dore questioned the rationale of this pot and asked why, as a South Yorkshire badged initiative, it is only available to 3 of the 4 districts. Officers suggested this arises from the identification of a large discrepancy in the amount of borrowing being invested in the Supertram network in Sheffield and the amount of borrowing being used to support projects in the other 3 districts.

Cllr Dore asserted the Supertram network is not only used by residents of Sheffield.

Cllr Dore asked if this sets a precedent for how other funding sources might be allocated between partners going forward. Officers noted there are no current plans to repeat this exercise.

Cllr Dore requested a recorded vote be taken in respect of the recommendations. This request was supported by a sufficient number of Members to proceed (as determined by the SCR Constitution).

The outcomes of which were as follows:

- Votes for: Cllr Houghton, Mayor Jones and Cllr Read.
- Votes against: Cllr Dore

RESOLVED, that the Combined Authority:

1. Approves the creation of a £3.5m local transport pot, through prudential borrowing, for the exclusive use of Barnsley, Doncaster and Rotherham Metropolitan Borough Councils
2. Approves that the £3.5m pot be distributed to the 3 recipient authorities on the per capita proportionate split outlined in this report.
3. Endorse that the £3.5m pot be used to fund the named transport priorities set out in this report, subject to further due diligence delegated to SCR's Director of Commissioning and Section 73 Officer, to ensure compliance with the Combined Authority's transport borrowing powers.

20 TFN NOMINATIONS

A report was received seeking to nominate the Sheffield City Region's representatives on the Transport for the North (TfN) Scrutiny Board

Members were reminded in April 2018, TfN will be established as the country's first sub-national statutory transport body. In establishing appropriate governance arrangements the 2018 regulations require TfN to appoint a Scrutiny Committee.

Commenting on wider TfN matters, Mayor Jones suggested Doncaster has been seriously underrepresented in the TfN Statutory Transport Plan consultative draft and requested Doncaster and SCR Exec Team officers contribute appropriate responses via the consultation to raise this matter.

RESOLVED, that the Combined Authority approves the nomination of those Members from RMBC and BMBC, with transport portfolio responsibilities, to the positions of TfN Scrutiny Committee Member and substitute Member.

21 DELEGATED AUTHORITY REPORT

Provided for information.

22 RESOLUTION RECORD - SKILLS EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

23 RESOLUTION RECORD - HOUSING AND INFRASTRUCTURE EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

24 RESOLUTION RECORD - TRANSPORT EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

25 RESOLUTION RECORD - BUSINESS GROWTH EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

CHAIR

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SHEFFIELD CITY REGION COMBINED AUTHORITY

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

MINUTES OF THE MEETING HELD ON 11 JUNE 2018

PRESENT:

Mayor Dan Jarvis, Sheffield City Region (Chair)

Councillor Graham Baxter MBE, North East Derbyshire DC
Councillor Julie Dore, Sheffield CC
Councillor Tricia Gilby, Chesterfield BC
Councillor Simon Greaves, Bassetlaw DC
Councillor Sir Steve Houghton CBE, Barnsley MBC
Mayor Ros Jones CBE, Doncaster MBC
Councillor Ann Syrett, Bolsover DC

Fiona Boden, SCR Exec Team
Huw Bowen, Chesterfield BC
Andrew Frosdick, Monitoring Officer
Mark Lynam, SCR Exec Team
Dave Smith, SCR Exec Team
Daniel Swaine, Bolsover DC / NE Derbyshire DC
Craig Tyler, Joint Authorities Governance Unit
Eugene Walker, S.151 Officer
Steve Davenport, SYPTE
Andrew Gates, SCR Exec Team
Jayne Hampshire, SCR Exec Team
Jeni Harvey, SCR Exec Team
James Henderson, Sheffield CC
Claire James, SCR Exec Team
Felix Kumi-Ampofo, SCR Exec Team
Christine Marriott, SCR Exec Team
Mel Dei Rossi, SCR Exec Team
Mike Thomas, SCC / SCR Exec Team

Apologies for absence were received from Councillor C Read, Councillor L Rose OBE, R Adams, S Kemp, J Mothersole, J Miller, N Taylor and D Terris

Chair's Introduction

The Chair welcomed Members, officers and the members of the public present to the first meeting of the SCR Mayoral Combined Authority and noted he was looking forward to working with everybody.

1 VOTING RIGHTS FOR NON-CONSTITUENT MEMBERS

It was agreed there were no agenda items for which the non-Constituent Members should not have full voting rights.

2 APPOINTMENT OF VICE CHAIR

The Chair proposed Cllr Chris Read (Rotherham MBC) be appointed Vice Chair of the Authority.

It was noted there would be a clear distinction between the role of the Vice Chair to the Authority, and any appointed Deputy Mayor, and confirmed the Vice Chair would not be taking on any mayoral duties.

It was confirmed this distinction would be set out in the revised SCR Constitution.

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

3 APPOINTMENT OF ROTATIONAL MEMBERS FOR 2018/19

A report was received to inform the Authority of the second rotational Member appointments, required to ensure the Authority has a majority of constituent Members.

RESOLVED, that the Authority notes the appointment of Cllr Joe Blackham (Doncaster MBC) and Cllr Denise Lelliott (Rotherham MBC) as the second rotational Members for the 2018/19 municipal year.

4 APPOINTMENT OF AUDIT COMMITTEE MEMBERS AND INDEPENDENT PERSONS

A report was received to request the Authority notes the elected Member appointments to the SCR Audit Committee and to invite consideration of matters regarding the appointment of Independent Persons to the Committee.

The Authority was reminded of the requirement for the Audit Committee to maintain political balance based on the proportionality of the SCR's constituent area. It was therefore noted an additional seat on the Committee was to be afforded to a Liberal Democratic member and officers would be making provision for an appointment in due course.

Members were reminded of the statutory requirement to appoint at least one Independent Person to the Audit Committee and advised of the process undertaken to identify potential candidates in compliance with relevant guidance on this matter.

Members were asked to approve a proposal to remunerate the Independent Persons at a rate of £312.50 per meeting to cover for preparatory time, travelling time and meeting time. In consideration, the Authority determined to remunerate Independent Members on an annual basis, rather than a per-meeting basis, based on the assumption of 4 meetings per year and therefore totalling £1,250 per annum.

RESOLVED, that the Authority:

1. Approves the elected Member appointments to the SCR Audit Committee.
2. Approves the appointment of a further member(s) to achieve political balance.
3. Approves the appointment of Angela Marshall and Rhys Jarvis as the Independent Persons to the SCR Audit Committee, and the remuneration of £1,250 per annum, based on the assumption of 4 meetings per year.

5 APPOINTMENT OF OVERVIEW AND SCRUTINY COMMITTEE MEMBERS AND CHAIRING ARRANGEMENTS

A report was received to request the Authority notes the elected Member appointments to the SCR Overview and Scrutiny Committee, to request the Authority determines a preference for an “independent” or “appropriate” Chair of the Committee and to note the requirement to appoint an additional Member(s) to maintain political balance.

The Authority was reminded of the requirement for the Audit Committee to maintain political balance based on the proportionality of the SCR’s constituent area. It was therefore noted an additional seat on the Committee was to be afforded to a Liberal Democratic member and officers would be making provision for an appointment in due course.

In consideration of charring arrangements, the Authority expressed a preference for the appointment of an “appropriate” Chair, that being a sitting councillor representative of a different political party to the Mayor.

Members thanks the outgoing Chair, Cllr John Shephard for charring the Committee since its inception.

Members were informed a Member had expressed a willingness in-principle to consider taking on the Chair of the Committee.

RESOLVED, that the Authority:

1. Determines a preference for the appointment of an appropriate Chair of the SCR Overview and Scrutiny Committee and instructs officers to make provision for this decision in accordance with relevant legislation.
2. Approves the Overview and Scrutiny Committee membership for 2018/19

3. Approves the appointment of a further member(s) to achieve political balance.

6 APPOINTMENT OF DATA PROTECTION OFFICER

A report was received to remind the Authority that as per the General Data Protection Regulation (GDPR) which came into force on 25th May 2018, there is a requirement to formally appoint a Data Protection Officer.

RESOLVED, that the Authority appoints Stephen Davenport, Principal Solicitor and Secretary of South Yorkshire Passenger Transport Executive as an Officer of the Combined Authority and designate him the SCR Mayoral Combined Authority Data Protection Officer in accordance with the requirements of Article 37 of the General Data Protection Regulations.

7 REVIEW OF TFN NOMINATIONS

A report was received recommending the appointment of the Mayor as the SCR's representative on the Transport for the North (TfN) Board.

Cllr Dore suggested it was critical the Mayor takes on this role given TfN's new statutory body status and the need to ensure the best interests of the region are appropriately represented.

Cllr Greaves requested the importance of TfN and its plans to the SCR's non-Constituent area not be forgotten.

RESOLVED, that the Authority:

1. Appoints the SCR Mayor to the position of TfN Board member for Sheffield City Region.
2. Notes the nomination of a substitute representative is to be determined upon the conclusion of a review into governance and lead member responsibilities.

8 APOLOGIES

Apologies were noted as above.

9 ANNOUNCEMENTS

None.

10 URGENT ITEMS

None.

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

RESOLVED – that item 27 (Item 19 Appendix – Inward Investor) be received in the absence of the public and press,

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

As Leaders of their respective Local Authorities, Cllr Dore and Mayor Jones declared interests in the schemes to be considered at item 19 and 27 and took no part in the debate in respect of these items.

13 REPORTS FROM AND QUESTIONS BY MEMBERS

None received.

14 RECEIPT OF PETITIONS

The Authority was advised of the receipt of a 30 signature petition from Mr Adam Allcroft. It was noted Mr Allcroft is petitioning for the introduction of a bus service from Chapeltown to Meadowhall via Ecclesfield on the grounds that many residents of North Sheffield are unable to access Meadowhall directly by bus for work and leisure purposes.

RESOLVED, that the Authority directs officers of SYPTE to respond to Mr Allcroft on its behalf.

15 PUBLIC QUESTIONS

The Authority was advised of the receipt of 2 public questions.

From Mr Nigel Slack - What progress has been made in bringing Barnsley & Doncaster Councils back to supporting the deal currently on the table, before progressing any potential 'One Yorkshire' proposals? In particular, what meetings has the Mayor held with the Leaders of the four Constituent Authorities with respect to this issue?

Responding to this question, the Chair noted he has held regular meetings with the Leaders to discuss matters regarding devolution. The Chair noted that, as referenced in his election manifesto, he views devolution to be a process not an event and will therefore continue to work closely with the Leaders of South Yorkshire and further afield to make the most of the opportunities devolution affords.

From Cllr Chris Furness - Combined Authority Scrutiny and Audit committee meeting are webcast live, so shouldn't the Combined Authority meetings also be webcast Live?

Responding to this question, the Chair emphasised the importance of transparency in the decision making process, but noted the established venue for Combined Authority meetings doesn't have the equipment installed to facilitate this service. It was confirmed the potential for webcasting Combined Authority meetings would be looked at carefully going forward.

16 MINUTES OF THE MEETING HELD ON 9TH MARCH

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

17 CONSTITUTION

A report was received requesting approval of the amendments to the SCR CA Constitution to reflect the change required following the election of the Mayor and to reflect legislative changes since the last constitution was approved.

The Authority was informed further amendments were to be incorporated in respect of; clarification of the separation of the SCR Authority Vice Chair and SCR Deputy Mayor appointments, the “appropriate” chairing of the SCR Scrutiny and Overview Committee, remuneration of Independent Persons appointed to the SCR Audit Committee, clarification of the procedural rules around the receipt of public questions, and the renaming of the Audit Committee to the Audit and Standards Committee.

RESOLVED, that the Authority approves the revised Constitution, subject to the inclusion of the above amendments.

18 LGF CAPITAL PROGRAMME 2017/18 OUTTURN POSITION

A paper was presented to provide the Authority with an update on the 2017/18 LGF programme outturn position.

It was reported the final outturn position for 2017/18 was expenditure of £78.2m against an indicative funding allocation of £78.19m when the budget was set in March 2017. However, the actual grant allocation from the MHCLG (Ministry of Housing, Communities and Local Government) received in April 2017 was £86.9m, a difference of £8.9m. There has therefore been an underspend of £8.66m against the increased 2017/18 grant allocation.

It was noted the outturn position therefore equates to 100% of the indicative allocation and 90% of the actual allocation. Discussions are continuing with MHCLG regarding the spend profile of the additional 2017/18 grant allocation as the programme profile requires this funding in 2019/20.

The Authority was advised that slippage against delivery milestones has been a continued feature of the LGF programme to date. Resource intensive mitigations have had to be implemented in each of the previous two years to ensure no loss of funding to the LEP programme. It was therefore suggested the challenge for the final three years of the programme is ensuring delivery of schemes to achieve the outputs and outcomes the LEP agreed as part of the growth deal.

It was noted the grant determination letter has been received for 2018/19. This sets the budget at £42.5m grant, and is 100% of the expected in year allocation.

The Members reasserted comments that MCHLG’s awarding of budgetary allocations one year at a time is not a sensible way to manage a capital programme and longer term settlements, and a longer term approach (i.e. two year approach) to carrying over underspend, are needed.

RESOLVED, that the Authority notes the 2017/18 LGF capital programme outturn position.

19 LGF CAPITAL PROGRAMME AND APPROVALS

In line with the approved Assurance Framework, a paper was tabled presenting the LGF Financial Approvals which have progressed through the appraisal process.

RESOLVED, that the Authority:

1. Approves the Infrastructure projects subject to the conditions set out in the report
 - a) Inward Investor - £4.1m (See item 27)
 - b) DMBC Quality Streets - £1.35m
 - c) SCC Upper Don Valley Flood Alleviation Scheme - £3.46m
2. Notes the changes approved using the delegated authority to the Head of Paid Service and Section 73 Officer in conjunction with the Chair of the MCA to maximise the outturn spend position at year end to mitigate against any potential loss of funding, in relation to FARRRS, the STEP programme and the M1 J36 (Hoyland) project.
3. Approves the delegation of authority to the Head of Paid of Service, in conjunction with the Section 73 Officer, to enter into the contractual arrangements required as a result of the above approvals.

20 CA REVENUE BUDGET, CAPITAL PROGRAMME AND TREASURY OUTTURN REPORT

A report was received to provide the outturn position for the revenue budgets and capital programme of the Sheffield City Region (SCR) Mayoral Combined Authority (MCA) for the financial year 2017/18.

It was noted this position will help to inform the process of business planning for 2019/20 and beyond.

Members requested additional information to help explain the 3 revenue budget referenced in the report.

RESOLVED, that the Authority:

1. Notes the 2017/18 outturn position (which is subject to external audit) for the Mayoral Combined Authority's revenue budget and capital programme, including the reserves statement.
2. Approves the 3 revenue programme variations as summarised in the report, noting additional supporting information will be provided.

3. Notes that the level and accounting for reserves (including the PTE revaluation reserve) will be reviewed as part of the MTFS refresh which will be presented to the MCA at its July meeting
4. Approves the carry forward of £1.510m of underspend to provide funding for the Integrated Transport Block projects listed in the report and notes that the reported over-programming of £724k will be managed out during the year

21 CA BROAD STREET WEST ASSET

A report was received to outline the work required to Broad Street West (BSW) to improve public accessibility, security and compliance of the Mayoral Combined Authority (MCA) building to ensure the building meets local authority standards and addresses security issues following a recent inspection.

RESOLVED, that the Authority notes the scheme, rationale and cost plan for the proposed improvement works to Broad Street West (BSW) and approves the progression of works.

22 DELEGATED AUTHORITY REPORT

Provided for information.

23 RESOLUTION RECORD – TRANSPORT EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

24 RESOLUTION RECORD – HOUSING & INFRASTRUCTURE EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

25 RESOLUTION RECORD – BUSINESS GROWTH EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

26 RESOLUTION RECORD – SKILLS EXECUTIVE BOARD

RESOLVED, that the decisions and recommendations contained within the report are duly endorsed.

27 PAPER 19 - APPENDIX A - INWARD INVESTOR

The Authority was presented with information supplementary to that presented at item 19.

RESOLVED, that the Authority approves the award of £4.1m for the Inward Investor project for Business Investment Fund (BIF) funding noting that the agreed payment profile for the 50% repayable element will be formalised following this decision.

CHAIR

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**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 05 FEBRUARY 2018**

Board Members: Sir Nigel Knowles (Chair), Laura Bennett, Nigel Brewster, Councillor Julie Dore, Councillor Tricia Gilby, Alexa Greaves, Councillor Simon Greaves, Mayor Ros Jones CBE, Owen Michaelson, Councillor Chris Read, Councillor Lewis Rose OBE, Neil MacDonald, Martin McKervey, Richard Stubbs

In attendance: Co-Opted Members: Simon Carr and Professor Chris Husbands

Officers: Ruth Adams, Greg Burke (South Yorkshire Futures), Fiona Boden, Huw Bowen, Andrew Frosdick, Andy Gates, Claire James, Mark Lynam, John Mothersole, Dave Smith, Craig Tyler, Damien Wilson

Observers Andrew Batterbee (BEIS Cities and Local Growth Business Unit)

Apologies: Gavin Baldwin, Professor Sir Keith Burnett, Councillor, Michael Gordon, Councillor Sir Steve Houghton CBE, Julie Kenny CBE, Sharon Kemp, Jo Miller, Daniel Swaine, Chris Scholey, Councillor Ann Syrett, Neil Taylor, Diana Terris, Eugene Walker

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed Andrew Batterbee to the meeting and introduced the Board members.</p>	
2	<p>Declarations of Interest</p> <p>No declarations of interest in relation to the meeting's business to be transacted were noted.</p> <p>Members were reminded of the requirement to complete the new standardised declarations of interest forms and the requirement to advise of any changes to these forms within a specified timescale.</p> <p>It was noted advice and support in relation to the completion of the forms</p>	

	is available on request.	
3	<p>Notes of Last Meeting</p> <p>The notes of the last meeting held on 18th December were agreed to be an accurate record.</p> <p>Members considered the benefit of providing the incoming SCR Mayor with a manifesto-esque document setting out the Board's work and position on certain matters.</p> <p>Action Dave to table a draft version of this document at the April meeting</p>	DS
4	<p>South Yorkshire Futures</p> <p>A report and presentation were received to update the Board on the South Yorkshire Futures (SYF) initiatives.</p> <p>It was noted South Yorkshire Futures is a collaborative DfE sponsored and assisted partnership, led by Sheffield Hallam University, with the aim of raising educational attainment and aspiration at every age and stage of education.</p> <p>The presentation covered the overall objective of SYF, how the initiative will be delivered and provided practical examples of how the LEP Board and wider private sector can input into and support the initiative. It was noted the planned actions have been construed to add value to other initiatives with similar objectives.</p> <p>It was suggested past initiatives have focussed too much on attainment in isolation and not fully considered how students can subsequently make the most of their attainments. The South Yorkshire Futures initiative will therefore have regard to 'preparation' (i.e. foundation years), 'performance' (i.e. success at school) and also 'aspiration' (i.e. further and higher education and routes into the workplace), with the key focus being the journey of the student, rather than how the education system works for the organisations.</p> <p>It was suggested the expected outcomes of the initiative would be high quality teaching with a strong focus on career support, all children having access to high quality early years provision, an increased number of schools rated good or outstanding, greater higher education participatory rates, and young people having the opportunity to build social capital and devise clear occupational pathways.</p> <p>Regarding what the LEP can do to help make these outcomes a reality, suggestions were to commission the CA/LEP Skills Executive Board to further its programme of work aimed at ensuring the provision of</p>	

	<p>excellent careers guidance for all young people, and to encourage more employers to get involved with partnership activities which support schools, especially those schools with less current connections to the business community. It was also suggested the SCR could take greater consideration of ensuring there are benefits to addressing the occupational needs of the sub-region when assessing bids for funding.</p> <p>Consideration was given to geography and whether this should be rolled out on a SCR-wide basis. It was suggested the SY-focus represents a starting point and there is definitely the scope to widen this further. Members suggested this would be a practical measure noting the prevalence of academy trusts working between and beyond district geographic boundaries.</p> <p>It was suggested the initiative should target schools (and individuals) with the greatest needs and thus the greatest social mobility issues. It was noted a 'sense check' of the current landscape is being undertaken to identify the schools' specific requirements on a case by case basis.</p> <p>It was suggested the schools need to take a more active role in providing students with all the necessary initial skills required and expected of the workplace, noting attainment can only be capitalised if the students can 'sell themselves' to the employer.</p> <p>RESOLVED, that the Board members confirm their support for the South Yorkshire Futures initiative.</p>	
5	<p>SCR's Approach to Inward Investment</p> <p>A report and presentation were received to provide the Board with an update on the SCR's approach towards inward investment, both historically and in the future in line with the refreshed Trade and Investment plan (developed during 2017 and recently adopted by the new Trade and Investment Advisory Board (Chaired by Chris Scholey on behalf of the LEP)).</p> <p>The presentation provided comment on past inward investment successes and failures and the perceived reasons for these outcomes, and explained how these lessons learnt are being used to inform the change in strategic direction as encapsulated in the new Plan.</p> <p>It was noted the new Plan has been informed by full, open and transparent consultation with stakeholders, including the local authorities.</p> <p>It was confirmed the Plan has been designed to help enforce the partnership relationship between the SCR Inward Investment Team and the teams within the Local Authorities, and avoid any confusion or duplication of effort. It was suggested the SCR's focus will be on international market development in order generate new investment</p>	

	<p>leads of scale and significance for the local authorities to then work on in more detail (with SCR support as required).</p> <p>The Board welcomed the information regarding new jobs created but questioned ‘what good should look like’, whether these figures compare with job creation rates in other districts and asked what more can be done to scale up job create rates further.</p> <p>The Group considered whether a focus of efforts should be applied to certain sectors, noting the SCR’s has past successes in respect of attracting cross-sector technology employers to the region</p> <p>It was suggested consideration needs to be given to whether it might be prudent for the SCR to collaborate with other city regions on inward investment opportunities where there are clear benefits of doing so.</p> <p>It was questioned whether job creation for one region actually means job displacement for another.</p> <p>RESOLVED, that the Board Members confirm their support for the SCR’s new approach towards inward investment and note the roles best played by the SCR and local authorities, but suggest there should not be too much focus on sectoral specialisms.</p>	
6	<p>Quarterly Economic Survey</p> <p>A report was received to inform the Board of the outcomes of the Quarterly Economic Survey (QES) and invite views on how the QES can help to inform policy development, the work of the LEP and how the SCR can more effectively inform key areas of work.</p> <p>It was noted the QES is a jointly developed and delivered survey of Sheffield City Region businesses, run in partnership with the SCR Chambers of Commerce and the University of Sheffield Management School. All results of the QES can be found at https://screconomy.org.uk.</p> <p>It was acknowledged there is room for improvement in both the numbers of businesses responding to the survey (currently c.400 each quarter) and in how the results are used, and noted a number of efforts continue to address these matters.</p> <p>The Board agreed there was a need to continue to monitor the efficacy of this survey and considered, in recognition of its deficiencies, whether it ought to be seen as an engagement-lead tool rather than a survey, noting its use in determining subject matter for follow-up engagement events.</p> <p>It was acknowledged there is no other survey that operates across the SCR LEP geography and noted the related business events continually secure good feedback from attendees.</p>	

	<p>RESOLVED, that the Board delegates responsibility to the SCR Business Growth Executive Board to consider whether to continue to support the QES (as a useful barometer of business confidence and intelligence within the City Region), and requests the findings of the Executive Board, with reasons, be reported to the next LEP meeting.</p>	<p>NM / AG</p>
<p>7</p>	<p>MIPIM</p> <p>A report and presentation were received to provide an update on plans for the SCR presence at MIPIM 2018.</p> <p>The presentation set out the 3-day programme of events, the LEP delegation and the private sector sponsorship support secured.</p> <p>It was noted a number of lessons have been learnt from previous years' undertakings. This includes a greater use of digital marketing and a more streamlined programme of events.</p> <p>It was noted this year's undertaking will have greater private sector input into the design of the programme and delivery of events, and will focus on showcasing specific investment opportunities, including a coordinated SCR offer on Urban Centres and Housing opportunities and greater promotion of the logistics offer.</p> <p>The Board was advised that MIPIM will not be seen as an end point but rather just one element of the SCR's approach to promoting the City Region and securing investment.</p> <p>Consideration was given to how the success of our MIPIM engagement might be measured; noting leads that germinate there might take many years to come to fruition. It was suggested the number of leads that are followed up after the event might be deemed significant.</p>	
<p>8</p>	<p>Governance Changes</p> <p>A report was received to inform the Board of the Government's publication of formal guidance for Local Enterprise Partnerships (LEPs) (following the publication of the Ney Report in October 2017) to strengthen governance and transparency.</p> <p>It was noted this creates a series of specific standards that all LEPs need to comply with. The paper therefore summarised these requirements, the proposed actions to ensure the SCR's compliance and provided copies of the various policies to be implemented.</p> <p>It was noted declarations of interest need to be completed by all LEP Board members (public and private) and also by statutory officers.</p> <p>The Board was advised of subsequent work required to update the</p>	

	<p>SCR's Assurance Framework to take account of the strengthening of LEP governance and informed a draft of this document will be presented for consideration at the next meeting.</p> <p>RESOLVED, that the Board:</p> <ol style="list-style-type: none"> 1. Approves the draft suite of policy documents (at Annexes B – I to the report) to strengthen the SCR LEP's governance and transparency, ensuring that it is, as a minimum, in line with best practice. 2. Notes that work is now also required to update the SCR's Assurance Framework 	
9	<p>Managing Directors' Update</p> <p>A report was received to provide members with a general update on activity being undertaken by the LEP outside of the agenda items under discussion.</p> <p>In addition, the Board was informed the Chair and Managing Director had recently met with Jake Berry MP (Parliamentary Under Secretary of State at the Ministry of Housing, Communities and Local Government) to discuss various matters of relevance to the SCR. It was noted the Minister is planning to visit the region soon.</p>	
10	Any Other Business	
	<p>The Board was informed Sheffield had received a Social Enterprise UK award, recognising it as a centre for social enterprise activity.</p>	

**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 19 MARCH 2018**

Board Members: Sir Nigel Knowles (Chair), Councillor Jim Andrews BEM, Gavin Baldwin, Laura Bennett, Councillor Tricia Gilby, Councillor Michael Gordon, Alexa Greaves, Councillor Glyn Jones, Julie Kenny CBE, Neil MacDonald, Martin McKervery, Owen Michaelson, Councillor Lewis Rose OBE and Richard Stubbs

In attendance: Co-Opted Members: Chris Scholey, Simon Carr and Professor Chris Husbands

Officers: Ruth Adams, David Budd, Andrew Gates, Mark Lynam, Diana Terris, Mike Thomas, Craig Tyler, Sarah Want and Krysia Wooffinden

Member Apologies: Councillor Julie Dore, Professor Sir Keith Burnett, Councillor Simon Greaves, Councillor Sir Steve Houghton CBE, Mayor Ros Jones CBE, Councillor Chris Read and Councillor Ann Syrett

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>The Meeting was opened by the Vice Chair, Nigel Brewster.</p> <p>Nigel welcomed Barry White, Chief Executive, Transport for the North (TfN) and introduced the members of the Board.</p>	
2	<p>Declarations of Interest</p> <p>Members reported no changes to any of their published Registers of Interest and no declarations of interest were noted in relation to any agenda item. .</p>	
3	<p>Notes of Last meeting</p> <p>The notes of the previous meeting held on 5th February were agreed to be an accurate record.</p>	

	<p>It was affirmed the ‘manifesto-esque’ document setting out the Board’s work and position on certain matters, as discussed at the previous meeting, for the benefit of the incoming Mayor, will be a purely private sector member derived document. The first draft will be circulated for comment later today.</p> <p>It was reported the SCR Business Growth Executive Board had, as requested, considered the continuation of the Quarterly Economic Survey and decided to endorse the Survey’s continuation, noting whilst it is not necessarily a policy-informing undertaking, it is a useful means of generating wider, thematic engagement with the business sector.</p>	
4	<p>Transport for the North</p> <p>Members welcomed Barry to the meeting and received his presentation on the TfN Strategic Transport Plan (STP).</p> <p>It was noted the Plan will, once adopted, seek to stimulate a redress of the current transport investment imbalance between the North and the South, using evidence and arguments based on how greater investment would help to transform the North’s economy.</p> <p>It was noted the Plan is focussed on a series of 7 development corridors, with the Southern Pennines corridor being of particular interest to the SCR. Regarding better rail linkages with Manchester, it was reported TfN are working closely with all Partners to develop a number of options.</p> <p>Cllr Jones questioned the status of Doncaster and its apparent omission as either a NPR hub or a strategic economic centre. TfN will review this as more work on the Southern Pennines Corridor is undertaken. It was suggested the ‘labels’ appearing within the presentation are for illustrative purposes only and will be revised as more work on the Southern Pennines Corridor is undertaken. It was also confirmed that Doncaster Sheffield Airport (DSA) is recognised as a significant asset to TfN, as are the East Coast Main Line (ECML) improvements required to help enable the Airport to achieve its potential.</p> <p>Members noted ‘alternative propositions for freight are being considered in order to...reduce impacts upon the National Park’. Advised this may include the reopening of the Buxton-Matlock line, Cllr Rose noted past challenges involved with progressing developments within the Peak Park.</p> <p>Members were provided with information regarding the HS2 ‘loop’ north of Sheffield. It was noted that whilst HS2 Ltd will deliver HS2 to Sheffield Midland, the loop north will be overseen by TfN’s NPR programme. Addressing concerns that these 2 elements of the project may not fully align, it was noted TfN and DfT as co-clients of HS2 Ltd are working closely with all bodies to guide development.</p>	

	<p>Regarding Trans Pennine connectivity, it was noted TfN are about to commission the next stage of design work to further examine the 'alternative' options which will involve a shorter (4-6 mile) tunnel, together with additional A616/628 upgrades and a new dual carriageway linking the M1 at j35a to the A1.</p> <p>It was reiterated the draft STP is currently out to consultation and the deadline for all comments is 17th April.</p> <p>Cllr Gilby highlighted the need for TfN to work closely with Midlands Connect to ensure there is no risk of duplication or gaps between the works being led by the 2 regions that might be to the detriment of the SCR's non-Constituent districts, and also ensure fundamental positions are compatible, such as around matters regarding electrification expectations and the future of diesel as a fuel source. It was noted TfN are working closely with all neighbouring regions (Midlands, Scotland and Wales) on both informal and formal bases.</p> <p>Consideration was given to the role the private sector can play in helping TfN achieve its ambitions, such as through joint lobbying on matters of importance.</p> <p>The Chair confirmed all Board members' sentiments (via the Transport Executive Board) would be captured and fed into the SCR's response to the STP consultation exercise.</p> <p>The Board discussed the need for all Local Authorities and partner bodies to come together collectively to help TfN achieve its full potential. It was noted the TfN Partnership Board will be representative of 19 all Local Authorities, 6 Rail Authorities, 11 LEPs + HS2 Ltd., Network Rail, Transport for London and Highways England. The Board will also have an independent Chair.</p> <p>The Chair and Members thanked Barry for his attendance and looked forward to future engagements.</p>	
5	<p>Appointment of Transport for the North Board Member</p> <p>A paper was received requesting the nomination of a SCR LEP Board representative on the TfN Board.</p> <p>Members were reminded that in April 2018, Transport for the North (TfN) will be established as the country's first sub-national statutory transport body. In establishing appropriate governance arrangements, the 2018 regulations require TfN to appoint a statutory board.</p> <p>It was noted the SCR Combined Authority representative on the Board is the lead Transport Executive Board (TEB) Member. There may therefore be a precedent to follow in appointing the TEB lead private sector member.</p>	

	<p>Action: Sir Nigel to canvass all members regarding TfN Board private sector lead (and deputy) appointments and confirm the decision as soon as possible.</p>	
6	<p>Skills Bank Phase Two</p> <p>A paper and accompanying presentation were received to give an overview of feedback received to date on the current Skills Bank programme and how feedback has been used to develop a specification for Skills Bank Phase Two.</p> <p>Members were advised of the 'lessons learnt' from Phase One in designing Phase Two of the programme.</p> <p>The Board discussed the need to fully understand the impacts of Phase One investments and questioned the breadth and relevance of the evaluation information collated by the Education and Skills Funding Agency (as the contract manager). Support was given to the SCR undertaking additional evaluation to help better understand the impacts of investment.</p> <p>It was agreed to approve the recommendations for Skills Bank Phase Two and allow the specification for procurement of a provider to progress to the Education and Skills Funding Agency (ESFA) for evaluation.</p>	
7	<p>CA/LEP Revenue Budget and Capital Programme 2018/19</p> <p>The Board was presented with the final proposals for the Sheffield City Region CA/LEP Revenue Budget for financial year 2018/19.</p> <p>It was noted the proposed 2018/19 Revenue Budget comprises a core revenue budget of £5.4m plus one-off costs of £2.0m, most of which is for the mayoral election in May 2018, a revenue programme totalling £12.0m and a reserves strategy which addressed the Section 73 Officer's assessment of the adequacy of the level of reserves held by the Combined Authority group. The LEP Board noted the reliance upon the EZ income and confirmed their support to the S73 Officers recommendation that any in year surpluses in EZ income received were to be held in a ringfenced reserve to mitigate potential volatility in subsequent years.</p> <p>The Board was advised of accounting activity being undertaken to help maximise the in-year spend recorded in 2017/18 to adhere to projected spend profiles. (Debate continued at item 9).</p> <p>Action: Ruth to circulate the more detailed SCR Combined Authority budget paper.</p>	

8	<p>Assurance Framework</p> <p>A paper was received reminded the Board that each year the Sheffield City Region (SCR) is required to update its Assurance Framework to ensure that robust, transparent and effective arrangements are in place.</p> <p>It was reported that having reviewed the existing document in light of additional national guidance and through the evolution of arrangements in the City Region, a revised document has been produced.</p> <p>It was agreed to approve the updated Framework as presented.</p>	
9	<p>Local Growth Fund Programme Update & MHCLG DELTA Dashboard Monitoring - Q3 2017/18</p> <p>A paper was presented to provide an update on the likely outturn of the 2017/18 LGF Programme and the proposed 2018/19 LGF programme, and to present the contents of the Quarter 3 DELTA Dashboard monitoring return for approval to submit the return to CLG prior to the 20th April 2018 deadline.</p> <p>The Board recognised the risks, both financial and reputational, of not achieving full projected spend and delivery and discussed what measures might be evoked to help ensure this is realised. The LEP asked that as part of their regular quarterly performance paper they receive additional detail covering the proposed action to be taken if schemes continue to underperform.</p> <p>It was noted schemes will be considered on a line-by-line basis towards year-end to ensure all potential issues are understood and mitigated, and weekly updates will be produced to capture this information.</p> <p>It was suggested the SCR may want to consider active over-programming as a means of avoiding issues of underspend.</p>	
10	<p>Managing Director's Update</p> <p>The Managing Director's update was provided for information.</p> <p>It was clarified that it was not permissible for any LEP Board Member to engage in discussions with potential Mayoral Candidates in the run up to the election and Members were requested to seek advice should they have any questions regarding what is / isn't permissible in purdah ahead of the Mayoral elections.</p>	
11	<p>Skills Executive Board (January 2018)</p> <p>Resolution record provided for information.</p>	

12	Housing and Infrastructure Executive Board (January 2018, February 2018) Resolution records provided for information.	
13	Business Growth Executive Board (January 2018) Resolution record provided for information.	
14	Transport Executive Board Resolution record provided for information.	
15	Any Other Business Members were advised Siemens have signed a long term agreement for the lease of land in Goole, East Riding of Yorkshire, with plans to establish a new state of the art factory to commission and manufacture trains. It was noted the SCR had pitched for this initiative but it was recognised the nearby locality will still have some benefits for our local supply chains.	

**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 8 MAY 2018**

Board Members: Sir Nigel Knowles (Chair), Nigel Brewster (Vice Chair), Councillor Jim Andrews BEM, Gavin Baldwin, Laura Bennett, Councillor Tricia Gilby, Alexa Greaves, Mayor Ros Jones CBE, Julie Kenny CBE, Neil MacDonald, Martin McKervey, Owen Michaelson, Councillor Chris Read and Richard Stubbs

In attendance: Substitute Members:

Co-Opted Members: Chris Scholey, Simon Carr and Professor Chris Husbands

Officers: Ruth Adams, Colin Blackburn, Fiona Boden, Huw Bowen, Rachel Clark, Andrew Gates, Helen Lazarus, Mark Lynam, Mel Dei Rossi, Dave Smith, Mike Thomas, Craig Tyler, Dr Sarah Want and Damien Wilson

Apologies: Councillor Julie Dore, Professor Sir Keith Burnett, Councillor Michael Gordon, Councillor Simon Greaves, Councillor Sir Steve Houghton CBE, Mayor Dan Jarvis, Councillor Lewis Rose OBE and Councillor Ann Syrett

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. It was confirmed Mayor Jarvis would be a standing LEP Partnership Board Member going forward.</p> <p>Members apologies' were noted as above.</p>	
2	<p>Declarations of Interest</p> <p>Simon declared an interest in relation to activities occurring since the last formal meeting, noting he has been appointed to the Wentworth Preservation Trust Board of Trustees. It was confirmed his published Register of Interest would be updated with immediate effect.</p>	

	<p>There were no additional changes to the published Registers of Interest reported, and no declarations of interest noted in relation to the agenda items.</p>	
3	<p>Notes of the Last Meeting</p> <p>Regarding the appointment of a private sector member to the Transport for the North Board, it was confirmed Martin McKervey had been duly appointed.</p> <p>Regarding the CA/LEP revenue budget and capital programme 2018/19, it was confirmed Ruth would be providing all members with the more detailed version of the paper which was submitted to the last meeting of the SCR Combined Authority.</p> <p>It was noted the minutes of the previous meeting had omitted to record the attendance of the Vice Chair, Nigel Brewster.</p> <p>With the exception of the above omission, the minutes of the previous meeting held on 19th March 2018 were agreed to be an accurate record.</p>	
4	<p>Global Innovation Corridor</p> <p>The Board received a presentation on the emerging Global Innovation Corridor concept and were invited to discuss the next steps of the initiative.</p> <p>The report noted the Government's 2016 Science and Innovation Audit (SIA) of high value manufacturing assets within Lancashire and Sheffield City Region LEPs had identified that the SCR has the elements required to be a globally significant centre for innovation and translational research.</p> <p>The presentation therefore outlined the concept of a SCR Global Innovation Corridor (GIC), identifying a series of interconnected physical, economic and networking assets within the City Region, using the AMID as the catalyst, and proposing 'taking the success of the Advanced Manufacturing Park and repeating it' across the region.</p> <p>It was suggested the GIC would be a strategic corridor of inter-linked digital and manufacturing assets which will form the basis for the next stage of economic growth in the City Region, based around inherent strengths in research and innovation and nationally significantly land and property assets.</p> <p>It was suggested the availability of well-connected land assets at M1 Junction 36 (as part of the wider M1 corridor) and Aerocentre Yorkshire are of importance given it is estimated that land at the Advanced Manufacturing Park will run out in the next 4-5 years.</p>	

	<p>Members were asked to consider what other assets in the City Region might be included within the GIC concept. Cllr Gilby requested equal consideration be given to potential sites outside the Constituent area, acquainting members with the example of the rail maintenance and research facility at Barrow Hill</p> <p>It was suggested the GIC concept needs strong local authority lead to ensure all potential sites are appropriately captured.</p> <p>It was suggested the success of a GIC 'ecosystem' is also predicated on the need for better skills development, to ensure the region has the work force to meet the labour demands of the assets the City region is creating. It was agreed this matter needs to be built into the concept.</p> <p>It was agreed the GIC concept shouldn't be overly founded on advanced manufacturing industries and should capture ideas for new industries. It was therefore suggested there may be benefit in the SCR Science and Innovation Board inputting into the concept's development.</p> <p>It was suggested the best delivery model for GIC might be a Mayoral Development Corporation structure.</p> <p>Members noted the various GIC parts lack some aspects of commonality and alignment, and it was therefore proposed that collectively the GIC could be considered a brand, and that the Mayor might help perform the function of the brand leader.</p> <p>The Board agreed to support the GIC concept in principle and endorsed, subject to further development work, its potential incorporation into the revised SCR Strategic Economic Plan. It was confirmed a more worked up 'plan of actions' would be brought to the next meeting.</p> <p>Action: Dave to work up a GIC concept plan of actions and present this a future meeting</p>	
5	<p>Housing</p> <p>A report and presentation were received to update the Board on the City Region's approach to housing and what potential next steps are needed to further accelerate housing growth across the Sheffield City Region.</p> <p>The Board was reminded the Strategic Economic Plan sets out a high level target ambition to provide on average of between 7,000 and 10,000 new dwellings per year in order to support 70,000 new jobs over the next ten years. It was noted housing delivery has been steadily rising over the past five years, and there continues to be an upward trend. Net housing completions across the SCR have risen from 3,122 (2012/13) to 6,142 (2016/17). It is anticipated that this figure could break the 7,000 SEP figure for 2017/18.</p>	

	<p>Members were advised of the range of ongoing activities in place to help increase net completions, such as the implementation of the SCR Housing Fund which is cutting bureaucracy and significantly reducing the timescales for investing in housing schemes; thereby accelerating the delivery of additional housing units. The presentation outlined other opportunities to help accelerate delivery.</p> <p>It was acknowledged the Local Authorities' Local Plan targets for new completions don't aggregate to meet the SEP target. This gap is further potentially exacerbated by the government's formulaic estimates for new housing requirements which are even less than the Local Plan targets.</p> <p>It was suggested 'ability to build' needs to be considered in tandem with peoples' 'ability to buy' and better definitions of affordability.</p> <p>The Board discussed the opportunities afforded by modern methods of construction and offsite manufacturing. Examples of where this is happening locally were noted, as were offers to visit some of the construction centres to learn more about these techniques.</p> <p>The Board discussed a preference for local people becoming the local housebuilders of the future, through apprenticeships and other initiatives.</p> <p>The presentation set out the required role of the LEP in terms of providing policy leadership and enabling delivery to help meet the SEP target. These proposals were endorsed by the Board.</p>	
6	<p>Digital</p> <p>A report and presentation were received to update the Board on the City Region's approach to digital, both as a sector, as an enabler and in terms of infrastructure, and to invite discussion around the next steps. Required to further enhance the SCR's digital capabilities.</p> <p>The Board was presented with details of the recently adopted SCR Digital Action Plan and advised of how this provides a comprehensive understanding of the Sheffield City Region's digital economy and its wider impact on the broader business base, together with recommended actions for future growth.</p> <p>The Board was advised the research undertaken to inform the Plan's development indicated the digital sector in the SCR accounts for around £1.3 billion in economic output, has seen strong GVA growth of 147% between 1997 and 2015, employs 18,500 people in 3,100 businesses and delivers high productivity with a GVA output per employee of £81,000.</p> <p>It was noted this is a very flexible, quick moving sector and the need to adapt quickly to take advantage of new opportunities is of the utmost</p>	

	<p>importance. Examples cited businesses employing significant numbers of people that didn't exist only a few years ago.</p> <p>The Board was provided with examples of existing activities i.e. Superfast South Yorkshire, and planned activities i.e. the DCMS 5G City of the Future initiative, and advised how undertakings such as these have knock on enabling benefits for many other business sectors.</p> <p>Noting the amount of development that is already underway in this sector, the Board discussed what the role of the LEP ought to be to help promote further growth. It was suggested that 'recognition for digital' as a sector in its own right will be a major starting point and enable the sector to compete for additional policy support and resources where required.</p> <p>The Board agreed to take this approach to formally 'recognising' the benefits and importance of the digital sector and agreed to receive more suggestions around what additional actions might benefit from LEP support.</p> <p>The Board requested the Business Growth Executive Board take an active lead on realising the actions contained within the Digital Action Plan.</p>	
<p>7</p>	<p>LGF Position and 2018/19 Programme</p> <p>A report was received to provide an update on the LGF Capital Programme and the open call published in November 2017 and to seek approval to accept 6 projects to the programme to develop Full Business Cases.</p> <p>The report also provided the final LGF outturn position for 2017/18. It was reported £78.19m was spent against an indicative funding allocation of £78.04. However, as the actual grant allocation from the MHCLG received in April 2017 was £86.85m (as reported to previous meetings), there is a difference of £8.81m and therefore an 'underspend' of £8.66m against the increased 2017/18 grant allocation.</p> <p>It was noted the outturn position therefore equates to 100% of the indicative allocation and 90% of the actual allocation and discussions are continuing with MHCLG regarding the spend profile of the additional 2017/18 grant allocation as the programme profile requires this funding in 2019/20.</p> <p>The Board was informed that following the steer provided at the 19th March LEP meeting, the Statutory Officers developed a plan to review the LGF programme to ensure spend and outcomes were achieved. To this end the Statutory Officers have commissioned an independent deliverability review of all LGF projects over £1m that have not yet commenced work.</p>	

It was noted this review will forensically assess and report on the potential of each project and sub programme to complete the planned delivery tasks, including securing all necessary powers / approvals / permissions, within the current LGF funding window. It was noted the procurement of the review is currently underway with a project inception meeting planned for late May and a final report due by 20th of July 2018. The results of the review are planned to be presented to the LEP Board at the August meeting so that options can be considered. The report to the LEP will recommend the viability of individual projects with regards to delivering the outputs and outcomes to the agreed time and cost criteria. Any key delivery risks for each project will be identified.

The board was advised it is likely that the review will identify some projects in the programme which are unlikely to be able to achieve delivery targets within the LGF funded window (to 2020/21) hence the importance that a strong reserve pipeline of projects is in place and ready to progress to delivery stage.

Members discussed the complexities of schemes trying to comply with planned delivery and spend profiles, including the risk of scheme promoters being over ambitious with the delivery capabilities (potentially as a consequence of having competitive processes) and the need to adhere to annualised spend profiles and reporting (as often prescribed by the government and other funding agencies) which can be inflexible and incompatible with the requirements of large, multiyear schemes. It was also noted that clawback of LGF funding is a risk if agreed outcomes aren't delivered, it is therefore not just about spending money quickly, but spending money on the right schemes which requires more planning and diligence.

Consideration was given to what more the Executive Boards could do to help projects achieve their intentions.

It was suggested the risk that funding will be removed if schemes don't achieve their conditional milestones, should be enforced as it would be for schemes seeking funding from a commercial bank.

The Board noted support for the commencement of the independent Project Review for all LGF projects over £1m that have not yet commenced work

The Board approved the recommendations from the recent open call and accept 6 projects to the programme to develop Full Business cases (noting this is not a guarantee of funding).

The Board approved the introduction of time limited gateways for projects progressing through the assurance framework up to the point of commencement of works.

	<p>The Board was informed the draft final report on the Government's audit of LEP transparency has been received.</p> <p>It was confirmed the finalised report will be circulated once this is available, however Members were asked to note Government's intentions all such reports remain confidential.</p> <p>Members were informed a small number of actions have been undertaken to address some minor failings identified in relation to the transparency of project information and that there were no significant concerns raised.</p> <p>Members considered how the SCR might compare with other LEP areas, however this information is not in the public domain.</p>	
9	<p>Managing Director's Report</p> <p>A report was received to provide the Board with a general update on activity being undertaken by the LEP outside of the agenda items under discussion.</p> <p>Regarding the SCR's bid to host an offsite modular construction logistic hub, it was confirmed officers will remain mindful of the potential benefits to the SCR as the development of a potential bid is progressed.</p>	
10	<p>Resolution records</p> <p>Resolution records for the Executive Board meetings held since the previous LEP Board meeting were provided for information, and endorsed.</p>	
11	<p>Any Other Business</p> <p>No further matters noted.</p>	

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**SHEFFIELD CITY REGION LOCAL ENTERPRISE PARTNERSHIP BOARD
NOTES OF MEETING HELD ON 18 JUNE 2018**

Board Members: Nigel Brewster (Vice Chair – in the Chair), Laura Bennett, Councillor Julie Dore, Councillor Tricia Gilby, Councillor Michael Gordon, Alexa Greaves, Neil MacDonald, Martin McKervey, Owen Michaelson and Richard Stubbs

In attendance: Co-Opted Members: Chris Scholey and Simon Carr

Officers: Ruth Adams, Andrew Gates, Matt Gladstone, Claire James, Mark Lynam, John Mothersole, Dave Smith, Mike Thomas, Craig Tyler, Dr Sarah Want and Krysia Wooffinden

Apologies: Sir Nigel Knowles, Gavin Baldwin, Professor Sir Keith Burnett, Councillor Simon Greaves, Councillor Sir Steve Houghton CBE, Mayor Ros Jones CBE, Julie Kenny CBE, Councillor Chris Read, Councillor Lewis Rose OBE, Councillor Ann Syrett and Professor Sir Chris Husbands

Item	Subject	Action
1	<p>Welcome and Apologies</p> <p>Members' apologies were noted as above.</p>	
2	<p>Declarations of Interest</p> <p>In relation to 'activity since the last formal meeting', Simon declared an indirect interest in respect of Henry Boot Construction Ltd.'s involvement with a development scheme at Hoyland Common, Barnsley, which is in receipt of SCR Investment Fund (SCRIF) funding. However, Simon noted he is not personally involved with the scheme.</p>	
3	<p>Notes of Last Meeting held on 8 May 2018</p> <p>It was agreed the minutes of the meeting held on 8th May are a true and accurate record.</p>	

4	<p>Urgent Items</p> <p>The Board was informed of the potential matters to be considered as part of a government-led review of Local Enterprise Partnerships which is intended to be completed prior to the parliamentary summer recess.</p> <p>Members discussed the potential areas the review may investigate and agreed the need to continue to promote the best interests of the SCR in all engagements and representations.</p>	
5	<p>Skills & Employment Update</p> <p>A report and presentation were received to stimulate discussion on the potential future strategic priorities of the LEP in relation to Skills, Employment and Education.</p> <p>The presentation recapped the previous work undertaken to define the current strategic priorities and provided a commentary on the various initiatives that have been employed to date in the interests of their achievement. It was noted the strategic focus has largely been to support employers to access high quality training and skills to support growth, placing ownership of this work with the employer and driving change in the post 16 education sector to foster responsive and innovative provision.</p> <p>Members considered whether the LEP should need to change or expand the current post 16 target age group, anecdotally noting the benefits of working with children from age 11 to foster a better appreciation of the relationship between skills and employment (noting this should be part of a much improved careers advice offer). However, the current restrictions on which key stages the LEP can actively assume any degree of control over were acknowledged.</p> <p>Members also noted the need to remain mindful of the skills guidance needs for older workers, acknowledging the suggestion workers will have a number of different careers during their working lives. It was therefore agreed any revisions to the strategic focus for skills needs to be closely tied to the business growth agenda, ensuring the skills support available meets the needs of the SCR's changing workforce.</p> <p>It was suggested there have been past tendencies for schools, employers and other parties to mutually blame each other for deficiencies in the skills capabilities of employees entering or in the workforce, and therefore suggested a new strategic focus could be a means to try and break this situation.</p> <p>Members discussed the importance of promoting 'softer skills', noting how less academic credentials can be so important for the retention of staff, and work place morale, and also precursors for further vocational</p>	

	<p>training. It was suggested an audit of softer skills would be a worthwhile undertaking and could help to identify the benefit of additional actions in this area.</p> <p>In consideration of these issues, Members agreed the current strategic focus was probably still appropriate. However, it was is was further agreed that this focus should be more aligned to the business growth agenda and recognising of the size and shape of the SCR economy. It was agreed more should be done to consider how the LEP can be effective in addressing the skills needs of workers in ALL age groups, and use its influence to get the business community to 'buy in' and play an active part in what the SCR aims to achieve.</p> <p>Action: Mark / Krysia to revisit the list of intended skills related actions in light of the Board's comments and present proposals to a future meeting.</p>	
6	<p>Update on Housing, Digital and the Global Innovation Corridor</p> <p>A report was received to update the Board on progress with housing, digital and the Global Innovation Corridor (GIC), following up on the presentations received at the last meeting.</p> <p>Regarding the GIC Mobilisation Plan, members recapped the need to develop a shared and mutually accepted narrative about what the GIC is and what it can do. Support was given to the proposal for a 'deep dive' paper, jointly commissioned by the Mayor and LEP Chair which will seek to provide the strategic narrative and rationale for the GIC, along with identifying sites which could be part of the interlinked network of assets.</p> <p>The Board discussed the propensity for a SCR Housing Deal (and its relationship to a wider Devolution Deal) and the role the Mayor may play in helping to secure it.</p> <p>Activities in relation to the housing agenda were noted.</p> <p>Action: Mark to confirm which non-Constituent based housing associations have been involved with the work with Homes England to develop the SCR's More New Homes initiative.</p> <p>Activities in relation to the digital agenda were noted.</p> <p>The Board was provided with an update in relation to work with Finance Yorkshire in respect of the South Yorkshire Investment Fund (SYIF) design principles. It was questioned whether SYIF funding could be used to match fund against other European funding programmes. It was noted that there may be some restrictions on this approach as the original SYIF fund was European-funding derived, but confirmed all potential usages would be appropriately investigated.</p>	

	<p>The Board was informed that Sheffield CC (supported by Rotherham MBC) will be submitting a funding bid to the Department for Digital, Culture, Media and Sport's 5G Testbeds and Trials Programme for the Urban Connected Communities Project. It was noted a single winning bid will be awarded for £50m-£100m funding over 3 years and will be of national and international significance.</p> <p>An update was requested regarding a potential satellite Advanced Manufacturing Research Centre (AMRC) training facility at Aerocentre Yorkshire. It was confirmed meetings are being held with all public and private sector partners to develop the robustness of the concept.</p>	
7	<p>LEP Governance Audit</p> <p>The Board was presented with the final report of the audit of LEP governance and transparency carried out by Government on 19th and 20th March 2018 and advised of reporting restrictions.</p> <p>Members requested their thanks to the officers engaged with the review be recorded.</p>	
8	<p>DELTA Dashboard</p> <p>The Board was presented with the contents of the Quarter 4 2017/18 DELTA Dashboard monitoring form</p> <p>Members were asked to note there had been some data accuracy issues discovered and advised these would be addressed prior to its completion.</p> <p>The Board approved the submission of the DELTA Dashboard report to the Ministry of Housing, Communities and Local Government (MHCLG), and noted this would be sent prior to the 20th July 2018 deadline.</p>	
9	<p>Managing Director's Update</p> <p>A report was received to provide the Board with a general update on activity being undertaken by the LEP outside of the agenda items under discussion.</p> <p>In addition to the information presented Members were advised the recruitment process for new LEP Board private sector members would commence shortly with the publication of a recruitment information pack. It was confirmed this would be circulated to Members for comment prior to publication.</p>	
10	<p>Resolution Records</p>	

	<p>Resolution records for Executive Board meetings held since the last LEP Board meeting were provided.</p> <p>All recommendations were duly endorsed.</p>	
11	<p>Any Other Business</p> <p>Members recognised and congratulated Rotherham MBC and its management team with regard to the Council moving toward remission from its special measures status.</p>	

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SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

19 FEBRUARY 2018

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

CFO J Courtney, QFSM, DCFO M Blunden, ACFO A Johnson,
S Booth and V Smith (South Yorkshire Fire & Rescue Service)

A Brown, N Copley, M McCarthy, M McCoole, L Noble and
S Bradley (Barnsley MBC)

M Buttery (Office of the South Yorkshire Police and Crime
Commissioner)

Apologies for absence were received from
Councillor M Clements and Councillor T Damms

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**

Members provided a summary of the visits and meetings attended since the last
Authority meeting held on 22 January 2018.

Councillor Burgess and Councillor Atkin had visited Dearne Fire Station on 16 February 2018, where HRH Prince Charles had been in attendance, in recognition of the excellent work undertaken by SYFR and SYP through the Princes' Trust.

7 RECEIPT OF PETITIONS

None.

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

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 22 JANUARY 2018

Councillor Maroof requested that his apologies be recorded for the last Authority meeting.

Councillor Ayris queried whether there had been a delay in presenting the Barnsley Fire Station tender report to the Authority.

The Director of Support Services stated that the report would form part of the progress report on South Yorkshire Fire and Rescue Property and Procurement Services, to be presented at today's meeting.

Councillor Haith requested that the minutes be amended, in relation to the Facilities Management procurement, to indicate that Members proposed the implementation of the foundation living wage.

Councillor Ransome queried whether SYFR's implications had been identified from the findings within Dame Judith Hackitt's report.

ACFO Johnson stated that Dame Judith Hackitt's interim report had identified the work to be undertaken; workshops had been arranged to assist with the completion of the work.

Councillor Ayris queried whether Members had been provided with the LGA Tax Implications Workshop slides.

DCFO Blunden stated that Councillor Clements had been provided with the workshop slides. He would forward the workshop slides to L Noble, for circulation to all Members.

RESOLVED – That:-

- i) Members to be provided with the LGA Tax Implications Workshop slides.
- ii) Subject to the above amendments, Members agreed that the minutes of the Authority meeting held on 22 January 2018 be signed by the Chair as a correct record.

10 2018/19 ANNUAL REVENUE BUDGET AND COUNCIL TAX SETTING

A report of the Clerk and Treasurer and the Chief Fire Officer and the Chief Executive was submitted to seek Authority approval to the 2018/19 budget and to set the Council Tax and precept by 28 February 2018.

Councillor Satur queried the decrease in the Control Staff budget for 2018/19 in comparison to 2017/18.

The Director of Support Services stated that he would provide Members with a detailed analysis of the Control Staff budget for 2018/19.

Councillor Ayris expressed concerned at the increase of supplies and services related costs, and he requested a breakdown of the legal costings. He queried why additional funding was required for Support Services.

The Director of Support Services stated that he would provide Members with a breakdown of the legal costings in relation to the supplies and services related costs.

DCFO Blunden added that SYFR had the sufficient capacity and skill set required. However, additional staff would be required to enable existing officers to concentrate solely on the inspection process to ensure that all of the information was drawn upon and presented correctly.

The Deputy Clerk referred to the Member related allowances and expenses, and the recommendation to review Allowances every four years. Dr D Hall from LG Research & Consultancy had recently been commissioned to undertake an independent review of the Members allowances scheme; the recommendations would be presented to the Authority for consideration / decision.

The Director of Support Services apologised for the typographical error in the 'Other Expenses (including BMBC Service Level Agreement)' table.

Dr Billings queried whether additional learning could be drawn from SYP in respect of the inspection regime. The Policing and Fire Minister had been very clear with SYP around establishing greater use of reserves, rather than increasing the precept. He sought reassurance that the Authority was content to receive 10% of the general reserves, in comparison with most local authorities which received 4% - 5% or lower, and Police were looking towards those amounts as a percentage of the revenue budget.

The Treasurer stated that, having considered the risks moving forward in terms of the fair funding review that local government was subject to, together with Brexit and other risks in future years, the strategy to use the cumulative reserves to fund the one off capital investment was a prudent and sensible approach. It was difficult to compare organisations in relation to general reserves i.e. SYFR had encountered greater funding cuts compared to South Yorkshire Police.

The Director of Support Services referred to the expectation that by 2020, subject to the capital investment being spent in line with the profile within the report, that SYFR's reserves would go from £25m to between £5m - £8m; it was entirely prudent to use the reserves for capital investment purposes. He considered that SYFR had been very transparent in terms of the reserves review.

Councillor Burgess thanked the officers for the detailed report.

RESOLVED – That Members:-

- i) Be provided with a detailed analysis of the Control Staff budget for 2018/19.
- ii) Be provided with a breakdown of the legal costings in relation to supplies and services related costs.
- iii) Noted that the recommendations from the independent review of the Members allowances scheme would be presented to the Authority.
- iv) Approved the Authority's 2018/19 Revenue Budget at Appendix A to the report.

All Members voted in favour of the Authority's 2018/19 Revenue Budget, with the exception of Councillors Ransome and Ayris, who voted against the decision.

- v) Approved the updated 2018/19 to 2019/20 Capital Programme as set out in Appendix B to the report.

All Members voted in favour of the updated 2018/19 to 2019/20 Capital Programme, with the exception of Councillors Ransome and Ayris, who voted against the decision.

- vi) Approved the Treasury Management and Investment Strategy at Appendix C to the report.

All Members voted in favour of the Treasury Management and Investment Strategy, with the exception of Councillors Ransome and Ayris, who voted against the decision.

- vii) Approved a Council Tax increase of 2.97% for 2018/19.

All Members voted in favour of a Council Tax increase of 2.97% for 2018/19, with the exception of Councillors Ransome and Ayris, who voted against the decision.

11 SYFR AND SYP COLLABORATION UPDATE

DCFO Blunden stated that the Police and Fire Collaboration Board had not met since the last Authority Meeting; he would provide a report to the next meeting.

Members noted that the interviews for the Joint Head of Estates position would be held on 5 and 6 March 2018. Two internal applications had been received from SYFR and SYP for the Joint Head of Fleet position; confirmation of the interview dates was awaited. The Joint Community Safety Team, headed by AM Helps, continued to operate at the Lifewise Centre.

DCFO Blunden had provided L Noble with the notes of the Collaboration Workshop, for circulation to Members.

RESOLVED – That Members:-

- i) Be provided with a Police and Fire Collaboration Board report to the next Authority meeting.
- ii) Noted the verbal update.

12 STRONGER SAFER COMMUNITY RESERVE SPRINKLER FUND

A report of the Assistant Chief Fire Officer and the Director of Service Delivery was submitted to request Members support for two bids from DMBC in partnership with St Leger Homes (Doncaster) and RMBC.

ACFO Johnson confirmed that the two bids had been assessed against the criteria for the Stronger Safer Community Reserve Sprinkler Fund (SSCR), and had met the criteria for the people most vulnerable.

Members noted that if the two bids were approved, a total of £813,000 would be committed from the £1,000,000 SSCR sprinkler funding, which would leave £187,000 remaining in the fund.

RESOLVED – That Members agreed to fund the two Fire Sprinkler Projects from the Stronger Safer Community Reserve (SSCR) Sprinkler Fund.

13 PROGRESS REPORT ON SOUTH YORKSHIRE FIRE AND RESCUE PROPERTY AND PROCUREMENT SERVICES

A report of the Director of Support Services was submitted, which was the latest in a series of update reports presented to the Authority on a bi-monthly basis since June 2017, regarding SYFR Property and Procurement Services.

It was noted that the condition surveys, which had been undertaken across the SYFR estate, had indicated that it was in a reasonable state; £10m would be invested into SYFR properties over the next 2 to 3 years through a planned maintenance programme.

Councillor Hogarth queried whether asbestos containing materials (ACM) would be removed from the buildings, prior to demolition.

The Property Manager confirmed that ACM and other hazardous materials would be removed from the buildings, prior to the buildings being cut or demolished; surveys would be undertaken to govern the way in which the materials would be removed.

Councillor Ayris requested that regular progress reports be presented to the Audit and Governance Committee. He queried how Property and Procurement Services fit with the overall strategy in relation to jointly managing SYFR assets with SYP.

The Director of Support Services confirmed that best value for consultant costs remained at the forefront. A key emphasis for the role of the Joint Head of Estates would be strategy development and taking forward the asset management plans which SYFR and SYP required together with strategic collaboration, to be implemented as soon as possible.

Dr Billings welcomed the broad approach that was outlined within the report and the potential appointment to the Joint Head of Estates position. He considered that SYFR was ahead of SYP in this area. However, he felt it was imperative for both organisations to work together in order to identify opportunities.

Councillor Haith welcomed the progress made, in particular the customer centric focus. She queried whether there was a timeline for the completion of the outstanding repairs and maintenance work at the fire stations.

The Director of Support Services referred to the high proportion of work that was underway around the Facilities Management contract. The Property Manager had worked closely with ACFO Johnson and her team in preparation for the recent visit of HRH Prince Charles to Dearne Fire Station. A different approach had been adopted around the community clear up event, together with a concerted effort to get Dearne Fire Station ready, which would be replicated across the SYFR estate.

RESOLVED – That Members:-

- i) Noted that regular progress reports would be presented to the Audit and Governance Committee.
- ii) Noted the contents of the report.
- iii) Endorsed the ongoing, positive progress being made in Property and Procurement Services as part of their improvement journey towards becoming an efficient and effective Support Service of SYFR.

14 PAY POLICY STATEMENT

A report of the Clerk to the Fire and Rescue Authority was presented to provide the revised Pay Policy Statement for the Authority for 2017/18 as required under the Localism Act 2011.

DCFO Blunden stated that the present SYFR Senior Management Team did not claim an allowance for telephone and internet connections, if Managers had a second residence.

Councillor Haith commented that, when the last Pay Policy Statement report had been presented to the Authority in 2017, she had requested a comparison of the figures from the previous year to be included in future reports; she requested that a comparison be included in future reports. She requested SYFR pay the foundation living wage in the future.

Councillor Hogarth requested that the report be amended under the 'Contribution to Service Priorities' section, to include the 'People - Valuing People – Those we serve and employ' box.

DCFO Blunden confirmed that the report would be amended prior to publication.

RESOLVED – That Members:-

- i) Noted that a comparison of the previous year's figures to be included in future reports.
- ii) Requested SYFR to pay the foundation living wage in the future with the financial implications of this brought back to Members for approval.
- iii) Noted that the report to be amended, prior to publication, under the 'Contribution to Service Priorities' section to include the 'People - Valuing People – Those we serve and employ' box.
- iv) Approved the Pay Policy Statement.

15 REVIEW OF COUNTER FRAUD FRAMEWORK POLICIES

A report of the Director of Support Services was submitted to present the recently revised Anti-Fraud and Corruption Policy, the Anti-Fraud and Corruption Strategy, the Anti-Bribery Policy, the Confidential Reporting (Whistleblowing) Policy, the Prosecution Policy and the Fraud Response Plan. The documents had been revised as part of the periodic review process to ensure such policies were up to date, to reflect best practice and any changes in the legislation.

Councillor Ayriss requested that the date of the next review should be included in the report; he suggested a timescale of every 18 months, unless changes were made to the legislation.

The Director of Support Services stated that the expectation was to keep the documents under constant review with a periodic annual review process; he would include the date of the next review in the report.

M Buttery raised an issue on behalf of Dr Billings, who had left the meeting. She made an offer, on behalf of SYP, for them to have sight of the documents in order to achieve quality assurance.

The Director of Support Services agreed that it would be advantageous for SYP to have sight of the documents.

RESOLVED – That Members:-

- i) Noted that the date of the next review would be included in the report.
- ii) Noted that SYP would have sight of the documents in order to achieve quality assurance.
- iii) Approved the Anti-Fraud and Corruption Policy, the Anti-Fraud and Corruption Strategy, the Anti-Bribery Policy, the Confidential Reporting (Whistleblowing) Policy, the Prosecution Policy and the Fraud Response Plan and continued to endorse the Authority's overall 'zero tolerance' approach.
- iv) Agreed that through the Authority's Audit and Governance Committee, the effectiveness of these policies and strategy would be monitored via the work of the Corporate Anti-Fraud Team in the Internal Audit Service.

16 SYFR ENTRY LEVEL APPRENTICE PROGRAMME PROPOSAL

A report of the Deputy Chief Fire Officer and the Director of Service Development was presented to inform Members of the SYFR entry level apprentice programme proposal.

Members noted the valid development pathways in place at SYFR i.e. SYFR Fire Cadets, Princes Trust Programme alumni and the volunteer cohort in addition to those not in education, employment or training (NEET) to the under 25's within South Yorkshire.

A target of 2.3% had been set by the Government for the SYFR headcount for new starters on apprenticeships in each year. For SYFR this equated to approximately 21 new starters on the apprenticeship programmes in each financial year.

Following the capacity issues that had arisen over the past 18 months from the reduction in support staff, Councillor Haith suggested, that the corporate risk assessment and business continuity implications section of the report be amended to include a risk on the impact to the current SYFR staff whilst undertaking the training of apprentices.

The Director of Support Services confirmed that he would amend the corporate risk assessment and business continuity implications section of the report accordingly.

Councillor Hogarth queried why the SYFR apprentices had been excluded from the living wage.

DCFO Blunden stated that the SYFR apprentices worked alongside the full time SYFR employees to learn their trade on a part time basis, together with further study at college; it would be cost prohibitive to pay the apprentices a full time wage. The apprenticeship rate was governed nationally.

RESOLVED – That Members:-

- i) Noted that the corporate risk assessment and business continuity implications section of the report be amended to include the risk on the impact to the current SYFR staff whilst undertaking the training of apprentices.
- ii) Noted the contents of the report and related Equality Analysis.
- iii) Approved the £125,000 investment for the Apprenticeship Programme delivery.

17 2017/18 FINANCIAL PERFORMANCE REPORT: AN UPDATE

A report was submitted by the Director of Support Services, which was the fourth report in a series of reports to be presented to the Authority during the financial year. The report informed Members of the likely financial performance for the year ended 31 March 2018, an estimated revenue outturn position when compared to the annual budget set on 13 February 2017, an updated reserves position statement and an update on the capital programme, alongside a narrative commentary to provide an explanation of the key financial changes that were contributing to these.

Members noted a net increase in overall general reserves of £2.134m, based on the projections within the report, with £1.246m planned (budgeted) contribution to reserves, plus the in-year estimated surplus of £0.637m, and the notified additional funding of £0.251m.

Councillor Ransome referred to the agency staff that had been utilised at Central Headquarters to provide the canteen services provision. She queried the total number of staff that were employed at Central Headquarters.

The Director of Support Services stated that options for a permanent canteen provision at Central Headquarters would be considered, with the intention to reduce the overall cost. There was a potential opportunity to align the canteen arrangements for Central Headquarters with the Training and Development Centre.

The Property Manager would provide Members with the total number of SYFR staff employed at Central Headquarters.

Councillor Ayris queried whether the decision to remove injury pensions was discretionary.

DCFO Blunden stated that in 2014 the Authority had requested a review of the injury pensions payable to SYFR staff. The process had concluded at the end of 2017, whereby a number of individuals had been subject to appeal; a reduction in

the budget had resulted from the outcome of the appeals. CFO Courtney had the ultimate discretion for the injury pensions payable to SYFR staff.

RESOLVED – That Members:-

- i) Be provided with the total number of SYFR staff employed at Central Headquarters.
- ii) Noted and considered the latest estimated revenue performance which showed an underspend of £0.637m for the financial year ended 31 March 2018.
- iii) Noted the latest estimated increase in General Reserves of £2.134m for the financial year ended 31 March 2018.

18 DRAFT MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 15 JANUARY 2018

RESOLVED – That Members noted the draft minutes of the Audit and Governance Committee held on 15 January 2018.

19 MINUTES OF THE YORKSHIRE AND HUMBER EMPLOYERS' ASSOCIATION HELD ON 11 JANUARY 2018

Councillor Haith referred to the presentation that had been received from Humberside Fire and Rescue on the UN Campaign for Gender Equality HeforShe. Members' attention was drawn to the link <http://www.heforshe.org/en/our-mission>, if they wished to register for the campaign.

RESOLVED – That Members noted the minutes of the Yorkshire and Humber Employers' Association held on 11 January 2018.

CHAIR

SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY

9 APRIL 2018

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

CFO J Courtney, QFSM, DCFO M Blunden, ACFO A Johnson
and S Booth (South Yorkshire Fire & Rescue Service)

A Brown, N Copley, M McCarthy, L Noble, C Pantry, G Kirk,
R Winter, I Rooth and M McCoole (Barnsley MBC)

M Buttery (Office of the South Yorkshire Police and Crime
Commissioner)

Apologies for absence were received from
Councillor T Damms, Councillor C Rosling-Josephs,
Councillor M Maroof, Councillor C Ransome, A Frostdick and
D Terris

1 APOLOGIES

Apologies for absence were noted as above.

2 ANNOUNCEMENTS

Councillor Burgess reminded Members that today would be Councillor Buckley's last Authority meeting, as he would shortly take up the office of Mayor of Rotherham. Councillor Burgess, on behalf of the Authority, thanked Councillor Buckley for the wealth of experience that he had brought to the Authority since he had commenced in 2011. She wished him the very best for an enjoyable and successful mayoral year.

Councillor Buckley commented that it was with great regret that he would be leaving the Authority. He gave thanks to all of his colleagues from across the political spectrum for their help and advice, to the governance staff for their help and support and to staff at SYFR.

3 URGENT ITEMS

None.

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

RESOLVED – That agenda item 18 entitled 'Appointment of Independent Member – Audit and Governance Committee' be considered in the absence of the public and press.

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

None.

6 REPORTS BY MEMBERS

Councillors Akin and Clements referred to the LGA Annual Fire Conference and Exhibition held on 13 - 14 March 2018 in Newcastle, which they had attended with Councillors Burgess and Damms. The Fire Minister had not been in attendance at the conference, although the Labour Party Shadow Fire Minister and a Liberal Democrat spokesperson had both attended; Members had been provided with the conference slides.

Councillor Clements commented on the lack of support for retrofitting sprinklers from the Liberal Democrat representative Dame Judith Hackett who he felt had been very evasive on the subject of retrofitting of sprinklers.

7 RECEIPT OF PETITIONS

None.

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

None.

9 MINUTES OF THE AUTHORITY MEETING HELD ON 19 FEBRUARY 2018

Councillor Ayris queried whether progress reports on SYFR's Property and Procurement Services would be presented to the Audit and Governance Committee from 2018/19.

The Director of Support Services stated that it was intended to present an update report on SYFR's Property and Procurement Services to the Audit and Governance Committee meeting in June 2018.

Councillor Burgess suggested that the whole process of the SYFR Property and Procurement Services be discussed in detail at a future Corporate Advisory Group (CAG) meeting.

Councillor Haith queried when the financial implications of SYFR paying the foundation living wage would be brought back to Members for approval.

DCFO Blunden stated that the financial implications of SYFR paying the foundation living wage would be presented to the Authority meeting in June 2018 for Member approval.

Councillor Ayris expressed his gratitude to Dr Billings, who had offered South Yorkshire Police (SYP)'s support on the counter fraud framework policies documents in order to achieve quality assurance. He was supportive of the exploration of further collaboration opportunities with SYP.

Councillor Atkin referred to a recent RMBC Overview and Scrutiny Board meeting where CFO Courtney and DCFO Blunden had been in attendance. Several matters had been discussed at the meeting, including a request to establish whether finances were available to reinstate the second pump appliance at Rotherham Fire Station.

CFO Courtney highlighted that SYFR had initially been made aware of the request at the RMBC Overview and Scrutiny Board meeting. At that meeting he had stated that the nature of the IRMP was for SYFR to continually re-evaluate its resource provision against the prevailing demand, which would always be constrained by the available budget.

M McCarthy referred to a series of questions received from the RMBC Overview and Scrutiny Board; he had requested SYFR's Executive Team to provide a response.

CFO Courtney referred to a complaint that had been made against him from a member of the public, following a gender reference that he had made during a lengthy discussion at the RMBC Overview and Scrutiny Board meeting. He apologised to anyone who had been offended at the meeting.

Councillor Clements highlighted that Barnsley Fire Station had also lost its second pump appliance. He suggested that if there was to be any restoration of the second pump appliances, that Barnsley should also be considered. He was reassured by CFO Courtney's comments that the intention was to allocate resources across the whole of South Yorkshire to maintain operational resilience.

RESOLVED – That Members:-

- i) Noted that an update report on SYFR's Property and Procurement Services be presented to the Audit and Governance Committee meeting in June 2018.
- ii) Noted that SYFR's Property and Procurement Services be discussed in detail at a future Corporate Advisory Group meeting.
- iii) Noted that the financial implications of SYFR paying the foundation living wage to be presented to the Authority meeting in June 2018 for Member approval.
- iv) Noted that further collaboration opportunities with SYP should be explored.
- v) Agreed that the minutes of the Authority meeting held on 19 February 2018 be signed by the Chair as a correct record.

10 2017/18 FINANCIAL PERFORMANCE REPORT: AN UPDATE

A report of the Director of Support Services was submitted, as the fifth in a series of reports that Members had received throughout the financial year, to inform them of the likely financial performance for the year ended 31 March 2018. The report routinely included an estimated revenue outturn position when compared to the annual budget set on 13 February 2017, an updated reserves position statement and an update on the capital programme alongside a narrative commentary to help explain the key financial changes that were contributing to each of them.

There had been a net increase in the overall general reserves of £2.169m, based on the projections within the report, with £1.246m planned (budgeted) contribution to reserves, plus the in-year estimated surplus of £0.672m and the notified additional funding of £0.251m.

Councillor Clements stated that wherever possible, that the general reserve for capital projects should be spent within South Yorkshire. He requested that Members were fully briefed and involved in the construction of a tendering process for capital expenditure, and that Members had an opportunity to look at the weighting system involved, in order to focus the process towards South Yorkshire based firms.

Councillor Burgess stated that the procurement in its entirety would be considered in detail at a future CAG meeting.

DCFO Blunden reported that SYFR's Operational Resource Team (ORT) currently consisted of 27 wholetime firefighters who worked alongside the staff at remote fire stations, to provide short term sickness or absence cover to enable SYFR to work towards the Authority's commitment to ride 5 individuals on the first fire appliances. In 2017, three people had been recruited on the Green Book Staff Terms of Conditions to manage the process. A new ORT policy had now been agreed, and significant progress had been made over the last 4 months; the process was regularly reviewed. Recruitment was now underway to increase ORT to 40 members of staff over the course of the financial year; a new process was in place for continuous recruitment of retained duty staff at every fire station.

Councillor Hogarth requested additional information on the total amount of miscellaneous spend for supplies and services over 10%. The Director of Support Services stated that he would provide Members with the information.

Councillor Ayris asked questions and requested an explanation about the financial underspend of £0.026m in relation to the secondment of a Control Station Manager and also in relation to the Airwave radio scheme of £0.024m. He sought further clarification in relation to the current position of the Close Proximity Crewing (CPC) accommodation at a total of £800k.

The Chief Fire Officer stated that the temporary Station Manager in SYFR Control had been seconded to the Emergency Services Mobile Communication Project that was based in West Yorkshire and that SYFR would receive funding from the national project for this cost. The temporary Station Manager post and

Control Operator post had both been backfilled, to ensure that SYFR's establishment totalled 24 individuals plus the Manager within Control.

Members recalled that updates had been provided in relation to the property and procurement issues on numerous occasions. SYFR was tendering for a significant contract in relation to facilities management, which it was estimated will be introduced in June 2018.

The Director of Support Services would provide Members with a response in relation to the projected overspend on the Airwave radio scheme of £0.024m.

The judicial review requested from the Fire Brigades Union against the Authority, for the continuance of using Close Proximity Crewing (CPC) within the current IRMP would be presented to Leeds High Court on 26 April 2018; the outcome was envisaged in early May 2018. The cost of the legal proceedings was anticipated to be £800k.

RESOLVED – That Members:-

- i) Noted that procurement would be considered in detail at a future CAG meeting.
- ii) Would be provided with additional information on the total amount of miscellaneous spend for supplies and services that was over 10%.
- iii) Would be provided with a response in relation to the projected overspend on the Airwave radio scheme of £0.024m.
- iv) Noted the latest estimated revenue performance which showed an operating underspend of £0.672m for the financial year ended 31 March 2018.
- v) Noted the latest estimated increase in General Reserves of £2.169m for the financial year ended 31 March 2018.

11 PREPAREDNESS FOR GENERAL DATA PROTECTION REGULATION (GDPR)

A report of the Director of Support Services was submitted to provide Members with an update on SYFR's preparedness for the General Data Protection Regulation (GDPR) which replaced the current Data Protection Act 1998 and would come into force on 25 May 2018.

The revised versions of the policies and procedures had recently been circulated to the Corporate Management Board (CMB) for comment, and would be considered at the next CMB meeting on 19 April 2018. It was intended that all target dates within the Action Plan would be completed by May 2018.

Councillor Ayris congratulated Helen Hartland, SYFR's Data Protection Officer, on the production of the report. He queried the punitive financial risks of non-compliance, whether all SYFR employees had completed the online GDPR training, and if not, when this was likely to be completed. He also queried the number of

contracts that were in existence, and who was legally responsible for undertaking the audit and non-compliance.

Members noted that the punitive charge was 4% of the turnover. The online training package would commence in April 2018, with the class room based training scheduled to commence early in May 2018. There were approximately 150 contracts to be reviewed; it was anticipated that the majority of the contracts would not be impacted upon by GDPR, and this work would be completed by 25 May 2018.

Councillor Burgess suggested that GDPR, in terms of risk management should be considered further at a future Corporate Advisory Group meeting.

A report would be presented to the Audit and Governance Committee meeting in June 2018 to brief Members on GDPR, with a greater emphasis on risk management and the creation of a Risk Register for GDPR.

RESOLVED – That Members:-

- i) Noted that the revised versions of the policies and procedures would be considered at the Corporate Management Board meeting on 19 April 2018.
- ii) Noted that GDPR, in terms of risk management, be considered further at a future Corporate Advisory Group meeting.
- iii) Noted that a report be presented to the Audit and Governance Committee meeting in June 2018 to brief Members on GDPR.
- iv) Noted the inherent risks to SYFR of non-compliance with GDPR; monetary penalties, reputational damage, etc.
- v) Noted the progress being made by the Data Protection Officer (DPO) in working towards GDPR compliance.
- vi) Personally supported the DPO role by ensuring that in representing and undertaking their role that they promoted continued compliance.

12 SERVICE LEVEL AGREEMENT - BMBC

A report of the Treasurer and Monitoring Officer was presented to outline the proposal for the provision of services for 2018/19 onwards. A review of service provision had been undertaken in order to provide greater transparency and to demonstrate that it offered value for money for the Authority.

The report outlined a proposed revised service offer from BMBC together with a revised pricing schedule. Subject to Member approval, this would represent a cost reduction of £105,795 with an additional £48,000 reduction from 2019/20, to be released into the Authority's current year's budget and medium term financial strategy.

Councillor Atkin made reference to the Clerk and Monitoring Officer, who were not in attendance at the meeting.

M McCarthy stated that he undertook the role of the Deputy Clerk in the absence of D Terris, Clerk to the Authority. He provided D Terris with regular updates on the work of the Authority, and he sought the relevant advice from her on pertinent issues. The Clerk and Monitoring Officer undertook a significant amount of work outside of the Authority meetings, which assisted in supplementing the governance of the Authority.

Councillor Ayris referred to the daily and hourly rates for ad-hoc support for 2018/19, which were subject to annual inflationary increases; he queried whether those additional services should be put out to tender.

Councillor Ayris proposed a motion that the new contract should be put out to tender, to comply with the Contract Standing Orders and to ensure transparency for the council tax payers in South Yorkshire, with effect from April 2020.

The proposal was not seconded.

Councillor Haith requested a cost breakdown of the £40k for legal work in connection with inquests.

The Director of Support Services referred to the regular liaison with the Treasurer and his team in relation to the work undertaken on the SLA. In consultation with the Treasurer he confirmed that he was comfortable for SYFR to take on responsibility for the budget monitoring and management, reducing costs within the SLA.

In respect of Legal Services, G Kirk stated that most of the mainstream requirements for these services were provided under the SLA; post claim litigation work would incur additional charges. He considered that £40k was a reasonable estimate for legal work for the next financial year based upon historic records of the amount of time spent on legal services for the Authority.

RESOLVED – That Members:-

- a) Considered and approved the proposed democratic and governance support functions (at Appendix A to the report) to be delivered by BMBC on behalf of the Fire Authority for 2018/19.
- b) Considered and approved the proposed delivery functions provided by BMBC on behalf of the Fire Service (attached at Appendix B to the report) for 2018/19.
- c) Agreed that the Service Level Agreements for the Fire Authority and Fire Service to be reviewed in 12 months' time as part of the performance management of the agreement.

Councillor Ayris voted against these recommendations.

- d) Noted a further reduction to the proposed charges for Governance support for 2019/20.

13 DRAFT PERFORMANCE MANAGEMENT FRAMEWORK - 2018/19

A report of the Deputy Chief Fire Officer and Director of Service Development was submitted to set out the first draft of the SYFR Performance Management Framework for 2018/19, which was reviewed annually to ensure that it reflected the Service's key priorities.

DCFO Blunden referred to the outturn figures for 2017/18 which were currently being processed. The targets within the Performance Management Framework for 2018/19 would be included and presented to the next Authority meeting for approval.

RESOLVED – That Members noted:-

- i) The targets to be included within the Performance Management Framework for 2018/19, would be presented to the next Authority meeting for approval.
- ii) The contents of the report.

14 POLICE AND FIRE COLLABORATION BOARD PAPERS

A report of the Deputy Chief Fire Officer and Director of Service Development was presented to provide Members with background information on the Policing and Crime Act 2017, an update on the progress being made on the current areas of collaboration with South Yorkshire Police, together with a view on emerging fire – fire collaboration. A report on collaboration was now a standing item on all Fire Authority meeting agendas.

Members noted the significant progress being made with the Joint Community Safety Team based at the Lifewise Centre, headed up by AM Helps which was due to go live in June 2018. The Board had approved a vehicle fleet business case at its meeting held in December 2017, and had approved a request at a recent Board meeting for support work around the business benefits in order to measure the progress against those benefits when the two teams were merged; the appointment of the Joint Head of Fleet Services process had been by delayed by approximately 6 - 8 weeks whilst the work was undertaken.

Councillor Burgess thanked Dr Billings for chairing the Police and Fire Collaboration Board meetings in such a manner to ensure both a fair and open discussion. She suggested that collaboration issues be considered in detail at the CAG meeting in May 2018.

Councillor Ayris welcomed the report and the amount of progress made. He requested that Members be provided with a copy of the 'People Transition Process' document from Cheshire Fire and Rescue Service.

DCFO Blunden would endeavour to provide Members with the document.

RESOLVED – That Members:-

- i) Noted that the collaboration issues be considered in detail at the CAG meeting in May 2018.
- ii) Be provided with a copy of the 'People Transition Process' document from Cheshire Fire and Rescue Service.
- iii) Noted the contents of the report.

15 KEY ISSUES ARISING FROM THE PERFORMANCE AND SCRUTINY BOARD HELD ON 20 MARCH 2018

Members were presented with a key issues paper arising from the Performance and Scrutiny Board meeting held on 20 March 2018.

Councillor Burgess had observed the last Board meeting, where she had been very impressed with the in-depth questioning by Members on the Performance Report, which formed a valued part of the Authority's work programme; she hoped the Board would consider the forthcoming HMICFRS inspection process as part of their remit.

Councillor Atkin suggested that the Board may wish to consider the implications of the 'Kerslake Report: An independent review into the preparedness for, and emergency response to, the Manchester Arena attack on 22 May 2017', in order to provide reassurance to the residents of South Yorkshire.

CFO Courtney reassured Members that SYFR would explore all of the recommendations arising from the Kerslake Report, both independently and in conjunction with the wider membership of the National Fire Chiefs Council, in order to consider the implications for SYFR moving forwards. Members would continue to be advised on the progress made.

Councillor Ayris expressed his best wishes to Councillor Buckley for the future. He suggested that it would be useful for the Board to continue to submit the 'Key Issues' report to the Authority in order to keep all Members abreast of the issues arising.

RESOLVED – That Members noted:-

- i) That a report on the implications of the 'Kerslake Report: An independent review into the preparedness for, and emergency response to, the Manchester Arena attack on 22 May 2017', be submitted to a future Performance and Scrutiny Board meeting, in order to provide reassurance to the residents of South Yorkshire.
- ii) That SYFR would explore all of the recommendations arising from the Kerslake Report in order to consider the implications for SYFR moving forwards, and to continue to advise Members on the progress made.

- iii) That the Performance and Scrutiny Board would continue to submit 'Key Issues' reports to the Authority in order to keep all Members abreast of the issues arising.
- iv) The key issues arising from the Performance and Scrutiny Board held on 20 March 2018.

16 DRAFT MINUTES OF THE LOCAL PENSION BOARD HELD ON 26 FEBRUARY 2018

RESOLVED – That Members noted the draft minutes of the Local Pension Board held on 26 February 2018.

17 DRAFT MINUTES OF THE APPOINTMENTS COMMITTEE HELD 19 FEBRUARY 2018

RESOLVED – That Members noted the draft minutes of the Appointments Committee held on 19 February 2018.

18 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.

19 APPOINTMENT OF INDEPENDENT MEMBER - AUDIT & GOVERNANCE COMMITTEE

A report of the Service Director, Legal and Governance was submitted to request that Members endorsed the recommendation of the Evaluation Panel to appoint to the vacant role of Independent Member, Audit and Governance Committee.

RESOLVED – That Members:-

- i) Noted the action to date to recruit an Independent Member of the Audit and Governance Committee.
- ii) Agreed the recommendation of the Evaluation Panel, as outlined at the meeting, and to appoint Nicola Wright to the vacant role of Independent Member of the Audit and Governance Committee, subject to satisfactory references.
- iii) Agreed to an appraisal process after the first four year term of appointment (April 2022).

CHAIR

SOUTH YORKSHIRE PENSIONS AUTHORITY

PENSION BOARD

15 MARCH 2018

PRESENT: G Boyington (Scheme Member) (Chair)

G Berrett (Employer, SYP), N Gregory (Academy Representative), N Doolan-Hamer (Unison), K Morgan (Unite), S Ross (Scheme Member), N Simpson (Academy Representative), J Thompson (Employer, Action Housing) and G Warwick (GMB)

Officers: G Chapman (Head of Pensions Administration), G Graham (Fund Director), M McCarthy (Deputy Clerk) and G Richards (Democratic Services Officer)

Apologies for absence were received from Councillor P Lofts

1 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting including George Graham SYPA, Fund Director and Nicola Simpson, Board member to their first meeting.

Apologies were noted as above.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 ANNOUNCEMENTS

The Chair announced that this was the last meeting of his term of office. He would not be putting himself forward for another term and he would be resigning from the Board.

4 MINUTES OF THE MEETING HELD ON 18 JANUARY 2018

M McCarthy informed the Board that the GDPR training would be held in May after the local elections.

It was noted that details of the Board's public indemnity insurance had been emailed to the Board as requested.

With regard to the £50,000 limit, officers felt that this was a proportionate amount in the context of the powers of the Board.

In answer to a question from a Board member, G Graham commented that none of the four Boards that he had been involved with had deemed it necessary to take out such insurance.

It was noted that the policy would be reviewed on an annual basis.

RESOLVED: That the minutes of the meeting of the Board held on 18 January 2018 be agreed as a true record.

5 WORK PROGRAMME

It was noted that a Treasury Management report would be brought to the October meeting.

The Learning and Development Annual report would be presented to the June meeting of the Board when it was hoped it would be known if BCPP were repeating the 2-day training course they had provided in 2017.

RESOLVED – That the Work Programme be noted.

6 SUCCESSION PLANNING

Following G Chapman's retirement at the end of March, his successor Jason Bailey would take up his post in the first week of May; he was currently Head of Pensions Administration at Surrey CC which also administered East Sussex and two London boroughs as part of a shared services agreement.

Officers would again attempt to recruit to the vacant employer and employee vacancies on the Board.

7 MEETINGS OF THE LOCAL PENSION BOARD IN 2018/2019

A report was considered which set out the meeting cycle for the Board of 2018/19.

It was noted that there was the option to arrange extra meetings if required.

Board members would be invited to attend any extra meetings of the Pensions Authority and its Boards, which would most likely be around pooling.

RESOLVED – That the meeting cycle for 2018/19 be agreed.

8 LPB BUDGET

Members were presented with the Board's expenditure to 28 February 2018.

RESOLVED – That the position be noted.

9 MEMBER LEARNING & DEVELOPMENT

M McCarthy reminded the Board of the training undertaken during the year and the training planned for 2018/19.

Members were informed that S Ross would be attending the LGA's Cross-Pool Open Forum on 27 March 2018 to represent the Board.

The Forum had been arranged after the Scheme Advisory Board had commented that there was merit in bringing together Authority Chairs and the Chairs of Local Pensions Boards to share information and experiences regarding the pooling process.

The Board requested that she questioned what the other pools position was regarding Trades Union representation on Joint Committees or Boards.

It had been well documented that in South Yorkshire both the Authority and the Local Pension Board were strongly in favour of some form of member nominated representation at pool level; the Board requested that this was communicated at the Forum.

10 POOLING UPDATE

A report was considered to update the Board on progress towards the pooling of the Fund's assets within the Border to Coast pool.

The Board noted the key areas of progress on areas including investment related progress, staffing matters, non-executive directors and tax strategy.

RESOLVED – That the report be noted.

11 ANNUAL FUND MEETING SURVEY

A report was considered which informed the Board of the results of the survey carried out amongst scheme members who had attended the Annual Fund Meeting.

Members noted that the overall response had been good and Board members who had attended had thought the meeting had been worthwhile.

It was noted that, as in the previous year, some Scheme members had a strong interest in responsible and ethical investments.

RESOLVED – That the report be noted.

12 EMPLOYERS FORUM SURVEY

A report was submitted to inform the Board of the results of a survey carried out amongst the Scheme employers who had attended the Annual Employers Forum.

Members were informed that all delegates who attended the Forum had been issued with an online survey after the event and were also invited to comment on any element of the day in order for SYPA to improve future Employer Forums.

From the 68 employers who had attended the Forum, 14 returned a completed survey; the overall results were good.

J Thompson commented that the Forum had been excellent and topics covered had been better than the previous year. The challenge was to encourage more employers to attend.

Members noted the survey analysis which was attached as an Appendix to the report.

RESOLVED – That the report be noted.

13 GDPR UPDATE

The Board considered a report which gave an update on the work being undertaken to prepare for the implementation of the General Data Protection Regulation on 25th May 2018.

The project was well underway and the report detailed progress made in specific areas. The Board noted that the project was on track.

RESOLVED – That the report be noted.

14 BREACH REPORTING

The Board considered the completed Breach Reporting Procedure noting this would be important as the Pensions Regulator would be focusing on the LGPS in the next 12 months.

The Register of Breaches would be a standing item on the Boards agenda, where appropriate, in future.

RESOLVED – That the report be noted.

15 INTERNAL AUDIT UPDATE

L Booth, Audit Manager BMBC, updated the Board on the work completed by the Internal Audit team to date.

The Team had completed a total of 140 days' work to date with a further 25 days planned before the end of the month.

There had been no significant control or compliance issues and there were no longstanding recommendations.

The Board requested that the Internal Audit Progress report be a standing item on their agenda.

RESOLVED – That the report be noted.

16 RISK REGISTER

The Board considered the Authority's Risk Register.

M McCarthy informed Members that at its last meeting, the Corporate Planning and Governance Board had approved the removal of Risks 10 and 11.

There were no additional risks reported although updates had been made where appropriate.

The Board commented that the Risk Register was now much improved.

RESOLVED – That the report be noted.

17 ANY OTHER BUSINESS

As reported earlier the Chair was to stand down.

M McCarthy would circulate a request for nominations for Chair and Vice-Chair which would need to be returned at least two weeks before the next meeting of the Board on 7 June 2018.

CHAIR

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SOUTH YORKSHIRE PENSIONS AUTHORITY

15 MARCH 2018

PRESENT: Councillor S Ellis (Chair)
Councillor R Wraith (Vice-Chair)
Councillors: S Cox, K Richardson, A Sangar and I Saunders

Trade Unions: N Doolan-Hamer (Unison), D Patterson (UNITE) and G Warwick (GMB)

Officers: G Chapman (Head of Pensions Administration), B Clarkson (Head of Finance), N Copley (Treasurer), A Frosdick (Monitoring Officer), G Graham (Fund Director), M McCarthy (Deputy Clerk) and G Richards (Democratic Services Officer)

Observers: G Boyington and J Thompson (SY Local Pension Board)

Apologies for absence were received from Councillor S Durant, Councillor K Harpham, Councillor T Hussain, Councillor J Mounsey, Councillor Z Sykes and Councillor K Wyatt

1 APOLOGIES

Apologies were noted as above.

2 ANNOUNCEMENTS

M McCarthy informed the Authority that, as the Chair could not attend the LGA's Cross Pool Open Forum on 27 March 2018, Cllr Saunders would be attending on behalf of the Authority.

As this was G Chapman's last Authority meeting, the Chair asked Members to stay behind at the end of the meeting for a presentation.

3 URGENT ITEMS

None.

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

RESOLVED: That the following items would be considered in the absence of the public and press:

- i) Item 16 – Pooling Update – Border to Coast Joint Committee
- ii) Item 17 – Accommodation
- iii) Item 18 – Debt Write-Offs

iv) Item 19 – Fund Directors Objectives and Appraisal

v) Item 20 – Amendments to the Post-Pooling Investment Staffing Arrangements

5 DECLARATIONS OF INTEREST.

None.

6 MINUTES OF THE AUTHORITY MEETING HELD ON 18 JANUARY 2018

RESOLVED: That the minutes of the Authority meeting held on 18 January 2018 be agreed and signed by the Chair as a correct record.

7 WORK PROGRAMME

The Authority considered its Work Programme.

M McCarthy informed Members that the Work Programme would be populated further if the Authority approved its 2018/19 meeting cycle later in the agenda.

RESOLVED – That the Work Programme be noted.

8 SECTION 41 FEEDBACK FROM DISTRICT COUNCILS

There was no Section 41 representative from Doncaster at the meeting. There was nothing to report from the Barnsley, Rotherham or Sheffield representatives.

9 APPOINTMENT OF HEAD OF PAID SERVICE

A report was submitted regarding the Appointment of the Head of Paid Service.

Members were informed that there was a statutory requirement on the Authority to designate one of its officers as Head of Paid Service in accordance with S.4 (1) (a) of the Local Government and Housing Act 1989. The Head of Paid Service was responsible for the overall corporate and operational functions performed by staff of the South Yorkshire Pensions Service. The Authority's Constitution designates this role to the Fund Director.

Following the appointment of George Graham as Fund Director with effect from 12 February 2018, the Authority is formally required to make such an appointment.

RESOLVED:

i) That the report be noted.

ii) That the Authority approve the appointment of George Graham, Fund Director, as its Head of Paid Service with effect from 12 February 2018.

10 QUARTER 3 PERFORMANCE SNAPSHOT REPORT

The Authority considered the Q3 Performance Snapshot report which was a summary of various information and statistics previously considered by the Authority's Boards.

G Chapman reported that Administration performance continued to improve despite a high level of sickness in December due to an outbreak of flu.

The numbers of employers continued to increase, particularly in the case of academies. The Authority was participating in a national group looking at how to improve the administration performance of academies.

G Graham informed the Authority that the Fund was now in excess of £8bn with a current funding level of between 100% and 102%, although this varied according to movements in the market.

RESOLVED- That the report be noted.

11 TREASURY MANAGEMENT STRATEGY STATEMENT 2018/2019

A report was submitted to seek Members' approval of the treasury management procedures and strategy followed by the Authority.

B Clarkson informed the Authority that higher amounts of cash were being held at the moment (4%), due to the process of moving funds from equities into alternatives but this was still within the benchmark limit.

The limit of £40m per borrower remained the same as did the strict credit rating criteria detailed in Appendix D.

Currently, £50m was being held in the Money Market Fund; more money had been lent to local authorities and the overdraft limit remained the same. The Debt Management Office had been used on 26 occasions during the period.

RESOLVED:

- i) That the Authority adopts the Annual Investment Strategy and Recommendations set out in Appendix 1.
- ii) That the Authority approves an Affordable Borrowing Limit of £250,000, being the maximum amount the Authority could afford to borrow, on a rolling basis for the forthcoming year and two successive years, as outlined in Appendix 2 and in accordance with Section 3(1) of the Local Government Act 2003.
- iii) Approves the Minimum Revenue Provision Policy Statement outlined in Appendix 3 and in accordance with the Local Authorities (Capital Finance and Accounting) (England) Regulations 2008.
- iv) Notes the list of counterparties used in Appendix 4.
- v) Keeps the above under review.

12 MEETINGS OF THE AUTHORITY AND BOARDS IN 2018/2019

A report was submitted to consider the proposed schedule of meetings of the Authority and its Boards for 2018/19.

It was noted that, as Barnsley MBC meetings are held on a Thursday, the schedule had been produced against the 2018/19 Barnsley MBC meetings calendar. Where possible, the dates had also been checked against the meeting calendars of the other three districts.

As in previous years, it was noted that it may be necessary to arrange additional meetings to facilitate decision making around the investment transition to Border to Coast and the Investment Strategy Review.

When the transition to Border to Coast was complete there would also be a need to look at the governance framework to ensure that it remained fit for purpose.

RESOLVED – That the cycle of meetings of the Authority and its Boards in 2018/19 be approved.

13 GENERAL DATA PROTECTION REGULATION (GDPR)

A report was considered which updated Members on the work being undertaken to prepare for the implementation of the General Data Protection Regulation on 25 May 2018.

The project update contained within the report concentrated on specific areas of work being undertaken.

G Chapman confirmed that the project was on schedule.

It was hoped to supply training for Members in May.

RESOVLED – That the report be noted.

14 REVIEW OF THE AUTHORITY'S ADMINISTRATION STRATEGY

A report was submitted which provided Members with the opportunity to approve and ratify, as the definitive current version, the revised Pensions Administration Strategy which was presented to the Authority in draft form at the meeting of 18 January 2018. There had been no further changes to the draft strategy.

Members approved the revisions and the draft Strategy in January without further comment.

The consultation period with the Employers ended on 12 February 2018 having run since 1 January 2018. The Local Pension Board were also consulted on the revised Strategy.

Only one employer responded with comments which centred on concerns over the imposition of increased financial penalties. A considered response had been issued to the employer stressing that financial penalties were a last resort following the provision of as much assistance, training and guidance by the Authority as possible.

If approved the Strategy would go “live” on 16 March 2018.

RESOLVED: That the Authority approve and ratify the Pensions Administration Strategy.

15 POOLING UPDATE

A report was submitted to update the Authority on progress towards the pooling of the Fund's assets within the Border to Coast Pool.

The report covered key areas of progress, investment related progress, staffing matters, non-executive directors and tax strategy.

With regard to investments, the Authority were informed that BCPP had proposed to reduce the number of sub-funds at launch. The issue was that BCPP was proposing to move away from a position agreed with all Funds of mirroring their initial asset allocation. The Investment Board had discussed the implications in depth at their meeting the previous week and had reluctantly agreed to the proposal but with several conditions.

Cllr Sangar questioned the need for some of the BCPP meeting papers to be in private, for example the tax strategy. At present the Company did not feel particularly open and transparent.

A Frosdick remarked that during the transitional phase there were numerous sensitive decisions to be made, but agreed that BCPP appeared to be using excessive caution.

The Chair agreed that the matter needed clarification.

G Warwick expressed disappointment that there was no reference anywhere in the papers to Trades Union representation and pointed out that the Unions had seats on the Shadow Advisory Board. It was important that Trade Unions were involved in their members' pensions.

The Chair replied that she had made South Yorkshire's position very clear but unfortunately had lost the vote; the matter would be reviewed in the future. The Chair suggested that the Unions approach Board members with a view to securing a place on BCPP's Board.

A Frosdick commented that BCPP's governance structure had been settled; the Joint Committee's position was not to pursue the matter any further at this time although the issue would be revisited in due course.

The Chair commented that she had support from other Funds and would keep pressing for Trades Union representation when the time was right.

The Authority discussed the decision of the Joint Committee to agree to the Board's request to appoint two non-executive directors who would be Shareholder representatives on the Board, i.e. an elected member from any of the Partner Funds.

It was noted that this created a potential conflict of interest and it had already been decided that a Member could not be a member of the Joint Committee and sit on BCPP's Board.

A Frosdick pointed out that the person did not have to be an Authority Member but could be any elected member with experience of the LGPS.

The local authorities could nominate someone but it was up to them to take their own view. Some local authorities from other Funds had already decided not to nominate anyone.

The Chair suggested that Members take advice from their Districts and that a paper would be brought to the June meeting of the Authority to make a decision as to whether the Authority should nominate a Member for the post of non-executive director of BCPP.

RESOLVED:

- i) That the Authority notes the progress being made towards BCPP becoming operational.
- ii) That the Authority delegate to the Fund Director, having consulted the advisors, and in consultation with the Chair and Vice-Chair, the authority to authorise the transition of assets to the BCPP investment pooling structure.

16 POOLING UPDATE - BORDER TO COAST JOINT COMMITTEE

A report was considered to provide Members with the details of the reports covered by the BCPP Joint Committee.

Then reports attached as appendices were:

- The regular progress and budget report.
- A Strategic Update which dealt with the issues surrounding which sub-funds would be created and when.
- The Authorised Contractual Scheme prospectus and the process for approving it.
- The Company's Tax Strategy.

RESOLVED: That the report be noted.

17 ACCOMMODATION

A report was submitted which informed the Authority of BMBC's offer to relocate the Authority to Gateway Plaza.

Members were informed that BMBC, the Authority's landlord, had indicated that they wished to use the Authority's current accommodation for other operational purposes and had offered to relocate the Authority to Gateway Plaza.

The Authority discussed the financial and practical implications also noting that the move would create the opportunity to work as a single organisation all on the same floor.

G Graham commented that the move would not be without challenges but that a full equality impact assessment would be carried out.

RESOLVED: That the Authority

- i) Accept, in principle, the offer from Barnsley MBC for the Authority to relocate to Gateway Plaza.
- ii) Authorise the Fund Director to investigate the practicality of a salary sacrifice scheme for staff car parking and if practical implement such a scheme.
- iii) Authorise the Fund Director to negotiate appropriate terms with Barnsley MBC and to incur expenditure on removals and the relocation of ICT equipment up to a maximum of £75,000.
- iv) Agree to a maximum initial lease term of 5 years with the intention of conducting a further review of the Authority's requirements and the options for meeting them during this period.

18 DEBT WRITE-OFFS

A report was submitted to request the Authority to write-off two outstanding rent accounts as detailed within the report.

RESOLVED: That the Authority authorise the write-off of the two debts as detailed in the report.

19 FUND DIRECTOR'S OBJECTIVES AND APPRAISAL

A report was submitted requesting that formal arrangements be put in place to set the Fund Director's Objectives and Appraisal.

Members were informed that the Authority currently did not have a formal mechanism in place for setting objectives and monitoring the progress of the Fund Director. The Fund Director had requested that such a mechanism be developed.

As the Fund Director had recently taken up their post it was an appropriate time to set objectives for the first year. Suggested areas for detailed objectives which balanced the three aspects of the role were:

- Oversight of the Fund's assets and development of the Investment Strategy.
- The delivery of services to members and employers.
- The running of the organisation.

Taking this balance into account the suggested areas in which detailed objectives, each of which was supported by a number of detailed deliverables were contained within the report.

Progress in achieving the tasks set would be evident to Members throughout the year through reporting to the Authority and its Boards. However, a formal appraisal mechanism was necessary for the Fund Director and it was suggested that the Clerk develop appropriate arrangements in consultation with the Chair and Vice-Chair.

RESOLVED: That the Authority:

- i) Note the areas in which it was proposed to set objectives for the Fund Director.
- ii) Delegate to the Clerk, in consultation with the Chair and Vice-Chair, the establishment of formal arrangements for the setting of objectives for and appraisal of the Fund Director.

20 AMENDMENTS TO THE POST-POOLING SYPA INVESTMENT STAFFING ARRANGEMENTS

A report was submitted requesting amendments to the post-pooling SYPA staffing arrangements.

Members were informed that following the agreement of the Authority's equity protection strategy, the appointment of the new Fund Director and greater clarity about the scale of the various residual investment portfolios, a review of the level of professional investment resources available to the Authority, post-pooling, had been carried out and proposals for some changes to the arrangements previously agreed by Members were detailed within the report.

The report detailed the activities that the new style investment function would be required to undertake and the resources needed to be able to facilitate this.

RESOLVED: That the Authority:

- i) Note the changes to the considerations influencing the level of professional investment resource required by the Authority since they were previously considered.
- ii) Approve the replacement of the post of Investment Performance Manager with a post of Head of Investment Strategy at Grade SM3 (subject to job evaluation), to be filled through a ring fenced recruitment process.
- iii) Approve the establishment of an additional post of Investment Analyst at Grade J (subject to job evaluation), and note the arrangements proposed in the event of difficulties in recruiting to this role.
- iv) Note the budgetary implications would be contained within cash limits in 2018/19 and that a pressure of £87K would be reflected in the 2109/20 budget.

CHAIR

SOUTH YORKSHIRE POLICE AND CRIME PANEL

IN THE BOARDROOM, TOWN HALL, CHURCH STREET, BARNSELEY, S70 2TA

20 APRIL 2018

PRESENT: Councillor A Khayum (Sheffield City Council) (Chair)

Councillor S Sansome (Rotherham MBC) (Vice-Chair)

Councillors: B Cutts (Rotherham MBC), J Dunn (Sheffield City Council), D Hughes (Doncaster MBC), B Johnson (Sheffield City Council), J Otten (Sheffield City Council) and S Wilkinson (Doncaster MBC)

Independent Co-opted Members: Mr A Carter and Mr S Chu

Dr A Billings (South Yorkshire Police and Crime Commissioner), M Buttery (Office of the South Yorkshire Police and Crime Commissioner), M Clements (Office of the South Yorkshire Police and Crime Commissioner) and Samantha Mawson (Office of the South Yorkshire Police and Crime Commissioner)

Officers: D Cutting, M McCarthy, L Noble and M McCoolle (Barnsley MBC)

An apology for absence was received from A Shirt (Barnsley MBC)

1 **APOLOGIES FOR ABSENCE**

None.

2 **ANNOUNCEMENTS**

M McCarthy apologised to Members for the size of the meeting room. Future Panel meetings would be held in the larger reception and meeting rooms that were located at Barnsley Town Hall. It was anticipated that the portable webcasting equipment would be operational at the next Panel meeting.

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 PUBLIC QUESTIONS:-

6A TO THE POLICE AND CRIME COMMISSIONER

None.

6B TO THE POLICE AND CRIME PANEL

None.

7 QUESTIONS FROM POLICE AND CRIME PANEL MEMBERS TO THE POLICE AND CRIME COMMISSIONER

None.

8 MINUTES OF THE PREVIOUS MEETING HELD ON 2ND FEBRUARY 2018

A Carter referred to the partnership grants that had been awarded to the four local Community Safety Partnerships. He had previously requested information outside the meeting from the Commissioner for Panel Members, in relation to those organisations that did and did not receive grant aid. He considered that it was useful for Members to be informed of the organisations that had been both successful and unsuccessful.

The Commissioner would endeavour to make the information available.

Councillor Dunn referred to awarded grants and match funding. She highlighted the need for joined up thinking across the local authorities, in an attempt to streamline and establish a more cohesive way of working.

The Commissioner stated that the OPCC did not request match funding, but would clarify for Councillor Dunn.

RESOLVED – That:-

- i) The Commissioner would endeavour to provide Panel Members with the information in relation to those organisations that had been successful and unsuccessful in receiving grant aid.
- ii) The Commissioner would clarify the issue of awarded grants and match funding.
- iii) The minutes of the Police and Crime Panel held on 2 February 2018 be agreed and signed by the Chair as a correct record.

9 NEIGHBOURHOOD POLICING UPDATE

The Commissioner stated that the Neighbourhood Policing Teams would ascertain the requirements for re-engagement with local communities up to the middle of May 2018. He hoped that all Members had met with their respective local inspectors to re-establish the links, and to discuss how they envisaged matters to be progressed further. He urged Members to contact the Force if they did not consider that there had been an improvement in the re-engagement with their local communities.

Councillor Khayum stated that matters had developed differently within the different areas. Greater engagement had recently been made at Sheffield Firth Park with the local councillors and the local Neighbourhood Policing Team. He considered that the SYP Alert System, which was utilised by Councillors, worked very well. This system is also available to members of the public.

Councillor Sansome referred to the good working relationships in Rotherham with the local PCSO's and the District Commander.

S Chu queried whether the staffing resources for re-engagement with local communities in the greatest need would be drawn from other areas within the Force.

The Commissioner stated that staffing resources would be utilised from elsewhere within the Force; this could potentially create an issue that was otherwise considered manageable. The additional 12 Police Now Officers that were now in place had undertaken an intensive course which included problem solving, which was the overall approach for Neighbourhood Policing Teams, in order to achieve an understanding of anti-social behaviour and the relevant partners which were required to provide assistance. The additional Neighbourhood Policing Team numbers were hoped to make a substantial difference to residents of South Yorkshire.

M Buttery referred to the number of reviews that were currently being undertaken by the Force, together with a post implementation review of the roll out of neighbourhood policing, to ascertain the impact that it had placed upon other services within the Force, and to establish the public perception of the initiative.

Councillor Hughes stated that since the initiative had been launched, he had not observed any PCSO's within his local ward area.

The Commissioner requested S Mawson to provide Councillor Hughes with the information regarding the frequency of police officer and PCSO's attendance within his local ward area.

Councillor Wilkinson referred to the problems encountered within her local ward area of Hexthorpe. She received a monthly update of the crimes committed within her local area, together with the details of the hours patrolled by the Force. She queried whether it would be useful for other Ward Members to receive similar updates on the hours that the Force had patrolled their local areas.

The Commissioner would provide individuals, upon request, with the details of the hours that the Force had patrolled local areas.

Councillor Sansome queried whether victim support was aligned with the Force's review of the Neighbourhood Policing Model. He requested that a report be presented to the Panel on how the Commissioner held the Chief Constable to account, and the progress made on the Neighbourhood Policing Model.

M Buttery would ascertain whether victim support formed part of the review of the Neighbourhood Policing Model. A report regarding the public trust and confidence was scheduled to be presented to the Panel in June.

The Commissioner highlighted that victim support would be raised at the next Public Accountability Board Meeting to be held on 24 April, and to which Panel Members were invited as observers.

Councillor Cutts queried the progress of a serious incident case that had occurred in Rotherham.

The Commissioner requested Councillor Cutts inform him of the particular case outside of the meeting. Incidents of a serious nature would be discussed in his weekly meetings with the Chief Constable.

RESOLVED – That:-

- i) Councillor Hughes would be provided with the information regarding the frequency of police officer and PCSO's attendance within his local ward area.
- ii) M Buttery would ascertain whether victim support formed part of the review of the Neighbourhood Policing Model.
- iii) Members noted that a report regarding the public trust and confidence was scheduled to be presented to the Panel in June.
- iv) Members noted the update.

10 REOFFENDING WITHIN SOUTH YORKSHIRE

A report of the Police and Crime Commissioner was presented to provide an overview of the Commissioner's interest and role (including those aspects which were statutory) in relation to reducing reoffending across South Yorkshire, and to demonstrate the complex partnership and contractual arrangements in place, that aimed to focus upon the rehabilitation of offenders to achieve a reduction in reoffending throughout the county.

Councillor Dunn referred to a recent visit in her local ward area with the Force, where they had encountered a homeless man who had been in prison for 5 weeks for shoplifting re-offences. She considered that the individual had not been in prison for a long enough duration to have received the necessary support on leaving prison. She highlighted the need for a greater understanding of low level reoffending.

The Commissioner highlighted the importance of bringing partners together, e.g. through Community Safety Partnerships and the Criminal Justice Board, in order to tackle the various issues. The number of homeless individuals was a visible and growing problem, which could be drug and alcohol abuse related, and there are many agencies involved in dealing with the issues associated with homelessness.

The Commissioner had recently met with the Home Secretary regarding violent crime. Crime has been falling overall for at least 10 years but in the last 3 to 4 years violent crime has risen.

Councillor Wilkinson referred to the shared learning from Rotherham MBC in relation to taxi licensing arrangements; a great deal of work had been undertaken in South Yorkshire to strengthen the safety checks for taxi drivers.

The Commissioner stated that all South Yorkshire local authorities were acutely aware of the taxi licensing issue. He considered the taxi licensing standards in South Yorkshire were correct and appropriate.

A Carter expressed his appreciation for the comprehensive report presented to the Panel. He is the representative of the Voluntary, Community and Faith Sector in Sheffield on the Sheffield Safer and Sustainable Communities Partnership. He queried whether the report, if slightly adjusted to be more pertinent to the Sheffield district, could be presented to the SSCP Board in an attempt to encourage and promote joint working.

Councillor Hughes queried the categorisation of low level offenders, together with the outcomes over the last financial year.

The Commissioner stated that he would provide Councillor Hughes with the information.

S Chu made reference to the significant changes to the Probation Service over recent years. He queried the Commissioner's assessment of the performance of the South Yorkshire Community Rehabilitation Company (CRC). He referred to a recent news article which stated that the prison population was at its lowest level and that electronic tagging was at its highest level. He queried whether the Commissioner or the Force had received prior warning of this or its impact.

The Commissioner referred to concerns that had been expressed when the Probation Service had been split into two parts, with one part being privatised. He regularly met with Amanda Cullen, Director of HR and Organisational Development at CRC, which had initially encountered difficulties in recruiting and training individuals to an appropriate level. The Commissioner was aware of the ongoing activity within the prisons and the community impact. One particular prison in South Yorkshire brought individuals together for a final period before reintegration back into the community; this posed a problem as unhealthy alliances were formed within the prison. There was a concern within the prisons in relation to drugs and how they were supplied from the outside. His view was that the prison population

was at an all-time high. He would ascertain the position in relation to the electronic tagging system.

Councillor Sansome had recently attended a reoffender management course in London, which had referred to the increasing number of reoffending crimes and the individuals in prisons.

RESOLVED – That:-

- i) Members noted that the report would be slightly adjusted, to be more pertinent to the Sheffield district, to enable it to be presented to the Sheffield Safer and Sustainable Communities Partnership Board.
- ii) The Commissioner would provide Councillor Hughes with the categorisation of low level offenders, and the outcomes over the last financial year.
- iii) The Commissioner would ascertain the position in relation to the electronic tagging system.
- iv) Noted the role played by the Commissioner in relation to rehabilitating offenders, and reducing reoffending across South Yorkshire.
- v) Noted the latest position in relation to reoffending rates.

11 ATLAS COURT / CONTACT MANAGEMENT (101): UPDATE

M Buttery stated that the 'go live' date for the SmartContact implementation had been put back, to enable proper trials to be undertaken; the system would initially be operational within South Yorkshire Police before being implemented in Humberside Police. The issue was a priority area for the Commissioner, and clarity would continue to be sought. Feedback would be provided to Members at the next meeting.

L Noble is in liaison with SY Police in respect of a visit to demonstrate the SmartContact system. This is now likely to take place within the new municipal year.

RESOLVED – That Members noted the verbal update.

12 CYBER CRIME / ARTIFICIAL INTELLIGENCE

A Carter referred to Durham Constabulary, who had introduced an artificial intelligence system within their custody suite. He considered that, as artificial intelligence became part of everyday life, and the move towards utilisation within the police service, there was a possibility for heavy dependence on artificial intelligence which could be subject to virus infection. He requested the Commissioner to keep the Panel apprised of any ongoing developments on the impact for South Yorkshire, and in any other areas where artificial intelligence was being trialled.

The Commissioner stated that the Chief Constable had no plan to introduce artificial intelligence into custody suites.

M Buttery informed the Panel that South Yorkshire was collaborating with seven other Forces within the North East of England in relation to cyber crime. Updates would continue to be provided to the Panel as appropriate

RESOLVED – That Members:-

- i) Would be provided with updates in relation to cyber crime as appropriate.
- ii) Noted the position.

13 HER MAJESTY'S INSPECTORATE OF CONSTABULARY, FIRE AND RESCUE SERVICES (HMICFRS) UPDATE

A report of the Police and Crime Commissioner was submitted in order to provide Members with an update on the latest HMICFRS policing inspection programme and framework 2018/19 and the HMICFRS PEEL: Police Effectiveness 2017 Inspection.

Members noted that Her Majesty's Inspectorate of Constabulary's (HMIC) remit had been extended to include the inspections of fire and rescue services in England and was now known as Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

The Commissioner was concerned to ensure that the Police and Crime Plan priorities, which are reflected in the Force's Plan on a Page, were not distorted by HMICFRS priorities.

Councillor Otten considered that it would be useful for additional context / benchmarking information to be provided within future reports. He requested that a report be submitted to the Panel summarising the results of previous inspections, together with a comparison with other Forces.

S Chu queried whether the Commissioner considered that the Plan focused on vulnerable people, and how reassured was he that the HMICFRS had the correct focus on the matter. In relation to the HMICFRS inspection that would be undertaken for South Yorkshire Fire and Rescue (SYFR) in 2019, he queried whether the SYFR inspection outcome report would be presented to the Panel given that the Commissioner sat on the FRA.

The Commissioner acknowledged and congratulated the Force on the work undertaken to improve on the previous inspection. He reassured Members that vulnerable people had been a priority in the conversations he had held with the Chief Constable, and this element of the Police and Crime Plan would remain a priority moving forward. In relation to the SYFR inspection outcome report, he would have sight of the report within his capacity of SYFRA Member; there was a joint interest for collaborative working, but there is no intention for it to be submitted to the Panel.

Councillor Sansome queried whether the Force Management Statement would be reported to the Public Accountability Board. The Commissioner confirmed that the Force Management Statement would be reported to the Public Accountability Board.

RESOLVED – That Members:-

- i) Noted that the next report around HMICFRS inspections would include comparison with previous inspections, and a comparison with other Forces.
- ii) Noted the contents of the report.
- iii) Commented on any matters arising.

14 ESTABLISHMENT OF A BUDGET WORKING GROUP - MEMBERSHIP AND TERMS OF REFERENCE

A report of the Service Director, Legal and Governance was submitted in relation to the establishment of a Budget Working Group, which would assist the Panel in developing its role and enable more in-depth discussion in relation to the budget and other financial issues in advance of budget and precept setting. Many Police and Crime Panels across the country had established working groups to address key issues such as the budget and the Police and Crime Plan.

L Noble stated that in order for the Budget Working Group to operate effectively, a representative from all four of the local authority districts should sit on the group. Notification was awaited from Barnsley MBC; L Noble would contact Councillor Griffin/Councillor Sixsmith.

If the Panel agreed to the establishment of the Budget Working Group further discussions would be held with the OPCC in relation to meeting frequency and the support required.

RESOLVED – That Members:-

- i) Noted that Councillor Griffin/Councillor Sixsmith would be contacted with a view to securing a Barnsley MBC representative on the Budget Working Group.
- ii) Approved the membership and Terms of Reference for the Budget Working Group.
- iii) Agreed that the meetings be held quarterly and reviewed in a year's time.

15 DECISION LOG (OPCC)

A report was presented to provide Members with information on the decisions taken by the Police and Crime Commissioner (PCC) since the last meeting.

A Carter queried what the Capital Approval – Armoury Extension related to, and he also queried the re-location of the mounted section back to Ring Farm (which is in

Cudworth, Barnsley). He also referred to the agreement to provide financial assistance with an overall cap on funding of £20,000 plus VAT, and queried the extent to which a funding cap was determined at a specific limit.

The Commissioner stated that he would establish what the Capital Approval – Armoury Extension related to. He confirmed that Ring Farm was located in Cudworth, Barnsley and that the Chief Constable intended to relocate the SYP Mounted Section back to Ring Farm. He highlighted the need to be very careful in relation to the agreement to provide financial assistance with an overall cap on funding of £20,000 plus VAT.

RESOLVED – That:-

- i) The Commissioner would ascertain what the Capital Approval – Armoury Extension related to.
- ii) Members noted the contents of the report and commented on any matters arising.

16 LEARNING AND DEVELOPMENT UPDATE - REVIEW & YEAR AHEAD

A report of the Service Director, Legal and Governance was submitted to update Members on the current events – national, regional and local – together with future plans in respect of learning and development for the Panel.

Members noted the informal ‘reflection’/work planning meeting that had been held for the Panel on 18 April 2018 and facilitated by Frontline Consulting. Councillors Khayum, Sansome, Hughes, and A Carter, D Cutting and L Noble had been in attendance; a written submission had been received from S Chu.

Councillor Khayum had found the session to be an extremely useful forum to discuss the ways in which to develop the Panel further. He suggested that additional sessions be organised in the forthcoming municipal year to continue the development of the Panel.

L Noble drew Members’ attention to a series of events that would be held over the coming year – the LGA PCP Workshop on Wednesday 11 July and the Seventh Annual PCP Conference hosted by Frontline Consulting on Monday 12 November. These events are specifically aimed at Police and Crime Panels and the Panel would be represented at both.

Councillor Sansome had attended the inaugural meeting of the LGA Special Interest Group on 19 April 2018 which is looking to establish a National Association of Police and Crime Panels. Councillor Sansome and L Noble would attend the first meeting of the Yorkshire and Humberside PCP Regional Network on 23 May 2018.

L Noble offered Members an opportunity, through the Development Discussion process, to discuss any requirements for additional support to assist in fulfilling the Panel’s role, and these will be held after the Panel’s Annual Meeting in June.

RESOLVED – That Members:-

- i) Agreed that additional learning and development sessions be arranged during the next municipal year to continue to develop the Panel's role.
- ii) Noted the opportunity to discuss any requirements for additional support to assist in fulfilling the Panel's role after the Annual meeting on 4 June.
- iii) Noted the update.
- iv) Provide suggestions for future learning and development.

17 WORK PROGRAMME

Members considered the 2018/19 Work Programme.

RESOLVED – That Members of the Police and Crime Panel noted the contents of the 2018/19 Work Programme.

18 DATE AND TIME OF THE NEXT MEETING

RESOLVED – That the Annual Meeting of the Panel will be held on Monday 4 June 2018, at 1pm in Meeting Room 11 at the Town Hall, Church Street, Barnsley, S70 2TA.

CHAIR

SOUTH YORKSHIRE POLICE AND CRIME PANEL – ANNUAL MEETING

IN MEETING ROOM 11, TOWN HALL, CHURCH STREET, BARNSELEY, S70 2TA

4 JUNE 2018

PRESENT: Councillor A Khayum (Sheffield City Council) (Chair)

Councillor S Sansome (Rotherham MBC) (Vice-Chair)

Councillors: B Cutts (Rotherham MBC), R Frost (Barnsley MBC), B Johnson (Sheffield City Council), M O'Rourke (Sheffield CC), J Otten (Sheffield City Council), S Wilkinson (Doncaster MBC) and D Nevett (Doncaster MBC)

Independent Co-opted Members: Mr A Carter and Mr S Chu

Dr A Billings (South Yorkshire Police and Crime Commissioner), M Buttery (Office of the South Yorkshire Police and Crime Commissioner), M Clements (Office of the South Yorkshire Police and Crime Commissioner) and F Topliss (Office of the South Yorkshire Police and Crime Commissioner)

Officers: D Cutting, M McCarthy, L Noble and M McCoolle (Barnsley MBC)

Apologies for absence were received from Councillor Dyson (Barnsley MBC) and A Shirt (Barnsley MBC)

1 APPOINTMENT OF CHAIR AND VICE CHAIR

RESOLVED – That Members agreed:-

- i) Councillor Khayum be appointed as Chair to the Police and Crime Panel for the ensuing municipal year.
- ii) Councillor Sampson be appointed as Vice Chair to the Police and Crime Panel for the ensuing municipal year.

2 MEMBERSHIP OF THE POLICE AND CRIME PANEL 2018-19

A report of the Service Director, Legal and Governance was presented to inform of the membership of the Panel for the municipal year 2018-19.

Councillor Khayum welcomed the new Members to the meeting and introductions were made. On behalf of the Panel, he expressed his gratitude to Councillors Dunn, Griffin, Sixsmith, Hughes and Mirfin-Boukouris who had served on the Panel during the 2017-18 municipal year.

RESOLVED – That Members noted the membership of the Police and Crime Panel 2018-19.

3 APOLOGIES FOR ABSENCE

Apologies for absence were noted as above.

4 ANNOUNCEMENTS

None.

5 URGENT ITEMS

None.

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

None.

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

None.

8 PUBLIC QUESTIONS:-

8A TO THE POLICE AND CRIME COMMISSIONER

None.

8B TO THE POLICE AND CRIME PANEL

None.

9 QUESTIONS FROM POLICE AND CRIME PANEL MEMBERS TO THE POLICE AND CRIME COMMISSIONER

In accordance with Procedure Rule 11 (General Questions from Members of the Panel), the following questions had been submitted:-

Received from Councillor Otten

1. “Is it the policy of SYP to report victims of crime or witnesses who report these crimes to the police to the Home Office for immigration enforcement?”

2. Now that Leveson part 2 is off, what steps have you taken or will you take to satisfy yourself that any improper dealings between members of the press and officers of SYP will be properly dealt with?"

Response

D Cutting stated that he had provided Councillor Otten with a written response (by e-mail on 21st May) setting out the reasons that the questions had not been included on today's agenda. He apologised for the oversight in not processing the questions in the appropriate manner, and which had prevented all Members of the Panel from having sight of the questions. D Cutting suggested that the questions be put to the Commissioner, in order for him to provide Councillor Otten with a written response.

10 **MINUTES OF THE PREVIOUS MEETING HELD ON 20 APRIL 2018**

A Carter requested that the minutes be amended to indicate that he was one of a number of representatives of the Voluntary, Community and Faith Sector in Sheffield, serving on the Sheffield Safer and Sustainable Communities Partnership Board.

Councillor Wilkinson referred to the shared learning from Rotherham MBC in relation to taxi licensing arrangements. She reiterated her concern that licensed taxi drivers from other Districts, whose vetting processes may not be as vigorous as those undertaken within South Yorkshire, were permitted to work in South Yorkshire.

Councillor Frost highlighted that he was a member of BMBC's Licensing Panel which worked closely with its counterpart panels within South Yorkshire; rigorous policies were in place to prevent taxi drivers from working across Districts without due registration.

Councillor Cutts referred to a number of taxi licenses which had been refused for not meeting the common standard, particularly within the Rotherham area.

Councillor Khayum stated that this was a matter for the licensing departments within the relevant local authorities, and not for the Panel or the Commissioner.

RESOLVED – That subject to the above requested amendment, the minutes of the Police and Crime Panel held on 20 April 2018 be agreed and signed by the Chair as a correct record.

11 **ANNUAL REPORT (POLICE AND CRIME PANEL) 2017-18**

L Noble presented the Annual Report (Police and Crime Panel) 2017-18, which was the first Annual Report prepared by BMBC as host for the Panel. The report demonstrated that the Panel had made improvements in the way it carried out its role, and she thanked Members both past and present, and the OPCC for the support provided.

Members were requested to provide comments on the contents of the Annual Report to L Noble by 15 June 2018; following which design work would be undertaken in-house for inclusion on the PCP website.

L Noble sought the Panel's authorisation to print 300 copies of the Annual Report for circulation to all South Yorkshire Councillors, MPs and Town and Parish Councils. This is something that West Yorkshire PCP have trialled to raise the profile of Police and Crime Panels and it had been extremely successful.

Councillor Khayum thanked those Members that had already provided comments on the Annual Report. He agreed that printed copies of the Annual Report would help to raise the profile of the Panel. He sought the Panel's approval to allocate funding for printed copies of the Annual Report.

L Noble stated that she would inform the Panel of the total printing cost of the Annual Report, and it may be appropriate to review the effectiveness of this spend during the year (prior to the production of the 2018-19 Annual Report).

RESOLVED – That Members:-

- i) Agreed to provide L Noble with comments on the Annual Report by 15 June 2018.
- ii) Agreed to allocate funding for printed copies of the Annual Report.

12 ENGAGEMENT ACTIVITY - FEEDBACK ON TRUST AND CONFIDENCE

A report of the Commissioner was presented to provide Members with an overview of the results of an independent assessment of the levels of trust and confidence in South Yorkshire Police (SYP).

An independent survey had been carried out between October and December 2017, by SMSR Ltd, an independent research organisation, to obtain the views of hard-to-reach communities in South Yorkshire; over 4,400 face-to-face surveys had been undertaken. F Topliss provided the Panel with a summary of the key headlines arising from the outcome of the survey, which had demonstrated that the communities across South Yorkshire had a high level of trust and confidence in SYP, and that residents were generally satisfied with the service received from SYP.

A 12-week engagement improvement plan had commenced across the Districts as a result of the surveys, to include PACT meetings and to improve marketing on the SYP website and social media. Over 10,000 individuals had signed up to receive the SYP community alerts, and PCSOs would undertake greater visible engagement. Each District would produce a report upon conclusion of the 12-week engagement improvement plan.

Councillor Wilkinson requested a definition of BAME, as referred to within the report, as she felt it did not adequately cover the Eastern European communities.

F Topliss agreed to provide Members with a definition.

Councillor Cutts referred to the survey comparisons which had indicated that young people were more satisfied with SYP in comparison to the elderly.

F Topliss highlighted that the survey was undertaken on the basis of trust and confidence, and not necessarily on the levels of crime.

The Commissioner stated that the survey was currently utilised to establish a baseline for the residents in South Yorkshire. A total of 5 murders had been encountered within South Yorkshire over the past 21 days, which was unprecedented; SYP had reacted very quickly to the incidents.

Councillor Otten referred to an incident that had occurred outside of South Yorkshire, involving a female of ethnic minority who had been raped. She had reported the incident to the local police, but she had then been detained on immigration grounds. He queried whether this would happen within South Yorkshire.

The Commissioner stated that each case had to be taken on its own merit and dealt with accordingly. He had no reason to suspect that SYP, who are in dialogue with a whole host of agencies, did not deal with victims of crimes in an appropriate way.

Councillor Sansome queried the measures that would be taken to increase the public's confidence in the SYP Neighbourhood Policing Teams. He requested that a report be submitted to the Panel in relation to the outcomes of neighbourhood policing initiatives.

F Topliss stated that the survey had been carried out at the point when SYP had moved into the embedding process around neighbourhood policing.

S Chu felt that it was a very positive report, which highlighted the public's trust and confidence in SYP, in comparison to the way in which SYP had been portrayed within the national media. He was encouraged to learn that black and ethnic minority approval of SYP was high in particular to 'stop and search'.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Be provided with the definition of BAME used in the survey.
- iii) Noted that a report be submitted to a future Panel meeting in relation to the outcomes of neighbourhood policing.

13 ARTIFICIAL INTELLIGENCE

A report of the Police and Crime Commissioner was presented to provide Members with research material on artificial intelligence in policing.

A Carter thanked the Commissioner for the report submitted, following his request at the last Panel meeting for Members to be kept apprised of any ongoing developments on the impact of South Yorkshire, and in any other areas where artificial intelligence was being trialled. He was surprised to learn from the report that SYP currently had no plans to introduce artificial intelligence, and he suggested the need for SYP to be conscious of the new technologies being deployed globally. He considered that it was important for Members to be made aware of any issues arising via regular reports to the Panel at 6 monthly intervals.

The Commissioner stated that SYP was currently considering artificial intelligence, but that there were no firm plans for implementation; any matters of interest would be brought to the Panel's attention.

Councillor Wilkinson queried how confident the Commissioner was that SYP officers were fully conversant and competent in the use of the technology associated with artificial intelligence gathering. She highlighted the importance for officers to input data correctly when determining whether to retain an individual within the custody suite, based upon the likelihood of an individual reoffending.

The Commissioner referred to the large amount of work to be undertaken to ensure that officers were fully conversant in this area. Durham Constabulary had introduced an artificial intelligence system within their custody suite, which enabled a Custody Sergeant to swiftly make a decision as whether to retain an individual.

M Buttery suggested that it would be helpful to define within the report, to be presented to the Panel in 6 months' time, the areas that SYP was working towards, the technology being utilised for analysis and the task of replacing human judgement.

RESOLVED – That Members:-

- i) Noted the contents of the report and commented on any matters arising.
- ii) Noted that a report on artificial intelligence (and wider technology utilised by SY Police) would be presented to the Panel in 6 months' time.

14 ATLAS COURT/CONTACT MANAGEMENT: PROGRESS UPDATE

Members noted a reported increase in the performance and morale of SYP officers at the Atlas Court call centre over the last 6 months. The Royal College of Policing staff were helping in progressing the Wellbeing Plan; all outstanding vacancies had been filled, and the SYP officers that had been drafted in to cover those vacancies within the scheme had now ceased.

The Connect System, the internal communication system, had been implemented at Atlas Court before the end of December 2017 and was embedding and operating successfully. The majority of training for Smart Contact had now been completed.

The Commissioner provided SYP call handling data to Members; it was envisaged that a replacement 101 system would be implemented shortly. Positive feedback had been reported in relation to the latest inspection on crime data and the integrity of calls listened to. The increased demands on the police service nationally continued to be a significant issue.

Councillor Sansome requested the OPCC Communications Team provide a briefing note to the local authorities to explain the delay in implementing the replacement 101 system. He offered his assistance to the OPCC on the matter.

RESOLVED – That Members noted:-

- i) The verbal update.
- ii) That the OPCC Communications Team would provide a briefing note to each of the four local authorities in relation to the delay in implementing the replacement 101 system.

15 PCC GOVERNANCE STRUCTURE

A report of the Police and Crime Commissioner (PCC) was submitted to provide Members with information on the PCC's governance arrangements. In the Summer of 2016, the PCC's Chief Executive and Solicitor had initiated a review of the PCC's arrangements in respect of the governance (holding to account) of South Yorkshire Police.

Councillor Sansome expressed concern that the report did not include any narrative regarding the actions implemented on the closure and timescale of issues.

M Buttery stated that the Governance Action Plan was published with the Statement of Accounts each year and had been drafted for sign-off by the Commissioner; she would provide Members with a copy of the document.

Councillor Sansome queried the benefits that the Public Accountability Board (PAB) provided in holding the Chief Constable and SYP to account, and the potential duplication / overlap with the work of this Panel. He requested that Members be provided with a briefing note on the benefits of the PAB.

The Commissioner stated that the PAB provided an opportunity for major issues to be raised with SYP and himself in the public arena; following which a document detailing pertinent information from the meeting would be published on the SYP website.

RESOLVED – That Members:-

- i) Noted the contents of the report.
- ii) Be provided with the draft Governance Action Plan.

- iii) Be provided with a briefing note advising of the benefits of the Public Accountability Board (PAB).

16 RULES OF PROCEDURE - SUGGESTED AMENDMENTS

A report of the Solicitor/Panel Legal Adviser was submitted to provide Members with suggested revisions to the Rules of Procedure, which were kept under review and were last updated and approved by the Panel on 29 September 2017. Members recalled the informal reflection and work planning session that had been facilitated by Frontline Consulting on 18 April 2018, which had provided helpful suggestions by building on best practice from other Panels.

Members reviewed the Rules of Procedure, and a number of additional amendments were identified at paragraph 11.

Councillor Wilkinson queried how items for inclusion onto the Panel's work programme were determined.

L Noble commented that since BMBC had taken on support for the Panel, the work programme had become a standard agenda item. Members were able to suggest items for the inclusion onto the work programme, which would be discussed with the Chair and Vice Chair at the agenda planning sessions with the PCC.

RESOLVED – That Members:-

- i) Noted the report.
- ii) Approved the amendments to the Panel's Rules of Procedure (as detailed in paragraphs 5 – 12 of the report now submitted) with immediate effect.

Councillors Otten and Cutts voted against the decision

- iii) Agreed to amend the Panel's agenda for future meetings with immediate effect.

17 DECISION LOG (PCC)

A report was presented to provide Members with information on the decisions taken by the Police and Crime Commissioner (PCC) since the last Panel meeting.

A Carter had recently attended a Sheffield Safer and Sustainable Community Partnership Board meeting which had discussed the proposed community grant funding allocations. He made a plea for a slightly larger funding allocation to be made available to the third sector organisations, in particular to those organisations that provided services through the community grant scheme to support the work of the PCC and the SYP.

The Commissioner stated that over £1m of funding would be provided to the third sector organisations from the OPCC; any increase in the level of funding would impact upon the SYP budget.

RESOLVED – That Members noted the contents of the report and commented on any matters arising.

18 FEEDBACK FROM Y&H REGIONAL NETWORK MEETING, 23 MAY 2018

On behalf of the Panel, Councillor Sansome and L Noble had attended the inaugural meeting of the Yorkshire and Humberside Regional Network Meeting held on 23 May 2018, which had been facilitated by Frontline Consulting.

The meeting had provided a good opportunity to pick up on best practice, and it had identified that all Police and Crime Commissioners shared the same concerns and issues. L Noble would provide Members with the minutes of the meeting. She suggested that an Independent Member should attend the next Yorkshire and Humberside Regional Network Meeting in September 2018, together with Councillor Sansome and herself. The Network provided for a maximum of three attendees per Panel.

Members noted the update in respect of the recently established National Association of Police and Crime Panels. An inaugural meeting had been held in March 2018, with the next meeting scheduled in the Autumn as part of the National PCPs Conference in Warwick.

The work of this body would complement the National Association of Police and Crime Commissioners which was the national body that supported the Police and Crime Commissioners (PCCs), and other local policing bodies across England and Wales, to provide national leadership and influence change in the policing and criminal justice landscape.

Councillor Sansome said that North Yorkshire PCP, and West Yorkshire PCP had both invited the HMICFRS to attend an informal Panel meeting to elaborate on inspection reports. He felt that this could be something South Yorkshire might replicate, although there would need to be clear parameters to invite the HMICFRS.

The Y&H Network had also noted that the consistent membership of West Yorkshire Police and Crime Panel was a clear benefit, and that they worked collectively on the agenda and reports before them to hold the Police and Crime Commissioner to account, without becoming involved in any side issues. This resulted in positive meetings with the Panel fulfilling its role.

Councillor Sansome suggested that links be strengthened with the Overview and Scrutiny Committees at the four local authorities to ensure there is no duplication. In addition, at the conclusion of each West Yorkshire Police and Crime Panel meeting, Members held an informal de-brief in relation to what had gone well / not so well, and he asked Members to give that some consideration.

Another area of best practice from West Yorkshire PCP was the issuing of a press release after each meeting – depending on the issues discussed. This also served to raise the profile of the Panel. Councillor Sansome suggested that this Panel should give further consideration to adopting this practice.

Councillor Khayum thanked Councillor Sansome and L Noble for their attendance at the meetings.

RESOLVED – That Members:-

- i) Noted the verbal update.
- ii) Be provided with the minutes of the inaugural meeting of the Yorkshire and Humberside Regional Network Meeting held on 23 May 2018.

19 LEARNING AND DEVELOPMENT - UPDATE

L Noble stated that at the start of each municipal year, she would email newly appointed Members on the Panel, to arrange an Induction and to discuss any learning and development requirements to assist them in their role. Existing Members will also be given the same opportunity, and the outcomes will help to formulate the 2018-19 Learning and Development Schedule.

RESOLVED – That:-

- i) Contact would be made with the newly appointed Members on the Panel to arrange Induction and to identify any learning and development requirements.
- ii) Existing Members would also be provided with the same opportunity.

20 WORK PROGRAMME

Members considered the 2018/19 Work Programme.

L Noble informed Members of a proposal to align the work of the Commissioner's Public Accountability Board with the work of the Panel to ensure the reports submitted are timely. She reiterated that Members wishing to suggest items for the work programme should do so via herself, and these would be considered by the Chair and Vice-Chair at their pre-agenda planning meetings with the PCC.

Councillor Wilkinson referred to the 'Inspire to Change' leaflet that had been provided to Members, together with the app that SYP was developing with an outside partner for victims of domestic abuse. She queried whether the Panel could review the success of both programmes after they had run for a period of 6 - 9 months, to ascertain whether there had been a reduction in the number of domestic violence cases, and to determine whether a reference to domestic violence could be included within the Police and Crime Plan.

L Noble would discuss the matter further with the Police and Crime Commissioner.

RESOLVED – That Members:-

- i) Noted the contents of the 2018/19 Work Programme.
- ii) Officers would discuss with the PCC whether a report reviewing the success of programmes aimed at reducing domestic abuse could be submitted to the Panel.

21 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Panel will be held on Monday 2 July 2018, at 1.00 pm in Room 11 at the Town Hall, Church Street, Barnsley, S70 2TA.

CHAIR

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